



Student/ Parent Policy Guide



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2014-2015

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YUKON PUBLIC SCHOOLS
www.yukonps.com
Student/Parent Policy Guide
PUBLIC POLICY 2014-2015

The **Yukon Public Schools Student/Parent Policy Guide** contains policies and procedures of the District. Questions about the guide should be directed to the building principal of the school your child attends. Copies of the **Yukon Public Schools Board of Education Policies and Administrative Regulations** are available online and at the Administration Building. **Student/Parent Policy Guides** are available at the Yukon Enrollment Center located at 1000 Yukon Avenue in the Sixth Grade Center.

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YUKON PUBLIC SCHOOLS MISSION STATEMENT

Yukon Public Schools, through its students, curriculum, staff, facilities and community is committed to excellence. We believe this commitment will provide the opportunity for all students to become successful, contributing world citizens.

DISCLAIMER

The policies and regulations of the Yukon Public School's Board of Education, or any changes to the Board policies and regulations after the printing of this guide supersede all information provided in this handbook.



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EQUAL OPPORTUNITIES—TITLE IX POLICY NOTIFICATION

It is the policy of the District to provide equal opportunities to otherwise qualified handicapped individuals and to all individuals without regard to race, color, national origin, disability, sexual orientation or age. This includes, but is not limited to, admissions, access to and treatment in educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to the Section 504/Title II Coordinator, Special Services Department, 600 Maple, Yukon, Oklahoma 73099; 405-354-2587; or the Assistant Superintendent of Human Resources, 600 Maple, Yukon, Oklahoma 73099; 405-354-2587.

Activities: No person shall, on the basis of gender, be excluded from participation in, be denied benefits of, or be treated differently from another person in any interscholastic club or intramural athletics offered by a school. This regulation shall not apply to those activities where performance skills are the primary criteria for selection. Separate teams may be operated where and when: 1) Selection for such teams is based on competitive skill; and 2) The activity involved is a contact sport (including, but not limited to, wrestling, football, soccer, baseball and basketball).

Grievance Procedure: The District complies with the Civil Rights Laws (Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, the Age Discrimination in Employment Act, and Section 504 of the Rehabilitation Act of 1973) in assuring the students, parents, and employees of the District that the District does not discriminate on the basis of race, color, sex, national origin, disability, religion, or age. The Superintendent is designated by the Board to coordinate the District's efforts to comply with this assurance. The Assistant Superintendent(s) is/are designated as the Compliance Officers and may be reached at 600 Maple Street, Yukon, OK 73099-2533, (405) 354-2587.

Pre-filing Procedures: Prior to the filing of a written complaint, the Complainant is encouraged to visit with the Compliance Officer to make a reasonable effort to informally resolve the problem or complaint.

See Board Policy **BI** for complete information

Discrimination/Harassment Disclaimer

Discrimination and/or harassment of students are prohibited by Yukon Public Schools. It is the intent of the District to be nondiscriminatory to all students regardless of race, color, creed, national origin, disability, gender, sexual orientation, age, or religion. Persons with complaints or concerns should contact the Administration Office (405) 354-2587.



SCHOOL CLOSING

If school is to be closed due to weather or other unexpected reasons, it will be announced on radio and television, by telephone via School Messenger and posted on the District website www.yukonps.com. Please check these communications and do not call school officials. Many times a decision cannot be made until early morning of the school day in question.

LOCKDOWN PROCEDURES

Traditionally, YPS students and staff have been instructed and drilled on fire and tornado emergencies. In the last five years, schools have added new procedures or lockdowns and hazardous materials. Working in close collaboration with the Yukon Police Department, Yukon Fire Department, state crisis management personnel and public health officials; all Yukon Public School facilities have been evaluated for safety and hazards. All have developed plans for coping with a variety of emergency response situations. These plans involve efforts to protect all students while they are at school. Furthermore, each site has staff members trained in basic first aid and CPR.

The actions taken during any type of emergency situation depend a great deal on the specifics of the incident. For example, one or more schools may evacuate, lock down, or initiate a shelter-in-place response; according to the nature of the threat. The main objective is the protection of the students and staff members. School administrators have a variety of “tools” to use and have received training on how to work with each of these. The ability to remain flexible is a key component of each school’s plan and of district preparations. Additionally, Yukon Public Schools would follow direction for public safety officials.

Parents should know that access to schools during an incident might be restricted for a variety of reasons beyond our control. In such instances, parents should remain aware of public notices on the radio, telephone via School Messenger, television and the internet about emergency procedures and updates. In any case, student and staff safety is our first priority. All procedures are designed for their protection.

In the event of a hazmat or world crisis, the Yukon Police would break into our cable television, radios or local television stations to notify the community that “Yukon Schools are in a Lockdown Mode.” If school sites are unable to take phone calls from parents during one of these lockdowns, communication would be with the Yukon Administration Office 405-354-2587 or emergency authorities.

Parents should be advised that during the first hours of the lockdown, their children may be safer remaining at the school rather than leaving the building with the possibility of exposure to the dangerous elements in the air. Your children would be placed in a sealed relocation area inside the building. Neither the school nor parents would want the children, teacher, or staff exposed to harmful agents caused by the opening of this sealed relocation area. Parents are asked to cooperate for the health and safety of all. If you have questions about your child or about YPS’s safety and support responses, please contact your principal. Everyone in the school district will continue to work to make all or schools safe and secure.



PROFESSIONAL QUALIFICATIONS/NCLB 2001 PARENTAL RIGHT TO KNOW

Parents have the right to request and receive information on the professional qualifications of their children's classroom teachers including whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher is teaching under an emergency license or waiver through which the State qualifications or licensing criteria have been waived; the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field or discipline of the certification or degree; and whether the child is provided services by paraprofessionals and, if so, their qualifications. Additionally, the District shall provide each parent timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

VERIFICATION OF RESIDENCE

Students within the Yukon School District may be required at any time to show verification of residence. Examples would be a lease agreement, current utility bill, and/or real estate contract showing your name and address. Along with the above listed items, you may be required to provide a letter from the property manager and/or landlord. The Superintendent or his/her designee shall decide any questions as to place of residency for school purposes.

SOLICITATION/FUNDRAISING/ADVERTISING

Students, school personnel and school facilities may not be used for advertising, distributing printed materials, taking contributions, selling, soliciting funds, fundraising, or promoting interests of any non-school agency, organization or individual without prior approval of the Superintendent or his designee. Approved school fundraising will not involve door-to-door selling by students.

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 guidelines as established by the state and federal court systems. All posted items must be approved in advanced by the building administration.

VOLUNTEERS—BACKGROUND CHECKS

YPS 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/Booster Club parents who are board members such as treasurer, fund raising chair, etc. Background check information is public record. 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 applicant wished to serve.



Notification of Rights under FERPA for Elementary and Secondary Schools

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

1. The right to inspect and review the student's education records within 45 days after the day the Yukon Public Schools ("School") receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request,, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures



by the Yukon Public Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent. FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student.

To other school officials, including teachers, within the educational agency or institution that the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1)(a)(1)(i)(B)(2) are met. [(§99.31(a)(1)]

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. [(§99.31(a)(2)]
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. [(§99.31(a)(4)]
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve , prior to adjudication, the student whose records were released, subject to §99.38. [(§99.31(a)(5)]
- To organizations conducting studies for, or on behalf of the school in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. [(§99.31(a)(6)]



- To accrediting organizations to carry out their accrediting functions. [(§99.31(a)(?))]
- To parents of an eligible student if the student is a dependent for IRS tax purposes. [(§99.31(a)(8))]
- To comply with a judicial order or lawfully issued subpoena. [(§99.31(a)(9))]
- To appropriate officials in connection with a health or safety emergency subject to §99.36. [(§99.31(a)(10))]
- Information the school has designated as "directory information" under §99.37. [(§99.31(a)(11))]

DIRECTORY INFORMATION

General: The District shall make and keep such student records as are necessary and as are required by law, policy, or regulation.

Notification of Rights: The District is subject to and complies with the Family Educational Rights and Privacy Act (FERPA). Student records, including course grades of students, will be maintained confidentially as required by law. Within the first three weeks after the start of classes each school year, the District shall cause a Notification of FERPA Rights to be published in selected area newspapers. In addition, the District shall provide a Notification of FERPA Rights to each student or parent or guardian of a student by placement in the student handbook(s). The District reserves the right to disclose Directory Information as set forth in the Notification of FERPA Rights. The Board hereby designates the following information to be directory information:

1. The student's name, address, and telephone number;
2. The names of the student's parents;
3. The student's date and place of birth;
4. The student's major field of study and class designation (i.e., first grade, tenth grade, etc.);
5. The student's extracurricular participation;
6. The student's achievement awards or honors;
7. The student's weight and height if a member of an athletic team;
8. The student's photograph;
9. The student's electronic mail address;
10. The student's dates of attendance; and
11. The most recent educational institution the student attended prior to the student enrolling in this district.

The District will disclose any of the above items electronically or otherwise without prior parental consent, unless notified in writing within ten (10) days from the date of student enrollment that any or all of the above information should not be released without consent.

Requests for Disclosure: Any person requesting to inspect or obtain copies of student records shall submit a written request for disclosure to the Superintendent or the Superintendent's designee as specified in Administrative Regulations. Student records shall not be released absent consent of the parent, guardian, or eligible student except in accordance with the provisions of FERPA and state law.



Records of Requests for Disclosure: The District shall maintain an accurate record of all requests for the disclosure of information, requests to permit access to a student's educational records, and a record of any information disclosed or access granted. Such record shall not be maintained as a part of each student's school records, but shall be maintained by the records custodian. Such record shall contain the name of the person or agency making a request, the date of the request, the interest of the person or agency requesting the information, whether the request was granted, and the date access was permitted or disclosure was made. Records of requests for information will not include requests by parents or the student, requests by school officials or others with a legitimate educational interest, requests accompanied by the prior written consent of a parent or eligible student, or any requests for directory information.

Procedures to Amend Records: The hearing procedures to be used when a parent or eligible student requests a hearing to amend a student's record shall be set forth in Administrative Regulations.

Fees for Copies: The District may charge fees, as set forth in the District Policy BA and/or any applicable Administrative Regulations for all copies made pursuant to a request for student records plus the actual cost of mailing any copies made.

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 monies must 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 class 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 the school representing the fund raiser in advance of the purchase.**

Individuals will not be permitted to sell or distribute items for personal gain on school property.

SEXUAL HARASSMENT

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

Specific prohibitions which are unwelcoming 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 unwelcomed.



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 unwelcomed.

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 unwelcoming conduct of a sexual nature.

Report, Investigation and Sanctions

It is the expressed policy of the Yukon School District to encourage victims of sexual harassment to come forward with such claims.

- Students are urged to immediately report any unwelcomed 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.

SCHOOL VISITORS

All visitors are asked to report to the office upon arrival to check in which will require a Photo I.D. Parents/guardians are always welcome. Visitation by non-enrolled children is prohibited. The principal of the building shall have the authority and power to direct any person to leave the campus if they are interfering with the peaceful conduct of activities, commit an act that interferes with peaceful conduct of activities, and/or enters the institution for the purpose of committing an act that interferes with the safety, routine and security of staff or students.

A person directed to leave campus for the above mentioned reasons will not be allowed back on campus within the next six months without contacting in writing within five (5) days of the incident and obtaining permission from the Assistant Superintendent. [21 O.S. § §1375, 1376]



TELEPHONE AND ADDRESS CHANGES

Please notify the school immediately if there is a change in your address, telephone number, babysitter or person to contact in an emergency. This information is very important in case your child becomes ill or is injured. Parents may also update information via Parent Portal on Power School.

CHECK OUT PROCEDURES

For safety purposes, students will only be released to adults listed on the student enrollment card or PowerSchool on the day release is requested. The adult must show a photo identification before the student will be released to their custody.

PARENT ORGANIZATIONS

Each elementary school has a P.T.A., P.T.O., or P.S.O. organization. Each secondary school has parent booster clubs/organizations. These organizations help foster cooperation between parents and teachers in achieving the school's goals. You are encouraged to become an active member by attending meetings and supporting the projects of the organizations. Membership information is available at enrollment and Open House or by contacting the appropriate school office.

PARENT PORTAL

Up-to-date student attendance and grades may be accessed online through Yukon Public Schools' Parent Portal. For more information, please contact your child's school or the Yukon Enrollment Center.



IMMUNIZATION REQUIREMENTS in OKLAHOMA 2014-2015 SCHOOL YEAR

VACCINES	Childcare	PRE KG	KG-6 th	7 th – 9 th	10 th - 11 th
DTaP (diphtheria, Tetanus, pertussis)	4 DTAp	4 DTAp	5DTP/DTaP♣	5DTP/DTaP♣ & 1 Tdap booster	5DTP/DTaP♣
PCV (pneumococcal conjugate vaccine)	1-4 PCV♣	Not required	Not required	Not required	Not required
IPV/OPV (inactivated polio/oral polio)	3 IPV/OPV	3 IPV/OPV	4 IPV/OPV♥	4 IPV/OPV	4 IPV/OPV
MMR (measles, Mumps, rubella)	1 MMR	1 MMR	2 MMR	2 MMR	2 MMR
Hib (<i>Haemophilus Influenzae</i> type B)	1-4 Hib♣☼	Not required	Not required	Not required	Not required
Hep B (hepatitis B)	3 Hep B	3 Hep B	3 Hep B	3 Hep B♦	3 Hep B♦
Hep A (hepatitis A)	2 Hep A	2 Hep A	2 Hep A	2 Hep A	2 Hep A
<i>Varicella</i> (chickenpox)	1 <i>Varicella</i>	1 <i>Varicella</i>	1 <i>Varicella</i>	1 <i>Varicella</i>	1 <i>Varicella</i>

- ♣ If the 4th dose of DTP/DTaP is administered on or after the child's 4th birthday, then the 5th dose of DTP/DTaP is not required
- ♣ The number of doses of PCV and/or Hib may range from 1 to 4 depending on the age of the child when the first dose is received
- ♥ If the 3rd dose of IPV/OPV is administered on or after the child's 4th birthday, then the 4th dose of IPV/OPV is not required.
- ☼ Children may be complete with 3 or 4 doses of Hib depending on the brand of vaccine used.
- ♦ Students 11 through 15 years of age who have not received HepB vaccine may receive a 2 dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of pediatric hepatitis B vaccine.
 - The table above lists the vaccines that are **required** for children to attend childcare, preschool and kindergarten through the twelfth grade in Oklahoma. Additional vaccines may be **recommended**, but are not required. For example, a 2nd dose of Varicella is recommended before entering kindergarten but **not required** by Oklahoma law.
 - Children attending licensed childcare facilities must be up-to-date for their age for the vaccines listed in the "Childcare" column.
 - Hib and PCV vaccines are not required for students in pre-school, pre-kindergarten or kindergarten programs operated by schools.
 - Doses administered 4 days or less, before the minimum intervals or ages, are counted as valid doses.
 - All measles, mumps and rubella (MMR), varicella and hepatitis A vaccine doses must be administered on or after the child's first birthday (or within 4 days before the 4th birthday).
 - For doses given on or after Jan. 1, 2003, the 5th dose of DTAp must be given on or after the 4th birthday (or within 4 days before the 4th birthday). This rule doesn't apply to doses before 2003.



IMMUNIZATION REQUIREMENTS in OKLAHOMA 2014-2015 SCHOOL YEAR

- If a parent reports that their child had chickenpox disease, the child is not required to receive varicella vaccine.
- It is **not necessary to restart** the series of any vaccine if the next dose due in the series has not been given on schedule; longer than recommended intervals between doses do not affect final immunity.
- Children may be allowed to attend school if they have received at least one dose of all the required vaccines due for their age and the next doses are not yet due, **but they must complete the remaining doses of vaccine on schedule. These children are “in the process” of receiving immunizations.**



Attendance, Enrollment & Transfers

ATTENDANCE

Students are subject to compulsory school attendance and truancy laws as required by Oklahoma statutes and the regulations of the State Board of Education. It shall be unlawful for a parent/guardian 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, 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. **County truancy officers will conduct an investigation when a student has excessive tardies and/or absences.**

In the event of a **CHRONIC 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 must be submitted annually.**

The Superintendent has the specific discretion to grant a waiver to qualified students under the Compact on Educational Opportunity for Military Children.

PRE-K

If a child is absent for any reason, it is the responsibility of the parent (s), guardian(s), or other person having charge of that child to notify the school at the beginning of each school day in which the absence occurs. Written documentation of the absence must be received when the student returns for absences in excess of three (3) days. The School Attendance Committee may recommend the withdrawal of the student from the program for the following:

1. Above procedure is not followed
2. Following the student's 10th absence

The principal or designee shall notify a student's parent/guardian in writing upon the student's 5th and 10th absence with an understanding that the 10th absence may carry removal from the PK program. The parent/guardian may ask to convene a conference to discuss the absences.

K-8

Students are subject to compulsory school attendance and truancy laws as required by Oklahoma statutes and the regulations of the State Board of Education.

Excused absences will be granted in compliance 70 O.S. § 10-105.

An **unexcused absence** is defined as any absence in which a student is absent from class without approval of the school administrator/policy.

At the beginning of the school day, it is the responsibility of the parent/guardian to notify the school if a child is absent for any reason. . If a student comes to school more than one hour after the day begins or leaves one hour or more before then end of day, it will count as ½ day absence (PK-5). If the school has not been notified, school personnel



Attendance, Enrollment & Transfers

K – 8 cont'd

will attempt through a phone dialer to notify the parent of the absence.

In grades 3 - 8, a student must be present 90% of the semester unless absences occurred due to suspension; approved school sponsored activity, religious holy days, medical/dental, funerals, legal matters or confirmed illness (doctor's note required in excess of three [3] days absence). If a student is absent more that 10 days of the semester, the following actions will be taken:

1. Students will receive no grades for the semester. Report cards will reflect **NC (No Credit)** which may be appealed in writing to the principal within one (1) week of posting report cards).
2. A referral shall be made to the appropriate authorities.
3. Retention will be considered by the Attendance Committee. Consideration will be given to written documentation which may include but not limited to medical information, information of religious holidays, and/or extenuating circumstances that have had a negative impact on the student's attendance. The parent/guardian will be notified of the decision in writing.
4. **No credit (NC)** will be given to students taking classes for high school credit who miss more than 10 days.

9-12 Attendance

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. It is the responsibility of the parent/guardian to notify the school. Notification should be by telephone at the beginning of each school day in which the absence is to occur. An automated call will attempt to notify parents that the child is absent each day. **The parent must call the day the child returns before the student can be excused.**

Excused absences will be granted in compliance 70 O.S. § 10-105.

- Personal family illness/injury
- Medical/dental appointments
- Legal matters
- Funerals
- Observance of holidays required through religious affiliation with written notification to the principal one (1) week prior to holiday
- Extenuating circumstances deemed necessary by the principal.
- Juniors/Seniors will be granted up to three (3) college visitation days only when they return with documentation from the college

No credit (NC) for the semester will be given to a student who exceeds ten (10) absences per class during the semester. A student is marked absent is they arrive to or leave class fifteen minutes (15) or more.



Attendance, Enrollment & Transfers

9 – 12 Attendance cont'd

The school will provide notification to the parent/guardian any time a student is to receive NC due to attendance. In the event the student's grade is failing, an "F" will be recorded. **The NC may be appealed by writing to the building principal within one week of posting of semester grades or report cards.**

MAKE UP WORK: When a student is absent for any reason, all work must be made up. It is the responsibility of the student on the day of return to make arrangements to get all needed work. The student is permitted the number of days to make up work equal to the number of days absent, and that work is granted full credit earned. Long term assignments must be turned in on time with the exception of an assignment which is made during the time a student is absent from school. Any exception to this timeline can be made only by the building principal, and only for extenuating reasons that can be substantiated. If a student is absent for three (3) or more consecutive days, please call the counselor's office to make arrangements for picking up make-up work. *Teachers are given a 24 hour notice 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/guardian. The principal will then allow the student to ask his/her teachers for assignments in advance. When it is possible for teachers to produce lessons before the student absences occur, those assignments are due upon the student's

return to school. If the student receives the assignments upon their return, they will have one day for each day missed to collectively turn in missed work. Any variance will be at the principal's discretion.

ACTIVITY ABSENCES

YHS will recognize three types of activity absences—one for OSSAA sanctioned events, non OSSAA competitive events and one for all other school recognized activities such as assembly set up and practice, event practice(s) and rehearsal(s), community service, certain field trips, and competitions, etc. These absences do not count against exemptions from semester tests. **There will be a maximum of ten (10) activity absences allowed per class per school year for school-related activities. Requests for exceptions to this policy must be made in writing to the principal and reviewed by the Internal Review Committee. No more than five (5) additional days will be granted.**

EXTRACURRICULAR ACTIVITIES

Students absent three (3) or more hours during the day **will not** be allowed to participate in any extracurricular activity 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.

ADDITIONAL ABSENCES K-12

Long term illnesses will be handled through the counseling office after approval from the principal. A homebound teacher will be assigned to the student to assist with the process of getting work to the student and back to the school.



Attendance, Enrollment & Transfers

Additional Absences cont'd

Vacation/ Absence by Arrangement Policy

Administration neither encourages nor condones students missing school for family vacations. When parents do take children out of school for such trips, the student will not be considered truant (unexcused). However these absences will accrue toward the 10% limitation; therefore; parents are advised to closely monitor the total number of days missed to avoid their student losing credit. These procedures must be followed:

1. Parent/guardian will contact the administrator at least one week in advance and submit request in writing.
2. Parent/guardian and administrator will discuss the duration of the absence, the procedure for the student(s) to follow for completion of their work and the date such work is due to the teacher(s). It will not always be possible for teachers to have work prior to the vacation. In such cases, work will have to be completed upon their return. The student will have an equal number of days to make up the work. The teacher will share this information with the parent(s) involved; however, the teacher(s) will not be obligated to initiate arrangements with the student(s).
3. The student will be held responsible for making special arrangements with the teacher(s) for assignments.

ENROLLMENT

Persons of age five (5) years on or before September 1 through twenty-one (21) years who reside with parents/guardian within the district may attend Yukon Public Schools.

Proof of residency is required.

Children who are at least four (4) on September 1, but not yet five (5) may enroll in the early childhood program of the District, within the constraints of available classroom space. All enrollment procedures for grades K-12 will apply to enrollment in the early childhood program. Children who are at least five (5) on September 1, and have not attended a public school kindergarten may enroll in a full day kindergarten program. Children, who are at least six (6) on September 1, may enroll in first grade.

Underage pupils in kindergarten and first grade, who have been in legal school attendance in a public or private school in another state or in a Department of Defense School for military dependents, may enroll.

Students entering Pre-K, kindergarten or first grade for the first time in a public school must present their birth certificates or other legal proof of birth date, must enroll under their legal name and bring proof of immunizations.

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OUT OF DISTRICT TRANSFERS

Open Transfers: A student whose parent(s) reside(s) outside the District must apply for a legal transfer to attend school in the District. The appropriate application must be completed and submitted to the Superintendent no later than the date required by law of the school year preceding the school year for which the transfer is requested. The District shall



Attendance, Enrollment & Transfers

Out of District Transfers cont'd

notify the student's resident District of the application for transfer by the date required by law. The Board shall approve or deny the application for transfer within the time required by law of the school year in which the application is submitted. (See 70 O.S. § 8-103 for time frames).

A student granted an Open Transfer shall be entitled to continue to attend school in the District until notified that the Open Transfer is revoked. The District shall consider Open Transfers for the following students:

1. Students who reside in a district that does not offer the grade the child is entitled to pursue; and/or
2. Students who have exhibited no major attendance and/or discipline problems in their resident school as determined by YPS.

Students meeting the above criteria shall be considered on a first-come, first-serve basis. However, in order to ensure that a sufficient allocation of District resources exists for potential incoming resident students, requests for open transfers may be denied if the approval of such transfer would cause District staff, programs, or space to exceed eighty-five percent (85%) of available capacity. Open transfers may also be denied if the District does not offer the program the student requires or desires.

Emergency Transfers: In addition to the Open Transfer process provided above, students may be transferred on an emergency basis. A written application

for an Emergency Transfer shall be made by the parent and submitted to the Superintendent.

On an adequate showing of emergency, the Superintendent may make and order a transfer, subject to approval by the State Board of Education. An emergency shall include those reasons set forth in state law (70 O.S. § 8-104). An Emergency Transfer previously made may be canceled, with the concurrence of the Board and the parent. A student granted an Emergency Transfer shall be entitled to continue to attend school in the District for the year in which the student is transferred unless the Emergency Transfer is cancelled, but must reapply for an Emergency Transfer on a yearly basis.

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/she should see his/her 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.**



Attendance, Enrollment & Transfers

TARDIES

Tardy is defined as arriving (to class) after the class bell rings at the beginning of the school day and at the beginning of each class. [Board Policy EC]

Tardies are disruptive and also have an adverse effect on your child's educational progress. Any student arriving late to school/class will need to report to the office. *There are no excused tardies.* A student who arrives fifteen minutes late or leaves fifteen minutes before the end of the class period (for middle school and high school) is counted absent. A student who arrives to school one hour late or leaves school one hour or more before the end of the school day (PK-5) will be given a ½ day absence. A student who misses more than one half day is counted absent. **Tardies will result in disciplinary actions.**

County truancy officers will conduct an investigation when a student has excessive tardies and/or absences.

TRUANCIES/UNEXCUSED ABSENCES

Truancy/Unexcused absences are a serious matter. It is governed by Oklahoma law and Yukon Public Schools Board Policy. Truancy may preclude a student from achieving credit. **Citations may be given for truancies.** A student is considered truant/unexcused when absent from the classroom without the knowledge or permission of either the school or the parent for an acceptable reason. **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 a valid excuse for ten (10) or more days or parts of days during a semester, the school principal will notify the parent/guardian of the child and immediately report such absences to the county district attorney for juvenile proceedings pursuant to *Title 10 of the Oklahoma Statutes.*

Additionally, a student is truant from school under the following examples:

- Leaving school without checking out through the attendance office
- Student who is verified as being on campus but absent from class without permission (parental phone calls cannot excuse)
- Becoming ill and going to the restroom without reporting to a teacher, principal or office
- Not reporting to a location stated on a hall pass
- Not reporting in a timely manner
- Oversleeping
- Not being present within fifteen (15) minutes of a class period
- Attending a private driver education class
- Work related absences not a part of "work study"
- Hair, tanning, portrait or other non-medical appointments
- Car trouble
- "Skip days"
- Missing the bus or ride to school
- Shopping
- 9th and 10th grade students who leave campus for lunch
- Failure to provide documentation for absences of three or more days

This list is not meant to be all inclusive



Attendance, Enrollment & Transfers

Truancies/Unexcused Absences cont'd

In addition, there will be consequences in effect for being truant (Grades 6 – 12).

- 1st offense for the year = 3 days lunch detention
- 2nd offense for the year = citation, 1 day after hours
- 3rd offense for the year = citation, 2 days after hours
- 4th offense for the year = citation, 3 days ISI
- 5th offense for the year = citation, 5 days ISI, referral to OJA

More severe consequences will be assigned for excessive truancies including contacting the District Attorney (K – 12). *The principal's decision on what constitutes truancy is final.*

ATTENDANCE APPEALS

Appeals dealing with attendance will be heard by a principal appointed committee consisting of at least three (3) members. A request must be made in writing and submitted to the principal with two (2) weeks following the semester's end. Documentation should be given covering all absences where possible and a note of extenuating circumstances if such exists. Parents will be notified of the committee's decision in writing.

WITHDRAWAL FROM SCHOOL

When a student must withdraw from Yukon Public Schools during the school term, he/she should report to the counselor's office on the morning of the last day of attendance. Students/parents will need 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 a parent/guardian.

It is important to note, whenever a student's records are requested from another district that student is officially withdrawn from YPS. **This includes students who are admitted to medical facilities that provide educational services. If that student returns to YPS, he/she will be required to re-enroll as a new student.**

ENROLLMENT REQUIREMENT

To enroll in Yukon Public Schools, regardless of grade, the student's parent/guardian is required to personally enroll the student. YPS has the following requirements:

- Each must show documentation of residency and a photo ID.
- Documentation of residency requires two (2) current utility bills in the parent/guardian's name, one (1) lease agreement, house deed, mortgage statement, etc. in parent/guardian's name. Along with the above listed items, you may be required to provide a letter from the property manager/landlord.
- Age verification for children who are five (5) years of age on or before September 1 must enroll in kindergarten.



Attendance, Enrollment & Transfers

Enrollment Requirement cont'd

- All students PK – Grade 5 entering YPS for the first time must present their official state-certified birth certificate.
- State law requires that all students PK-12 present certification of immunization from a licensed physician or authorized representative of the State Department of Public Health. *Go to Public Information Section for specific guidelines which are in the first section of this book.*

Parents need to enroll their children at the Enrollment Center located at 1000 Yukon Avenue (located inside the 6th Grade Academy). You may call 405-265-1300 in advance if you have questions.

Student Academics, Testing, Eligibility & Grading Policy

GRADING POLICY

The symbols used for grading will be based on grade level and student need.

A. *K-2 Standards Based Report Card*

- 4 - Applies and Extends the Standard
- 3 - Mastery of the Standard
- 2 - Progress Being Made
- 1 - Mastery of the Standard Not Yet Achieved

[Report cards are issued in January and May of each year. Progress reports are given approximately every four to five weeks (check District calendar). This system is based on a growth model].

B. *Grades 3-5 Traditional Report Card*

- A – 90 – 100
- B – 80 – 89
- C – 70 – 79
- D – 60 – 69
- F – 59 and lower

[Report cards are issued in January and May of each year. Progress reports are given approximately every four to five weeks (check District calendar). This system is based on a traditional model].

C. *Grades 6-8 Traditional Report Card*

- A – 90 – 100
- B – 80 – 89
- C – 70 – 79
- D – 60 – 69
- F – 59 and lower

[Report cards will be awarded quarterly as a result of the nine week elective block of classes. Progress reports will be given half way through the quarter. Middle school students taking high school classes will be awarded high school credit and have those grades transcribed and counted toward graduation; however, it will not waive the four year math requirement].

D. *Grades 9-12 Traditional Report Card*


- A – 90 – 100
- B – 80 – 89
- C – 70 – 79
- D – 60 – 69
- F – 59 and lower

[Semester grades are transcribed grades for courses and will be listed as letter grades. Most courses use a four point (4.0) grading scale. The grading scale for online courses will parallel the scale for traditional classes.

[Grades for Advanced Placement classes will be calculated using a five point (5.0) grading scale. High school transcripts will show both the unweighted (4.0) and weighted (5.0) grade point average. The unweighted grade point will be used for class rank].

ACE (aka EO) 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. Students must take all seven (7) if enrolled but are **required to pass a minimum of four (4) tests**. Students must take these tests before they can receive a YHS diploma. *Two (2) of the four (4)—Algebra I and English II must be passed.*



Student Academics, Testing, Eligibility & Grading Policy

ACE Exams cont'd

The ACE exam is also counted as a test grade in calculating semester grades. The ACE For each student who meets the graduation requirements, the student's transcript will read: *"This student has met the graduation requirement of demonstrating mastery in the state academic content standards."* **If a student has not met all of the course requirements, they will not be awarded a diploma.**

PROFICIENCY BASED PROMOTION

In compliance with SDE guidelines (6/24/1993) the District shall provide a proficiency based promotion system based on the attainment of specified levels of competencies in each area of the core curriculum as identified in 70 O.S. § 11-103.6. Proficiency is *not* to be used for credit recovery *or* for competency/placement purposes.

Grades K-8 Proficiency Testing

The student and parent/guardian(s) will make application for Proficiency Based Promotion on forms available from the site counselor or the Curriculum Office; the application form must be completed and returned to the Director of Curriculum's Office.

After the student has completed the exam, the student and parent/guardian(s) and school site staff will be notified of the test results. If the student scores 90% in all

areas or higher and school officials and parents agree on placement, the student will be promoted. (*Competency/placement tests will be given at the local site for grade placement purposes.*)

Proficiency Testing for Grades 9-12

The student and parent/guardian(s) will make application for Promotion Based Course Credit on forms available for the site counselor or the Curriculum Office; the application form must be completed and returned to the Director of Curriculum's Office.

Students who are testing for courses that are part of a curriculum sequence must demonstrate proficiency and in the sequential order. After the student has completed the exam, the student, parent/guardian(s) and school site will be notified of the results. If the student scores a 90% or higher, credit-by-exam will be awarded to the student; with a letter grade of P posted on the transcript.

Testing will take place by appointment during the first three weeks in June and the last three weeks in July.

(Competency/placement tests will be given at the local site for grade placement purposes.)

Semester Tests and Exemptions

All high school students are required to take comprehensive semester tests each semester unless exemptions have been earned. *Semester tests will count 20% of the semester grade.*

IMPORTANT FACTS

- If a student has been assigned OSS, they will not be exempt from any semester tests with the exception of



Student Academics, Testing, Eligibility & Grading Policy

Semester Tests and Exemptions cont'd

those earned by passing their ACE exams.

- If a student has been assigned ISI, the absences count against the exemption.
- No student will be allowed to take a test prior to the scheduled time. In extenuating circumstances, make-up tests may be taken after the time on the day of the scheduled test.
- When calculating absences, three (3) tardies shall equal one (1) absence.
- 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.

1st Semester Exemptions

All Students (9th-12th)

Students may exempt a semester test if they have met the following:

- An “A” in the course and no more than three (3) absences in that class
- A “B” in the course and no more than two (2) absences in that class
- Students may not exempt a semester test in an ACE class (see important facts)

2nd Semester Exemptions

9th-11th grade students

Students may exempt a test if they have met the following:

- An “A” in the course and no more than three (3) absences in that class

- A “B” in the course and no more than two (2) absences in that class

12th grade students

Students may exempt a semester test if they meet the following:

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

ACT/SAT TESTS

National test dates are set on Saturdays. YHS is an ACT test site. Students may go to www.act.org for dates and information or see a YHS counselor. Students taking residual tests at college sites on school days will have that day counted towards total absences for the semester unless used as one of three (3) allowed college visitation days.

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 test 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.



Student Academics, Testing, Eligibility & Grading Policy

Testing Security cont'd

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

ELIGIBILITY FOR 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/she:

- Is 19 years of age before September 1 of that school year
- Has not attended each class 90% of the time or 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 eight (8) semesters or parts of semesters in grades 9 through 12
- Parents are not bona fide residents of YPS
- Has participated in athletics at any school other than the public high

school of the district where parents reside

- Has participated in organized practice or a game of football or basketball before the season opens or after the season closes

Additionally:

- A student must have received a passing grade in any five (5) subjects counted for graduation during the last semester he/she attended fifteen (15) or more days or *he/she will not be eligible to participate during the first six (6) weeks of the next semester attended*
- After the six (6) weeks, a student may achieve eligibility by achieving passing grades in **all subjects** at the end of the first six (6) week period.
- Scholastic eligibility for all students will be checked at the end of the third full week of school and each week thereafter
- A student must be passing all subjects. If a student is not passing all subjects at the end of the week, the student will be placed on probation for the next week. Participation in events is allowed. If the student is failing one of more classes at the end of the probation week, the student will be ineligible to participate during the next week. (Eligibility runs Monday to Sunday).
- **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 (excluding juniors/seniors college visitation with proof) may not be permitted to participate in any extracurricular activity that day including practice, rehearsals, etc.



Student Academics, Testing, Eligibility & Grading Policy

Eligibility for Activities cont'd

- Any student who is on the ineligible list may not participate in an event, practice, game, rehearsal, contest, etc.
- **If the ineligible student is overlooked by the coach/sponsor, it is the student's responsibility to inform the coach/sponsor of the ineligibility.**
- A student who has lost eligibility under this provision must achieve the minimum scholastic standard in order to regain eligibility
- ***Eligibility runs Monday through Sunday and is in effect for the entire week and may not be changed mid-week for any reason.***

SPECIAL PROVISIONS


- **A 12TH grade student (senior) 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 (4) high school units that are accepted by the OKSDE (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 (3) weeks.
- A student may regain his eligibility by achieving the minimum scholastic standard at the end of the three (3) 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 (2) weeks to apply this exception).
- One summer school credit earned in an OKSDE 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; however, ineligibility will always begin on the following Monday.
- 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 or national sanctioned OSSAA competition (and some non OSSAA) does not count towards the ten days.

PROMOTION/RETENTION OF STUDENTS

I. Elementary Guidelines

At the elementary level, multiple indicators are used to determine student retention.



Student Academics, Testing, Eligibility & Grading Policy

Promotion/Retention cont'd

Data is collected throughout the school year. Conferences with parents/guardians are conducted to discuss students' progress. At the end of the fourth nine weeks if the criteria for retention are met, an intervention team meeting (i.e. staffing) is held, and the teachers of the student and an administrator make a final recommendation for retention.

The following information is considered when determining retention: (a) performance in all classes, (b) assessment results, (c) age, (d) social/emotional maturity, (e) previous placements, (f) enrollment in Special Education Programs and (g) other criteria. If recommendation for retention is made, parents will be informed in writing of the team's decision and the parent's options.

II. Third Grade Retention

HB 2625 replaced automatic retention of third grade students from the Reading Sufficiency Test to a team made up of a parent/guardian, teacher, school principal (and a reading specialist when possible) for the 2013- 2014 and 2014-2015 school years. It also added provisions beyond the scope of *good-cause exemptions* which can be found in Subsection H of HB 2625. www.ok.gov//sde/rsa-legislation (click in the right menu "RSA Legislation")

III. Middle School

At the middle school level, one criterion considered when determining retention is

failing grades (F's) for any two nine week periods in two or more core classes. Other information used to determine retention includes (a) performance in all classes, (b) assessment results, (c) age, (d) social/emotional maturity, (e) previous placements, (f) enrollment in Special Education Programs, and (g) other relevant information provided by the principal or his/her designee.

During Parent/Teacher Conference, parents should come to discuss their student's progress. Additional conferences with the parents may be conducted at the request of the parents/guardians or school personnel. At the end of the fourth nine weeks, the school staff will make a recommendation about retention. Parents will be informed in writing of the team's recommendation and parent's options.

Retention Appeals Process

A parent may appeal a decision to retain a student by taking the following steps:

- Request review to principal in writing within five (5) days of receipt of notification or decision is final. (Level I)
- Request review to Superintendent of principal's decision within five (5) days of receipt of notification or decision is final. (Level II)
- Request review of the Superintendent's decision in writing to the Superintendent or Clerk of the Board of Education within five (5) days of the notification or decision is final. Parent will be notified in writing of date, time and place of Board hearing. If parents still disagree, they may write a statement for the reasons for disagreement which will be placed in and become part of the student's permanent cumulative record.



Student Academics, Testing, Eligibility & Grading Policy

Promotion/Retention cont'd

B. High School

In order to be promoted to the next grade level, students must have acquired credits on the transcript as follows:

- Grade 9 to 10-completed three (3) units of core courses plus one unit
- Grade 10 to 11- completed nine (9) units
- Grade 11 to 12-completed sixteen (16) units of credit prior to the first day of school with a reasonable expectation of completing the number required for graduation by the end of the summer term immediately following the current school year

VIRTUAL SCHOOL

Yukon Public Schools offers a fully accredited internet-based instructional program (Virtual School/Edgenuity) for grades six (6) to twelve (12). See middle and high school counselors for information.

For information on the following:

- **Graduation Requirements**
(www.yukonps.com/Portals/1/Yukon%20HS%20Course%20Guide%20Final2014_2.pdf) or go the Appendix in this book
- **Oklahoma Academic Scholar**
- **Oklahoma Promise**
- **Canadian Valley Technology Center/Programs or Courses**
- **Advanced Placement Courses**

Please consult a high school counselor or the Course Description Guide which can be found on the website

(www.yukonps.com/Portals/1/Yukon%20HS%20Course%20Guide%20Final2014_2.pdf)

CHEATING/ACADEMIC DISHONESTY

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 any information from another student (unless allowed to do so by a 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 exam, (3) talking while taking quizzes, tests, etc., (4) looking over and copying work during, tests, etc.
- To fail to follow test procedures or instructions announced by the teacher (do not turn around in seat, 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.



Student Academics, Testing, Eligibility & Grading Policy

COMMENCEMENT POLICY

The annual commencement ceremony is a formal celebration of students' accomplishments. 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 YHS 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 gowns and will lead the processional line. The class officers will immediately follow.
- Students participating in commencement exercises will be required to abide by the school discipline and dress code as outlined in the Student/Parent Handbook.

- Black robes are awarded to students whose weighted GPA in the 9-11 grades and first semester of the senior year is at least a 4.0.
- Students will not engage in disruptive activities which interfere with the graduation process or infringes on the rights of graduates, program participants or audience members. The administration shall have the power to impose discipline on any student who engages in such activity.

Valedictorian Criteria selection is based on Grade point average (GPA) of semester grades earned in the 9th, 10, 11th grade and first semester of the 12th grade. AP courses will have additional weight in the computation of the GPA to be considered the students must meet the following:

- All transcribed grades of A in all course work in grades 9-12
- Successfully complete Pre AP and AP classes in grades 9-12. At least five (5) of the fifteen (15) classes must be AP classes.
- Achieve Satisfactory or Advanced on all ACE exams taken.
- Receive no 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 their transcript.
- Eighth (8th) grade course work will not be calculated in the GPA; however, these classes open the opportunity for more AP courses to those students.

YHS administration reserves the right to adjust the awarding of robes based on significant changes in GPA that occur the second semester of the senior year.



**Y Miller's Student Academics,
Testing, Eligibility &
Grading Policy**

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.

NCAA ELIGIBILITY

The NCAA has its own set of policies and regulations for high school athletes wishing to compete at the college level. For a Quick Reference Guide please view the NCAA website: www.eligibilitycenter.org

DIPLOMAS

A student has earned a diploma when he/she has completed all the requirements for graduation from high school as prescribed by the Oklahoma State Department of Education, the North Central Association of Colleges and Secondary Schools and the Yukon Board of Education.



Campus Life & General Information

VISITORS

All visitors are required to sign in at the office upon arriving at the building. This policy is in place for the safety of your children and our staff. Visitation by “non-enrolled” children is not permitted. The Principal or designee of the building shall have the authority and power to direct any person to leave the campus if they are interfering with the peaceful conduct of activities, commit an act that interferes with the peaceful conduct of activities and/or enters the institution for the purpose of committing an act that interferes with the safety, routine or security of staff or students. A person directed to leave campus for the above mentioned reasons will not be allowed back on campus within the next six months without contacting and obtaining permission from the Superintendent (21 O.S. § 1376).

CELL PHONES/TELEPHONES

PK-3 Students are prohibited from bringing cell phones to school. The phone will be confiscated and only released to the parent/guardian. Repeated violation of this policy will result in other consequences (Detention, ISI, OSS, etc.). School phones are available to students only in emergencies deemed justifiable by the principal/designee. After school arrangements and transportation should be made prior to the school day.

Grades 4 – 12 Students may possess wireless telecommunications devices while on school premises, while riding school transportation or attending any function sponsored or authorized by the school.

Use of wireless devices is prohibited in restrooms and locker rooms. During class time (including time outside of the classroom such as media center) cells must be in the off position. Exceptions are made for cell phone usage during class time under a teacher’s direction (no student is to be penalized for not having a device). During assemblies the device must be turned off and out of sight.

Wireless devices used during a test for any purpose will be considered cheating and proper action will be taken. Students’ misuse of wireless telecommunication devices during the regular school day will warrant disciplinary actions that will be determined by the nature, severity and frequency of the violation. Disciplinary actions will include but not be limited to confiscation of the device, detention, suspension and/or loss of privileges.

- 1st Offense: Device 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.
- 2nd Offense: Device will be retained by the school for the remainder of the school day and the parent/guardian must pick up the device after the school day is completed. Student will be assigned three (3) days of detention.
- 3rd Offense: Device will be retained by the school for the remainder of the day and the parent/guardian must pick up after the day is completed. Student will be assigned additional penalty to be determined by the site administrator.

Additional cell phone violations will be treated the same as the third violation or a more severe disciplinary action may be imposed. **YPS assumes no responsibility for lost or stolen cell phones.**



Campus Life & General Information

Cell Phones/Telephones cont'd

Telephones

Office phones are for conducting business. Students will not be able to use these phones during class; however, students must use these phones when they are sick. A student placing an unneeded 911 call will be suspended. Police and parents will be notified. All (incoming and outgoing) emergencies need to be directed through the offices.

DRESS CODE/EXPECTATIONS

Educational consideration is given to grooming and dress which 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. These standards are provided so clothing does not distract from the educational process.

- Shoes must be worn at all times-no house shoes/slippers allowed
- No clothing with derogatory or suggestive pictures or phrases
- No advertising or suggestions of drugs, alcohol or tobacco
- Clothing and grooming must not constitute a health or safety hazard
- Pants with holes/frays above the knee are not permitted
- All pants must be worn at the waistline and all belts are to be buckled. Pants and jeans must be high enough to cover undergarments when seated. "Sagging" is never permitted.
- Appropriate undergarments should be worn at all times and be in good taste (modesty is the key).

Undergarments must not be worn as

- outer garments. Any attire exposing undergarments is not permitted.
- Short shorts, gym shorts, biker shorts, soffee style shorts, spandex shorts, bodysuits and boxer shorts are not appropriate school attire. *Nike style running shorts are permitted.*
- Skirts, dresses and shorts must be mid-thigh or longer in length
- Tank tops, string or spaghetti strap tops, halter tops, tube tops, sheer tops with bra showing, racer backs and backless tops are not appropriate school attire. **Shoulders must be covered and cleavage unexposed. Dresses are held to the same standard.**
- Clothing/accessories deemed to be gang related by the principal will not be permitted.
- Headgear of any type is prohibited
- Accessories such as furry tails, chains, ropes, straps, spiked jewelry, sunglasses, etc. are not permitted inside the buildings.
- Clothing worn when participating in a school-sponsored extracurricular activity may be worn to school when approved by the sponsor or coach. Examples: cheerleader outfits, pom team and band uniforms, etc.

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 other types of situations that develop. 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. Failure to meet dress code regulations will be grounds for disciplinary action and could result in an unexcused absence. **The judgment of the principal concerning appropriateness is final.**



Campus Life & General Information

FOREIGN EXCHANGE STUDENTS

Foreign Exchange Students (FXS) are accepted as guest of the district, and every effort is made to provide a well-rounded experience in high school. These students must be affiliated with a legitimate exchange agent who accepts ultimate responsibility for the individual while in school. FXS are given credit for the work completed at YHS and an official transcript is available upon request. However, FXS 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.

GUIDANCE COUNSELORS

Guidance services are available on all campuses. These services include assistance with educational planning; interpretation to test scores, study tips, career information, help with home, school and/or social concerns, or any question a student may feel he/she would like to discuss with the counselor. Appointments may be made by submitting a Counselor's Request Form to the counseling office at the high school. At the middle school and elementary level, typically the student asks to see the counselor or is teacher recommended.

The district offers a Student Assistance Program (SAP). The coordinator may be contacted at 354-6692 or by submitting a Counselor's Request Form.

SCHEDULE CHANGES

Elementary/Middle School

Changes will be made in a student's schedule only for legitimate reasons. These would include the necessity of change based on law (student qualifies for a program, i.e. IDEA) or an oversight occurred (failed to place a qualified student in G/T), or improper grade level. Students schedules will not change based upon teacher assignment nor solely for the purpose of changing lunch times.

High School

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. Computer errors, failure to be accepted into a program (CVTC), incomplete schedules, duplication of courses and failing to have met a prerequisite all necessitate reasons for schedule changes. There will be no changes solely for the purpose of changing lunch times.

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/she needs to leave school, a parent must phone (high school only) or come by the office to check out the student. An **EARLY DISMISSAL FORM** will be issued to the student (high school and middle school), elementary will be called to the office to meet the parent. **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. High school registered drivers will be permitted to leave



Campus Life & General Information

Check Out Procedures cont'd

with parental permission. **Only names provided by parents and currently in the data system will be permitted to check out students the day of request. Photo identification will be required when checking out a student in person**

ASSEMBLIES

Assemblies/programs are held for several purposes—to teach, to entertain, to honor, to display school spirit, etc. Students are expected to exhibit good behavior and to act responsibly observing appropriate rules of etiquette so that school tradition will be held in high esteem. Attendance at assemblies/programs is required unless nonattendance is approved in advance by the building administrator for compelling reasons, i.e. religious reasons, etc. *Failure to report to your assigned seating area or assigned area will result in a truancy and possible disciplinary action.*

Additionally, these are expected behaviors:

- Follow assembly instructions given by the teacher/administrator
- Sit where you are assigned.
- Avoid talking, clapping, yelling or indicating your approval or disapproval when it is inappropriate to do so, i.e. a National Honor Society induction requires silence; pep rallies require audience participation. [Even pep rallies have a time for listening/cheering. Know when those times are and respect them.]
- **You** are responsible for the way **you** treat other people.

- **Honor and respect the dignity of the program.**

Disciplinary action will be taken for those students who are disruptive or uncooperative. Assemblies, pep rallies, etc. may be discontinued in any given year if behavior continues to be inappropriate.

These expectations apply to all school sponsored events/activities away and at home including athletic contests.

CITATIONS/TICKETS/ CONTRABAND

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, vandalism, destruction of school property or equipment, harassment or creating a disturbance (among other rule violations).

Any student driving a car onto school property is to ensure that vehicle does not contain alcohol, controlled substances, weapons or any other item(s) banned from school. Students who drive the vehicle to school will be held responsible for the vehicle. All vehicles are subject to random searches. Violations will result in disciplinary action and possible police referral.

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 three (3) days ISI.**



Campus Life & General Information

PUBLIC DISPLAY OF AFFECTION

Couples must conduct themselves in such a fashion that attention of others is not attracted to their behavior. No public display of affection should occur during school time. Offending students will have the necessary disciplinary action taken.

TRESPASSING

Students are not allowed on any district or other district campus, other than their home school, without permission from that site's principal. To do so is trespassing and the student 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, off school property and away from off campus activities when it appears that the presence of the person is a threat to the peaceful conduct of school business, school classes and/or school activities. **Citations may be given for trespassing.** [O.S. § 24-131]

CLASS OFFICERS/ELECTIONS

Serving as a class officer is both a privilege and a responsibility. A class officer is expected to set a good example and to be a student in good standing. Good standing includes but is not limited to:

- A minimum cumulative 2.5 GPA
- No suspensions (ISI/OSS) for previous two (2) semesters

REMOVAL FROM OFFICE

A student will be removed from office permanently when:

- Student is suspended
- Student is on the Ineligible list for more than three (3) consecutive weeks in any class.

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

ELECTIONS

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. Ballots are tabulated electronically under the supervision of the sponsors. No student can be elected president of two or more school organizations. Candidates for any office including queen/king or attendants must meet these qualifications:

- 2.5 GPA with no failing grades through the last full semester
- Good attendance
- No serious/chronic disciplinary reports within the previous two semesters
- Not be a queen/king of any other organization or activity.
- May be selected king or queen once per school year
- Forfeiture of office automatically if served with OSS

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

STUDENT ID CARDS (YHS only)

Students are responsible for having their ID cards in their possession while at school and at school activities. Failure to present



Campus Life & General Information

Student ID Cards (YHS only) cont'd

their ID to a 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.

INSURANCE

Insurance will be made available to all students PK – 12 through school. It is not compulsory, and the school is not responsible for payment claims to students or parents.

LOCKERS (Grades 4 – 12)

Lockers are provided at some of our sites to students upon request and are subject to the following:

- Lockers are school property and as such students have no expectation of privacy with regard to items kept in school lockers.
- Locks (when used) are in the control of the building administrator who shall have custody of all combinations and copies of keys to all lockers. Students are prohibited from placing locks on any locker. Only locks owned by the school can be used on lockers.
- Students are to use lockers exclusively to store school related materials and authorized personal items such as outer garments, footwear, grooming aids or lunches. Students shall not use lockers to store contraband—meaning illegal or unauthorized items in violation of Board Policy or any other items

reasonably determined by the principal to be a potential threat to the safety, well-being 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 others students unless authorized by the school principal.
- Random or blanket searches of school lockers and their contents help deter violations of school rules and regulations, ensure proper maintenance and provide security for students and personnel. Accordingly, the Board authorizes the school principal/designee to search lockers and contents at any time on a random basis without notice, without parental or guardianship approval, without student approval and without reasonable suspicion of the presence of contraband.
- The principal/designee may request the assistance of law enforcement in conducting locker searches.
- The principal/designee shall respect the privacy rights of the student regarding any items discovered that are not contraband.
- In addition to conducting random searches, the principal/designee may conduct a reasonable search of a particular locker when there is reasonable suspicion that the locker contains contraband.

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



Campus Life & General Information

Lockers (4 – 12) cont'd

of the minor child, or the student if he/she is 18 years 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 circumstance 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 schools' offices. If a student finds an article in the classroom, it should be given to the teacher. Items found elsewhere in the buildings should be taken to the office. The school assumes no responsibility for items left unattended in classrooms, lockers, cafeteria or other areas. Under no circumstance should students leave personal items unattended or unsecured on campus, nor should anything of value be brought to school. Articles not claimed by June 1 will be donated to charity.

PARTIES-PK-5TH ONLY

There will be three (3) school parties—Fall, Christmas and Valentine's. Costumes for the Halloween party will be restricted to the Pre-Kindergarten students. We ask adults

not to dress in costumes or masks when they come to school on the day of the Halloween parties. We strongly encourage the pre-kindergarten students to dress as cartoon/storybook characters. Pre-kindergarten and kindergarten students will also be allowed an Easter egg hunt at Easter.

The Christmas and Valentine parties will be held the last thirty (30) minutes of the school day. The Halloween party will be held the last fifteen (15) minutes of the school day. There will be a limit on the dollar amount to be collected for the class parties for the year. There will also be a dollar amount limit for gifts exchanged at the Christmas parties.

Refreshments for birthday parties (on campuses where permitted) should be served during the last ten (10) minutes of the school day with prior approval from the teacher. **Invitations to private parties will not be distributed at school.**

ACTIVITY/FIELD TRIPS

ELEMENTARY

Policies concerning Field Trips:

- Must be outgrowth of curriculum
- **Limited to a distance of fifty (50) miles.** Special exceptions may be granted by the Assistant Superintendent
- Sack lunches may be taken when it appears that the group cannot meet the school lunch schedule.
- Students will have the opportunity to participate in field trips when they meet academic and behavior expectations.
- School age siblings cannot attend.

SECONDARY

The principal must approve all field trips. A parent or teacher is required to be in each



Campus Life & General Information

Activity/Field Trips cont'd

school vehicle utilized for the trip for the safety and welfare of students. With permission from the coach or advisor, a student may ride to or from a school-sponsored event with only his/her parent/guardian. Arrangements must be made **in advance**, and students will be dismissed by the sponsor/coach directly to the parent/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/she is representing the school.**

Students are not permitted to drive a vehicle to or from a school-sponsored activity in which they are representing the school.

Students riding buses will return on the same bus, unless directed otherwise by the sponsor. Conduct on all trips will be in accordance with school rules and regulations. *Students are to follow the directions of the adults in charge and to follow the directions of the bus driver while on board.* No food or drink will be permitted on bus routes or trips. The sponsor will sit in the rear of the bus. If two (2) sponsors are on the bus, one will sit in the rear and one in the middle of the bus. The sponsor/coach and driver will check the bus after returning from the activity or field trip.

STUDENT COUNCIL YMS/YHS

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 school administration. The Student Council shall be composed of representatives from each classification of student (grade level).

SUBSTITUTE TEACHERS

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 respect and courtesy that is due all people.

OFFICE/TEACHER AIDES YMS/YHS

Generally, students must be in credited classes for six/seven class periods per school day (high school/middle school). However, under certain circumstances, students may elect to serve as office or teacher aides. Each office may have no more than two (2) aides per hour with one being the recommended number. Aides may work in the library, main office and counseling office. A student may qualify for being an aide if he/she meets the following criteria:

- Students must have a minimum 2.0 GPA on a 4.0 scale and be approved by the receiving supervisor
- Students must have no serious discipline record (i.e. ISI, OSS), and if such occurs it is grounds for removal



Campus Life & General Information

Office/Teacher's Aides

- Students must agree to follow directions of the supervising staff and abide by the tardy and attendance policy.
- Students may serve only one (1) period during the day.

Teachers' Aides-High School Only

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 (2) aides per semester. No credit is received for being an aide.

TEXTBOOKS

Students are encouraged to take textbooks home for study when they are checked out to them. In the event a book is lost, stolen or damaged; the student will be expected to replace it. The school is authorized to withhold transcripts or other records if a textbook is not returned. [70 O.S § 16-121]. It is a good idea for students to cover textbooks to minimize damage. We urge students to keep textbooks in their lockers, back packs or with them at all times.

VARSITY SPORTS


YHS participates in a wide variety of varsity sports for both men and women as a Class 6A school. Students who are selected must comply with OSSAA rules.

<http://www.ossaaonline.com>

INTERNET

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 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 or unlawful acts or the violation of lawful school regulations. Users will be courteous and polite. Messengers 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 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 may result in forfeiture of all Internet user privileges. Violators shall also be subject to appropriate disciplinary action.



Campus Life & General Information

VIDEOGRAPHY

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

ANNOUNCEMENTS

Elementary

Each elementary school has a morning program where general announcements are made. The Pledge of Allegiance [36 U.S.C., Section 172] and a Moment of Silence [O.S. § 11-101.2], and the Salute will be included as part of the announcements.

Secondary

Middle School

Each day announcements will be made with the public address system. Approval for all announcements must be given by the principal. The Pledge of Allegiance [36 U.S.C., Section 172] and a Moment of Silence [O.S. § 11-101.2] will be included as part of the announcements.

High School

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 [36 U.S.C., Section 172] and Moment of Silence [O.S. § 11-101.2] will be included as part of the announcements.

SECURITY RESOURCE OFFICERS (SRO)

YHS has three (3) School Resource Officers (SRO's). These individuals are

employees of YPS and YPD who work cooperatively for the safety of our district. Failure to follow the SRO's directions will be considered insubordination and violators will be referred to the building administrator for possible disciplinary action.

PARKING LOT/STUDENT VEHICLES (YHS)

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 STAFF and have a number.
- Only licensed and insured drivers will be allowed to park in the school parking lot and take only a single space.
- The **speed limit** in all areas of the parking lots is **15 mph**.
- Areas parallel to curbs are not parking zones.
- Curbs are painted to indicate no parking.
- Cars must go in the entrance and out the exits as marked..
- Students and faculty should park in designated areas only.
- Handicap parking is available. Parking illegally in handicapped spaces will be monitored and may be ticketed by the YPD.
- Parking decals are to be placed on the inside of the front windshield at the lower corner on the passenger side.
- 9th and 10th grade students meeting the requirements may drive to school; however, they cannot be in the parking lot during the day.



Campus Life & General Information

Parking Lot (YHS) cont'd

- Any student needing to return to their vehicle must obtain written permission from the office.
- No parking or driving on grass.

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 Canadian Valley Technology Center.

All vehicles brought onto YPS campuses are subject to random searches.

Students are responsible for any contraband that may be found in their vehicles and will be disciplined accordingly. [Section 1031, School Laws of Oklahoma]

CONDUCT 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 the school sponsored activities. Acceptable behavior is required during on and off campus event and is subject to the authority of school officials [O.S. 21 § 643, O.S. 21 § 650 and 650.1, O.S. 21 § 844, O.S. 21 § 1363, O.S. 70 § 24-101]. School personnel are an important part of any decision concerning student involvement. Personnel will always consider grades, attitude and behavior. This applies to all related activities. Studies have shown the most successful students are those who remain active. We

encourage our entire student body to find their niche and to get involved.

TOBACCO

State law [O.S. 63 § 1-1523] and board policy prohibit the use and 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, vapor-atomizers, “trippy stix,” dip, cigars 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—In School Intervention*
- 3rd Offense—Out of School Suspension*


*Law enforcement will be contacted if circumstances warrant and a citation issued.

ACCIDENT OR ILLNESS

If a student develops an illness after reaching school, an attempt will be made to notify a parent/guardian. It is important that the school be given the telephone number of a person to call in an emergency if a parent cannot be reached.

Regular attendance is important; however, for his/her own interest and to prevent the spread of contagious diseases, your child should be kept home if he/she is running a fever of more than 100° or shows signs of illness.

The school will administer only minimum first aid in case of injury. In case of apparent internal injury, broken bones, or the appearance of serious injury; parents and/or paramedics will be notified immediately. Parents are asked to sign a *Treat and Transport* form at the beginning of each year.



Campus Life & General Information

including warning signs and will instruct each class in safety procedures. [O.S. § 5-148-149]

HEAD LICE

Any student with head lice will be prohibited from attending school and cannot re-enter without certification from a health professional or a representative of the State Department of Health that the child is no longer afflicted with head lice and is safe to return to school. [O.S. § 15-1210.194]

PLAYGROUND

All elementary students will be sent outside for play periods (recess) unless they have been sick and have permission to stay inside. Parents are requested to dress children for cold weather. (Children will not be sent outside when it is raining or extremely cold).

- Students are expected to remain in the designated playground area at all times
- Students should not throw objects that might injure others or participate in any activity that is dangerous
- Students will not be allowed to take food or drink to the playground
- No items allowed in students' mouths while on the playground
- In the event of inclement weather, recess will be held in a designated area inside the building.

SAFETY DRILLS

In accordance with state and district laws and policies; all schools will have tornado, fire, lockdown and HAZ MAT drills. Each teacher will have a copy of all procedures



Nutrition, Transportation & Safety

LUNCH PROGRAM

It is the desire of the Yukon School District to provide meals to all students. The district will not discriminate against any child because of inability to pay the price of a meal. The following guidelines are used to assist the Food Service Department:

- Students receiving food or beverage substitutions must have a written prescription from a licensed physician.
- Students will never be denied access to any meal as a result of a disciplinary action.
- Students who have exceeded the charge allotment and have no alternative to eat will be given a sandwich and container of milk.
- No charging will be allowed during the last two (2) weeks of school.
- Students may pay in cash or by using their accounts which have deposited money.

Yukon Schools is happy to provide parents a convenient, easy and secure online prepayment service to deposit money into a student's account.

Online Prepayment

The features and advantages of this service include:

- Funds can be deposited into the student's school meal account anytime.
- A website (www.myschoolbucks.com) allows parents to check their student's account balance
- Reports of a student's eating history can be printed by the parent

- Parents with more than one child in the district can prepay using one online account.
- Payments can be made through existing PayPal accounts or major credit/debit cards.

A fee of \$1.75 per deposit transaction is assessed to cover bank fees.

To access online services:

- Go to the school district website www.yukonps.com
- Click on *Child Nutrition* which is on the first page under **Quick Links**.
- Click on *My School Bucks* and create a new student account using the child's name, student ID and school zip code (73099).

Online Free and Reduced

Breakfast/Lunch Applications:

Child Nutrition will offer these applications online. Fill out the application in the privacy of your home. Faster processing time occurs with the online form. If you do not have internet at home, we recommend going to the public library should you wish to fill the form out online. Printed applications are available at the school office and cafeterias. Only one application is necessary for the entire family. The link to the application can be found at www.yukonps.com and by clicking on *Child Nutrition* under **Quick Links** on the first page of the website. Please call the Child Nutrition Office if you need assistance of any kind (405) 265-1340.

Free and Reduced Lunch Benefits (YHS)

ACT: Students receive a total of two (2) free ACT fee waivers for the junior/senior years. The student may use them at any time during their junior or senior year for regular registration.



Nutrition, Transportation & Safety

Free and reduced Lunch Benefits cont'd

- **A fee waiver may not be used for late registration.** (See your high school 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 – two (2) for the SAT and two (2) for subject tests. This covers both junior and senior years. Fee waivers cover the test fee only. Each **subject test** fee waiver card covers up to three (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.

Meal Prices

- Elementary breakfast \$1.10
- Elementary lunch \$2.25
- Middle school breakfast \$1.20
- Middle school lunch \$2.50
- High school breakfast \$1.50
- High school lunch \$2.55
- Adult breakfast \$1.75
- Adult lunch \$3.25

LUNCHROOM RULES

PK-3

- Parents may bring food for their child only
- Students will not be permitted to share drink/food for safety reasons.
- Please do not send glass containers
- Candy may be eaten with lunch but no gum is permitted at any time.

Grades 4-5

- Students are not permitted to leave the building during the school day without being checked out by a parent, guardian or person on the checkout list.
- Each building principal has devised a method of scheduling and getting students to the lunch room.

Middle school

- Any food brought by a parent must be checked through the office and eaten at the tables in front of the office. The parent must supervise the student.
- Students are responsible for putting their debris into trash containers
- Act in an orderly way at all times.

High school

- Ninth and tenth graders are not permitted to leave campus for lunch. Leaving campus will be considered a truancy and will be treated as such. There may be a monetary fine imposed.
- Parents wishing their student be released must check their student out through the office in person.
- Students are responsible for cleaning up and picking up after themselves and act orderly.
- 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.
- Students are asked to help us keep the cafeteria and courtyard clean and attractive.



Nutrition, Transportation & Safety

BUS POLICY

The school may legally provide transportation to and from school for those students who live more than one and one-half (1 ½) miles from school. Individual bus routes and time schedules can be obtained from the Transportation Department (405) 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. Bus routes will not be posted for safety reasons. We recommend for our youngest riders, parents place their child's name and address with a parent phone number in a pocket for their safety. If the child gets on a wrong bus, this will enable us to get them home safely with a chance to notify the parent.

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:

- Principals will review bus rules and procedures with students.
- Drivers will remind students and sponsors of the "No eating and drinking (including candy)" while riding.
- Elementary and middle school students will only be allowed to be a "guest rider" with a parental written

request to the administration 24 hours in advance. Permission is subject to bus space availability and a principal's pass to ride. No pass/no ride. *High school students are not allowed to be or to have guest riders.*

- Drivers will assign seats whenever the safety and well-being of the passengers are involved.
- Students who fail to identify themselves to the driver will not be permitted to ride the bus for a period of no less than one week.

Students will be cited for the following:

- Refusal to obey driver
- Failure to remain seated
- Use of tobacco
- Profanity, spitting, vandalism
- Fighting
- As a result of allergies and asthma, no cologne/perfume spraying
- Throwing objects
- Hanging out the window
- Violation of gang policy
- Possession of controlled and/or dangerous substances
- Eating or drinking on the bus which includes candy
- Lighting matches or lighters, etc.
- Walking in front of the bus without the driver's permission
- Bullying, intimidation or harassment of students or staff
- Threats made to any individual
- Possession of contraband
- Laser pointers strictly prohibited
- No athletic equipment, flag poles or large band instruments permitted
- No skateboards or any item prohibited in the schools
- Students are allowed one bag, i.e. book bag, backpack, etc.
- All electronic equipment left on the bus must be picked up and signed for at the transportation office. Call 354-6667 for information.

List is not intended to be all inclusive.



Nutrition, Transportation & Safety

Bus Policy cont'd

Consequences

If a student is reported in violation for any reason, the principal may take the following actions:

- 1st Offense: A conference with the student and a report to the parent.*
- 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 the parents.*
- 4th Offense: Denial of riding privileges for the remainder of the year or longer.
- **Special Note**-Any student throwing any object out a bus window will automatically be suspended from the bus for a minimum of ten (10) days.

**School policy will be followed.*

Suspension may be possible depending on the severity of the offense and/or danger to the students or others. If a student is suspended from a bus route, they will be suspended from all buses including Tech Center route, sponsored events, field trips and athletic events. The principal's decision in these matters is final.

If parents have an issue regarding the bus route, call Transportation at 354-6667. In order for drivers to maintain schedules, issues should not be addressed at the bus stops. When buses are held up, it can become a safety issue for students left waiting at other stops. If a parent has a brief note or piece of information to share, they

should approach the driver's side of the window. Safety of all students demands that no person including parents be allowed on a bus for any reason.

Inappropriate behavior/language by a parent at a bus stop can result in that parent's child losing bus privileges.

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

For information on rules for field/activity trips, please go to Campus life "Activity/Field Trips."

TRANSPORTATION AS A RELATED SERVICE FOR A DISABLED STUDENT

A related service is a service required to assist a disabled student to benefit from special education. Special transportation consideration is such a service. Consideration in transportation is accessed through the IEP process for disabled students. Only those students who require specialized equipment on the bus or who cannot safely reach a common pickup point will be considered for **home curb** service. Transportation cannot be arranged for a student on a special needs bus or regular bus without an IEP stating the required service.

To expedite the process and make travel safe, efficient and effective for all participants, experience has indicated the need for the following procedures:

- Transportation will only be provided from the student's residence to the school and back to the student's residence. Transportation cannot be provided to alternate pick-up or drop-off sites (child care, relatives, etc.).



Nutrition, Transportation & Safety

Transportation for Disabled Students cont'd

- Parents will be advised of the approximate time of the A.M. bus arrival. It will take a few days in a new school year for bus personnel to refine arrival times at the pick-up points for routes. A late student throws the schedule off for all other riders. Upon arrival at the bus stop, the bus will wait no longer than two (2) minutes before departing. Please do not ask the driver to wait additional time. Drivers will not be allowed to notify parents with phone calls or honking the bus horn. **Time will start when the bus arrives at the designated pickup point.**
- Students will not be received on the bus while eating, not fully clothed, when visibly ill or when they are resisting boarding the bus. Please make sure your child has taken care of bathroom needs before the bus arrives. For the benefit of all, please see that hygiene is properly maintained and your child is ready for school.
- Parents or designees are responsible for “door-to curb” and “curb-to-door” passage of the child. This includes assisting the child across the street if necessary. Parents should call transportation to advise the driver when it is necessary for a neighbor or family member to meet the bus, or if the parent wishes to send a student out with a sibling to deliver or receive the child. We need to be assured the parent deems that the sibling is responsible for the task.
- Appropriate behavior is expected on the bus at all times. The aide and driver may use appropriate discipline measures for the safety of all children. The principal will be alerted to problems. Continued infractions may be referred to the IEP team for resolution.
- **Parents need to be home at school dismissal** due to issues beyond transportation’s control which could cause a student’s arrival at home to be earlier than normal.
- Parents or designee are expected to promptly meet the bus when the child arrives home from school. **Childcare is not available at the school or from transportation personnel after the school day is over.** If visual contact is not made with a parent or designee, your child will either be returned to the school or Youth and Family Services in El Reno.
- If your child is not going to ride the bus, call the transportation department before 6:00 A.M. Call back when your child is able to resume school. **405-354-6667**
- **If a bus comes by and there is no response, the bus will not return until you contact transportation.**
- To prevent any miscommunication, bus drivers are not allowed to deliver any verbal messages to teachers or parents.
- Chairs and walkers will not be transported unless the student is on the bus.
- **Please communicate all problems regarding bus service to the transportation department at 354-6667.**

SCHOOL DISMISSAL TIMES

PK-3 Elementary - 3:00

Grades 4th - 5th – 3:10

Middle School - 2:40

High school – 2:43



Nutrition, Transportation & Safety

SAFETY

ANONYMITY (REFUSAL TO IDENTIFY SELF)

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 which would include bus drivers, or during the time of school sponsored or authorized functions. **Upon entering any school, 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 the person to leave immediately.

Principals and their designees shall have the authority and duty to conduct investigations and to question 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.

Examples of primary cause would be:

- When the behavior of persons jeopardizes the safety of students school staff or property.
- When behavior interferes with the operation of the school or to conduct an investigation of alleged criminal behavior.

CARE OF SCHOOL PROPERTY/VANDALISM

All students should guard against marking on buildings, desks, books and equipment. Students are not to vandalize cars or other students' property, i.e. shoe polishing, dumping of any liquid or papering of cars while on school grounds during or after school (not intended to be all inclusive). Students are responsible for books and shall pay for any book lost, damaged or stolen.

Each student shall pay for all damages he/she does to school property within one (1) week of incident unless special arrangements are made for deferred payment with the principal.

MEDICATION

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

Bullying, Intimidation, Harassment According to Title 70. Schools Chapter 1 – School Code of 1971 Article XXIV Section 24-100.3 As used in the School Safety and Bullying Prevention Act:

[Click Here to report a Bullying incident](#) - click on Bullying Tip Site to report incident (under Resources on right)

1. "Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic



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Bullying cont'd [O.S. 21 § 850.0] [O.S. 70 § 24-100.2] [O.S. 21 § 1190]

communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student;

2. "At school" means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events;

3. "Electronic communication" means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer; and

4.. "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

B. Nothing in this act shall be construed to impose a specific liability on any school district.

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.

Digital Citizenship (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, images, the internet, on-line bulletin boards and blogs.

When using an electronic resource students should not participate in the following:

- Disclose any sensitive, proprietary, confidential (including names) information about other students.
- Should never be discourteous or impolite.
- Post any material including photos and texts that are obscene, demeaning, defamatory, profane, libelous, threatening, harassing, abusive, hateful or embarrassing to another person or any other person or entity.
- 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, lewd or 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.
- **All posts should be factual and in good taste. Everything a student posts online stays online forever.**



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Digital Citizenship cont'd

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 email messages, instant messages, text messages, digital pictures/images or website posting (including blogs. Often the author (sender or poster) of the inappropriate material is disguised (logged on as someone else). Community members who feel 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 chat. Not only is sexting socially inappropriate, it could

result in disciplinary actions by the school and/or criminal charges.

Parents, patrons and students should contact the Director of Student Services with concerns at (405) 354-2587.

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, parent conference and possible police referral could result for such actions.

DEROGATORY LANGUAGE/SYMBOLS

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

Students engaged in extracurricular activities are representing Yukon Public School 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 District. Incriminating photos or statements depicting hazing, sexual harassment, vandalism, stalking, underage



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Derogatory Language/Symbols cont'd

drinking, illegal drug use or other inappropriate behavior will be subject to disciplinary action up to and including being removed from the team/organization by the head coach/sponsor and/or the Director of Athletics or the Principal.

WEAPONS

It is the policy of the Board of Education [Policy EI] that possession of dangerous instruments or weapons on school property or other property adjacent to school property, at school 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.

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, at a school sponsored event or traveling to and from school:

- Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblems, badges, symbols, signs, tattoos,

trademarks, 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:
 - 1) Requesting any person to pay protection or otherwise intimidating or threatening any person
 - 2) Committing any other illegal act or other violation of school district policy.
 - 3) 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.

[O.S. 70 § 494] [O.S. 70 § 24-105] [O.S. 70 § 111.01A]

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



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In School Intervention (ISI) cont'd

will be made. The student will sign a procedural contract so there is no misunderstanding about the intent of the ISI program and its policies/procedures. Failure to follow the policies of ISI will result in immediate out-of-school suspension. **Any student placed in ISI will not be allowed to participate in any school activity including practice, and he/she will lose all semester tests exemptions.**

OUT OF SCHOOL SUSPENSION (OSS)


An administrator shall determine the suspension of a student due to violation of school rules, and parents shall be notified immediately. If a student is to receive academic credit for the days suspended, he/she must attend the assigned OSS *After Hours*. Failure to attend results in the student receiving zeroes 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 Director of Student Services in writing. If the parent/student is not satisfied with the outcome of the Director's hearing, an appeal may then be made in writing 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 whether 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:

- Disobeying the reasonable request of a teacher or administrator.
- Violation of Gang Policy
- Creating or attempting to create a classroom disturbance.
- Fighting
- Bullying, intimidation, harassment, sexting or threatening students or staff
- Excessive tardies and/or absences
- Persistent violation of school rules or regulations
- Using profanity, vulgar language or vulgar expressions or gesture; and/or rude, degrading, derogatory comments or symbols
- Throwing objects during sporting events, assemblies, school performances or out a bus window
- 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 and stimulant controlled substance, barbiturate or paraphernalia.
- Possession or use of tobacco
- Inciting, encouraging, promoting or participation in attempts to interfere with the normal educational process or safety of others.
- Gambling [O.S. 21 § 941]



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Out of School Suspension (OSS) cont'd

- Engaging in lewd, vulgar or immoral acts
- Possession of vulgar or obscene material
- Inappropriate public display of affection (PDA)
- Vandalism of any kind
- Computer tampering, hacking, social networking or electronic device policy violation
- Theft
- Cheating
- Hazing [O.S. 21 § 1190]
- Adjudication as a delinquent
- Violations of District Transportation Policy

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

DRUG/ALCOHOL TESTING

In order to safeguard the individual and general welfare of all students, 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 the following: proms, dances, concerts, overnight activities, optional field trips, athletic events, etc.

The administration will determine the manner by which the students will be tested, i.e. entire group, predetermined random selection or based on individual


reasonable suspicion. A 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 or designee. If a student tests positive for alcohol, he/she will receive one additional opportunity to take the test

If a student does not pass the alcohol test, his/her parents will be notified and parents must come to pick them up. If a parent or 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/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 (2) semesters. The superintendent/designee, the Student Assistance Program Director, the parents and the police will be notified.

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



Y Millers Nutrition, Transportation & Safety

POSSESSION OR USE OF CONTROLLED SUBSTANCES, ILLICIT DRUGS—PARAPHER- NALIA AND ALCOHOL

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.

Illicit drug definition is as follows:

- Any controlled dangerous substance as defined in the *Uniform Controlled Dangerous Substances Act Oklahoma Statute-Title 63*
- 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 Definition

- Any intoxicating beverages 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 Definition

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 or Illicit Substances on School Property during the School Day or 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 sponsored/sanctioned activity, while on school premises or when being transported, will be suspended.

FIRST OFFENSE

- Parent 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



Nutrition, Transportation & Safety

Use or Possession of Illicit Substances cont'd

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 School's Student Assistance Counselor.
- Student Assistance Program options may include, but are not limited to:
 - 1) Assessment
 - 2) Individual and/or family counseling
 - 3) Attendance at education series
 - 4) Community service
 - 5) Attendance at 12-step program(meetings)
 - 6) Support groups
- Costs shall be borne by the individual, parent/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 thirty (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 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 twenty-four (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 School's Student Assistance Counselor.
- Student Assistance Program options may include, but are not limited to:
 - 1) Assessment
 - 2) Individual and/or family counseling
 - 3) Attendance at education series
 - 4) Community service



Nutrition, Transportation & Safety

Use or Possession of Illicit Substances cont'd

- 5) Attendance at 12-step program(meetings)
 - 6) Support groups
- Costs shall be borne by Student/parent/guardian
 - Failure to complete required activities within the prescribed time will result in reinstatement of the full suspension

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/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 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 parent/guardian.

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 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.


EXTRACURRICULAR ACTIVITY RANDOM DRUG TESTING

The Yukon Board of Education in an effort to protect the health and safety of its students involved in competitive extracurricular activities from illegal drug use and abuse, thereby setting an example for all other students of the Yukon Public School District, permits 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 involved in extracurricular activities. The following policy will be used 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 he/she 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 activities. The 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, 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



Nutrition, Transportation & Safety

Drug Testing cont'd

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 to meet with the student, parent/guardian, Athletic Director/designee, Director of Student Assistance and /or the 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 a counseling entity the cost of which will be paid by the parent/guardian. Additionally, the student will be tested for the remainder of that 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

Complete suspension from participation in all extracurricular activities including all meetings, practices, performances and competitions for the remainder of the school year, or eighty-eight (88) 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 first to the Director of Student Services and his/her committee. Such request for a review must be submitted to the Director in writing within five (5) calendar days of notice of the positive test. A student



Nutrition, Transportation & Safety

Drug Testing cont'd

requesting an appeal will remain eligible to participate in any extracurricular activity until the appeal is completed. The Director/designee and committee shall then determine whether the original finding was justified. If the outcome of the informal appeal remains objectionable to the student/parent, a request for a formal appeal before the Board of Education must be made in writing within three (3) days of the informal hearing decision. This letter should be written to the Superintendent. The finding of the Board shall be final and no further review will be provided and shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in sole and exclusive judgment and discretion of the Board of Education 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 (88) days whichever is 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.

DANGEROUS WEAPONS

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 a pupil when said pupil is on school premises or while in transit under the authority of the school, or while attending any function sponsored by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined in Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property is said property be reasonable suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other person, said person to be of the same sex if practicable.

The extent of any search conducted pursuant to this section shall be reasonable related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no even shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search.

[O.S. 70 § 24-102]

Y
Millers **Appendix**
YPS POLICY GUIDE



2014 - 2015



Administrative Staff Public Schools

ELEMENTARY

Central	Robin Russell	300 S. 9 TH	(405) 354-2501
Independence	Roni McKee	500 E. Vandament	(405) 265-1352
Lakeview	Scott Hein	872 S. Yukon Parkway	(405) 265-1342
Myers	Ron Brummett	1200 South 1 ST	(405) 354-5252
Parkland	Lance Haggard	2201 S. Cornwell	(405) 354-7786
Ranchwood	Kristin Kilpatrick	607 Annawood Dr.	(405) 354-6616
Shedeck	Mark Park	2100 South Holly	(405) 354-6601
Skyview	Carla Smith	650 S. Yukon Parkway	(405) 354-4852
Surrey Hills	Bill Pierce	10700 Hastings Ave.	(405) 373-1973

SECONDARY

Yukon Middle School -7 th -8 th	Cecil Bowles	801 Garth Brooks Blvd.	(405) 350-5274
Yukon Middle School-6 th	Cecil Bowles	1000 Yukon Ave.	(405) 350-2630
Yukon High School	Melissa Barlow	1777 S. Yukon Parkway	(405) 354-6692
Y.A.L.E. Yukon Alternative School 9-12	Jody Pendleton	946 Poplar	(405) 350-2650

COORDINATORS & MANAGERS

Fine Arts Manager	Wes McAtee	850 Yukon Ave,	(405) 354-8356
ELL Coordinator	Evelyn Hawk	2100 South Holly	(405) 354-6601
Systems Database Administrator	Valorie Branstool	600 Maple St.	(405) 354-2587



ANNUAL PERMISSION FORM TO BE COMPLETED AND SIGNED BY PARENT AND STUDENT

SIGN AND RETURN TO SCHOOL OR COMPLETE ON PARENT PORTAL

DATE (MM/DD/YYYY)			
PRINT FULL NAME OF STUDENT			
STUDENT'S SCHOOL		GRADE LEVEL	
PRINT PARENT/GUARDIAN NAME			
HOME PHONE	()	CELL PHONE	()
EMAIL ADDRESS			
<p>Please read the following information:</p> <p>Student has received a copy or has reviewed the online copy of the 2014-2015 Student/Parent Policy Guide from www.yukonps.com/OurStudents/tabid/60Default.aspx (Click on 2014-2015 Handbook in right column on web page or on parent portal at the top of this document). Students understand they are responsible for its contents. This will constitute a legal signature.</p> <p style="text-align: center;">OR</p> <p>If the student and/or parent/guardian is reading a copy off line of the Handbook, please do as follows:</p> <p>Yukon Middle School and Yukon High School student and parent/guardian sign below which acknowledges receipt of handbook and knowledge of its contents. Tear out and return to English teacher.</p> <p>All Yukon elementary students and parent/guardian need to sign below which acknowledges receipt of handbook and knowledge of its contents. Tear out and return to homeroom teacher.</p>			
Student Signature			
Parent/Guardian Signature			



Yukon Public Schools Requirements for High School Graduation

Senate Bill 982 was passed by the Oklahoma Legislature and signed into law by Governor Henry on June 7, 2005. The law requires eighth grade students entering the ninth grade starting the 2006-2007 school year to complete a college preparatory curriculum, unless the student's

parent or legal guardian approves the student to "opt out" of the college preparatory curriculum.

Choosing the courses a student takes in high school is an important decision for parents and students. A college preparatory curriculum is challenging and may help determine a student's future success. Research indicates that students who take a college preparatory curriculum and pursue education and training beyond high school have more career opportunities and have a higher income and rate of employment.

4 Units of English

English I / Grammar & Composition (9th)

English II / World Literature (10th)

English III / American Literature (11th)

English IV / English Literature (12th)

4 Units of Mathematics**

Algebra I (9th unless taken in middle school)

(Algebra I and Geometry taken in middle school do not

count as 1 of the 4 math courses required for graduation)

Geometry / Pre AP Geometry

Intermediate Algebra

Algebra II / Pre AP Algebra II

Algebra III

Pre AP Pre-Calculus

AP Calculus AB

AP Statistics

*Math of Finance (NOT a college prep)

3 Units of Social Studies

Oklahoma History (9th)

World History / AP World History / AP European History (10th)

United States History / AP United States History (11th)

United States Government / AP United States Government (12th)

1/2 Unit of Keystone (9th)

This course meets the state requirement of Financial Literacy.

3 Units of Science

Physical Science / Pre AP Physical Science (9th)

Biology / Pre AP Biology (9th)

Chemistry / Pre AP Chemistry

Zoology

Anatomy / Physiology

Physics / Pre AP Physics

AP Biology



Yukon Public Schools Requirements for High School Graduation

AP Physics B

AP Environmental Science

AP Chemistry

**2 Units of World Language (Consecutively
taken)**

Spanish*

French

OR

2 Units of Computer Technology

(Approved for College Admission)

**1 Additional Unit Above or a Career Technology
Course approved for College Admission ***

Requirements for Graduation, Continued

17.5 Required Units

5.5 Elective Units

23 Total Units for Graduation

The State of Oklahoma requires successful completion of one unit in Fine Arts. This unit is integrated in English and history and fulfills the requirement for arts competency.

No more than 4 units of physical education or athletics may be counted toward the units required for graduation.

Spanish I successfully completed in eighth grade will count as one of the two foreign language units required if Spanish II is taken in the 9th grade.

With parent permission, a student can opt out of the additional unit or career technology course.

Some courses may not meet National Collegiate Athletics Association (NCAA) requirements for college entrance. Consult your school counselor for additional information.

* By board policy, Yukon High School exceeds state requirements in mathematics.