

**Summary From The Student Handbook**  
*Condensed Version 2019-2020*  
**Yough Intermediate Middle School**

The **complete version** 2019-2020 Yough Intermediate School Handbook is located on the Middle School webpage and in each student's Google Classroom. This summary is to only highlight changes, oft asked questions, or other school related items. *Hard copies of handbook are available upon request.*

**Attendance**

Compulsory school age refers to the period of a child's life from the time that a child enters school as a beginner, which shall be no later than the age of eight (8) years, until the age of seventeen (17), or until graduation from a regularly accredited senior high school, whichever occurs first. Each student's attendance record is very important. College, trade schools, or military admission offices and future employers will carefully evaluate your attendance record. The following procedure must be followed:

1. Tardiness – Any student entering school **AFTER 8:05 must sign in at the office**. AN EXCUSE WILL BE REQUIRED for the tardiness. Missing the bus, sleeping in, loitering in the halls or car problems are not acceptable excuses and therefore will be considered unexcused tardiness. Lunch Detention will be assigned for unexcused tardiness after the fifth offense. The classroom teacher will report students late to class to the office after **five occurrences**. **Late students are responsible for the classroom work**. *For example, if a student enters period three, the student must check with the period two teacher for missed assignments.*
2. Absence Procedure:
  - a. After an absence from school, the parent/guardian must send a written excuse explaining the reason and give the date or dates of the absence. The student must present this excuse to the homeroom teacher.
  - b. If a student DOESN'T BRING A WRITTEN EXCUSE IN WITHIN THREE SCHOOL DAYS, the absence will be changed to unexcused or illegal. The student will not be permitted to make up work assigned on a day or days of unexcused absence.

An absence from school without the knowledge or consent of the parent/ guardian is considered truancy

- a. Students are responsible to make up work missed because of absences. In case of an unexcused absence, WORK CANNOT be made up and students will not receive credit.
- b. Student requests for work can be called into the office after three days. Parents may email staff for missed assignments at any time. Students on a vacation request form a responsible for gathering work prior to the absences.
- c. *Students participating in athletics/extracurriculars must report to school prior to the start of period 5 to be eligible for participation. Unless a doctor's note is provided.*
- d. *Please see the full attendance policy on the school district website for other information.*

**Early Dismissal**

**EARLY DISMISSAL FROM SCHOOL**

Early dismissal will be granted for the same reasons allowable for legal absences. You are encouraged to schedule appointments with your doctor or dentist other than school hours. However, when emergency demands, the appointment should be made as early or late in the school day as possible. Also, parents **MUST CALL** the School office to verify this appointment. No student will be permitted to leave the building for an early dismissal if a parent/guardian has not been contacted or present in the office for pick up.

To obtain an early dismissal, a student must present to the Middle School office a written request containing the following information:

1. Full name of student
2. Date of early dismissal
3. Time of early dismissal
4. Reason for early dismissal (name of doctor/dentist, if applicable)
5. Signature of parent or guardian
6. Home/business phone number

Any student granted permission to leave the building because of illness, early dismissal or other emergencies **MUST SIGN OUT AT THE SCHOOL OFFICE** prior to leaving. Also, upon returning to school after early dismissal of the same day, a student is required to **SIGN IN AT THE SCHOOL OFFICE**. Verification of student's doctors' or dentists' appointments should accompany students upon returning to school.

**Student Behavior**

Students are expected to exemplify the best in behavior. The rules and regulations in regards to behavior exist to create a positive and effective school and classroom environment. Students who violate the expected behaviors will face disciplinary measures ranging from a teacher phone call, parent meetings, loss of privilege, Bus Suspension, In School suspension, Out of School suspension, and possible expulsion based on the severity of the situation.

All school property and materials are to be respected. Deliberate and accidental loss or damage to school property is the responsibility of the student. Restitution for costs will be the responsibility of the student or parent/guardian. Items that have no educational value should not be brought to school.

### Withdrawal of privileges

Classroom teachers may withdraw student privileges such as recess or period 10 opportunities. Bathroom privileges can never be revoked. Continued behaviors will result in the building principals removing privileges. These may include, but are not excluded to: removal from clubs, lunch detention, attending dances, field trips, assemblies or other school related functions. The principal reserves the right to remove these privileges may be removed for poor academic performance.

### Bullying

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyber bullying.

School setting means: in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school. The Middle School prohibits all forms of bullying by district students.

The Middle School encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Middle School directs that complaints of bullying shall be investigated promptly and corrective action shall be taken when allegations are verified.

Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying. Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

### Dress Code

*The following attire is not permitted during school hours 7:45 am to 3:15 pm.*

- Any part of undergarments showing
- All skirts, dresses, and shorts must be fingertip length.
- Tops that expose midriffs or bare back while standing. No spaghetti straps.
- Clothing, patches, buttons, pins, tattoos or jewelry with sexually suggestive writing/pictures or advocating violence are not permitted.
- Clothing, patches, buttons, pins, tattoos or jewelry which advocate, advertise or promote the use of tobacco, alcohol or drugs are not permitted.
- Dress that is racially or ethnically offensive ex. K.K.K., Black Panthers, Confederate flags are not permitted.
- Hats, bandanas, sunglasses, visors, and sweatbands are not permitted to be worn in school.
- Torn or ripped clothing that expose under-garments is not permitted. Taping the hole will not be an acceptable fix.

For a full listing of the dress code policy, refer to the student handbook online or in the student google classroom. Students who violate the dress code are to be sent to the office by the reporting staff member.

Consequences:

- a. 1<sup>st</sup> Offense: written referral, parent notified by administration, and required to change clothes if necessary.
- b. 2<sup>nd</sup> Offense: written referral, parent notified by administration, required to change clothes and lunch detention served.
- c. 3<sup>rd</sup> Offense: written referral, parent notified by administration, required to change clothes, and In School Suspension served for insubordination.

### Lockers

Students are to use their lockers prior to school. Visits to the lockers during classes will be kept to a minimum. Lockers are the property of the school and may be subject to periodic random searches. Lockers will be searched randomly and periodically without regard to any article suspicion or alleged infraction of school rules. Book bags/backpacks are to be kept in the lockers during the day. Sufficient time is scheduled for students to get whatever they need from their lockers before they report to class and at dismissal time.

### Lost Articles

Students and parents should inquire about lost items. After 30 days the school is not responsible for unclaimed items. All lost items will be located in the library. Lost electronic devices will be located in the office.

### Electronic Devices/BYOD

Yough Intermediate Middle School is a targeted Bring Your Own Device School in grades six through eight. Students may use their personal device (phone, iPad, etc.) with teacher permission and for an educational purpose. Students without devices will be provided one from the classroom teacher.

The Middle School prohibits use of personal communication devices by students during the school day in district buildings, on district property, and while students are attending school-sponsored activities unless participating in a BYOD activity or given prior permission from staff or administration. Such devices shall be stored in the student's locker during the school day. The Middle School prohibits use of cellular telephones to take photographs or record audio or video during the school day in district buildings, on district property and while the students are engaged in school-sponsored activities unless granted permission for an educational purpose. Such devices shall be stored in the student's locker during the school day. In addition, the Middle School prohibits possession and use by students any device that provides for a wireless, unfiltered connection to the internet. The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student. Violations of this policy by a student shall result in disciplinary action and confiscation of the electronic device.

Consequences:

- a. 1<sup>st</sup> offense: Disciplinary referral: Item sent to the office, parent contacted by administration, student pick up at the end of the day.
- b. 2<sup>nd</sup> Offense- Disciplinary referral: Item sent to the office, parent contacted by administration, student pick up at the end of the day, loss of all BYOD privileges and phone kept in locker.
- c. 3<sup>rd</sup> Offense: Disciplinary referral: Item sent to the office, parent contacted by administration, student pick up at the end of the day, continued loss of privileges and In School Suspension served for insubordination.

Emergency messages for the students will be delivered promptly and privately. Students required to carry a phone for medical purposes must contact the middle school office.

### **Cheating, Plagiarism and Late Assignments**

If a student is caught in any situation in regards to cheating and plagiarism, the offenses will be:

-The student will be given a zero for the assignment and a teacher will contact the parent.

Middle School Policy in regards to late work is the following unless a specific academic, behavioral or special circumstance arises:

- One day late: No more than 75 percent credit may be given.
- Two days late: No more than 50 percent credit may be given.
- Three days late: No more than 25 percent credit may be given.
- Four days late or longer: No credit will be given.

### **Video/Social Media Consent**

At various times during the school year, Yough Middle School uses Cougar News, the school webpage, twitter, and the District Facebook Page to celebrate and promote student and staff achievement.

*You can follow Mr. Smetak and YIMS on Twitter @kevin\_smetak*

*You can follow the Yough School District on Facebook at <https://www.facebook.com/YoughSchoolDistrict/>*

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Detach Here and Return

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Please check items one, two, and three below along with item four if appropriate. Parents and students must sign and return to homeroom teacher. Failure to return will result in loss of student privileges.

\_\_\_\_\_ I have read and understand the items contained above. I understand the complete student handbook is available online and in the student Google Classroom. I acknowledge my awareness and understanding of its content and procedure.

\_\_\_\_\_ I have read and understand the content of the Middle School policy in regards to BYOD.

\_\_\_\_\_ I have read, understand, and are aware of the school wide behavior plan.

\_\_\_\_\_ I DO NOT wish for my student's picture to be published via school website, cougar news, twitter, or district Facebook.

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_ *I would like to receive weekly email updates from Mr. Smetak in regards to upcoming events and the celebration of academic, classroom, and school events.*

*Parent email address:* \_\_\_\_\_