

# INTRODUCTION

## WELCOME

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

- This Student/Parent Handbook is based in significant part on policies adopted by the Board of School Trustees and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was published in June of 2017. If you have questions or would like more information about a specific issue or document, contact your school principal or assistant principal, or access the document on the Corporation's website and finding the specific policy or administrative guideline in the Table of Contents for that section.

## YORKTOWN MIDDLE SCHOOL MISSION STATEMENT

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

## BELIEFS OF YORKTOWN MIDDLE SCHOOL

The Yorktown Middle School community believes:

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

## USE OF THE YMS HANDBOOK

It is the parents' responsibility to read and discuss the handbook with their children. The school will assist parents by having class meetings to formally discuss school rules and procedures. Intervention and Extension classes will spend time at the beginning of the year discussing this handbook as well. Cooperation between the home and the school is essential in a child's life. If a child is given a consequence for school misbehavior, the parents should discuss this incident with their child at home.

Questions about the Handbook or school rules should be directed to the Principal or Assistant Principal (759-2660). Consultation regarding effective use of the Agenda and learning structure may be directed to the Assistant Principal or the student's core team of teachers.

## **GENERAL INFORMATION**

### **2018-2019 SCHOOL CALENDER**

August 7	First Day of School
September 3	Labor Day – NO school
October 8-12	Fall Vacation – NO school
November 6	K-12 eLearning Day – Election Day
November 21-23	Thanksgiving Break – NO school
Dec. 24 – Jan. 4	Winter Break – NO school
January 21	Martin Luther king Jr. Day – NO school
February 18	President's Day – NO school
March 22-April 1	Spring Break – NO school
April 19	Snow Make Up Day *
May 24	Last Day of School for Students

\*day will be used as make-up days if necessary. All other needed days will be added to the end of the calendar beginning with **May 28** and will continue until state requirements are satisfied.

### **SCHOOL CLOSINGS AND DELAYS**

In case of severe weather - snow, low temperatures, ice, fog, - the official announcement for school closing or delay will be heard over local radio stations, local news stations, and school social media WLBC-1340 AM; WAXT -97 FM; WERK-99AM; WLBC-104 FM; WMDH-102.5 FM; WLHN-98FM; WBST-92 FM; WKOZ-105 FM; WHUT-1470 AM. Do not call the school or radio station.

The school will also use mass communications, when available, please be sure information in powerschool is up-to-date and accurate to receive these messages.

### **SAFETY AND SECURITY**

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. All school outside school doors are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. If a person wishes to confer with a member of the staff s/he should call for an appointment prior to coming to the School in order to prevent any inconvenience.
- H. Students may not bring visitors to school without first obtaining written permission from the building principal or designee.
  - All Corporation employees are to wear photo-identification badges while in Corporation schools and offices or on Corporation property.
  - The Corporation may utilize video surveillance and electronic monitoring in order to protect Corporation property, promote security, and protect the health, welfare, and safety of students, staff, and visitors.

### **EMERGENCY PREPAREDNESS DRILLS**

A plan for fire, severe weather and other emergencies will be discussed during the first few days of

school. Drills will be conducted periodically throughout the school year, and students should take these drills seriously. Follow the instructions given to you by your teacher.

## **BOOK RENTAL AND FEES**

At the beginning of each school year, students must pay rental fees that reflect a percentage of the cost of books used in their classes. Charges are also made for workbooks, the Agenda, and other related supplemental items. The Yorktown Community School Corporation participates in a program providing financial assistance for books and supplemental items. Students from families whose income is at or below designated levels are eligible for assistance. Information and applications are given to every family at the beginning of each school year and also made available in the main office during the entire year. Information and application can be obtained in the main office.

## **ENROLLING IN THE SCHOOL**

Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved.

Students that are new to the School are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities
- C. or custody (if appropriate),
- D. proof of residency, (no homeless child will be denied enrollment based on a lack of proof or residency)
- E. proof of immunizations.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. YMS office staff will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Corporation Liaison for Homeless Children with regard to enrollment procedures.

## **PARENT COMMUNICATION**

Cooperation between the home and the school is essential to quality education. Parents may contact the school by calling 759-2660 or by dialing directly to the teacher voice mail system. Teachers' voice mail numbers and email are available via the school website. Parents are encouraged to keep in close contact with the school and with their children as parents have daily discussions with their children about the school activities.

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

## **TELEPHONE USE BY STUDENTS**

School telephones are for official use only. In an emergency, students may ask to use a school telephone. The school staff reserves the right to determine whether an actual emergency exists.

## MESSAGES TO STUDENTS

**PLEASE**, unless it is an **EMERGENCY**; do not ask the office to relay messages that should have been worked out with the child before he/she left home. It is difficult to let a student call home or work to talk to a parent while in class during the day.

## VISITORS

A limited criminal background check and 24 hour notice is necessary for consideration of parent/guardian classroom visits. There is no guarantee that permission to visit classrooms will be granted. The principal must approve student visitors. All visitors must sign in a guest book at the front office and wear a visitor's pass while in the building.

## HONORS AND AWARDS

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

## TRANSPORTATION

Transportation is provided to students via school buses. Students will behave properly on school buses and follow appropriate guidelines as outlined by the bus drivers and the Yorktown Community Schools' Bus Safety Rules.

1. Follow classroom standards of behavior.
2. Be on time at your bus stop.
3. Keep the bus clean.
4. Be polite and courteous to others.
5. Do not eat or drink on the bus. Use of tobacco is also prohibited.
6. Do not be destructive of others' property.
7. Remain seated when the bus is in motion.
8. Only open or close a window with the driver's permission.
9. Follow the driver's instructions at all times.
10. The driver can assign seats.

According to Indiana Law (IC20-9.1-5-19), when school children are being transported on a school bus, they are under the supervision, direction and control of the school bus driver and are subject to disciplinary measures by the bus driver and the governing body of the school corporation.

***The driver is not to discharge students at places other than their regular stop at home or at school unless the driver has documentation from a parent/guardian or proper authorization from the principal or the principal's designee.***

### Corrective Procedures

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

1. The driver is responsible for maintaining proper discipline and control on the school bus. If a driver experiences discipline problems with a student, the following shall be used:
  - a. The driver shall discuss minor incidents as they occur with the student. If appropriate, the driver shall also inform the student's parent of the misbehavior.
  - b. If the student continues to misbehave and in the case of a serious incidents of misbehavior, the driver shall complete a Discipline Referral Form provided by the Director of

Transportation.

- c. The driver shall deliver a copy of the completed Disciplinary Referral Form to the Principal or the Principal's designee.
  - d. The Principal or designee shall contact the student's parent, mail a copy of the Disciplinary Referral Form to the parent and determine whether or not to suspend the student from the bus. The Principal or designee shall communicate his/her decision and in writing.
2. The following suspension guidelines apply during one continuous annual school term. During one annual school term the Principal, the Principal's designee or the Superintendent may suspend a student from riding the bus after a serious offense or upon written warning from the bus driver for a period of:
- a. First offense - suspension for a maximum of five school days.
  - b. Second offense - suspension for a maximum of ten school days.
  - c. Third offense - suspension for 20 school days.
  - d. Fourth offense - suspension for remainder of the school term.
  - e. First severe offense - suspension for the remainder of the school term.
3. The administrator intending to assign a suspension must send a copy of Form 5610 F3, NOTICE OF INTENDED BUS SUSPENSION, or a discipline referral, to the student's parent and the bus driver.
4. The administrator who removes a student from a bus in an emergency situation must send a copy of Form 5610 FI, NOTIFICATION OF EMERGENCY REMOVAL, or a discipline referral, to the parents.

Our roads and highways are very busy before and after school and, for safety's sake, parents should use discretion in letting students ride bicycles or walk to and from school. If a student rides a bicycle to school, the bicycle is to be parked in the rack outside the school building. Students riding bicycles or walking to and from school must wait until buses have left the area before crossing the bus-loading zone. Motorized bikes are not permitted.

**Concerns about bus stops, pickup times and drop off times should be directed to the Transportation Director (759-2620).**

## **ACADEMICS**

### **CURRICULUM**

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

### **GRADES/STUDENT EVALUATION**

The grading scale for all classes at Yorktown Middle School is as follows:

A	100-93	Excellent Achievement
A-	92-90	
B+	89-87	
B	86-83	Good Achievement
B-	82-80	
C+	79-77	
C	76-73	Satisfactory Achievement
C-	72-70	
D+	69-67	
D	66-63	Minimum Acceptable Achievement

D-	62-60	
F	59-0	Unacceptable Achievement
P	Passing	
I	Incomplete	
M	Medical	

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

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

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

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

## **HOMEWORK POLICY**

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

## **MAKE UP WORK**

When students are absent from class for fewer than 3 consecutive days and the absences are excused, they are responsible for obtaining assignments from teachers. Assignments, quizzes, and tests may be made up for full credit. **If a test is missed due to an unanticipated absence on the day of the test only, the student should take the test on the day which he/she returns.** Class participation, laboratory assignments, Physical Education activities, group activities, hands-on projects set up for a limited time cannot be made up. Students who are absent due to illness may have alternate assignments given in place of these activities. Credit will be given for the alternate assignments. It is the student's responsibility to get the assignments from each teacher and to make up the possible work within the same amount of time as the length of absence, i.e. 3 days absence = 3 days to make up all work after returning from the absence. After missing 2 consecutive days, a student may request work on the day of the third absence. Make up assignments requested by 8 a.m. can be picked up by the end of that school day. For missing work and make-up work, students are encouraged to contact their teachers via Canvas and access their assignments on the days they miss.

Late assignments may be accepted at each teacher's discretion and in accordance with classroom policies.

## **FIELD TRIPS**

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

## **STUDENT ASSESSMENT**

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

policy.

Unless exempted, each student will be expected to pass the ISTEP Test. Make-up dates are scheduled, but unnecessary absences should be avoided.

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

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

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

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

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

## **GRADE REPORTING**

Students receive one formal report of their academic progress during each grading period. At the end of each grading period, students receive a report card itemizing their grades in each class. Teachers are encouraged to keep grades up – to –date in powerschool gradebook, which is always available online.

## **RETENTION**

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

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

## **CONTROVERSIAL ISSUES**

The School Board believes that the consideration of controversial issues has a legitimate place in the academic program of the schools. Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating a position. The Board will permit the introduction and proper educational use of controversial issues provided that their use in the instructional program:

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

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

## **ATTENDANCE**

Yorktown Middle School, with school board and superintendent approval and support, has adopted the following attendance and tardy to school policies.

Effective July 1, 2006, in order that Yorktown Community School Corporation follow compliance with HEA 1288-2005, SECTION 17, it is expected that all students attend 180 days of school. A student may be defined as "a habitual truant" if chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year. Any student so determined may not issued an operator's license or a learner's permit to drive a motor vehicle under IC 9-24 until the individual is at least eighteen (18) years of age. Periodic reviews of the student's attendance record may not be conducted more than one (1) time each school year.

Upon review, the governing body may determine that the individual's attendance record has improved to the degree that the individual may become eligible to be issued an operator's license or a learner's permit. Before February 1, and October 1, of each year the governing body of the school corporation shall submit to the bureau of motor vehicles the pertinent information concerning an individual's ineligibility to be issued an operator's license or a learner's permit.

An excused absence is a child's personal illness, illness in the family, quarantine of the home, death of a relative, observance of religious holidays, doctor or dentist appointments, and serving as a page in the Indiana General Assembly. After five consecutive days of an absence a physician's certification must accompany the child's return to be considered an "excused" absence. An UNDOCUMENTED EXCUSED ABSENCE is an excused absence that is reported to the school by the student's parent or legal guardian. A DOCUMENTED EXCUSED ABSENCE is an excused absence that is verified in writing by an appropriate professional. An UNEXCUSED ABSENCE is any absence which does not qualify as either type of excused absence or which is not reported by the student's parent, legal guardian, or appropriate professional. Make-up work is allowed for all absences. Students may have the same number of days absent to complete all assignments missed or have made arrangements with the instructor(s).

#### **CONSEQUENCES FOR UNEXCUSED ABSENCES:**

- Required by law: As a parent/guardian, it is your legal duty to ensure that your child attends school. If you fail to ensure your child's attendance, you may be prosecuted for the crime of **Failing to Ensure School Attendance**, a Class B misdemeanor. A person convicted of a Class B misdemeanor may be given up to 180 days in jail and a fine of up to \$1,000.
- If your failure to ensure your child's school attendance worsens to a such a point that it is clear you are knowingly and intentionally depriving your child of an education as required by law, you may be prosecuted for **Neglect of a Dependent**, a Class D felony. A person convicted of a Class D felony may be given up to 3 years in jail and a fine of up to \$10,000.
- If your failure to ensure your child's school attendance worsens to such a point that it is clear that your child's physical or mental condition is seriously impaired or seriously endangered as a result of your inability, refusal or neglect to supply your child with necessary education you and your child may be subject to the filing of a **Child in Need of Services** (CHINS) case in Juvenile court. This may result in your child being removed from your care.

School officials do not approve of the practice of pupils being absent from school for family vacations or similar reasons. Please plan such events around the school calendar. A student who misses more than five days per semester may risk retention in the grade, or removal from the credit course per the student handbook. The school may also assign before-school, after-school, and/or Friday school assignments to supplement missed classroom work. Students unable to attend school will also be unable to attend practices or any after school activities later in the same day.

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

#### **STUDENT AND PARENT RESPONSIBILITIES**

- **The student and his/her family or legal guardian has the primary responsibility for ensuring school attendance. Students with absences for any reason are expected to make up work.**
- 1.) **Students may go to the classrooms at 8:05 a.m.** 1<sup>st</sup> period will begin at 8:10 and all students should be in the classroom at that time. The only exception is for a late bus. **Students are considered tardy to class if they are less than 5 minutes late. Students are considered**



**tardy to school if they are not in their classrooms by 8:10 a.m. Students must come to the office and sign in any time they arrive at school after 8:15 a.m. Parents/Guardians are encouraged to take advantage of the corporation provided transportation if getting students to school on time is a problem.**

## **2.) Attendance Procedures**

- i.) Parents are to notify the school of any student absence by calling the school at 759-2660 the day of the absence.**
- ii.) When students are absent, they are expected to complete the make-up work that the teacher deems necessary in the same number of days as the duration of the absence.
- iii.) After missing 2 consecutive days due to an excused absence, a student may request work on the day of the third absence no later than 8 a.m. Make up assignments requested by 8 a.m. can be picked up by the end of that school day. Due to class schedules, teachers may not be able to complete requests made after 8 a.m. for same day pick up. Students will have the same amount of days missed to complete the make up work. Students are expected to utilize Canvas to access missing and make-up work when absent.

## **3.) Late Arrival/Early Dismissal**

- i.) Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day: the parent must write a note to the school prior to the appointment stating the reason to be dismissed from school; the student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that he/she reported for the appointment; and the student shall report back to school immediately after his/her appointment if school is still in session.
- ii.) Students arriving late to school should report immediately to the office. If students arrive to school late because of a professional appointment, they should provide the required documentation upon arrival. Students will sign in on the attendance register and ask for a pass to class.
- iii.) Students needing an early dismissal should come to the office first thing in the morning with a note from a parent and ask for an early dismissal slip. Students will come to the office when it is time to leave for the appointment, sign out on the attendance register and wait for their parents. Whenever students leave the school building during the school day, they must have parental and administrative permission. Students leaving school without permission are considered truant. When returning to school, students will sign back in on the attendance register.
- iv.) Students are not to leave school grounds without permission. No student will be allowed to leave school prior to dismissal time without either **a.)** A written request signed by the parent or a person whose signature is on file in the School office or **b.)** The parent coming to the School office to request the release. No student will be released to a person other than a custodial parent(s) without a permission note signed by the custodial parent(s) or other legal authorization. The school administration reserves the right to verify such authorization.

## **4.) Truancy**

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

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

The absence will be counted as unexcused and the student will not be allowed to receive credit

for work missed during the absence.

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

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

#### 5.) **Tardiness**

Students are to be in their classroom before it is time for class to begin. A student who arrives late to any class will be counted as tardy to that class. Teachers will advise students of each tardy. When a student is tardy for the third time in a particular class, the student's parents will be contacted by phone/letter. When a student is tardy for the fourth and subsequent times, the teacher will assign an after school detention or Friday School. All student tardies to class will restart at the beginning of each nine weeks.

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

The following will occur when a student receives his/her 4<sup>th</sup> and subsequent tardies to class or school:

4th Tardy-After school detention assigned.

5th Tardy-After school detention assigned.

6th Tardy-Friday School assigned; student is referred to principal or assistant principal.

7th Tardy-Friday School assigned; student is referred to principal or assistant principal.

8th and subsequent tardies-ISS or appropriate consequence is assigned; student is referred to principal or assistant principal.

**Students who are excessively tardy or late to school may be referred to the assistant principal for suspension and/or an attendance referral to the Delaware Juvenile Court.**

#### 6.) **Exclusion**

Any student may be excluded from the school under the following circumstances, subject to the procedural provisions of the Indiana Code 20-8.1:

- If the student has a dangerous communicable disease.
- If the student's immediate removal is necessary to restore order or to protect persons on school corporation property.
- If the student is mentally or physically unfit for school purposes.
- If the student's legal settlement is not in the attendance area of the school corporation and transfer tuition has not been accepted.

### **SCHOOL RESPONSIBILITIES**

Yorktown Middle School will provide incentives for providing a rich and varied learning environment. Students will also be eligible for the following awards:

#### **Perfect Attendance Award**

A student shall be awarded a perfect attendance certificate if he/she is present all day of every day of the school year. Excused absences are counted as absences from school and will disqualify a student from receiving a perfect attendance award. Early dismissals and late arrivals also disqualify a student for any type of perfect attendance award.

#### **Exemplary Attendance Award**

A student shall be awarded an exemplary attendance certificate if he/she is present all day of every day of the school year with the exception of absences due to the following reasons:

1. Serving as a page in the State Legislature or Congress.
2. Bereavement.
3. Subpoenaed to appear in court.
4. Religious holiday.

Yorktown Middle School will maintain detailed records of student attendance.

- Yorktown Middle School will verify all attempts to contact the student and parent about an attendance problem.
- Yorktown Middle School will be sending letters home after student absences at 5, 10, 15, and 20 days.
- Yorktown Middle School will request a parent meeting when a student is absent 10 days.
- The superintendent, or designee, shall report a child who is habitually absent, defined by 10 unexcused days, from school to an intake officer of the juvenile court or the department of child services.
- **Yorktown Middle School will send a corporation created letter at 15 days requiring a physician excuse for every absence thereafter.**
- Yorktown Middle School may send a letter to the prosecutor for any student absences between 15-20 without a physician's documentation.
- Yorktown Middle School will file an Affidavit for Juvenile Services for any student absences after 20 for the school year.
- Any further absences will result in a referral to Juvenile Probation at the discretion of the Yorktown Middle School attendance officer(s).

## **WITHDRAWAL FROM SCHOOL/TRANSFERRING OUT OF THE CORPORATION**

When students are moving or transferring to another school, the students and their parents must notify the school and complete two forms. The first, "Consent to Release Records", allows YMS to forward student records to the new school. The other, "Student check-out", enables the school to account for all textbooks and supplies that were issued to the student.

## **STUDENT BEHAVIOR**

Yorktown Community Schools has a code of civil law, not criminal law. However, we are required by law to report criminal activity. The rules you are about to read in this code of conduct supplement are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority. School rules are primarily for protection, not punishment. Pursuant to compliance with IC 20-33-8-13.5, Discipline rules must be adopted by the governing body of a school corporation under section 12 to (1) prohibit bullying; and (2) include provisions concerning education, parental involvement, reporting, investigation, and intervention. The discipline rules must apply when a student is: (1) on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; (2) off school grounds at a school activity, function, or event; (3) traveling to or from school or a school activity, function, or event; or (4) using property or equipment provided by the school.

IC 20-33-8-14. (a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements as stated by the school corporation rules: (1) Student misconduct. (2) Substantial disobedience. The grounds for suspension or expulsion apply when a student is (1) on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; (2) off school grounds at a school activity, function, or event; or (3) traveling to or from school or a school activity, function, or event.

IC 20-33-8-15. In addition, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if: (1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or (2) the student's removal is necessary to restore or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

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

## **GENERAL BEHAVIOR GUIDELINES**

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

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

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

- **Verbal or written communications transmitted;**
  - **Physical acts committed; or**
  - **Any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.**
5. Students are to use appropriate language at all times. Vulgar language and profanity are not to be used.
  6. Students are to secure backpacks, gym bags and other carry bags in their lockers upon arrival at school.
  7. Students are to keep their lockers neat, clean and locked at all times. They should check for obstructions before shutting locker doors and should not slam the door shut. Students are not to share lockers or combinations with other students.
  8. Students are to respect the property and lockers of other students. Taking items from another

student or student's locker will be considered an act of theft.

9. Physical displays of affection (hand holding, kissing, hugging etc.) are not permitted.
10. Students will not engage in harassment of another person, which includes, but is not limited to, threats, intimidation, force or physical violence. Students will not engage in sexual harassment of another person, which includes, but is not limited to, sexually related verbal statements, gestures, or physical contact. Any student who believes that he/she is the victim of harassment or has observed such actions taken by another student, staff member, or other person associated with the corporation should notify the Principal or Assistant Principal. The student may make contact either by a written report, by telephone, or by personal visit.
11. Students are not to be in school hallways or stairwells during class time. Students who need to leave class for any reason must sign out on the classroom destination sheets. Students are to go directly to their assigned destination and return directly to class in a timely manner. Students who are called to the office will be returned to class with a timed and signed pass.
12. Students are not permitted to sell candy or other fundraiser items at school unless the school sponsors the fundraiser or the student has the principal's permission.
13. Students are encouraged not to bring extra money or other valuable expensive items to school. If students do bring valuables to school, they should keep the items with them and should not leave them unattended. The school assumes no liability for the loss, theft, or damage of such items left in any area of the school or on school grounds.
14. Cell phones and other personal technological devices can be an essential part of a student's life, but school-issued iPads and school-owned computers and Wi-Fi services are expected to cover most of a student's technological needs. As class time is so important, teachers have the right to limit or restrict the use of non-school-issued devices, which can be used for texting, gaming, and other activities that may be deemed non-educational. Outside each classroom will be an easily visible "stoplight" which visually communicates to students the following:
  - (1) **Red** means cell phones and other non-school-issued devices will *not* be allowed in class today and should be left in lockers. During a "Red Zone" day students should not be seen with their phones or use them in any fashion. If a student demonstrates they have possession of the phone they may be required to give it to the teacher, which then will be given to front office.
    - a. All Restrooms/Locker Rooms are a Red Zone. No cell phones allowed.
  - (2) **Green** means cell phones and other non-school-issued devices that have been previously approved by administration and teachers are allowed to be brought to class today—though teachers reserve the right to restrict their use for any reason.
  - (3) **Students are expected to maintain and follow the expectations designated in the Technology Usage Agreement**

Teachers ultimately decide which color their classroom's "stoplight" will feature on any given day, though each teacher may reserve the right to allow participation by students in the daily maintenance of the "stoplight" or even the decision-making process for any given day's color. Administration may also, from time to time, require that "stoplights" reflect necessary restrictions in the use of non-school-issued devices, such as during ISTEP+ and other major assessments.

Cafeteria During Breakfast/Lunch, Hallways During Passing Periods, and Gym Time During Bus Drop are considered as "Green" areas. Students may have their cell phones with them in these areas (at these times) but are not permitted to place phone calls / any other restrictions that are put in place by school administration. The café' serving line will be a red zone.

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

- A) First incident – Cell phone is brought to the main office by teacher, student pick-up at the end of the day. Parent/Guardian Notified.
  - B) Second Incident – Parent/guardian required to pick up cell phone from front office.
  - C) Third Incident – Parent/guardian required to pick up cell phone from front office. Phone contract will be established, leaving the phone in the main office daily.
  - E) Fifth and Subsequent Incidents - Consequences will be assigned at the discretion of the administration.
15. Students should come to class with all needed assignments and materials. They are expected to do all work that is assigned to them.
  16. Students are to do their own work. Copying the work of other students, copying test answers, providing answers to others, plagiarizing or in any way using the work of others without proper citation will be considered cheating.
  17. **Students are to use school technology only under the supervision of a teacher to complete school assignments. Students should only access school provided e-mail services and should not access instant messaging systems and may not access web sites that are inappropriate to school purposes. Students are not permitted to take personal pictures with school issue devices.**
  18. Students are to respect all school staff members, guests and substitute teachers. They are to address all adults as Miss, Mrs., Mr., or Ms.
  19. Students are to know and obey the classroom rules of their teachers.
  20. Candy may be permitted in the classroom only with a teacher's permission.

## **STUDENT DRESS CODE**

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

1. Students may not wear clothing, jewelry, piercings or hairstyles that are profane, indecent, lewd, vulgar, offensive, contain sexual innuendo or are distracting or disruptive to the educational process.
2. Students may not wear any clothing, jewelry or objects saying profane words or promoting alcoholic beverages, tobacco products, or drugs and drug paraphernalia.
3. Students must wear shirts with sleeves.
4. Shirts may not be backless, have open armpits, leave a bare midriff, **allow undergarments to be seen** or have a low cut neckline.
5. Students may not wear short shorts, short dresses, short skirts **or pajama items.**
6. Pants may not sag and must completely cover underwear or boxer shorts.
7. Students are required to dress in a manner that does not endanger the health or safety of the student or others. **Shoes with wheels are not permitted.**
8. Students may not wear coats, sunglasses, hats, hoods or other headwear.
9. Backpacks and large packs are not permitted during the school day. Students may use backpacks and large packs arriving to school and departing from school.
10. Or any other inappropriate dress as defined by the administration.

## **CONSEQUENCES**

If a student violates the discipline standards set forth, a variety of consequences will be made available

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

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

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

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

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

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

**Failure to report to ASD will result in the following:**

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

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

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

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

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

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

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

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

### **GROUNDINGS FOR SUSPENSION AND EXPULSION**

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

1. on school grounds immediately before, during, and immediately after school hours and at any time when the school is being used by a school group



2. off school grounds at a school activity, function or event
3. traveling to or from school or a school activity, function, or event
4. during summer school.

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

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

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

  - **Verbal or written communications transmitted;**
  - **Physical acts committed; or**
  - **Any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.**
5. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons, or damage property when the student has information about such actions or plans.

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

the protocol below:

- 1st infraction- notification call to parent
  - 2nd infraction - notification call and letter to parent.
  - 3rd infraction –notification meeting with parent of expulsion.
6. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon or looks like a weapon.
  7. **Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tobacco product, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.**
  8. **Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tobacco product, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.**
  9. **Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropalamine (PPA), or stimulants of any kind, be they available with or without a prescription.**
  10. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
  11. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
  12. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
  13. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
  14. Aiding, assisting or conspiring with another person to violate these student conduct rules or state or federal law.
  15. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
    - a. Engaging in sexual behavior on school property.
    - b. Engaging in sexual harassment of another person, which includes sexually related verbal statements, gestures, or physical contact.
    - c. Disobedience and/or disrespect of administrative authority.
    - d. Willful absence or tardiness of students.
    - e. Engaging in speech or conduct, including clothing, jewelry **or hair style** that is profane, indecent, lewd, **vulgar** or offensive to school purposes.
    - f. Wearing clothing that promotes drugs, violence, alcohol, etc.
    - g. Failing to tell the truth about any matter under investigation by school personnel.
    - h. Engaging in gambling, forgery or extortion.
    - i. Possessing or using a laser pointer or similar device.
  16. Possessing or using on school grounds during school hours an electronic paging device or a handheld, portable telephone in a situation not related to a school purpose or educational function.
  17. ***Possessing a Firearm or a Destructive Device on school property or at a school sponsored event. The penalty for possession of a firearm or destructive device is suspension up to 10 days and expulsion from school for at least one calendar year with***

*the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction. The following are considered to be firearms or destructive devices under this rule.*

- a. *any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch*
  - b. *the frame or receiver of any weapon described above.*
  - c. *any firearm muffler or firearm silencer.*
  - d. *any destructive device which is an explosive, incendiary, poison gas bomb or overpressure device that is configured as a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, Molotov cocktail or any device that is substantially similar to an item described above.*
  - e. *any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.*
  - f. *an antique firearm.*
  - g. *a rifle or shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes.*
  - h. *any toy that is presented as a real weapon or imitated to be a real weapon, or any object that is converted from its original use to an object used to threaten or injure other people(s).*
18. *Possessing a Deadly Weapon on school property or at a school sponsored event. The penalty for possession of a deadly weapon is up to 10 days suspension and expulsion from school for a period of up to one calendar year. The following are considered to be deadly weapons as defined in I.C. 35-41-1-8:*
- a. *a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner that it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.*
  - b. *an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.*
19. *Engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons or school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.*
20. *"Sexting" is using a cell phone or other personal communication device to send text or email messages or possession text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at school sponsored (or related) function. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal law will be referred to law enforcement authorities.*

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

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

**criminal prosecution, and inclusion on sex offender registries.**

21. **INCORRIGIBLE OR HABITUAL OFFENDERS** - Any student who has accumulated four (4) or more disciplinary referrals in one semester will be considered incorrigible and will be subject to suspension. Students who habitually violate validly adopted school rules, disrupting the educational function of the school, will be subject to increasingly serious punishments. These punishments, based upon the accumulated weight, seriousness, and nature of the offense(s), may eventually lead to a recommendation for expulsion.

## **ALCOHOL, DRUG AND TOBACCO POLICY**

In accordance with Federal Law, the Yorktown Community School Board has established a drug free zone that extends 1000 feet beyond the school boundaries as well school-approved vehicles, or off school grounds at any school-related event. Yorktown Middle School prohibits the sale, use, consumption, possession, concealment, or distribution of alcohol, drugs and tobacco products by students on school grounds, in school or school-approved vehicles, or at any school-related event. The term "drug" includes any anabolic steroid, inhalant, dangerous controlled substance as defined by State statute, drug paraphernalia or any substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school.

Alcohol and Drugs - The student will be suspended from school and a recommendation for expulsion may be made. The school will notify law enforcement officials and criminal charges may be filed against the student.

Tobacco – Traditional Cigarettes, Possible E-Cigarettes, Cigars, Smokeless Tobacco, Chewing Tobacco, ECT: On the first offense, the student will be suspended out of school for three days. On a second offense, the student will be suspended out of school for 5 days. In the case of a third offense within a school year, the student will be suspended pending a recommendation for expulsion. In the case of tobacco paraphernalia, administrators may test residue or substances to confirm tobacco or other substances.

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

Students who violate the alcohol or drug regulations in the middle school may seek assistance and referral to a counseling agency. The school counselor, principal, and assistant principal, will aide the parents by providing agency names and phone numbers for the parents to choose from and contact in order for the parents to contract for substance abuse counseling for their child.

## **SCHOOL DISCIPLINE PROCEDURES**

Teachers are responsible for enforcing school, class and team rules within their classroom and on school premises. Students engaging in minor infractions will be corrected by the teacher in a manner appropriate to the offense. Continued infractions will result in a demerit (written warning). Encore teachers and Core teams will cooperatively maintain logs of demerits and other disciplinary action taken. **When a student receives his/her first two demerits, the student will be formally reprimanded by the team of core teachers and the student's parents will be notified. Each time a student reaches three demerits for infractions or when major incidents occur, the teachers will file a disciplinary referral with the assistant principal. All student demerits WILL RESTART at the beginning of the second semester.**

## **BEHAVIOR INTERVENTION PLAN**

**The Behavior Intervention Plan is a multi-step discipline process that utilizes parent, teacher and administrator communication and outlines a series of consequences when a student exhibits habitual discipline problems, drastic changes in behavior, or major discipline incidents. Specific consequences are suggested for minor disciplinary infractions and will be more severe for major disciplinary incidents. Individual student's steps on the behavior**

intervention plan DO NOT restart at the beginning of ANY grading period or semester.

Step One

- Team/Teacher will file disciplinary referral with Principal/Asst. Principal
- Student will be assigned to ASD or appropriate consequence for major misbehavior.
- Team/Teacher will inform parent/guardian by phone or written notice.

Step Two

- Team/Teacher will file disciplinary referral with Principal/Asst. Principal
- Student will be assigned to ASD or appropriate consequence for major misbehavior.
- Team/Teacher will inform parent/guardian by phone or written notice.

Step Three

- Team will meet with student to identify desired behavior and explain consequences for further problems.
- Team/Teacher will file disciplinary referral with Principal/Asst. Principal
- Student will be assigned to Friday School or appropriate consequence for major misbehavior.
- Team/Teacher will inform parent/guardian by phone or written notice.

Step Four

- Team/Teacher will file disciplinary referral with Principal/Asst. Principal
- Student will be assigned to Friday School or appropriate consequence for major misbehavior.
- Team contacts parent/guardian to invite to conference with teachers and student.
- Intervention conference held
  - Student behavior and academic progress reviewed
  - Target misbehaviors identified and desired behaviors defined
  - Parents identify strategies that they find successful for correcting behavior
  - Student responsibilities defined in corrective process
  - Consequences for misbehavior defined

Step Five

- Team/Teacher will file disciplinary referral with Principal/Asst. Principal
- Student will be assigned to Friday School Team/Teacher will file disciplinary referral with Principal/Asst. Principal Team/Teacher will inform parent/guardian by phone or written notice.

Step Six

- Team/Teacher will file disciplinary referral with Principal/Asst. Principal.
- Principal/Asst. principal will assign one day of ISS/OSS or appropriate consequence for major misbehavior.
- Principal/Asst. principal or teacher informs parent/guardian by phone or mail

Step Seven

- Team/Teacher will file disciplinary referral with Principal/Asst. Principal.
- Principal/Asst. principal will assign one to three days of OSS/ISS or appropriate consequence for major misbehavior.
- Principal/Asst. principal contacts parent/guardian to invite to conference with teachers and student.
  - Priority School Acknowledgement presented to parent and student
  - Probationary Agreement presented to parent and student

Step Eight

- Team/Teacher will file disciplinary referral with Principal/Asst. Principal.
- Principal/Asst. principal will assign three to five days of OSS at Priority School or

*appropriate consequence for major misbehavior.*

- *Principal/Asst. principal informs parent/guardian by phone or mail*

### **Step Nine**

- *Team/Teacher will file disciplinary referral with Principal/Asst. Principal.*
- *Asst. principal will assign five to ten days of OSS at Priority School or appropriate consequence for major misbehavior.*
- *Student may be referred to Delaware County Probation Department*
- *Student may be recommended for expulsion*
- *Student may be recommended for change of placement*
- *Asst. principal informs parent/guardian by phone or mail*
- *A conference and an expulsion hearing may take place*

## **BULLYING**

Yorktown Community Schools has adopted a new bullying policy (*no. 5517.01*). The policy newly defines bullying as overt, unwanted, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for the targeted student an objectively hostile school environment that:

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

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

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

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

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

**BULLYING CONSEQUENCES**

Step 1 (first incident)	Verbal and/or Written Warning
Step 2 (second incident)	Office referral. Parent conference.
Step 3 (third incident)	1 Day of ISS (In-School Suspension)
Step 4 (fourth incident)	3 Days of OSS (Out of School Suspension)
Step 5 (fifth incident)	3-5 Days of Priority School
Step 6 (sixth incident)	Expulsion

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

This school takes bullying very seriously and all acts of bullying and harassment are strictly forbidden. Students should report any incidents of bullying to the administration. After investigation of the incident and subsequent discipline, parents will be involved in the intervention education of students involved in any acts of bullying. IC 20.8.1-5.1-7.7

**DRIVER'S LICENSE/PERMIT RESTRICTION RULES**

PL121-1989 prohibits the Bureau of Motor Vehicles from issuing a driver's permit or license to a student less than 18 years of age whom:

1. Is at least on a second suspension from school for the school year.
2. Is classified as a habitual truant (three truancies).
3. Has been expelled from school.
4. Has dropped out of school.

The Bureau of Motor Vehicles is required to invalidate a student's license or permit for any of the above reasons. (IC 9-24-2-1)

**STUDENT SEARCH AND SEIZURE**

The principal or designee may conduct a student search upon reasonable suspicion of the presence of an illegal or dangerous substance or object, or anything contraband under school rules. Wherever possible, before conducting the search, the principal shall notify the student, request his/her consent to the inspection if other than his/her locker, and inform the student that she/he may withhold consent. Such consent, if offered, shall be given voluntarily and with the knowledge that it could have been withheld. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Personal searches shall be conducted in a private room by a person of the same gender as the student and designated by the principal. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible. The principal is in charge of properly securing the items found in the search.

**CRIMINAL BEHAVIOR**

When a student is suspected of committing an offense which is a violation of Indiana Law, school administrators are obliged to contact the local law enforcement authorities. The Yorktown Police Department, Delaware County Sheriffs Department and Delaware County Juvenile Probation

Department have established guidelines for the interaction of school administrators and law enforcement agencies when investigating possible criminal behavior.

## **ISOLATION/TIME OUT AND PHYSICAL RESTRAINT**

Isolation/time out and physical restraint as defined herein shall be used only as a means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the safety of students and others.

“Isolation/time out” means the confinement of a student in time-out room or some other enclosure, whether within or outside the classroom, from which the student’s egress is restricted.

“Physical Restraint” means holding a student or otherwise restricting his or her movement.

## **SECLUSION AND RESTRAINTS**

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

# **EXTRACURRICULAR**

## **ACADEMIC COMPETITIONS**

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

## **ATHLETIC PROGRAM AND ATHLETIC GUIDELINES**

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

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

The following interscholastic sports or activities are offered:

Boys: Football, Cross Country, Basketball, Swimming, Wrestling, and Track

Coed: Golf

Girls: Volleyball, Cross Country, Basketball, Swimming, Track, and Cheerleading

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

The school also offers a coeducational intramural athletic program that is open to all students who are not currently participating in an interscholastic sport.

### Guidelines for all athletes

1. Yorktown Middle School student athletes will follow IHSAA participation guidelines as per the Yorktown Community Board of School Trustees.
2. An athlete must have a completed IHSAA sports physical on file to ensure fitness for participation in any sport as well as a completed travel form.



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

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

## **ACTIVITIES**

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

Academic Team Competition

Art Club

Band

Comic Club

Dances

Reading Club

Student Council (by election)

Spell Bowl Competition

**\*\*\*** Students receiving in-school suspension or out-of-school suspension will not be eligible for any practice, games/meets, or any after school function listed in the "ACTIVITIES" section above on the day of detention/suspension. Suspensions carrying over from one week to the next will exclude that student from participating in all school-related weekend activities (e.g. A student is suspended for three days with the suspension beginning on Thursday or Friday will prohibit that student from participating in any school-related activities on Saturday or Sunday). Chronic offenders, with a minimum of 4 or more detentions/suspensions, during their season may be dismissed from their team/club at the discretion of the principal or assistant principal.

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

# STUDENT SERVICES

## LOCKERS

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

## FOOD SERVICES

### FOOD SERVICES

### FOOD SERVICES

The Yorktown Middle School Cafeteria offers a traditional breakfast, a school meal, a salad meal, and a premium meal. Ala-carte items are available for purchase as well. Students may bring their lunch to school and eat in the cafeteria. **Candy and soda should not be sent in a home lunch, nor is food to be catered or ordered in from restaurants and eaten in the cafeteria at lunchtime.** Students are encouraged to use their lunch ID card to purchase food items.

### LUNCHROOM GUIDELINES

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

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

### PROCEDURES FOR STUDENT LUNCH CHARGES

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

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

After the third lunch charge, the food service department will provide the student with a peanut butter sandwich and a carton of milk at a cost of \$.75. The alternate meal cost will be added to the student's debt. After five days of non-payment, if steps have not been taken to apply for assistance, or if the

parent/guardian has not contacted the food service department to make arrangements, the student's lunch privileges will be stopped. The food services manager will monitor the student at meal periods to ensure the student is provided a meal by the parent/guardian. The school counselor and the director of food services, will notify the "Child Protective Services" in the event any student is not being provided a lunch by the parent/guardian. It is strongly encouraged that parent/guardians make meal payments in advance. Please make personal checks payable to Y.M.S. Cafeteria. Students are encouraged to make deposits before the start of the school day. However, for student convenience, lunch money will be accepted through the lunch line as well. For your convenience, an on-line lunch deposit, by credit card, may be made at [www.k12paymentcenter.com](http://www.k12paymentcenter.com). You may review your student's lunch account and set up an email lunch account balance alert at this site as well.

Meal assistance applications are made available during registration and throughout the school year. An application may be downloaded and printed from the food services link located on the corporation website: [www.yorktown.k12.in.us](http://www.yorktown.k12.in.us). For assistance, please contact Amanda Allen at 765.759.2542 or at [aallen@yorktown.k12.in.us](mailto:aallen@yorktown.k12.in.us).

## **LOST AND FOUND**

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

## **THE DEN**

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

## **HEALTH CLINIC**

All student visits to the clinic are recorded on a daily log and, except in case of any emergency, students must have a pass from their classroom teacher to come to the clinic. If the nurse's aide is not in the clinic, the student must report to the main office.

The Board shall not be responsible for the diagnosis and/or treatment of student illness.

The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when the student's physician has determined that failure to do so would jeopardize the health of the student or the student would not be able to attend school if the medication or treatment were not made available during school hours. Before any medication or treatment may be administered by school personnel to any student during school hours, the Board shall require the written prescription from the child's physician for all prescription drugs accompanied by a completed and signed Authorization for Medication Form (5330F1). Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. Parents, or students authorized in writing by the physician and parents, may administer medication or treatment. Students with inhalers may use them as needed outside of the health clinic if written permission to do so is on file in the health clinic. In the case of non-prescription

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

In accordance with Indiana Code 20-8.1-7-22, the school may not send home with a student medication that is possessed by the school for administration during school hours or at school functions. Medication that is possessed by the school for administration during school hours or at school functions for a student in grades kindergarten through grade 8 may be released only to the student's parent or an individual who is at least 18 years of age and designated in writing by the student's parent to receive the medication.

**An ill student will not be sent home unless parents have been contacted first by the school nurse and/or school administration.**

Accident reports are filled out on students injured at school and at school events. A parent will be contacted by phone or a note sent home with the student.

It is the responsibility of the parent to be sure the written communication to the nurse is mailed or delivered directly to the nurse. Do not have students carry such important information as a general rule.

Before a student may enter the sixth grade, she/he must have a second measles vaccination and a written record must be filed in the school nurse's office. Students will be excluded from school if this immunization is not done and the verification is not on file.

Yorktown Community Schools require that parents complete a form for emergency medical information for each child enrolled. The form will be distributed to all students at registration time or the first day of school, and parents should return the form to the school the following day. The form contains vital information that is important for us as we care for your child. The form will be kept in a file in the nurse's office.

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a School has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

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

## **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

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

Noncasual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at School and students or staff members have been exposed to the

blood. Any testing is subject to laws protecting confidentiality.

## **MENINGITIS INFORMATION**

Indiana State Law IC 20-30-5-18 requires that school systems provide important information to parents and guardians of all students about meningitis and the vaccines available to prevent one type of this serious illness at the beginning of each school year. One type of meningitis is caused by a bacteria called *Neisseria meningitidis*. Infections caused by this bacteria are serious, and may lead to death. Symptoms of an infection with *Neisseria meningitidis* may include a high fever, headache, stiff neck, nausea, confusion and a rash. This disease can become severe very quickly and often leads to deafness, mental retardation, loss of arms or legs, and even death. It can be spread through the air or by direct contact with saliva from another person with the disease. There is a vaccine (Menactra) that can prevent most cases of meningitis caused by this bacteria in people over the age of 2. The United States Centers for Disease Control and Prevention (CDC) recommends vaccination against this disease for all children and adolescents 11-18 years of age. Children ages 2 -10 who have sickle cell anemia or problems with their immune systems should also receive this vaccine. One dose of Menactra is required for students in grades 6 – 12. This is a legal requirement (Indiana Administrative Code 410 IAC 1-1-1). All students entering grades 6-12 will need to have documentation of this immunization provided to the school.

The Delaware County Health Department will provide this vaccine free of charge. Additional information about meningococcal disease can be found at:

The Indiana State Department of Health

<http://www.in.gov/isdh/22121.htm>

The Centers for Disease Control and Prevention

<http://www.cdc.gov/vaccines/vpd-vac/mening/default.htm>

## **SPECIAL EDUCATION**

The School Board declares it to be the policy of this Corporation to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, to learn through the curriculum offered in this Corporation. In compliance with federal and state laws, Yorktown Middle School provides special education services for students with disabilities and their families. Working with families, the Blackford-Delaware Special Education Cooperative, medical professionals, and community agencies, the YMS special education personnel develop and implement individualized programs to help students to achieve academic success and to develop skills for becoming productive, ***independent*** members of society.

Anyone seeking more information about special education laws, policies, or procedures, including information about specific programs or grievance procedures should contact the building principal or the office of the Director of Special Services.

## **DISABILITIES ACT**

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

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

**Yorktown Schools**  
**8800 West Smith Street**  
**Yorktown, IN 47396**  
**Phone (765) 759-2720**

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

## **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the YMS office at 759-2660.

## **PSYCHOEDUCATIONAL SERVICES**

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

## **SPEECH AND LANGUAGE THERAPY**

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

## **COUNSELING SERVICES**

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

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

## **STUDENT ASSISTANCE PROGRAM**

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

## **WELLNESS STATEMENT**

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

1. Providing a school environment that promotes and protects student health.
2. Encouraging good nutrition, healthy eating habits, and physical activity.
3. Offering healthy food choices before, during and after school.
4. Encouraging students, parents, and staff to plan celebrations that are consistent with the wellness guidelines. Guidelines are available in the lobby message center, website, and library.
5. Guiding students in accepting responsibility for making healthy decisions.

Good health fosters mental and physical development. Success in the classroom and in life can be attributed to healthy choices and smart decisions!

## **INDOOR AIR QUALITY (IAQ)**

Yorktown Community Schools

Indoor Air Quality (IAQ) Coordinator

Mr. Rusty Byard

(765) 759 – 2720

8800 W Smith Street

Yorktown, IN 47396

## **STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 21232, accomplishes three things concerning students' right to privacy in the area of their school records: (1) provides parents access to their children's records (2) provides for hearing in which parents may challenge the contents of such records and (3) spells out who may have access to records without parental permission and when parental permission is required. Yorktown Middle School follows all guidelines outlined in this act.

In compliance with Federal regulations, the Yorktown Community School Corporation has established the following guidelines concerning student records: The Yorktown Middle School's Guidance Office is responsible for the supervision of student records. The office is located at Yorktown Middle School and can be reached by calling 759-2660. Each student's records will be kept in a confidential file. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by Federal law and Corporation regulations.

A parent, guardian, or adult student has the following rights:

- A. Inspect and review the student's education records;
- B. Request amendments if the parent believes the record is inaccurate, misleading, or otherwise in violation of the student's rights;
- C. Consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law;
- D. Challenge Corporation noncompliance with a parent's request to amend the records through a hearing;
- E. File a complaint with the U.S. Department of Education as provided by the Family Education Rights and Privacy Act (FERPA);
- F. Obtain a copy of the Corporation's policy and administrative guidelines on student records.

## **DIRECTORY INFORMATION**

Each year the Corporation will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name, date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed. Directory

information shall not be provided to any organization for profit-making purposes.

Parents may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the Corporation within five (5) days after receipt of the Corporation's public notice.

Whenever parental consent is required for the inspection and/or release of a student's health or educational records or for the directory information, either parent may provide such consent unless specifically stated otherwise by court order.

The Corporation may disclose "directory information" on former students without student or parental consent.

### **Release of Student Directory Information**

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

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

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

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

### **LIBRARY MEDIA CENTER**

Students may use the library media center before and during school. Students needing to use the



library after school must make prior arrangements with the school media specialist. A pass signed by a teacher is required during the school day and for study halls. Students are accountable and responsible for library materials. Students will pay for lost or damaged materials. Students with long overdue materials or unpaid obligations will have their library privileges suspended.

## **INTERNET/LIBRARY ACCESS**

Each student signs an info snap form, at school registration, which gives students access to the corporation's Network and Internet. The school's network includes, but is not limited to, computers, devices, printers, cameras, YMS Studio, and scanners. .

## **TECHNOLOGY USAGE AGREEMENT**

The Yorktown Community Schools, YCS, is pleased to offer its students access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology is a part of everyday life in most businesses and organizations and by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, we are better preparing them for the global society in which we live and work. The Internet is a tool for life-long learning.

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, sexually explicit, or otherwise potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

Yorktown Community School's network and Internet access is provided to YCS students and employees subject to the terms and conditions found in this document. The purpose of the access is to facilitate communications in support of research and education. The educational value of student Internet access is the joint responsibility of students, parents, and YCS staff. Students utilizing YCS networks and Internet access must first have permission of and be supervised by YCS's professional staff. YCS filters Internet access to limit access to material that would violate the terms of this policy, but these technological methods are not a foolproof means of enforcing these provisions. Unauthorized use may result in the cancellation of network privileges and additional disciplinary action.

The use of the YCS network and Internet must be in support of education and research for which is consistent with the educational objectives of YCS. Use of another organization's network or computing resources must also comply with the rules appropriate for the network.

While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. The District will institute technical methods or systems to regulate students' Internet access. However, those methods may not necessarily result in compliance with the District's Technology Usage Agreement Policy. That notwithstanding, the District believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Yorktown Community Schools has included below the District's policy and procedures concerning use of on-line services for your review.

**NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.**

## **DISCLAIMER CONCERNING USE OF ON-LINE SERVICES**

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

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

3. The accuracy, nature or quality of information gathered through the on-line access, stored on any storage device, hard drives, or servers provided by the YCS;
4. Personal property used to access computers, networks or the on-line access provided by the YCS;
5. Unauthorized financial obligations of a student, or his or her parent or guardian, resulting from the on-line access, network or Internet, provided by the YCS.

## **RULES OF ON-LINE NETWORK ETIQUETTE**

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

## **LIST OF PROHIBITED USES OF THE ON-LINE SERVICES**

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

- a) Do not access, upload, download, or distribute pornographic, obscene or sexually explicit materials.
- b) Do not transmit pornographic, obscene, abusive or sexually explicit materials, or "stalk" or harass others.
- c) Do not use the network to violate local, state or federal statutes.
- d) Do not vandalize, damage or disable or "hack" the files of others. Creation of a "virus" is considered vandalism.
- e) Do not access the files, information, or software of others without prior authorization.
- f) Do not upload, download or otherwise use copyrighted material or other intellectual property of others without prior authorization. Copyright violations can result in fines or imprisonment.
- g) Do not purchase any goods or services through any on-line service Do not use the network in a way that would disrupt the use of the network by others.
- h) Assume that all communications, programs, and information which are accessible on-line are private property. As such, do not download any files without prior authorization.
- i) Do not upload or download any software.
- j) DO NOT violate any local, state, or federal statute, or other school policy.
- k) Do not access any program or part of a program not assigned by the YCS staff member. Students may not access any email account not assigned by YCS using YCS computers unless granted an exception by administration.
- l) Do not use USB drive or other removable media without direct consent of YCS staff member.

- m) Do not login under another user's ID or access another user's files, information, or software without prior authorization from YCS staff. Keep all passwords secret and contact a staff member immediately if another person has learned a password. Do not vandalize, damage, or disable the files of others.
- n) Do not use the network in a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to unnecessary printing, file storage, and high bandwidth activities.
- o) Do not violate copyright laws or otherwise use the intellectual property of another individual or organization without permission of the owner. The network cannot be used for commercial activities, product advertisement, or political lobbying without superintendent approval.
- p) Do not purchase goods or services through YCS network.
- q) DO NOT reveal personal name, address, phone, bankcard information, etc. or those of anyone else via the network. Report any suspicious, unsolicited on-line contact and/or communication to staff.

## **TIPS FOR HANDLING HOMEWORK**

1. **Get Organized**-Designate a place for school items and homework.
2. **Clear Away Clutter**-Set aside everything not related to the task at hand.
3. **Use a Planner**-Use a homework planner to record assignments.
4. **Bookmark It**-Save links to useful reference sites on the Internet.
5. **Designate Time for Homework and Create a Routine**-Homework does not have to be done at the same time every night, but routines create productive time.
6. **Keep Things in Order**-Tackle assignments in the best sequence.
7. **Plan for the Long Haul**-Set intermediate goals for long-term projects.
9. **Create a Calendar**-Post important due dates such as projects, papers, and mid-terms.
10. **Plan Ahead**-Check with teachers periodically regarding major assignments and tests.

## **THINGS TO REMEMBER ABOUT THE WORKS CITED PAGE**

1. The entire Works Cited page is double-spaced. Do not put extra lines between citations.
2. NEVER number the sources on the Works Cited Page!
3. Remember that you can NOT make up information if it is not given!
4. When starting with an author's name, it's always last name first. If no last name is given, use the first name.
 

Last name first:	Smith, Bob.
No last name:	Roberta.
5. If no author is given, start with the title in the citation. Never include the NG that you put on the Note Pages.
 

"The Exciting Life of Marco Polo." Time 22 May 2003: 70-74.

This citation would be alphabetized by the "E".
6. If you need more than one line for a citation, be sure to indent 5 spaces for each additional line. This is called a hanging indentation.
 

Line 1 of citation	
Line 2 of citation if needed	
Line 3 of citation if needed	
Line 4 of citation if needed	
7. Use the international date format when the date includes more than the year.

Example: 12 Jan. 2004.

8. Alphabetize citations by the first word, except for A, An and The. If A, An or The is the first word, alphabetize by the second word.
9. You may underline titles or use italics but not both.
10. Use only one space after each period.
11. When you enter the web address, it should look like this  
<www.yorktown.k12.in.us>.

The **less than** symbol < (shift comma) and the **more than** symbol (shift period) will disappear after typing the period. Just back space and the symbols < > reappear along with the period. If you have trouble with this, leave a space at the beginning and the end of the web address and write < > in by hand using a black ink pen.

12. Research handouts are available in the library media center.

## RESEARCH – CITATION FORMATS

Read the “Things to Remember About the Work Cited Page.” before beginning the Work Cited Page. For additional help, visit the library media center.

### ALMANACS

“Title.” Source. City: Publisher, Date.

“Original Names of Selected Entertainer.” World Almanac and Book of Facts. Mahwah, NJ: KIII, 1998.

Note: Include state along with city when most people would not recognize the city.

### BOOKS – ONE AUTHOR

Author. Title. City: Publisher, Year.

Paulsen, Gary. Hatchet. New York: Puffin, 1987.

### BOOKS - SEVERAL BOOKS BY SAME AUTHOR

When using more than one book by the same author, list the author’s name only in the first citation. For the other entries, type the **hyphen** three times, followed by a period. This replaces the author’s name. See example below.

Crichton, Michael. Congo. New York: Ballantine, 1990.

---. Sphere. New York: Knopf, 1993.

### BOOKS - TWO OR MORE AUTHORS

Author (last name first) and name the other authors in the order in which they are listed in the source. Reverse the name of only the first author.

Schrock, Kathleen, Jan Bedwell and Mary Watkins. Writing and Research on the Computer. Westminister, CA: Teacher Created Materials, 2001.

### CD-ROM

Author/Artist, last name first. Title. CD-ROM. City: Publisher, Date.

O’Brien, Angus. Celtic Magic. CD-ROM. Cambridge, MA: Rounder, 1999.

Made by you or a friend

Wolcott, Waylon. California Fires. CD-ROM. PC, 2003.

Note: PC= personal computer; use nd if no date is given. If you use music on the CD, you must credit the artist. Use no more than 45 seconds of music from one selection. If no author, start with title.

### DICTIONARY

“What you looked up.” Name of Dictionary. Date.

“Piscatorial.” Standard Encyclopedic Dictionary. 1972.

### DIGITAL PHOTOGRAPHS

The person who takes the photographs must be properly cited in order to avoid copyright violations. If the photographs come as an attachment to email, use email date.

Wolcott, Waylon. "Marines in Action." 25 Dec 2004.

## DVD

If a work is available in more than one electronic format, notice the only difference in the citation is the format.

Shrek. DVD. Universal Studios, 2001.

Shrek. Videocassette. Universal Studios, 2001.

## ENCYCLOPEDIAS - PRINT

Author (last name first). "Article Title." Encyclopedia Title. Edition (if stated). Year.

Brookstone, Steven. "Networking." World Book Encyclopedia. 2001.

## GOVERNMENT PUBLICATIONS

If no author is given, start with the title. You may list Department as author. Govt. Publications come in different formats - books, kits, microforms, pamphlets. GPO is the abbreviation for Government Publication Office.

Author (last name first). Title. Format. Department. City: GPO, Date. GPO #.

Department of Energy. Stewards of a National Resource. Pamphlet. DOE/FM-0002.

## GRAPHICS - CARTOONS, ILLUSTRATION AND ADVERTISEMENTS

Author (last name first). "Title." Format. Source. Date: Section/page.

Keane, Bill and Jeff. "Family Circus." Cartoon. Indianapolis Star. 30 Dec. 2001: F5.

NEA. "Read Across America." Advertisement. NEA Today. Jan. 2002: 19.

## INFORMATION FILES - PICTURE AND VERTICAL FILES

Title. Source. City: Publisher, Date.

Bloomingdales' Illustrated 1886 Catalog. VF. New York: Dover, 1998.

Jane Austen. PF. International Portrait Gallery. Detroit: Gale, 1968.

## INTERNET - EMAIL

Author (last name first). "Name of email". Email to (person's name).

Date. See #7 under "Things to Remember" for international date format

Bedwell, Jan. "Service Learning." Email to Cara Heuss. 14 Feb. 2004.

## INTERNET - ENCYCLOPEDIAS

Author (last name first). "Title." Source. Access Date (no period) <website enclosed>.

"Captain Kathryn Janeway." Star Trek Voyager Encyclopedia Online.  
20 Apr. 2004 <www.goocities.com/hollywood>.

"Leonardo da Vinci". Encyclopedia.com. 20 Dec. 2003. The Columbia Electronic Encyclopedia.  
6th ed. 2000 <www.encyclopedia.com/articles>.

## INTERNET - JOURNAL OR MAGAZINE ARTICLES

Author (last name first). "Title." Source. Access Date (no period)  
<web address>.

Watkins, Mary. "Harry Brings Out the Best." BooksYou Love.  
10 Feb. 2004 <[www.booksyoulove.com](http://www.booksyoulove.com)>.

If there is no author, start with the title.

"Mother Teresa." Time 3 Jan. 2003. <[www.time.com](http://www.time.com)>.

## INTERNET -NEWS SOURCES – RADIO & TELEVISION

Program title. Format. Source Date.

Nightly News. Radio. WNDE 18 July 2002.

## INTERNET – PERSONAL OR PROFESSIONAL SITES

Author (last name first). "Title". Source. Access Date (no period)  
<web address>.

Reutler, David. "Drawings of Leonard da Vinci." Science Learning Network.

31 Dec. 2003 <www.mos.org/leonardo>.

## INTERNET - POEMS

Author (last name first). "Title." Source. Access Date (no period)  
<web address>.

Poe, Edgar Allan. "Annabel Lee." Roots and Wings.  
23 Feb. 2004 <www.yoga.com>.

## INTERVIEWS

Person interviewed. Kind of interview (personal or telephone). Date.

Wolcott, Justice. Telephone interview. 3 July 2004.

Wolcott, Lane. Personal interview. 4 July 2004.

## LASER DISCS

"Title selection." Name of disc. Laser Disc. City: Company, Date.

"Green Thumb." Science Sleuths. Laser Disc. New York: Harcourt, 2002.

## LECTURES

Author (last name first). Title in quotes. Location, Date.

Yarrow, Peter. "Don't Laugh at Me." Emens Auditorium. Muncie, IN.  
7 Dec. 2002.

## MAGAZINES - PRINT

Author. "Article Title." Magazine (no period) Date: page number(s).

Barra, Allen. "Rise and Fall of Orson Welles." Biography 3 Jan. 2002:  
79-98.

## MICROFORMS

*See Government Publications*

## NEWSPAPERS-PRINT

Author (last name first). "Article Title." Newspaper (no period) Date: page number(s).

Ordovensky, Pat. "Students Use Gifts to Help Others." USA Today  
17 May 2004: E2+.

Note: Include city and state in brackets if most people would not recognize the name of the newspaper or there are several newspapers with the same name.

Carson, John. "X-tra Effort." The Star Press [Muncie, IN]  
16 Feb 2003: C1.

## PAMPHLETS-PRINT

Author. Title. City: Publisher, Date.

Visiting Indiana State Parks. Dallas: Rand McNally, 2003.

## PHOTOS OR PICTURES FOR A POSTER

Under the photo or picture in the right hand corner, in black ink write the Source and Date using small print. OPTION: If you have numerous pictures or photos on your poster, in black ink number each one in the right hand corner and list the corresponding Source and Date on the back of the poster. Be sure to write the numbers on the back of the poster.

## POSTERS

Title. Poster. Source. Date. Use **nd** if no date is given.

Chocolate. Poster. Food for Thought, 2001.

## PRESENTATION SOFTWARE (INFORMATION FROM A POWER POINT)

Information from a presentation handout

Poston, Sam. "Looking Ahead." Power Point. 6 Oct. 2003.

Information from a Presentation

Poston, Sam. "Looking Ahead." AIME Conference. 4 Oct. 2003.

## RECORDINGS

Artist's last name first. "Title." Format. Producer, Date.

"Life and Times in Ancient Egypt." Audiocassette. Troll, 1972.

Sackler, Howard. "The Pit and the Pendulum." Basil Rathbone Reads Edgar Allan Poe. Record. Caedom, 1960.

Use the following citation format when only a single recording select is used.

Miller, Glen. "Little Brown Jug." Glenn Miller-The Popular Recordings 1938-1942. CD ROM. RCA, 1989.

## TELEVISION PROGRAMS

"Title." Program. TV. Producer. Source. Date.

"Babe Ruth." Biography. TV. Prod. Ken Burns. A&E. 4 Apr. 1998.

"Whales." National Geographic. TV. WIPB 3 March 1998.

"Why Kids Don't Read." 60 Minutes. TV. NBC Nightly News. WTHR New York: 3 July 1998.

## TEXTBOOKS

Textbooks are compiled by editors. The information comes from many sources. Use **ed** after the name. If needed, ask Mrs. Watkins for help.

Smith, Allan, ed. Geography for All. Vol 2. New York: McGraw, 2001.

## TRANSPARENCIES

Title. Source. Date.

Pizza Consumption. YMS. 24 May 2004.

## VIDEOTAPES

Author. Title. Videocassette. Producer. Date. Use **nd** if no date is given.

London, Jack. White Fang. Videocassette. Disney. nd.

Poe, Edgar Allan. The Tell-Tale Heart. Videocassette. Monterey, 1991.

This format is used if the video is one of a series. The series is underlined, and the title is put in quotes.

"Most Hollowed Ground." The Civil War. Videocassette. PBS, 1990.

Watkins, Mary. Information Superhighway: A Traveler's Guide to Research. Bloomington, IN: Tichenor, 2002.

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