

# **YORKTOWN ELEMENTARY SCHOOL**



## **STUDENT HANDBOOK 2018-2019**

REVISED: JUNE 2018

# YORKTOWN ELEMENTARY SCHOOL: 2018-2019

Welcome to Yorktown Elementary School! Our elementary is one of the finest schools in our area, and with the help and support of our students and their families, it can be even better! We certainly encourage both students and families to get involved with the many curricular and extra-curricular offerings and activities we provide at Y.E.S. Volunteering is another wonderful way to get involved in your child's education. The faculty and staff at Y.E.S. are looking forward to another great school year!

Our handbook is updated every year to help make every child's educational experience as rewarding as possible. Following these guidelines and procedures will also enhance these experiences. This year, our handbook is accessible on our school website at [www.yorktown.k12.in.us/YES/](http://www.yorktown.k12.in.us/YES/). The handbook will no longer be found in the student planner/agenda; however, every 3<sup>rd</sup> and 4<sup>th</sup> grade student will still receive a planner to keep track of assignments and other activities. Students and parents have the right and obligation to know and understand the guidelines contained in our handbook. Please read the handbook guidelines carefully. Failure to read the handbook will not be accepted as a valid excuse in any situation. This handbook is based in significant part on policies adopted by the Board of School Trustees and administration guidelines developed by the Superintendent. The policies and administrative guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, recent changes to guidelines may not be reflected in this document. If you have questions or would like more information about a specific issue or document, please contact Miss Heather Lucas, Principal.

## SCHOOL CONTACT INFORMATION

Yorktown Elementary School  
8810 W Smith Street  
Yorktown, IN 47396  
(765) 759-2770  
Fax: (765) 759-4038

## PRINCIPAL

Mr. Wesley Thornburgh  
(765) 759-2770  
[wthornburgh@yorktown.k12.in.us](mailto:wthornburgh@yorktown.k12.in.us)

## DEAN OF STUDENTS

Mrs. Kelli Turner  
(765) 759-2770  
[kturner@yorktown.k12.in.us](mailto:kturner@yorktown.k12.in.us)

## MISSION STATEMENT

The mission of Yorktown Elementary, working in partnership with all stakeholders, is to educate all students in order to achieve personal and academic excellence in an ever-changing world.

## SCHOOL CLOSING AND DELAY INFORMATION

In the event that it becomes necessary to cancel or delay school because of severe weather conditions or any other emergency, the following are ways you MAY be notified: a call through our automated phone system, a posting on our school website ([www.yorktown.k12.in.us](http://www.yorktown.k12.in.us)), an update on a local (Indy-based) television station, an announcement on local radio stations: WLBC - 1340 AM, 104 FM, WMDH - 102.5 FM, WERK - 99 AM, 104.9 FM (Radio stations are notified by 6:30 a.m. each day school is closed or delayed for such reasons.) ***Please do not call the school. Have an alternate plan for delays and closings!*** Be sure to fill out the Emergency School Closing information provided during our registration process. Make sure your child's teacher and the main office have updated information on file should your alternate plans change. To communicate changes to your plan, please call 759-2770 and/or email your child's teacher.

## SCHOOL HOURS

Students may begin arriving at 7:30 a.m. and must be in their seats ready for class by 7:50 a.m. Students arriving to school or class at 7:50 a.m. or after will be considered tardy. Students are dismissed at 2:20 p.m. (1<sup>st</sup> dismissal) and 2:23 p.m. (2<sup>nd</sup> dismissal). **No morning latchkey will be offered with the exception of a 2 hour delay days; however, after school latchkey is provided at Pleasant View Elementary School.** Y.E.S. students going to latchkey are considered first dismissal students. Car pick-up students are also considered first dismissal students.

Office hours: 7:30 a.m. – 3:30 p.m.  
Academic hours: 7:50 a.m. to 2:20 p.m.  
Office phone number: 759-2770

## BUILDING SECURITY

To ensure continued safety of all students, all outside entrance doors will be locked. The main entrance has a doorbell for assistance. The car drop-off doors remain locked at all times. Visitors coming to school are to enter at the main entrance and come immediately to the

main office. Visitors will need to sign in and receive a visitor's badge to wear while in the building. After the visit, visitors are to return to the office and sign out. This procedure is to help keep our school, students, and staff safe. Your cooperation is of the utmost importance.

### **SAFETY AND SECURITY**

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.

- 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 including bullying.
- E. Building perimeter doors are locked.
- F. Portions of the building that will not be needed after the regular school day may be closed off.

### **RELEASE OF STUDENT DIRECTORY INFORMATION**

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

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

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

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

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

- Student's name
- Participation in officially recognized activities and sports
- Address
- 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

### **EQUAL EDUCATIONAL OPPORTUNITY**

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

background, to learn through the curriculum offered in this Corporation.

### **INJURY AND ILLNESS-HEALTH CLINIC**

Although YES staff shall not be responsible for the diagnosis and/or treatment of student illness, we do want to give our students the best care possible. Yorktown Community Schools require that parents complete a form for emergency medical information for each child enrolled. The form contains vital information that is important for us as we care for your child and is available through Infosnap at the time of registration. The form will be kept in a file in the nurse's office. Additionally, Food Allergy Guidelines are available on the YCS website under "Clinic". Students will be excluded from school if required immunizations are not done and the verification is not on file.

### **SCHOOL NURSE AND CLINIC**

The Yorktown Community School Corporation does have a registered nurse on duty all day. Students feeling ill should report to their teachers or another staff member. Students should report to the Main Office when the nurse is not available. Student visits to the clinic are recorded on a daily log. Students should give their doctor's notes to their teachers or to a Main Office staff person. It is the responsibility of the parent to be sure the doctor's communication to the nurse/school has indeed been delivered. Accident reports are filled out on students injured at school and/or at school events. A parent will be notified.

### **MEDICATION POLICY**

It is preferred that medication not be administered at school if it can be avoided. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when the student's physician has determined that failure to do so would jeopardize the health of the student or the student would not be able to attend school if the medication or treatment were not made available during school hours. If such is deemed necessary, school policy and Indiana State Board of Education standards dictate that medication cannot be dispensed at school unless the medicine is sent to the school in its original container labeled with the student's name, name of the medicine, and the correct dosage. A completed and signed Authorization for Medication Form (5330 F1) must accompany the medication. Most pharmacies will provide a second container, free of charge, to send to the school upon request.

Students are to keep all medication (over-the-counter medications) in the health clinic where it can be taken under the direction of the school staff. Students who must carry emergency medication (such as inhalers) need an Authorization for Medication form completed as well as an Authorization for Self-Administration Medication form completed by a physician. **Students who fail to secure or use prescription medication in the Nurse's Office are at risk of violating the school's drug policy. No student is allowed to provide or sell any type of over-the-counter medication to another student. Students violating this policy will be considered in violation of the school's drug policy.**

Parents or students authorized in writing by the physician or parents may administer medication. 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 may be released only to the student's parent or an individual who is at least 18 years of age and designated in writing by the student's parent to receive the medication.

### **IMMUNIZATIONS**

Students must provide documentation that complies with the rules set forth by the Indiana State Board of Health that all immunizations required by law are current, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements (I.C. 20-8.1-7-9.5). Every child

who enters grades 9 and 12 shall be immunized against hepatitis B. From time-to-time other communicable diseases may be designated by the State Board of Health as diseases that require immunizations. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the Principal.

### **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>

### **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 NON CASUAL-CONTACT COMMUNICABLE DISEASES**

The Corporation has an obligation to protect staff and students from non casual-contact communicable diseases. When a non casual-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. Non Casual 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.

## **ATTENDANCE**

### **ATTENDANCE POLICY**

Yorktown Schools insist that students be punctual and present every day. A positive correlation exists between formal learning and attendance. A day lost in the classroom, with its activities, insights and interactions, can never be fully retrieved or duplicated in any other fashion. The purpose of this policy is to encourage academic effort by discouraging unacceptable absenteeism. Effective July 1, 2005, 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. Students must be present each and every day to receive the perfect attendance award at Honor Day. Students who are tardy or attending appointments who miss more than 2 hours of school will be counted as absent for a half-day. Bereavement days and religious holidays are exempt.

## **STUDENT AND PARENT RESPONSIBILITIES**

1. The student and his/her family have the primary responsibility for ensuring school attendance. Students with absences for any reason are expected to gather and complete their make-up work as soon as possible.
2. **Parents are to notify the school of any student absence by calling the school at 759-2770 no later than 9:00 a.m. on the day of the absence.** In cases where making a phone call is not possible, a note should be sent with the student upon his/her return to school stating the reason for the absence. 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.
3. Parents/Guardians should schedule medical or other appointments outside of the regular school day.
4. Whenever students leave the school building during the school day, they must have parental and administrative permission and sign out from the Front Office. Students leaving school are considered truant. No student will be released to a person other than a custodial parent(s) or guardian(s) without permission from the custodial parent(s) or other legal authorization.
5. Yorktown Elementary assumes that students unable to attend school will also be unable to attend practices or other activities later in the same day.
6. Family vacations during school time are discouraged and are considered unexcused, but if necessary, should be prearranged with the principal. Students should attempt to complete any missed work prior to the vacation. However, they will have the same number of days missed to complete their work.
7. Students absent for 5 consecutive days due to illness must have a physician's excuse note upon return to school.
8. If the absence is for a medical appointment of any kind, documentation must be brought to the school. The specialist's name and location of his/her practice should be identified on the slip. Medical appointment notes should be given directly to the child's teacher or Main Office staff.
9. Parents/guardians may request makeup work by calling the office or leaving a voicemail message with the teacher. All requests must be called in by 9:00 a.m. Makeup work can be picked up in the office after 2:00 p.m.
10. When students arrive at school they are expected to enter the school building and remain on school property.

## **SCHOOL RESPONSIBILITIES**

1. Y.E.S. will provide incentives for student attendance by providing a rich and varied learning environment.
2. Y.E.S. will maintain records and utilize a system for monitoring attendance and tardiness and for discouraging absenteeism.
3. Y.E.S. will verify all attempts to contact parents and students in order to plan how to avoid more serious attendance problems.
4. Y.E.S. may assign detentions for the completion of supplemental instructional material.
5. Y.E.S. will identify students who have a pattern of poor attendance and/or excessive tardiness and will work with parents for improvement. Excessive attendance and/or tardy issues may result in a referral to Delaware County's Juvenile Services for educational neglect.
  - We will still be sending attendance and tardy notification letters at 5, 10, 15, and 20 days/times tardy.
  - We will have a parent meeting/call at 10 days/times.
  - The superintendent or designee shall report a child who is habitually absent, defined by 10 unexcused days, from school to an intake officer with Juvenile Services or the Department of Child Services.
  - We will send a letter at 15 days requiring a physician excuse for every absence thereafter.
  - Any absences between 15 and 20 days without physician's documentation will result in a letter to Juvenile Services.
  - At 20 days an affidavit for Juvenile Services will be sent to Delaware County's Juvenile Services.
  - Further absences/tardies will result in a referral to Juvenile Services at the discretion of the administration.

## **ABSENCE DEFINITIONS**

A. **Excused absences:** 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, serving as a page in the Indiana General Assembly and being a witness or a party in judicial proceedings. Undocumented excused absences (EA) are those reported to the school by the student's parent or legal guardian. Documented excused absences (EAD) are those verified in writing by an appropriate professional. After 5 consecutive days of absence, a physician's note must accompany the child's return to school in order to be an "excused" absence.

B. **Unexcused absences:** 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 legal guardian or appropriate professional.

## PARENT/GUARDIAN CONSEQUENCES FOR UNEXCUSED ABSENCES

1. Required by law-As a parent/guardian it is your legal duty to ensure that your child attends school. If you fail to ensure your child's school attendance, you may be prosecuted for the crime of ***Failing to Ensure School Attendance***, a Class B misdemeanor. A person convicted of a Class B misdemeanor may be given up to 180 days in jail and a fine of up to \$1,000 (one thousand dollars)
2. If your failure to ensure your child's school attendance worsens to such a point that it is clear you are knowingly and intentionally depriving your child of an education as required by law, you may be prosecuted for ***Neglect of a Dependent***, a Class D felony. A person convicted of a Class D felony may be given up to three (3) years in jail and a fine of up to \$10,000 (ten thousand dollars).
3. 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 action may result in your child being removed from your care.

**C. Truancy:** "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.

Website: <http://www.doe.in.gov/student-services/attendance/services/attendance/chronic-absenteeism>

### **EXCLUSION**

Any student may be excluded from school under the following circumstances, subject to the procedural provisions of Indiana Code 20-33-8:

- A. If the student has a dangerous communicable disease transmissible through normal school contacts that poses a substantial threat to the health or safety of the school community.
- B. If the student's immediate removal is necessary to restore order or to protect persons on school corporation property. This shall include off-school property where, on account thereof the student's presence in school would constitute an interference with school purpose.
- C. If the student is mentally or physically unfit for school purposes, subject, however, to the procedure set up under the provisions of IC 20-8, 1-3-19, and to the limitations and regulations authorized to be established there under by the Commission on General Education. An exclusion pursuant to the subdivision shall not exempt administration from any requirements which may be imposed under IC 20-1-16.

## **STUDENT CODE OF CONDUCT-IC 20-33-8**

### **INTRODUCTION**

The rules in this code of conduct supplement are in addition to the school's broad, discretionary authority to maintain safety, order and discipline inside the school zone. These rules support, but do not limit, the school's authority.

- A. These rules are primarily for protection, not punishment.
- B. As a school, the 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.
- C. The Yorktown Elementary School Student Code of Conduct is considered civil law not criminal law. However, 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 Sheriff's Department, and Delaware County Juvenile Services Department have established guidelines for the interaction of school administrators and law enforcement agencies when investigating possible criminal behavior.

## **STUDENT RESPONSIBILITY EXPECTATIONS**

- A. Students are expected to cooperate at all times with the authority of teachers, administrators, substitutes, and all other school personnel. Failure to comply will result in disciplinary action by school officials and parental notification.
- B. All discipline rules and consequences will 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.**

## **DISCIPLINE**

The purpose of disciplinary policies is to ensure that a safe and positive school climate is provided in which students can learn. Discipline policies and procedures direct behavior and encourage self-discipline and personal growth. All students should understand and follow the policies. All members of the school staff have the responsibility to enforce the discipline policies and to promote self-discipline in students. Parents have a participating role with that of the school in helping students to have productive and fulfilling lives.

Each classroom will have a discipline plan which encourages positive social and educational development of students. Behavioral expectations will be outlined for students including treating others with respect. Limit-setting consequences will be logical and realistic. Classroom consequences for misbehavior including those for bullying will include any or all of the following actions: (1) A warning and restatement of behavioral expectations, (2) A private conference with the student, (3) Counseling referral, (4) Administrative contact, (5) Parent contact, (6) Isolation, time out, loss of privileges, or classroom suspension, and/or (7) Behavior contract/incentive program.

Administrative action will include any or all of the following for misbehavior including those for bullying: (1) Inside counseling referral, (2) A warning and restatement of behavioral expectations, (3) A private conference with the student, (4) Parent contact, (5) Behavior contract/incentive program or a No Contact Agreement, (6) Isolation, time out, detention, loss of privileges, or in-school suspension (days determined by policy, guidelines, and/or administrator), (7) Isolation time out or physical restraint, (8) Out-of-school suspension, (9) Expulsion and/or (10) Law enforcement or Juvenile Services referral.

### **STATEMENT CONCERNING ISOLATION, TIME OUT, AND PHYSICAL RESTRAINT**

As a part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by a 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.

### **STUDENT SEARCHES**

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

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

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

1. Searches of the pockets and shoes of the student
2. Any object in the possession of the student
3. A "pat down" of the exterior of the student's clothing

C. Some searches by the Principal or designee or by a law enforcement officer are based on probable cause. Searches of the person of a student which require the removal of clothing other than a coat or a jacket shall be done only with probable cause



and with the cooperation and consent of the student. Searches of the person of a student shall be conducted in a private room by a person of the same sex as the student being searched. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search.

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

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

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

In accordance with Federal Law, the Yorktown Community Schools School Board has established a drug free zone that extends 1,000 feet beyond the school boundaries as well school-approved vehicles, or off school grounds at any school-related event. Yorktown Elementary 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.

#### **TOBACCO**

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.

**The Board of School Trustees for the Yorktown Community School Corporation has enacted a 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 elementary school may seek assistance and referral to a counseling agency. The school counselor and principal will aid 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.

### **USE OF DOGS**

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property.

## **TYPES OF DISCIPLINARY OFFENSES**

### **DISCIPLINE OFFENSE CATEGORIES**

Discipline offenses are divided into three categories depending on the severity of the offenses.

#### Category I

1. Disruptive behavior – action which creates turmoil, disorder, or an educational disruption (See APPROPRIATE DRESS AND/OR APPEARANCE.)
2. Dressing improperly – wearing clothes which create disturbance or disruption
3. Misusing school property – detrimental use of items
4. Violation of classroom rules – not following established rules

#### Category II

1. Smoking – use or possession of tobacco products
2. Truancy – intentional failure to attend classes without permission
3. Aggressive behavior – hitting, throwing objects, abusive actions, etc.
4. Vandalism – intentionally damaging or stealing property
5. Insubordination – defiance of authority, willful disobedience
6. Use of vulgar language/materials – obscene, vulgar/inappropriate, offensive, or profane language (drawn, gestured, spoken, or written)
7. Disrespecting authority – speaking discourteously, not obeying directions, etc.
8. Possession of electronic equipment – without the permission of the principal, teacher, or staff member
9. **Bullying - Name calling, pushing, shoving, tripping, fighting, taunting, harassing (verbal or nonverbal), or intimidation will not be tolerated. Indiana Code (IC 20-8.1-5.1-0.2): *Bullying means overt, repeated acts or gestures, including: (1) verbal or written communications transmitted; (2) physical acts committed; or (3) 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. (See HARASSMENT: THREATS, HAZING, AND BULLYING.)***
10. Vandalism – severe, intentional damage
11. Stealing – taking, or trying to take, school or private property
12. Alcohol/drugs/intoxicant of any kind– possessing, using, and/or transmitting substances
13. Weapons – Weapons include conventional objects like guns, pellet guns, knives, or club-type implements. Explosive devices are also included in this category. It may also include any toy that is presented as a real weapon or reacted to as a real weapon, or an object converted from its original use to an object used to threaten or injure another. This includes but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion and possible permanent exclusion.
14. Destructive Devices – an explosive or incendiary device
15. Violence – use of force, noise, threat, intimidation, and/or passive resistance (written, spoken, drawn, or any other means)
16. Disrespecting authority – severe, intentional acts of defiance
17. Persistent disobedience – recurring Category I or II offenses
18. Any violation of state and/or federal law

YORKTOWN ELEMENTARY SCHOOL DISCIPLINARY CHART				
<b>LD</b> =Lunch Detention	This chart serves as a disciplinary guide only. It is not intended to limit the scope of severity of any behavioral problem. Disciplinary problems will be handled on an individual basis and will be left to the discretion of the person in charge of discipline or his/her designee. At any point, teachers are strongly encouraged to contact parents if students are experiencing difficulties. Counseling interventions may occur during the disciplinary process. Special Education students - IEP/Behavior Plan will be followed.			
<b>ISS</b> =In School Suspension				
<b>OSS</b> =Out of School suspension				
<b>PC</b> =Parent Contact				
<b>CCD</b> = Cafeteria Clean-up Duty				
<b>Infraction</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
<b>Category 1</b>				
Disruptive Behavior	PC + 5 Laps @ Recess	PC + LD	PC+ LD+ Parent/teacher/admin Mtg. Develop Behavior Plan	PC + ISS
Dressing Improperly	PC + change clothes	PC+change + LD	PC+ change + ISS	1 day OSS + PC
Violation of Classroom Rules	PC + 5 Laps @ Recess	PC + LD	PC+ LD+ Parent/teacher/admin Mtg. Develop Behavior Plan	PC + ISS
Disrespectful Behavior	PC + 5 Laps @ recess	PC + LD	PC + ISS	PC + OSS
Electronic Device	PC + Confiscation	PC + Confiscation/PPU	PC+ Conf/PPU+ LD	Confiscation + PPU + ISS
<b>Category 2</b>				
Smoking/ Possession of Tobacco	PC + ISS	PC + 3 OSS	PC + 5 Days OSS	PC + 5 Days OSS
Tuancy	PC + LD	PC + ISS	PC + 3 Days OSS	PC + 5 Days OSS
Aggressive Behavior	PC + LD	PC + ISS	PC + 3 Days OSS	PC + 5 Days OSS
Vandalism	PC + Clean Up Area + LD	PC + Clean -Up + OSS	3 days OSS	5 Days OSS
Insubordination	PC + LD	PC + ISS + Parent Mtg. + Beh. Plan	PC + 2 Days OSS	PC + 3 Days OSS
Vulgar Language/Materials	PC + LD	PC + ISS	PC + 2 Days OSS	PC + 3 Days OSS
Disrespecting Authority	PC + LD	PC + ISS+ Parent Mtg. + Beh. Plan	PC + OSS	PC + 3-5 Days OSS
Possession of Electronics	PC + Parents must pick-up	PC + LD + Parents Pick-up	PC + ISS + Meeting	PC + OSS
Bullying	PC + 5 Laps @ Recess	PC + ASD	PC + ISS + Meeting	PC + 3 Days OSS
Fighting	PC + OSS or ISS	PC + OSS + Beh. Plan	PC + 3 Days OSS	PC + 5 Days OSS
Vandalism (Severe)	PC + Clean Up Area + LD	PC + Clean-Up + ISS + Meeting	PC + Clean-up + OSS	PC + Clean-up + OSS
Stealing	PC + LD or ISS	PC + ISS	PC + 3 Days OSS	PC + 5 Days OSS
Alcohol/Drugs/intoxication	PC + OSS	PC + 3 Days OSS	PC + 5 Days OSS	
Weapons (Fake)	PC + 5 Laps @ Recess	ISS + pass restrictions	1 day OSS, PC	3-5 OSS, or PS
Weapons (Real)	PC + ISS/ OSS Police Involvement	PC + OSS Police Involvement	PC + 3-5 Days OSS	PC + Consider Expulsion
Destructive (Explosive) Device	1-5 day OSS/ possible police involvement			
Violence (Non-Fighting)	PC + ISS	PC + OSS + Beh. Plan	PC + 3 Days OSS	PC + 5 Days OSS
Disrespecting Authority (Severe)	PC + ISS	PC + ISS + Parent Mtg. + Beh. Plan	PC + 3 Days OSS	PC + 5 Days OSS
Persistent Disobedience (Cat. 1 Complete)	PC + ISS	1-3 OSS+PC+ Beh. Plan	3-5 OSS	Consider New Placement
Violation of State/Federal law	PC + Police Involvement + Principal Decides Disciplinary Action			
<b>Unexcused Absence/Tardies</b>				
<b>5</b>	Notification Sent Home			
<b>10</b>	Notification Sent Home + Parent Mtg. Referred to YOC			
<b>10 Consecutive Days w/ No Doc. Note</b>	CPS Report			
<b>15</b>	Letter home requiring a physician excuse for every absence thereafter			
<b>15-20 Absences w/out Doc. Note</b>	Letter to Juvenile Services			
<b>20</b>	Affidavit for Juvenile services will be sent to Delaware County's Juvenile Services			
<b>20+</b>	Additional referrals to Juvenile Services			

### **HARASSMENT: THREATS, HAZING & BULLYING**

It is the policy of the Corporation to maintain a learning environment free from unlawful discrimination including harassment. It is a violation of school rules for students to engage in harassment toward others. Students found to be in violation of this policy may be suspended from school or recommended for expulsion to the Superintendent.

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

- A. Sexual Harassment: This may include verbal and non-verbal innuendoes, suggestive comments, jokes, jeers, insulting gestures, suggestive pictures as well as unwanted physical contact.
- B. Gender/Ethnic/Religious/Disability/Height/Weight Harassment: This may include verbal, non-verbal, or physical behaviors that are personally offensive and interfere with the learning environment.
- C. Threats: It is the policy of the Corporations to maintain a safe learning environment, free from threats towards others. It is a

violation of school rules for students to threaten or attempt to threaten other persons. Students found to be in violation of this policy may be suspended and/or expelled from Y.E.S.

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

E. Bullying: Pursuant to compliance with IC 20-33-8-13.5, Discipline rules are adopted by the governing body of this school corporation under section 12 to (1) prohibit bullying; and (2) include provisions concerning education, parental involvement, reporting, investigation, and intervention. Again, bullying is defined as "overt, repeated acts or gestures, including verbal or written communications transmitted; physical acts committed; or any 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. IC 20-33-8-0.2

### **BULLYING CONSEQUENCE PROGRESSION**

First incident	Parent Contact & Verbal or written warning (referral)
Second incident	Detention and counseling referral
Third incident	1 Day of ISS (In-School Suspension)
Fourth incident	3 Days of ISS
Fifth incident	5 Days of ISS
Sixth incident	3 Days of OSS (Out of School Suspension)
Seventh incident	5 Days of OSS

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

### **REPORTING HARASSMENT AND BULLYING**

Our school takes student comfort and safety very seriously and all acts of bullying and harassment are strictly forbidden. Anyone with prior or subsequent knowledge of harassment or bullying should immediately report it to a staff member. 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

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### **CELL PHONES, ELECTRONIC DEVICES, ENTERTAINMENT, AND GAMES**

#### A. Guidelines

1. Students are not permitted to use pagers, beepers, cellular telephones, cellular watches, radios, lasers, game or music devices or other electronic devices during school hours unless directed by a teacher for classroom use and approved by the principal. Such items brought into school must be turned off and secured in the student's backpack. Failure to do so could result in the device being confiscated. Parents will be notified and arrangements will be made for the parent to pick the item up from school.

**Evidence of phone calls/text messages to or from a device, such as a cell phone, during school hours will also result in the device being confiscated from a student or a locker.**

2. Students who refuse a staff member's request for the item will face disciplinary consequences.

B. 'Sexting'- Sexting is defined as taking, disseminating or receiving/possessing images reasonably interpreted as sexually suggestive, obscene, pornographic or illegal, whether by electronic/digital means or otherwise. Any student involved will have their phone/device confiscated and will be disciplined under the student disciplinary code. Students should be aware that any images suspected to violate criminal law will be referred to law enforcement authorities. Students will be reported to law enforcement and/or other appropriate state and federal agencies as required by law. Such conduct engaged in by a student may result in arrest, criminal prosecution, and inclusion on sex offender registries.

### **COMPUTER CODE OF ETHICS & RESPONSIBILITIES**

A. As a computer user, students agree to abide by the following code of behavior while using computers at Yorktown Elementary School:

1. All users of corporation computer facilities and equipment are expected to adhere to the provisions of Public Law 96-517, Section 7 (b) with regard to copyrighted software.
2. All students are required to have an Internet Access Agreement Form on file, signed by the student and parent. Students will not have access to the Internet if a current, signed Internet agreement is not on file.

3. Unauthorized copies of any software on computers belonging to the school are prohibited.
4. Installing, copying, altering, or tampering with data files, software programs, or system settings on any school computer is not permitted.
5. Unauthorized persons may not use equipment, software, security passwords, or access codes belonging to the school to access or attempt to access data files, a network, or data systems either in local or remote locations.
6. Every effort will be made to keep all searches as short as possible.
7. Anyone witnessing the violation of any of the above provisions should immediately report the violation to the teacher, staff member, or principal in charge.
8. All hardware problems should be reported immediately as they occur.
9. Students are not permitted to use e-mail or e-mail systems while at Y.E.S. without permission.
10. Students are not to play non-academic computer games or access non-curricular Internet sites unless permission has been granted by the teacher, principal, or another staff member.

B. Any violation of the above policies will be viewed as a disruption of the educational process or destruction of school property, and may result in disciplinary action including, but not limited to, loss of privileges, detention, suspension, or expulsion.

### **DISRUPTIONS TO EDUCATION/APPROPRIATE DRESS AND/OR APPEARANCE**

Short shorts, tank tops without a T-shirt underneath, spaghetti straps, midriff crop tops, or any other clothing that would be revealing or contains inappropriate language or pictures will not be permitted. Parents will be called to bring appropriate clothing to school. Bracelets/wristbands with spikes are not allowed. Hair dye and face paint are not allowed at any time. **Anything that is deemed to be a distraction or a disruption to the educational process will not be allowed.**

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## **STUDENT GUIDELINES AND EXPECTATIONS**

### **GENERAL RULES AND EXPECTATIONS**

1. Fighting of any kind will not be tolerated.
2. The use, possession, or transmission of tobacco or any illegal substance is prohibited. Students pretending to use, possess, or transmit the above named substances are in violation.
3. Students are to move quietly in the halls at all times. Any noise you make is disturbing to other students and staff members.
4. There is to be no running in the hallways.
5. Do not push in line or try to skip places in line while waiting to get a drink or when lining up for any other purpose.
6. Keep your hands to yourself.
7. Misbehavior of any kind in the restrooms will not be tolerated.
8. Students are to walk, not run, to and from their buses when loading and unloading.
9. Refrain from throwing objects of any kind.
10. The use of profanity will not be tolerated.
11. There will be no lasers, squirt guns, or skateboards at school.
12. Hats are not to be worn in the building unless permission has been granted by the principal or another staff member.
13. If the bus driver allows electronic devices, they must be turned off and stay concealed in the student's backpack while at school. Failure to do so can result in the device being confiscated. A parent must come to school to pick up the device if it has been confiscated. Students who possess these items are bringing them to school at their own risk. The school is not responsible for any lost, damaged, or stolen items.
14. Students are to use school technology only under the supervision of a teacher and/or staff member. Students may not access any email services or instant messaging systems and may not access websites that are inappropriate to school purposes. Failure to comply with school rules, guidelines, and policies may result in disciplinary action deemed appropriate by the principal and/or staff member.
15. Cell phones must be turned off and kept in the student's backpack while at school or on the bus. Students are not allowed to have their cell phones turned on or out of their backpacks. Doing so can result in the cell phone being confiscated. A parent must come to school to pick up the cell phone if it has been confiscated.

Students who possess these items are bringing them to school at their own risk. The school is not responsible for any lost, damaged, or stolen items.

#### **GUIDELINES FOR SCHOOL BUS SAFETY**

1. Each pupil shall be seated immediately upon entering the bus.
2. The bus driver may assign seats.
3. No pupil is to stand or move from place to place during the trip.
4. Loud, boisterous, profane language or indecent conduct will not be tolerated.
5. Pupils shall not be allowed to tease, scuffle, trip, hold, hit, or use hands, feet or body in any objectionable manner.
6. No bus windows or doors will be opened or closed except by permission of the driver.
7. No pupils shall enter or leave the bus until it has come to a full stop and the driver has opened the door.
8. The pupil is to be waiting at his/her designated pick-up station when the school bus arrives.
9. Any behavior that distracts the attention of the driver, causing an unsafe driving situation, will not be allowed.
10. Any student desiring to depart at any point other than his/her usual pick-up/departure point must have his/her parent's or guardian's permission in writing and approval/knowledge by the principal, staff member, and/or teacher.
11. The school bus driver may recommend to the student's principal that the privilege of riding a bus be suspended from the student who refuses to act as a lady or gentleman or to abide by the rules.
12. Students are to ride the bus to which they are assigned unless they have a note.

#### **CAFETERIA GUIDELINES**

1. Students are to enter in a quiet, orderly fashion. They are to pick up their trays and necessary table service (fork, spoon, straw, napkin) and move to the lunchroom in the same orderly fashion.
2. Good table manners should be demonstrated while eating.
3. Noise level in the lunchroom should be kept to normal conversation.
4. If you need to leave your table for any reason, you are to raise your hand and ask permission from a supervisor.
5. At dismissal, students are to clean up on and around their table. Students are to dump their trays and place table service in appropriate containers.
6. Students are to leave in a line after taking trays back.
7. Fast food, candy, and/or carbonated soft drinks are not to be sent for lunch and are not permitted in the cafeteria.

#### **RECESS GUIDELINES**

1. Indoor recess – If your class is having recess in the classroom, you should be playing a game or working on unfinished school work. No running or roughhousing during recess time.
2. Outside recess
  - a. Be sure you wear appropriate clothing.
  - b. Students are confined to the blacktop area in wet weather.
  - c. Students staying indoors during outdoor recess should have a note from parents or a doctor if for a specific purpose like a medical reason.
  - d. Keep hands to yourself.
  - e. Visitors are not allowed at recess unless permission has been granted by the principal.

#### **PLAYGROUND RULES AND GUIDELINES**

1. General Rules
  - a. There will be no fighting on the playground.
  - b. There will be no throwing of rocks, gravel, dirt, snowballs, or any other material that may result in student injury.
  - c. Students will not be allowed to leave the designated play area unless they have permission of the teacher on duty.
  - d. Students will not hang on playground fencing.
  - e. When the recess teacher designates recess is over, students will quit playing and promptly get in line.

- f. Students will enter the building in a quiet and orderly fashion.
- g. Baseballs and handballs will not be allowed on the playground during recess time.
- 2. Equipment Rules and Safety Procedures – USE COMMON SENSE!
  - a. Rules for Slides
    - 1. No running up the slide.
    - 2. Students must go down feet first.
    - 3. Do not put hands on the underneath section of the slide.
    - 4. No pushing or horseplay on the slide.
    - 5. The second person in line must stay on the slide steps until the first person is off the slide.
  - b. Rules for Swings
    - 1. No standing in the swings.
    - 2. Only one person in the swing at a time.
    - 3. Students are not to swing too high; chains must stay firm and not slacken.
    - 4. Students are to share swings.
    - 5. No jumping from a moving swing.
  - c. Rules for the Horizontal Bars
    - 1. No knee hanging.
    - 2. Do not get on top of the bars.

### **RIDING A DIFFERENT BUS**

Parents, please send a note any time your child is riding a different bus or is going home with a friend. Without written permission, students will ride their regular bus home. Having two copies of the note, for driver and teacher, would be greatly appreciated.

### **RIDING BIKES AND WALKING TO SCHOOL**

Because of the traffic problems around the school area, riding bikes and walking to and from school is **prohibited**. If a special situation arises, permission must be granted by the principal.

### **PARENT DROP-OFF/PICK-UP PROCEDURES**

Below you will find YES drop-off and pick-up procedures. Just a few reminders, parents are **not** to park in the paved parking lot to drop-off or pick-up their children during the drop-off/pick-up times. This is for our student's safety. We have car tags that will hang on your rear view mirrors. Families will be given '1' tag at the beginning of the school year and additional tags can be purchased for \$1 at the YES office. Please put your child's FIRST and LAST name(s) on the tags, and have them in your front window everyday to help speed the pick-up procedures up.

In an effort to ensure the safety of our students and speed up parent drop-off/pick-up procedures at Y.E.S., we implemented the following changes to the car rider process. As we continue to implement these procedures, we want to thank you in advance for your patience and willingness as you continue to follow the process listed below:

1. Y.E.S. will have five stations (paw prints) along the sidewalk that parents can drop off and pick up their child in the morning and afternoon. It is important for parents to pay attention and pull to the furthest open station (paw print) to allow the maximum number of students in and out of vehicles.
2. During parent pick-up, a staff member will come to your car prior to you pulling up to the school's door. They will ask for your child's name and assign you a station (paw print) where your child will be waiting.
3. It is important for parents to be cautious while they are in the pick-up/drop-off line. We ask that parents **do not** use their cell phones while driving through the line.
4. When a child is getting into the vehicle, it is safer and quicker for all children to get in on the passenger side of the car. If a child has to go to the driver's side of the car, please make sure an adult stops traffic to ensure your child's safety.

5. If you would like to avoid the traffic, you can contact Renda Plummer at the transportation office (765-759-2620) for bus times. If you are a transfer family, we also offer two bus routes that have pick-up/drop-off points away from Y.E.S.
6. When dropping off students, please make sure students have their backpacks and supplies ready before getting to the front of the line. This will speed up the process as well.
7. When pulling out of the Y.E.S parking lot during drop-off/pick-up times, there is a 'Left Turn Only,' sign that must be followed Monday-Friday from 7:15-8:00 a.m. and 2:20-3:00 p.m.

## **ACADEMIC LIFE AND SCHOOL PROCEDURES**

### **ENROLLMENT**

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, or custody (if appropriate),
- C. proof of residency, (no homeless child will be denied enrollment based on a lack of proof or residency)
- D. proof of immunizations.

In some cases, a temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment. Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. Our Main Office 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. Non-resident students should refer to the Corporation Policy 5111 for eligibility requirements to enroll. Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

### **BOOK RENTAL**

Textbook rental must be paid or arrangements made with the principal to make payment on or before October 1. Payments may be paid by cash, check, or Visa/Mastercard. Please call 759-2770 to speak with our building treasurer if you have questions or need assistance.

### **YCS REFUND POLICY FOR TEXTBOOK RENTAL AND FEES**

If a student withdraws from school after the first two weeks of the first semester, textbook rental for the first semester will not be refunded. If a student withdraws from school during the second semester, no refund of textbook rental will be made. No course fees will be refunded for students making schedule changes or withdrawing from school. Course materials and supplies are purchased by the school corporation during the summer, and purchases are based on anticipated enrollment. If schedule changes are made because of a school action or error, textbook rental and fees will be returned, applied, or adjusted. A student enrolling any time during first semester will be charged textbook rental and fees for both first and second semester. A student enrolling in school during second semester will be charged only second semester textbook rental and fees.

### **WITHDRAWAL PROCEDURES**

1. Notify the office several days before formal withdrawal. Prorated refunds for textbooks will be issued as appropriate (see YCS Refund Policy – above).
2. When the school receives a request for the student's records from the receiving school, then his/her permanent records are pulled from the files, and copies are sent to the new school.



## **SPECIAL EDUCATION**

In compliance with federal and state laws, Yorktown Elementary 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 Y.E.S. special education personnel develop and implement individualized programs to help students to achieve academic success and to develop skills for becoming productive, **independent** members of society. A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School encourages the parent to be an active participant. Anyone seeking more information about special education laws, policies, or procedures, including information about specific programs or grievance procedures should contact the building principal or the office of the Director of Student Services.

## **STUDENT LEARNING OBJECTIVES**

Teachers and administration will set Student Learning Objectives (SLOs). Teachers and administrators have learning goals for their students and use assessments to measure progress toward these goals. They review state and national standards, account for students' starting points, give assessments aligned to those standards, and measure how their students grow during the school year. SLOs are measures of students' progress toward specific growth or achievement goals. A Student Learning Objective is a long-term academic goal that teachers and administrators set for groups of students.

SLO must be:

- Specific and Measurable
- Based on available prior student learning data
- Aligned to state standards
- Based on growth and achievement

## **GRADING SCALE**

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59 Failing
P	Passing
I	Incomplete
M	Medical
WF	Withdrawal Failure

# HOMWORK POLICIES

## **DEFINITION OF HOMEWORK**

Homework is an extension of the learning experience children have during the instructional day and is at the discretion of the individual teacher. Homework is designed to aid the students in achieving classroom and school goals. Homework should take approximately 20 to 40 minutes per day in grades 3 and 4 and no more than 60 minutes in grade 5. There may be times when students do have to spend a little more time studying for a test or doing a project, but these times should not be too often. (By using PowerSchool, your child's grades and individual homework scores can be viewed at any time.) The homework given will most often fit into one of these five categories:

1. **Remedial Drill** - This homework is an individualized drill activity designed to help strengthen the child's weak areas. Flash cards, multiplication facts, and spelling words are examples.
2. **Research** - This work involves reference material and is often given on an extended time basis for upper grade students.
3. **Unfinished Work** - This work is not completed during the given time in class and is within the student's capability to finish at home.
4. **Review** - Students will need to spend time at home studying and preparing for tests.
5. **Nightly Readings** – It is strongly encouraged that students spend time at home each evening reading silently. It is recommended that students read their Accelerated Reader books at this time.

# HONOR ROLLS / HONOR DAY

Yorktown Elementary holds an annual Honor Day each year in May to recognize students for a variety of activities and achievements. Two awards that students often receive are Perfect Attendance and Honor Roll.

Yorktown Elementary All "A" Honor Roll – Students must earn an "A" in all subject areas for each of the first 3 quarters. The 4<sup>th</sup> quarter is not considered since it is not yet complete at the time of the awards day.

Yorktown Elementary A/B Honor Roll – Students must earn a letter grade of "A" or "B" in all subject areas for each of the first 3 quarters. The 4<sup>th</sup> quarter is not considered since it is not yet complete at the time of the awards day.

# GRADE REPORTING

## **REPORT CARDS**

Report cards will be distributed every nine weeks. Mid-terms will be distributed via PowerSchool approximately every 4 ½ weeks. Requests for a paper copy of mid-term grades can be made to the front office at 759-2770. Your child's grades can be monitored on PowerSchool. You will receive instructions at registration on how to use PowerSchool.

## **CONFERENCES**

When you have a question or a concern, please contact the teacher so a conference time can be arranged. Please do not come to school and expect your child's teacher to have an unscheduled conference; he/she cannot leave his/her students but will be glad to set up a conference time. Teacher can also be easily reached via email.

## **PROMOTION, ASSIGNMENT, OR RETENTION**

Students will be promoted to the next grade, assigned to the next grade, or retained in the current grade based on student performance, level of maturity, attendance, teacher input, and/or parent request. However, the final decision rests with the principal.

## **FOOD SERVICES**

The Yorktown Elementary School Cafeteria offers a traditional breakfast, a school meal, a salad meal, a peanut butter sandwich meal and a yogurt meal. 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.**

### **GUIDELINES AND 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 may not charge more than three meals.
- Parents will be notified and asked for prompt payment after the first charge.
- All charges must be paid within five days.
- Students with a negative lunch account balance 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.E.S. Cafeteria. Students are required to turn in lunch money, in the provided baggie or a sealed envelope, to their teacher in the morning. For your convenience, an online lunch deposit, by debit/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 available 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).

### **SNACKS AND TREATS**

Any snack or treat that is brought into the school building, that will be shared with the class, **MUST** be store bought, with the ingredients visible. Snacks or treats brought in that are homemade, will not be given to the classroom teacher.

## **YCS TECHNOLOGY AGREEMENT**

### **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 lifelong 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 online services**

The following uses of any online 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. Do not vandalize, damage or disable or "hack" the files of others. Creation of a "virus" is considered vandalism.
- d) Do not access the files, information, or software of others without prior authorization.
- e) 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.
- f) Do not purchase any goods or services through any online service; do not use the network in a way that would disrupt the use of the network by others.
- g) Assume that all communications, programs, and information which are accessible online are private property. As such, do not download any files without prior authorization.
- h) Do not upload or download any software.
- i) Do not violate any local, state, or federal statute, or other school policy.
- j) 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.
- k) Do not use USB drive or other removable media without direct consent of YCS staff member.
- l) 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 your password. Do not vandalize, damage, or disable the files of others.
- m) 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.
- n) 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.
- o) Do not purchase goods or services through YCS network.
- p) Do not reveal personal name, address, phone, bankcard information, etc. or those of anyone else via the network. Report any suspicious, unsolicited online contact and/or communication to staff.

## **GENERAL SCHOOL GUIDELINES AND INFORMATION**

### **RETURN CHECK POLICY**

You will be notified either by phone, letter, or both that we are holding a check from your account. The face value of the check plus \$25.00 will be collected to cover our processing fees. Cash or money order must be used to pay the returned check. After

two returned checks in a school year, you will be notified in writing that we will not accept checks from you. All financial transactions will have to be cash or money order.

### **VISITING**

Class visitation is welcomed but must be prearranged. Contact your child's teacher to arrange a visitation date and time. Visitation is at the discretion of the principal and teacher. 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.

**In order to maintain student and staff safety, all visitors must sign in at the main office before going to the classroom.**

### **MESSAGES/NOTES TO CHILDREN**

Please call the school before 2:00 pm when leaving a message for your child. If at all possible, messages/notes should be sent with the child to school in the morning. Students need notes when they are doing something different from their normal dismissal routine. Students will not be pulled from class or interrupted for a message/note unless it is an emergency. One note written for permission to attend all after school club activities or practices will suffice. Please include all those dates on the note. For example, a note written allowing permission for your child to attend all Spell Bowl practices should state as much but must also include the dates of those practices.

### **EARLY DISMISSAL/LATE RETURN**

Students leaving school early for an appointment or returning late to school after an appointment must be signed-out and/or signed-in through the office.

### **SPECIAL GROUPS**

Leaders of Scouts, Brownies, Cub Scouts, or any other groups, please give your group members and the office a schedule of meeting times so that the children will not have to call home to notify their parents. It would be appreciated if the leaders of each group would submit a list of student members to the office.

### **WELLNESS**

Yorktown Elementary is committed to supporting student wellness. Good health fosters mental and physical development. Success in the classroom and in life can be attributed to healthy choices and smart decisions. This success 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.
4. Encouraging students, parents, and staff to plan celebrations consistent with the wellness recommended guidelines.

### **YCS HEAD LICE POLICY**

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

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

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

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

The decision is based on information outlined by the American Academy of Pediatrics, the National Association of School Nurses, Delaware County Health Department, the Center for Disease Control, and the Harvard School of Public Health.

Resources:

<http://www.cdc.gov/lice/head/factsheet.html#what>

<http://www.aap.org/healthtopics/skinhealth.cfm>

### **REPORTING OF CHILD ABUSE OR NEGLECT**

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

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

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

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

I.C. 31-33-5

I.C. 31-33-6

### **FIELD TRIPS**

Students planning to participate on field trips must return the completed field trip form prior to departure. Failure to return the completed form will exclude the student from participation. Students who violate school rules or academic expectations may also lose field trip privileges. Parents are not permitted to transport students to and/or from field trips unless approved by the principal. Parent chaperones must have a criminal background check on file with the school. The principal has the right to deny a parent from chaperoning a trip or event if a hit shows on the background check.

### **VOLUNTEER BACKGROUND CHECK**

The purpose of the volunteer background check procedure is to help ensure the safety and security of our students at Yorktown Community Schools. A complete background check will be required once every three year if a volunteer is directly supervising students; traveling with students; or repeat volunteer in classrooms, library, etc. Background checks must be submitted at least '2' weeks prior of an event and approved prior to any volunteer activity taking place in the Yorktown Community Schools.

Volunteers will be required to:

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

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

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

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

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

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

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

*All information regarding the applicant will remain confidential.*

### **LOST AND FOUND**

Students are asked to turn in found items to our office or to our Lost and Found tub located within the library, where they can be claimed by the owner. Unclaimed items will then be given to an organization providing for the needy or used by counseling services.

### **VALUABLE ITEMS**

Students should not bring items such as jewelry, cell phones, electronics, trading cards, expensive clothes, large amounts of money, or other valuable or expensive items to school. Students who do bring such items to school do so at their own risk. Students who bring such items to school may leave the items in the front office. However, the school assumes no liability for the loss, theft, or damage of such items left in the office or any other area of the school or school grounds.

### **COUNSELING SERVICES**

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."

### **SCHOOL SUPPLIES AND BOOKSTORE**

School supplies are to be purchased in the morning before class. Supplies are located in the library and Main Office.

### **FIRE, DISASTER, AND LOCKDOWN DRILLS**

A floor plan for fire and disaster drills will be posted in each room. When the alarm sounds, students are expected to listen for instructions from staff. Students are expected to remain quiet during and after the drill. ALL drills should be taken seriously.

### **CELEBRATION INVITATIONS**

Please be respectful of all students by either mailing or home delivering invitations, including birthday party invitations. The exception to this rule would be if the entire class is invited.

### **DISABILITIES ACT**

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

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

**Yorktown Community Schools**

**8800 West Smith Street**

**Yorktown, IN 47396**

**Phone (765) 759-2720**

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



**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

1. The right to inspect and review the student’s education record within 45 days of the day the School Corporation receives a request for access. Parents/guardians or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent/ guardian or eligible student believes are inaccurate or misleading. Parents/guardians or eligible students may ask the Yorktown Community School Corporation to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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

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

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

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

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

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

**FLAGS, ALLEGIANCE PLEDGE, MOMENT OF SILENCE**

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

2. A daily observance of a moment of silence will be provided each student so that each student may, by individual choice, meditate, pray, or engage in other silent activity that does not interfere with, distract, or impede another student’s individual choice. IC 20-10.1-4-3.5

