

Yamhill Carlton Intermediate School Handbook 2025-2026



Student Handbook

2025-2026

Academic Issues	3	Skateboards, etc.	11
Academic Policies	3	Pets	11
Grading System Overview	3	Spitting	11
Reporting Grades	3	Tobacco/Vaping	11
Homework	3	Vandalism	12
Progress Reports	3	Weapons	12
Activities	3	Discipline	12
Athletics	3	Tiger Pride	12
Clubs & Organizations	4	Lunch Detentions	13
Philosophy of Extra Curricular Activities	4	Suspension	13
Code of Conduct for Participation	4	Expulsion	13
Code of Conduct for Attendance	4	Chronic Behavior Issues	13
Purchase Orders	4	Counseling	13
Dances	4	Registrar	13
Dance Rules	5	Schedule Changes	14
Attendance	5	Student Records	14
Attendance Laws	5	Campus Security	14
Attendance Decoded	5	Closed Campus & Passes	14
Excused Absence	5	Change of Address, Email & Phone	14
Definitions of Attendance Codes	5	Daily Announcements	14
Procedures to Follow	6	End of the Day Departure	14
Consequences of Absences	7	Fees	14
Consequences of Tardies	7	Hall Passes	15
Automatic Drop	7	Internet & Computer Use	15
McKinney Vento	7	7th / 8th Lockers	15
Behavior Expectations	7	Meals Program	15
Alcohol & Drugs	7	Medication	15
Cheating, Plagiarism, Forgery	8	Medical Policy & Participation	16
Defiance of Authority	8	Messages to Students	16
Disruptive Acts	8	Sales/Advertising	16
District Wide Dress Code Policy	8	School Bus	16
Food & Drink	9	Search & Seizure	17
Freedom of Expression	9	Security Cameras	17
Gangs	9	Telephone Use (Office)	17
Harassment, Intimidation, Bullying	10	Visitors	27
Off Campus Conduct	10	Emergency Procedures	17
Profanity, Obscenity, Vulgarity	10	Earthquake Preparedness	17
Public Displays of Affection	10	Fire Drills	18
Cell Phone Guidelines	10	Lock Down	18
Sexual Harassment	10	Lock Out	18
Sexual Misconduct	11	Appropriate Use of Technology Policy	18
Sexually Inappropriate Behavior	11	General Rules	18

Acceptable Uses	27
Confidentiality of Student Info	27
Internet Safety	27
Unacceptable Uses	28
ChromeBooks and Other Devices	28
Acceptable Uses	18
Confidentiality of Student Info.	19
Internet Safety	19

Unacceptable Uses of Network	19
ChromeBooks and Other Devices	20
Internet Access Conduct	20
Appendix	21
YCIS Anti-Bullying Contract	21
Emergency Protocol	22

Academic Issues

***Academic Policies**

Each of your teachers will provide you with information about how your classes will be graded and what the expectations will be. Become familiar with each teacher's syllabus and be sure to ask questions whenever you need clarification. It is your responsibility to know and follow the policies and procedures in your classes.

***Grading System Overview**

Parents and schools need to work together to promote academic and personal growth in students. For that reason we will communicate with you frequently, providing up-to-date information on your child's progress in schools. Students should track their progress via StudentVue. Parents should/can monitor their students' progress through the ParentVUE portal. To set up an account, please visit the front office. Parents can also email a teacher for clarification on grades or missing assignments. Please call the office if you are having trouble accessing your ParentVue account.

***Reporting Grades**

Report cards are communicated at the end of each semester. During conferences, parents may pick up the progress report. If you have a question or concern about a grade, contact the teacher who assigned the grade. If you are not satisfied at that point, discuss the matter with your counselor or an administrator.

***Homework**

The amount of time a student must spend studying at home is dependent on many factors. Some courses require more homework than others and some students master a subject more easily than others. Some students use available class time more efficiently than other students and are able to finish more work at school.

***Progress Reports**

You and your parents have access to grade reports on a daily basis via StudentVue and ParentVue. The grades you receive at the end of a semester are the grades that go on your report card. Parents are encouraged to sign up in ParentVue and monitor their student's progress.

Activities

YCIS will follow the OSAA and YCSD activities and athletics handbooks.

Athletics

FALL	WINTER	SPRING
Football Volleyball	Basketball Wrestling	Track

** May not be offered every year*

Sports Team Statistics Recorder AND Team Managers are needed for most athletic activities.

Important Information Regarding Registration Fees

As we gear up for the new school year, we also want to provide clarity on our school registration fees. The registration fee is **\$20**. Please note that **these fees are not mandatory**. However, they play a crucial role in supporting various ASB (Associated Student Body) funded initiatives that directly benefit our students and enhance their overall school experience.

These funds help pay for:

- School Dances and Assemblies
- Our **PBIS** (Positive Behavior Intervention System)
- Access to **YCIS Sporting Events**
- **Enhancing Student Experiences** at the school
- Helping to **fund clubs and organizations**
- **Promoting student welfare**

It's important to understand that **ASB funds are public funds** and are subject to strict accounting and auditing procedures to ensure transparency and proper usage of funds for the benefit of our students.

Clubs and Organizations

Availability of these clubs is based annually on student interest and advisor availability.

***Philosophy of Extra Curricular Activities**

All parties concerned - school personnel, parents, students, and patrons - should realize that academic endeavors have priority over athletics and activities.

Activities shall provide an opportunity for a maximum number of students to experience personal improvement, self-realization of potential, education of the total human being and contribute to school culture and climate.

***Code of Conduct for Participation**

Your eligibility will be governed by rules as set forth by the Oregon School Activities Association, Yamhill Carlton School District and school extracurricular policies. **Students who have not met academic criteria may not participate. See the athletic handbook for more information on academic eligibility.** Students suspended from school may not participate during the time of suspension.

Your involvement is subject to the rules and policies set up by the activities department and are bound by this code as long as you participate in activities. Individual coaches have the discretion to impose additional participation requirements. Students participating in school activities that cause them to miss classes are expected to notify their teachers and arrange to make up tests and assignments.

***Code of Conduct for Attendance at Athletic Events or Extracurricular Activities**

If you attend evening athletic events or other activities you should plan to stay at the activity until it is completed. Once you enter the activity you cannot leave and come back unless prior permission to do so has been granted. You may not "hang out" outside the building with friends. If you come to an activity, you are at the activity. If there is a pressing reason for you to leave the activity you must leave the school grounds immediately and may not return. Students are expected to be a "good audience" at these events. Disruptive or unsportsmanlike behavior will be seen as a cause for removal from the activity and may result in further consequences up to exclusion from all school sponsored activities for the remainder of the school year.

***Purchase Orders**

If your club or organization needs to buy something, you must first get a purchase order request from the Lead Secretary. It must be signed by your advisor and returned to the Lead Secretary. Please allow a minimum of two weeks for approval. **Remember** - any item bought without an approved purchase order is your responsibility and you must pay for it without being reimbursed.

*** Dances**

There may be up to 3 dances per year for the 7th and 8th grade students. Dances are paid for with ASB funds. All dances are planned and scheduled through leadership class and the administration.

***Dance Rules**

- **Students who were not in attendance at school the day of a dance (except for school-related absences) will not be allowed to attend.**
- Normal school day dress code.
- Students are expected to stay within the designated dance area. **If you leave the building, you will not be readmitted and must leave the premises.**
- School rules and consequences still apply. Any student suspected of alcohol consumption or drug use may be subject to a test at the discretion of the administration and school resource officer. Guardians and legal authorities may be contacted if a student is suspected of being under the influence. If you are found to be under the influence at a dance, you will not be allowed to attend any of the other dances during that school year.
- All bags/handbags/purses/etc are subject to search and will be left at a designated location during the dance. Accessing your bag during the dance will only be permitted with staff supervision.

Attendance

***Attendance Laws**

If a student has irregular attendance, the school will contact the student and the parent by phone and/or letter to offer assistance in resolving the issues that are causing poor attendance. If all attempts to improve attendance fail, students may be put on an attendance contract and/or receive a change of placement.

Contact the Attendance Secretary for assistance when your student is absent.

***Attendance Decoded**

Because the law authorizes the school, not the guardian, to determine which absences may be excused; the following criteria has been established:

***Excused Absence: ORS 339.065**

- Personal illness
- Illness of an immediate family member when the student's presence at home is necessary
- Mental Health as per HB 2191
- Emergency situations that require the student's absence
- Field trips and school-approved activities
- Medical or dental appointments; confirmation of appointments are required
- Pre-Arranged Absences

Definitions of Attendance Codes:

Excused Absence (E) : Parent/Guardian has contacted attendance office verifying that the student is absent for one of the above listed criteria. These absences still count against a student's overall attendance rate with the state.

School Related (S) : A student was present but involved in a school related activity (these could include, but are not limited to, sports, club activity, other class activity, meeting with staff members, etc).

Verified Absences (V): Contact has been made with parent/guardian to verify absence; however, absence does not meet the above listed criteria to be coded as an excused absence.

Unverified Absences (U): A student's absence was not verified by a parent/guardian as required. This includes:

- Not arriving at school as expected by parents and school authorities.
- Arriving at school, but not attending classes.
- Leaving school without following the checkout procedure.
- Missing any part or all of a scheduled class without authorization.
- Obtaining permission to go to a campus location, but not reporting there.
- Being absent from class for any reason other than those reasons specifically authorized.

Tardy (T) : Not in the classroom door when the bell rings. Students may lose starter points for being late or not having proper materials but students should only be marked tardy if they arrive inside the classroom after the bell. Tardies may be excused with a verified/authorized pass.

Truancy (R): A student that has missed 25% or more of the instructional class time and has left school grounds without permission will be considered truant.

In the eyes of the state, there are only two types of absences: School related absences and all other absences. ALL absences that are not school related are factored into a student's absenteeism rate.

Absences that count against attendance rate	School Related
• Contracted or Pre-Arranged Absences • Excused absences • Unverified absences • Verified absences • Verified unexcused absences • Truancy	• Office related visits including: ○ Health room visits ○ Counseling visits ○ Office personnel visits • School Activity absences • School Field Trips • School Sports absences • Days when transitioning to alternative education sites

***Outside of your initial arrival at school, a parent cannot excuse a tardy that occurs during the school day.**

***Procedures to Follow When Absent from School**

1. Your guardian should call or email the school on the day of your absence. If that is not possible, bring a note from your guardian on the day you return to school. If the school does not receive a phone call, email or a note on the day you return, your absence will be counted as unverified. The note is to be turned into the attendance office. If a message is left for the attendance clerk, please include the following:

Name, phone number, and reason for absence

2. The note must state the reason(s) for your absence and can be signed only by your guardian. The only other notes that will be accepted are from medical practitioners for extended absences.
3. It is the student's responsibility to ask teachers for missed work. For work that is missed for excused, school related or verified absences you will be allowed two days for each day absent in which to make up the work assigned during the absence. Teachers may develop alternate assignments for absences.
4. **For extended absences (three or more days)**, where the illness or injury is of such a nature that students are able to do their homework, homework requests will be honored. The parents/guardians should contact the school office to arrange to periodically pick up homework assignments. **Please allow at least three school days for the homework to be turned in by the teacher.**
5. For a Pre Arranged **Absence of three or more days**, pick up a "Pre Arranged Absence Form" from the office at least one week before the absence. You will then present the form to each of your teachers for their signature. You must return the completed form to the office. If at all possible, it is wise to try to take some of your schoolwork with you and do it before you return.

***Consequences of Absences**

- You miss important information in your classes which may result in poor academic progress.
- Excessive absences that are not school related could result in loss of eligibility for many activities including extracurricular activities, including athletics.
- When a student becomes a chronic non-attender at any time a mandatory meeting with administrator, student, and parents is required and the student will be put on an attendance contract.

***Consequences of Excessive/Unexcused Tardies**

Student tardiness will be totaled per class period. The following consequences could be applied per quarter:

- 3 tardies - Tiger Pride
- 6 tardies - 1 Day lunch detentions and student placed on the No Fly List: no hall pass list
- 9 tardies - 2 day lunch detentions and possible loss of privileges

***Automatic Drop**

After ten days of consecutive absences from school, a student will be automatically dropped for non-attendance unless the parent/guardian makes satisfactory arrangements for the absence. As the student nears 10 days, the attendance secretary will place a phone call home to notify the household of a pending drop. Re-enrollment of students after a ten-day drop will **require** a conference with a parent, the student, and an administrator or counselor.

***McKinney-Vento Act (Homeless Youth)**

School aged children and youth who lack a fixed, regular, and adequate nighttime residence, including but not limited to, sharing housing with other persons due to loss of housing, living in motels, cars, campgrounds, abandoned buildings or transitional shelters are considered homeless and qualify under the McKinney Vento Act. Yamhill Carlton School District offers resources to homeless students including the following: advocacy, school/clothing/hygiene supplies, food assistance, mentoring, access to healthcare, student fee assistance, sports fee waivers, and referral services for case management and shelter/housing options. We have family advocates at each school for assistance.

Behavior Expectations

Academic and extracurricular programs will function in the best interests of all our students if we preserve an atmosphere for learning at all times. A set of general rules for everyone helps us achieve and maintain a favorable learning environment.

***Alcohol and Drugs**

The unlawful possession, use, sale, promotion or supply of controlled substances on or about the school premises or at any school-sponsored activity is prohibited. You will not (knowingly) use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol, or intoxicant of any kind. The **supplying** or **selling** of any controlled substances may result in expulsion from school. Any student using a narcotic or prohibited drug will be suspended from school. Appropriate law enforcement agencies will be contacted and parents will be notified.

***Cheating, Plagiarism, or Forgery**

Cheating, plagiarism and forgery will not be tolerated. You are expected to do honest work that demonstrates both your abilities and your needs for further instruction. Protect your integrity; it is a precious asset. Cheating includes copying all or part of other's assignments or allowing them to copy yours. Minimum consequences for cheating could include receipt of a zero on the assignment, but more serious discipline can occur as per the district discipline matrix.

***Defiance of Authority**

This means disobeying teachers or staff members (aides, secretaries, custodians, food service personnel, or bus drivers), not following instructions regarding conduct, or in any way by words or action showing a defiant attitude. Failure to identify oneself when asked by authorized school personnel will also be considered as defiance of authority.

***Disruptive Acts**

Disruption of classrooms and school events creates unnecessary problems for students and staff. It also demonstrates immaturity and a failure to be able to control your actions. Some examples of inappropriate and unsafe behavior include, but are not limited to: stink bombs, food throwing, hat grabbing, yelling, pencil throwing, throwing water balloons, etc. Disruptive acts will result in consequences up to and including suspension.

If you deliberately or intentionally pull a fire alarm, you will be required to pay the costs accrued if the fire department reports to the school. Systems are in place to help school staff find the perpetrator(s) of this act. It is unlawful to tamper with a fire alarm, fire extinguisher, and/or smoke detector. These items are put in place for the safety of all. Authorities will be notified and discipline will occur if any of these items are used inappropriately, removed, or tampered with for any reason other than an emergency.

***YCSD Dress Code Policy -- Staff, Students, Volunteers and Campus Visitors**

Dress Code: The Dress Code has been developed to provide students with learning environments that are safe, equitable, welcoming and inclusive while recognizing that decisions about dress reflect individual expression of identity, socio-cultural norms, and economic factors and are personal and important factors to a person's health and well-being. Attire should be supportive of a learning environment and should not create a disruption to the teaching and learning environment.

***Allowable Dress and Grooming:**

- Clothing, including shirts/tops, pants/bottoms and shoes are required and must be worn at all times;
- Shirts/tops must have straps and cover armpit to armpit;
- Pants/bottoms are suggested to be 3-4 inches in length, but at a minimum must cover private parts;
- Clothing must cover undergarments and waistbands;
- Fabric covering all private parts must not be see through;
- See through garments must be worn with appropriate coverage underneath to cover private parts;
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student face to be visible to staff;
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, metal shop and other activities where unique hazards exist;
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

***Non-Allowable Dress and Grooming:**

- Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances;
- Clothing may not depict pornography, nudity, or sexual acts or firearms;
- Clothing may not use or depict hate speech targeting groups on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups;
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff;
- If a person's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.
 - Dress code violations will be treated as minor on the continuum of school rule violations;
 - Dress code violations will be consistent and fair in application and ensure that differential treatment does not arise;
 - Dress code violations will be addressed with multiple choices to remedy the non-allowable dress (asked to wear additional clothing, borrow clothing, call home, etc.)

***Food and Drink**

Food and drinks other than water are not allowed in classrooms. Students need to have permission from a teacher to eat in their room during breaks or lunch.

***Freedom of Expression**

One of the basic purposes of school is to prepare students for responsible self-expression in a democratic society. Citizens in our democracy are permitted free expression under the First and Fourteenth Amendments of the U.S. Constitution and under Article I, Section 8, of the Oregon Constitution. As citizens, students have the right to free expression within certain court-defined limitations; however, they must bear the consequences of such expression.

Because school is a learning experience, the matter of free expression must also be viewed as a part of the learning process. Therefore, school officials may find it necessary to review student publications and speeches when they have reason to believe that students are unaware of the possible consequences of their expression. Officials may give advice on matters of libel, slander, journalistic ethics, and the possible effects of publications and/or speeches on the school.

***Gangs**

Gangs, gang membership, and gang activities are prohibited. A "gang" is defined as any group of two or more persons whose purpose includes the commission of illegal acts or whose activities can cause a substantial

disruption of or material interference with school and school activities. Students may not:

- Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things that are evidence of membership or affiliation in any gang.
- Commit any act or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation to any gang.
- Use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity including, but not limited to:
 - a. Soliciting others for memberships in any gangs;
 - b. Requesting any person to pay protection or otherwise intimidating or threatening any
 - c. Inciting other students to act with physical violence upon any other person; and
 - d. Committing any other illegal act or other violation of school district policies.

***Harassment, Intimidation, Bullying**

Physical, written, verbal and cyber harassment, intimidation, or bullying of students or staff will not be tolerated. All students and staff are expected to treat everyone here with respect and dignity, regardless of a person's personal appearance, ethnicity, gender, political, religious views, or sexual orientation. Administrators and staff are committed to taking any form of harassment seriously and will investigate all reports. Discipline may result in suspension or expulsion. Students will be asked to sign an *Anti-bullying Statement (Appendix)*.

***Off Campus Conduct**

Off-campus activities that violate the District's code of conduct may also be the basis for discipline if they have the potential to disrupt or impact the safe and efficient operation of the school. Fighting off school grounds, cyber-bullying from home computers, vandalism of a teacher's or another student's property off school grounds are examples of things that may impact the safe and efficient operation of the school and could result in discipline and referral to law enforcement officials.

***Profanity, Obscenity, Vulgarity**

The use of improper or profane language in school and/or at school activities is not acceptable. Offenders may be excluded from classes or from school or be assigned a detention.

***Public Displays of Affection (PDA)**

The student body and faculty strive to foster desirable standards of behavior in the halls and about the school campus. We encourage wholesome relationships, but inappropriate and/or prolonged public displays of affection will not be tolerated. Parents of students who persist in this type of behavior will be called and asked to come in for a conference. Students may be given in-school suspension for repeated offenses.

***Cell Phone Guidelines: Off and Away All Day**

We recognize that, for safety and convenience, many parents prefer to have students bring cellphones to school. In order to maintain the integrity of the educational environment, all students must adhere to the following guidelines:

Demonstrating good cell phone etiquette is an expectation of all students. **Cell phones and watches need to be OFF and AWAY, INVISIBLE and INAUDIBLE during the school day. This includes listening devices (airpods, headphones, or other corded/blue-tooth devices) unless noted or stated in an active 504/IEP.** Consequences for inappropriate use of electronic devices include: The first time this rule is broken, the item will be confiscated and brought to the front office. Students can pick up devices at the end of the school day. Staff contacts home.

The second offense, the item will be confiscated and brought to the office. Students can pick up at the end of the day. Staff contacts home. Students will be given Tiger Pride time. The third offense will result in confiscation until a parent comes to retrieve it. Chronic offenders will not be allowed to have these items at school.

***Sexual Harassment**

Sexual harassment in any form is prohibited. Sexual harassment is written, verbal, physical or cyber conduct of a sexual nature and may include requests for sexual favors or other intimidating sexual conduct directed toward another student or school personnel.

***Sexual Misconduct**

School policy and Oregon law prohibit unwelcome behavior of a sexual nature that is directed toward another person.

***Sexually Inappropriate Behavior**

Consensual sexual contact between two people on school grounds is inappropriate and will be dealt with according to the guidelines of the district's discipline matrix.

***Skateboards, Rollerblades, Bicycles, Scooters, e-bikes and Hoverboards**

You may use skateboards, rollerblades, bicycles or scooters to get to school, but once they are here they may not be used on campus, unless they are part of a sanctioned school activity. We have such a limited walk area that it creates a serious safety hazard if used on campus. If these are used on campus, they will be confiscated and released to the student at the end of the day. Repeat offenders may lose the right to bring above items on campus.

***Pets**

You are not allowed to bring pets to school unless the pet is part of classroom activity and there has administrator approval. If animals are brought to school without approval discipline will occur.

***Spitting**

Spitting on floors, walls, sidewalks, in drinking fountains or other areas where people walk and "live" is rude, disrespectful, as well as highly unsanitary. If there is an emergency and you need to spit, use a tissue or the restroom toilet. If you are a habitual 'spitter', we will work with you to help you learn how to conduct yourself appropriately in society. This "work" will include consequences asking you to sanitize the area containing your saliva!

***Tobacco/Vape Policy**

All Yamhill Carlton School District schools are a tobacco/vape* free campus, in accordance with Oregon Law. Possession, use, distribution and/or sale of tobacco/vape products* of any kind is illegal on any school property and at school sponsored activities on or off district premises, in district-owned, rented, or leased vehicles, on all district grounds, including parking lots. This includes private vehicles on school district property. This applies 24 hours a day, seven days a week, 365 days a year and to all school staff, students, parents/guardians, and visitors. Rules for Possession of tobacco/vape products* applies to students under the age of 21 only.

Student violations of this policy can lead to suspension. Repeated offenses may result in expulsion. Any items confiscated will not be returned.

If you have parents or guardians who use tobacco/vape products*, we ask you to remind them that, once they come on campus property, including in the car, use of these products is not allowed.

***tobacco/vape products** - includes, but not limited to, any lighted or unlighted cigarette, cigar, pipe, spit tobacco, smokeless dip, chew or snuff in any form, and any device that can be used to deliver nicotine or cannabis in the form of a vapor or aerosol (for example, vapes, e-cigarettes, e-cigs, pod-mods, vape pens, dab pens, dab rigs, tanks, Juuls, etc.); or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately (for example, vape juice, e-juice, cartridges, dabs, wax, shatter, resin, etc.). Other products include, but are not limited to, lighters, matches, “roll your own” products or other tobacco/vape related products.

***Vandalism**

If you are involved in vandalism or defacing school property you will be expected to reimburse the school for the amount of damage, clean up damage if possible, and will be subject to other disciplinary action which may result in expulsion. Vandalism may be referred to law enforcement.

***Weapons**

Students are forbidden to bring weapons on school grounds or in the case of firearms, to bring them within 1,000 feet of school property. Guns cannot be stored on gun racks or under the seat, even for hunting purposes.

- A dangerous weapon means any weapon, device, instrument, material or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or injury.
- Dangerous weapons could include, but are not limited to: Guns, gun parts, pellet guns, knives, including pocket knives, any cutting instrument consisting of a sharp blade attached to a handle, any cutting edge, any blade or other sharpened or pointed instruments, bludgeons, brass knuckles, pepper sprays or other types of spray, including mace.
- Weapons of any kind (including pocket knives) do not belong at school. Items will be confiscated and appropriate discipline enforced.
- Replicas of weapons. i.e., model guns, fake dagger, toy guns etc. are prohibited and will be confiscated. If these items are used to threaten or frighten others, the situation will be treated as a dangerous weapons violation or harassment/intimidation/bullying violation depending on the circumstances.

Discipline

The goal of our discipline procedures is to find the best possible solution for the individual student while at the same time protecting the rights of the total student group. Discipline will be administered according to Oregon State law and Yamhill Carlton School District Board policy. Serious or repeated offenses could result in eventual expulsion. The police may be summoned on any of the behaviors prohibited by the school. The Standards of Student Conduct apply to school, school activities, school property, buses, and on and off campus school events. The major objectives of discipline are to protect the rights of all students to learn and the rights of everyone to feel and be safe at school and during activities. Teachers must be able to conduct school programs free from disruption and from the kinds of distracting behavior that impede learning. Discipline at school may include the following:

***Tiger Pride**

Students may receive Tiger Pride during lunch. This time is to give back to our school community. Such activities

are cleaning the cafeteria, picking up trash, yard work, etc.

***Lunch Detention Room**

If you are assigned a detention , during a lunch period, or a full day, you must remain in the in-school classroom or detention classroom throughout that time. No talking, laying down your head or sleeping is permitted. Students are expected to work on school work or read the entire time spent in detention or in-school suspension. If students do not bring work to the detention, reading will be assigned and must be completed appropriately (books available in the library). Failure to participate will be treated as defiance of authority. Disrespect toward the supervisor will lead to an immediate out-of-school suspension. **Being tardy or truant to Detention or In-school Suspension will result in further consequences.** The supervisor will have discretion in whether to allow you out of the room to get your lunch, bathroom visits, or other business. Further discipline may result from poor conduct. You are expected to follow all behavior guidelines established by the supervisor. Failure to do so will result in more severe disciplinary action. If you are late to your detention or do not show up, you may receive progressive disciplinary consequences.

***Suspension**

Suspension temporarily denies you the privilege of attending your regular classes and school events. Depending on the violation and other circumstances, students may be assigned to **in-school suspension** or **out-of-school suspension**. For in-school suspension, students will spend the assigned day(s) in a specified location. In out-of-school suspension students will not be allowed to attend school or to be on any school premises. In both cases, suspended students may not attend school activities such as games and dances on the days of the suspension. **If a suspension falls on a Friday and/or a Monday, no weekend school activities may be attended.** A suspension will not exceed ten school days for any one offense. An administrator will assign suspensions. You may be not allowed to make up the identical daily work missed while on suspension, alternative work may be provided. You will be allowed to make up tests or complete projects (alternative or original) that were connected to work being done before the suspension.

***Expulsion**

If you consistently violate common school rules, commit gross violations, or do not correct your behavior after suspensions have been administered, you may be recommended for expulsion. Expulsion denies you the privilege of attending school, attending school activities, or being on school premises for the remainder of your expulsion. For serious offenses, such as possession of a dangerous weapon, expulsions may (and in some cases must) last for a full calendar year. The district hearings' officer assigns expulsions.

***Students with chronic, serious behavior issues**

The school may determine that due to chronic or serious behavior problems that are impacting the student or disrupting the education of others it is best to place the student in an alternative program.

Counseling

You and your parents are encouraged to meet the counselor and make use of the services provided. It is our belief counseling assists students in developing their full potential. We believe in the dignity of the individual, in their uniqueness, and in their responsibility to become contributing citizens of our community. Please come by the counseling office before or after school or during breaks or lunch to make an appointment to see the counselor. Parents may drop by or call if they need to speak to the counselor. The counselor will always try to meet with you as soon as possible. The counseling office is available to:

- Provide student counseling concerning school and personal issues.
- Work with families.
- Assist teachers and administrators in resolving students' problems.
- Help students in any way possible to make intermediate school a fulfilling and happy experience.

***Registrar**

The registrar can help you if you need grade changes, grade verification for car insurance, copies of records, or proof of attendance and enrollment.

***Schedule Changes**

No schedules will be changed after the semester begins without a compelling reason and permission of the teachers involved and an administrator. Please note, administrators may step in and alter a schedule if there is a conflict or extenuating circumstances.

***Student Records**

According to Oregon Revised Statute 376.565, all public schools are required to keep certain records relating to students. These records are available to you and/or your parents to review at any time. Contact the Lead Secretary if you desire to see your records. The district will, from time to time, share student directory information following district policy.

Procedures

***Campus Security**

To help maintain campus security, outside doors will remain locked during the day. Students should use the front doors to enter the building during the school day. All guests (parents, community members, etc.) should report directly to the front office.

***Closed Campus and Off Campus Passes**

Yamhill Carlton Intermediate School is a closed campus. That means no one is allowed to leave campus without prior permission and without a pass during school hours.

*Any visitor that shows up to campus must check in to the main office.

***Change of Address/ Phone/ Email**

It is extremely important that you keep your address, phone number and email address up-to-date by letting the main office know when any of these change. It is **essential** that you inform the office of changes in phone numbers. This allows us to update our records and avoid problems when trying to contact you and your parents.

***Daily Announcements**

The daily announcements include information about events, deadlines, and other important aspects of the intermediate school. Listen so you are informed! Check out our school website and calendar for upcoming events from your computer or by using the social media platforms that our school uses such as Facebook.

***End of the Day Departure**

When you have finished your scheduled classes and extracurricular activities, you **must** leave campus. You may not loiter in the halls, on the campus, or in the parking lot. If you are staying on campus after the end of the school day, you must be under the direct supervision of a coach, teacher, or activity supervisor or involved in after school activity.

***Fees**

All students pay a one time ASB fee every year.

***Hall Passes**

You must have a staff-issued pass to be out of class during your regularly assigned class periods. You can expect to be asked for a pass. Misuse of a pass or excessive use of passes will result in loss of the pass privilege and possible other action. You will be placed on a **No Fly List** if you are in the halls without the authorized pass.

Internet Use and Computer Use

Yamhill Carlton School District has Internet access to assist students with research and to connect our student body with others around the world. Internet access is a privilege and is only granted to students who have read, agreed to, and signed the Internet contract, which explains conditions for use. If at any time a student violates any one of those conditions, she/he will lose the privilege to access the Internet at school. This may be a major issue in some of your classes. All students will be asked to sign a computer use contract and to abide by the rules in that contract. Students who fail to do so will lose access to all computers in the building. Remember that these computers are the property of the school district. District personnel have the right to access your accounts.

***7th & 8th Grade Lockers**

Lockers are the property of the school and are assigned to all students. Lockers are subject to inspection at any time and may be inspected upon suspicion of tobacco, vape products, alcohol, illegal drugs, and/or weapons. Lockers may be searched with or without student notification. We do not need permission to check your locker. You do not have to use a locker. If you would like to have a locker please see the front office.

Locker Rules:

- Your locker is to be used by the student assigned to it only.
- Keep your locker combination to yourself. If you forget your combination let the office know. They can give that information to you. Do your best to memorize your combination, or keep it somewhere safe.
- Keep valuables at home or on your person to avoid potential loss or theft in your locker.
- Spin your lock when you close it, not left on the final number of your combo. This is a trick that most people know and this makes it very easy for others to get into your property.
- Keep the inside/outside of your locker free of writing, scratches, rubbings, markings and help others keep theirs clean as well.
- Keep the outside of your locker free from anything hanging from it.

Students who are unwilling to follow the rules will lose the privilege of having a locker at school.

***Meals Program / Food at School**

Our cafeteria is a clean, friendly place. Be respectful and clean up after yourself. Put trash in garbage cans. Failure to do so will result in being assigned to clean-up duty in the cafeteria. Student breakfast, lunch are

provided free of charge. Ala carte and 2nd meals will come with a cost to the student. All food will be eaten within the commons area, in the courtyard, or in designated areas outside the building. Food may be eaten in classrooms and the library only with the teacher's approval and with the teacher present. Use trash cans to dispose of uneaten food and used containers. This is important both in and out of the building. If trash becomes a problem outside, students will lose the opportunity to eat outside. Be respectful of our school and the staff. Be careful and clean up after yourself.

***Medications**

The school is not allowed to dispense prescription medication unless prescribed by a physician. All prescriptions that must be taken during the school day must be turned into the office. The parent or guardian shall make all requests for the school to administer medication to a student. Requests must include the written instructions of the physician for the administration of a prescription medication to a student. A prescription label will be sufficient to meet the requirement for physician instruction. There is a form for this in the office.

For the administration of a nonprescription medication (aspirin, non-prescription cold medication), written parent permission and instructions for use must be submitted along with the medication. All medication, prescription and nonprescription, must be in the original container.

The school office will provide the 'Authorization for Medication Administration by School Personnel' forms for you to fill out.

For safety reasons, students should not carry medications of any kind on their person. The only exception to this rule is situations where immediate access to the medication is necessary. These cases must be approved by the office and be accompanied by physician's approval. Sharing of medications, prescription and nonprescription, is not allowed at school and could result in suspension or expulsion.

***Medical Policy for Class Participation**

When a Physician restricts or limits a student's participation in class activities for treatment of an injury or illness, the staff shall not allow the student to participate further until the Physician has issued a written release approving participation.

***Messages to Students**

Telephone messages to students will be taken only from guardians and employers and in **emergency** situations only. Make sure you should take care of personal business before or after the school day. Know where you are going after school before you leave home in the morning. If changes need to be made please call the school prior to 2:00.

***Sales/Advertising**

Students, staff members, and/or school facilities may not be used in a manner for advertising, selling, or promoting the interests of any community or non-school agency or organization without the prior approval of the building administrator. The building administrator will stamp or initial the material being posted around the school facility.

***School Bus**

Riding the bus is a privilege, a service provided by the district that may be revoked at any time. Specific rules are posted on the bus. If you fail to follow these rules or other directives of the bus driver you may lose your bus privileges. When you are on the bus, you are under the direct authority of the bus driver. Bus drivers have the right to assign seats on the bus. School behavior guidelines are in effect at all times when you are being

transported. Failure to follow these guidelines and requests of the driver will result in disciplinary action that will be recorded on a bus citation. Most buses will have security cameras in use during their routes.

You must ride your assigned bus unless you receive a bus pass slip that is issued from the main office upon receiving a note from your guardian. The office will call on all notes to verify them. You must give the office time to do that. Bring your notes to the office by noon or you may not be able to go on another bus.

Activities, Athletics, and Field Trips - The coach or staff member is responsible for student conduct and works with the bus driver. You may ride home with your parent(s) (no one else) from the event IF the parent clears this with the coach or advisor. As a participant Students are NOT allowed to transport themselves and/or other students to ANY school sponsored event.

Search and Seizure

Yamhill Carlton School District seeks to create a climate in the school that assures the safety and welfare of all. Equipment such as lockers belong to the school district and you are allowed to use this equipment as a convenience. The school may search lockers at any time and insist that they be properly cared for and not used for the storage of illegal items. The rights of the individual shall always be balanced with the needs of the school. A search of a student's person will be limited to a situation where there is reasonable suspicion that the student is hiding evidence of an illegal act or school violation. Remember: A search of a student's locker may be conducted for any reason.

- Law enforcement officials in accordance with law may conduct a search of a student's person or assigned student storage. This could include the use of a drug dog.
- Illegal items seized may be turned over to law enforcement, or destroyed by the school.

Security Cameras

Yamhill Carlton School District has security cameras in place throughout the campus. The purpose of these cameras is to help keep the students, staff, personal property, and the facilities safe. Tampering with or disabling the cameras in any way will result in consequences including but not limited to: detention, in school suspension, out of school suspension, expulsion, etc.

***Office Telephone Use**

Students will be allowed to use the office phones to contact parents. In the majority of emergency situations, office staff will make the phone call for the student and discuss the issue with the party involved.

Visitors

All visitors, including guardians, must first come to the main office and arrange the conditions of their visit. All visitors must wear a visitor's pass when they are in the school. These passes will be given when the visitor checks in at the office.

Emergency Procedures

For all emergencies: students should refrain from posting anything on social media. Posting often creates more panic and does not help resolve the issue. Texting a parent/guardian that you are safe is acceptable.

In any Emergency Situation Yamhill Carlton School District follows the K12 Standard Response Protocols. (Hold, Secure, Lockdown, Evacuation and Shelter.)

Earthquake Preparedness (Shelter)

Earthquake drills will be conducted to prepare students for possible tremors or aftershocks. Teachers will give basic instruction. The best procedure is this three-step process:

1. **Duck:** Get under a sturdy piece of furniture or a doorway. Do not duck under objects that could collapse. (If shelter isn't available, move against an interior wall, stay low, and cover head and neck with arms.
2. **Cover:** Keep head and eyes protected from falling or flying objects. Cover your head with your hands and arms.
3. **Hold:** If under a piece of furniture, grab it. If it moves, move with it. Stay under the shelter until the shaking has totally stopped.

Four other points are important to remember:

1. Stay away from windows, tall bookcases, cabinets, and hanging objects such as lighting fixtures.
2. Do not hide in places such as closets; this may impede chances of being rescued.
3. Be prepared for aftershocks.
4. Stay inside until cleared to go out. Once notice has been given to exit the building.

Fire Drills (Evacuation)

Drills will be scheduled once a month. All teachers will discuss exit routes and procedures with each of their classes. Students shall leave the building, if instructed to do so, in a quiet, orderly manner, go to the designated area and report to their teacher. Students not in their classrooms at the alarm shall immediately vacate the building by the closest exit and report to their classroom teachers. Everyone will wait for the all-clear signal (three bells) before returning to the building. Do not assume when you hear the fire alarm that it is a drill. Always respond as though it might be the real deal. This will ensure that safe and speedy evacuation will happen in case we do have a real fire.

Lockdowns

If we need to secure the building in a lockdown situation, it is essential that students respond quickly and as calmly as possible. Lockdowns will be for one of two reasons: threat from the outside or threat from the inside. Teachers will go over the procedures with students. Do not leave the building if the fire alarm goes off during a lockdown

Secure

In the event of a secure procedure, designated personnel will lock the perimeter doors and business will go on as usual only within the school. No persons shall be allowed to exit or enter the building during a secure procedure.

Appropriate Use of Technology Policy

General Rule

Internet access and interconnected computer systems are available to the District's students. Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation and communication.

In order for the District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students utilizing school-provided Internet access are responsible for good behavior on-line. The same general rules for behavior apply to students'

use of District-provided computer systems. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the District's teachers and other staff will make reasonable efforts to supervise use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Acceptable Uses

All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the District's stated educational goals; or (2) for legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.

Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and social security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

Internet Safety

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The school will also monitor the online activities of all users through direct observation and/or technological means, to ensure that no one is accessing such depictions or other material that is inappropriate. The Superintendent or designee shall enforce the use of such filtering devices.

Inappropriate use is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific veil as to minors.

The system administrator and/or superintendent shall monitor student Internet access.

Unacceptable Uses of Network

The following are considered unacceptable uses and constitute a violation of this policy:

1. Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive, or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; viewing, transmitting or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential trade secret information or copyrighted materials. Using school equipment to download music, and/or burn CDs is strictly prohibited.

2. Uses that cause harm to others or damage to their property, including but not limited to, engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.
3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.
5. Students are prohibited from joining chat rooms, or downloading instant message programs to District computers, unless it is a teacher-sponsored activity.
6. Any post on social media or submission on the internet or sent in a document or email that is deemed to be cyber harassment or bullying and that impacts the safety of students, feels like a threat or disrupts the learning at our school for anyone.

ChromeBooks and Other School Issued Devices

ChromeBooks or other school issued devices will be checked out to each student. Insurance can be purchased through the school, if you are unable to purchase insurance please let the front office know and we will try to support you. Your device is to support your learning in the building and at home. You must bring your charged device to school every day. When the device is at home students must keep it in a safe place, away from small children and pets. It is best to keep the device indoors, do not store it in vehicles. Do not place anything on top of the device. When using the school issued device you must follow the appropriate use policy and internet access conduct agreements. Remember the school issued device is a privilege.

When returning the device to school it must be checked in through the library. You must return the device, charging cord, and charging block. You will be charged for any missing items. If you leave the district and do not return the device you will be charged for the device. If you are graduating you must return the device, if you do not you will be charged for the device and will not receive your diploma until all fees are paid. If something happens to your device, report it immediately.

Internet Access Conduct Agreements

Each student and legal guardian(s) will be required to sign and return to the school at the beginning of each school year the Internet Access Conduct Agreement, found at the end of this handbook, prior to having access to the District's computer system and/or Internet Service.

Violations

If there are violations of this policy, the student's access will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action. The system administrator and/or the superintendent will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time with his/her decision being final.

Appendix

YCIS Anti-Bullying Contract

I, _____ (student name), understand that everyone deserves to feel safe, respected, and valued at school. I believe bullying—whether physical, verbal, or online—is not acceptable.

By signing this contract, I promise to:

- Treat all students with kindness and respect.
- Stand against bullying in all its forms.
- Speak up or get help if I see someone being hurt or excluded.
- Help create a school community where everyone feels included and supported.
- Remember that bullying stops with me.

I know that following this contract helps make our school a better place for everyone.

Student Signature: _____

Date: _____

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazard
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults