Yamhill Carlton High School Handbook



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Student Handbook

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Academic Requirements

Students who graduate from Yamhill Carlton School District must earn the following number of credits: 24

CHANGES IN REQUIREMENTS**

All classes are on a SEMESTER system. Students can earn up to 7.0 credits a year. With a passing grade of "C" or better, each SEMESTER class is worth .5 of a credit. J Term provides the opportunity for students to earn additional credits or recoup credit that was not earned.

	2027-2030 Graduation Requirements
English/Lang Arts	4
Mathematics	3
Science	3
Social Studies	2.50
Personal Finance	.50
Career & Technical Education (CTE), Fine Arts, Foreign Language	3
Physical Education	1
Health	1
Electives	5
College Prep/Career Development	1
Total Credits Required	24.0
Total Credits Possible	28.0

** Elective credits are selected according to student interest. Any class that is not a requirement or is over the required number (i.e. three science classes) counts as an elective.*

*** Pass required state testing for Honors Diploma*

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.

Advanced Classes/Honors

Yamhill Carlton School District offers Advanced classes. Some examples of courses may be: English Literature, Calculus, US History, World History, Biology, Chemistry, Physics, Anatomy/Physiology and English Composition. The offerings may change from year to year, depending on teachers, resources, and certification. Advanced

classes have weighted grades and the expectation is that students are doing advanced coursework. Students who register for Advanced classes need to be ready to work hard and challenge themselves.

Alternative Education

Yamhill Carlton School District offers alternative educational programs for students. Enrollment in any alternative program is always scheduled through counseling and must be approved by the administration. Some students may be recommended for alternative placement if they are not successful at their school of origin or there are other impacting factors such as attendance, behavior, or extenuating student circumstances. Students with extenuating circumstances may apply for an alternative education setting and must go through the application process in order to be approved.

** Credit recovery options at your school of origin (i.e. Edgenuity Class) for make up credit only.

Class – Senior, Junior, Sophomore, or Freshman

For many of the activities and privileges that happen at high school, the class you are in is computed on how many credits you have earned, **not** on how many years you have been at school. At the beginning of the school year, the standard to be online to graduate for this year is as follows:

- To be an "on track" sophomore, you must complete a minimum of 6 credits as a 9th grader.
- To be an "on track" junior, you must complete a minimum of 12 credits as a 10th grader.
- To be an "on track" senior, you must complete a minimum of 18 credits as an 11th grader.

If you have less than the minimum amount, you may be ineligible for some activities and privileges that occur at that grade level. Your eligibility will be calculated on credits earned and not on the number of years in school.

Early Grads

Graduating early is discouraged but permitted on a case-by-case basis. Most early graduates that are approved have a post secondary plan in place. Students intending to graduate early by a full year must make that decision by the end of their Sophomore year and have a completed three year education plan in place. A meeting with the student, parent, counselor and an administrator is required to develop the early graduation plan. Plans are approved at the district level. Early graduates have the option of walking in the graduation ceremony.

Early Completers

Completing early is discouraged but is permitted on a case-by-case basis. An early completer is a student who finishes all required courses to graduate by the end of the 1st semester of their Senior year. Most early completers that are approved have a post secondary plan in place. In order to be an early completer, a student must declare to their counselor their intention and complete a planning meeting with the student, parent, counselor and administrator. This meeting must be completed by the end of their Junior year. Early completers have the option of walking in the graduation ceremony with their Senior class.

Early Withdrawal

Students withdrawing from school at any time prior to the end of the semester will receive withdrawal grades only and will not earn credits unless they transfer to another school, enroll, and are issued credits by that school. The staff will consider individual situations and needs concerning absences during the last days of a semester. Students withdrawing early need to do the following:

1. Obtain a checkout sheet from the counseling office; fill it out properly and return to counseling.
2. Return all textbooks.
3. Pay fines.

Final Exams

Final semester exams, either written or performance based, may be required in all courses and must be taken before you can receive credit. If you are unable to take the exam, you may arrange with your teacher to take a makeup exam. It is the student's responsibility to complete arrangements for make-up exams.

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.

Grade Point Average (GPA)

A grade point average will be calculated as follows:

- Award each A - 4 points, each B - 3 points, each C - 2 points,
- Total the points and divide by the number of classes graded A - F.
- Advanced classes are weighted and worth an extra ½ point. For example, an 'A' in Advanced Literature is worth 4.5 points when calculating GPA.
- Pass/No Pass classes are not averaged.

*Remember "Incomplete" grades may be made up within the J or M term.

Graduation

To participate in graduation, a YCHS student must have passed all required classes and have the credits that are required. The deadline for all work to be finished in order to walk at graduation is the seniors' last day of school. Under no circumstances will any student who has not achieved the credits needed for graduation by the deadline be allowed to participate in the graduation ceremony. Diplomas will not be given until all fines are paid. Examples of fines would be missing textbooks, library books, unreturned sports uniforms, vandalism fines, and unpaid fees for supplies used in a class.

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.

Normally, an average of at least one hour of homework per school day is expected and advisable. Teachers will teach good home study techniques and provide opportunities for students to practice them. Assigned homework completed by students shall be evaluated along with other work to determine a student's grades.

Parents/guardians are expected to provide a suitable environment for home study.

Honor Roll

Any student with a 3.50 GPA or better in a semester is eligible for the Honor Roll. Students may strive for the Summa Cum Laude Honor Roll (3.850 to 4.0 GPA), Magna Cum Laude Honor Roll (3.650 to 3.849) or the Cum Laude Honor Roll (3.50 to 3.649).

National Honor Society

Students with a cumulative 3.5 GPA or above are considered candidates for the National Honor Society. Inductions into Honor Society will be in the spring of each school year. It is preferred to be active in extracurricular activities, serving the community and being in good citizenship standing. Students must maintain a 3.5 GPA to remain in good standing.

Work Experience

Juniors and Seniors are eligible for open periods for work experience if they have a current job. Others with jobs can submit documentation for work experience credit. **If you open periods for work experience you may not be on campus during that time.** This means that only students who have their own transportation to and from school can request an open period or work experience. No credit is earned for open periods and students can earn up to 2 credits for work experience. Students on flex time/work experience should not arrive at the school more than five minutes before their first scheduled class and should leave within five minutes of their last scheduled class.

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 permanent record. Parents are encouraged to sign up in ParentVue and monitor their student's progress.

Repeating a Required Course

Required classes may be repeated for credit with approval from administration. In order to receive credit, the student must raise their grade in the class by at least one letter grade. The new grade will become the grade of record for the required course. The original grade will become an elective credit providing that the original grade was a “C” or better.

Career-Related Learning Standards

Oregon State Law requires all students to complete the Career Related Learning Standards in order to receive a diploma. Opportunities will be provided throughout their high school career.

5th Year Seniors and 4th Year Credit Issues

It is our goal that all students graduate with a diploma. Some students arrive at their fourth year in high school behind in the credits they need to be able to graduate with their class. In many cases they are just one or two credits short. If you are in this situation, counseling, administration, and the school will work to develop a plan that will support you in enrolling, graduating or completing requirements.

Any student enrolling for their fourth year who is more than 10 credits behind will need to plan to complete high school during a 5th year. **In all cases, 5th year seniors will complete all necessary coursework unless approved by administration.** Coursework may be completed at any time during the 5th year, the actual diploma will be

provided upon completion of graduation requirements. 5th year seniors will not participate in athletics or other school activities.

Student Aide / Peer Mentors

Students in the 11th or 12th grade can request to serve as a Student Aide/Peer Mentor for elective credit. To serve as a student aide, you must have taken the class, been successful in the class, and have at least 92% attendance for the previous year. The teacher and an administrator must approve all student aide assignments and there will be a limit of one per class period (with limited exceptions for up to 2). Only two elective credits as a student aide can be earned toward graduation requirements. Student aides earn a Pass / No Pass grade. Student aides whose attendance drops below 92% in any given semester will not receive a passing grade for that semester. 92% attendance computes to approximately seven days of absence in one semester. Please do not sign up for an aide class if you do not plan to maintain good attendance. You cannot assist if you are not there! When student aides do not have aide work, they are required to work on their own school work.

Salutatorians / Valedictorians

High School uses weighted cumulative average GPA to determine eligibility for Valedictorian and Salutatorian honors. All classes except Advanced classes are non-weighted on a 4.0 scale where an A for a semester earns 4.0, a B earns 3.0 and so on. Advanced classes are weighted on a 5.0 scale (A = 5.0, B=4.0, C=3.0). College classes taken for high school credit will be non-weighted (4.0 scale). Selection will occur at the end of the third quarter of their senior year.

The student or students with the highest weighted cumulative GPA will be selected by the team as Valedictorian or Salutatorian. Having multiple Valedictorians and Salutatorians is acceptable.

Activities

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

Student Government

You can be involved in student government by meeting all requirements and enrolling in the leadership class.

Athletics

FALL		WINTER		SPRING	
Cross Country Football Cheerleading	Volleyball Soccer	Basketball Wrestling Cheerleading	Equestrian	Golf Baseball Girls Flag Football	Softball Boys Volleyball* Track Equestrian (Begins in winter)

** May not be offered every year*

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

Publications

Yearbook – taken as a class

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 or until you graduate from high school. Individual coaches or advisors 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 bookkeeper. It must be signed by your advisor and returned to the bookkeeper. 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 formal dances per year: Homecoming, Winter Court, and Prom. The Homecoming Dance may be semi-formal or a theme dance. Appropriate attire for Homecoming will be advertised to students well in advance of the event. There will be no more than three informal dances each year with no more than one dance a month scheduled. Dances are sponsored by clubs or activities as fundraisers. All dances are scheduled through leadership and the administration. The sponsoring activity or class must complete the dance packet **two weeks in advance** or the dance will be canceled. **This is non-negotiable.** Additional dances may be approved by administration.

Dance Rules

- Though it may not always be required for admittance, you should bring your student ID card when you attend dances.

- **Students who were not in attendance at school the day of a dance (except for school-related absences) will not be allowed to attend.**
- Formal attire is strongly encouraged at formal dances.
- Normal school day dress code will apply to informal dances.
- No admittance more than one hour after the dance starts.
- 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.
- Guest passes are permitted for the formal dances and semi-formal dances only. They **MUST** be turned in **by the end of the day the Monday** prior to the dance and be approved through administration. All guest passes must be cleared by administration. The passes are limited to high school students from other schools and guests 19 years old and under. Guests whose age cannot be verified will not be allowed to attend. At no time will middle school students be allowed to attend any dance. Guests are expected to follow all school policies and regulations, including dress code. After game and informal dances are restricted to eligible students only. The administration retains the right to not approve a guest based on information gained from the student's school.
- 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.

Dance Court / Preparation of Ballots:

Ballots will be prepared listing all eligible students. (The criteria may be changed by the school's administration.) Students must:

- have the number of credits which make the student an actual member of the class they will be represent;
- have a 2.0 or higher GPA for the semester prior to the dance;
- have maintained good attendance.
- Students who are crowned as royalty during the year are ineligible to be on subsequent ballots.

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, a citation will be issued as described above. Furthermore, students with unacceptable attendance habits may be put on an attendance contract and/or receive a change of placement.

Contact the attendance clerk 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 ● Internships

***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.
    a. If a message is left for the attendance clerk, please include the following:
        i. 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.

   All absences must be cleared within three days of your return to school. Otherwise they will become unverified absences if the attendance office has received no note or phone call within that time frame. It is essential that you take care of this. Unverified absences may result in a zero grade for all classes missed. **There is no going back and taking care of these after the three days have passed.** You are high school students and it is your responsibility to get the note or remind your parents to call the school.
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. Many classes are very difficult to make up. Though teachers can design some alternative work, excessive absences in these classes may result in grade reduction and potentially credit loss.
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 one school day for the homework to be turned in by the teacher.** For example, if you call at 3:00 in the afternoon for homework, it will not be ready until the end of the next school day. **Homework requests will not be honored for absences of one or two days.**
5. For a **Contracted Absence of three or more days**, pick up a "Contracted Absence Form" from the office at least one week before the absence. You will need to present a note to the office verifying the absence prior to receiving the form. 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 *Work missed in an activity class such as choir, drama or P.E. may not be possible to make up. Make sure you understand the teacher's policy around make-up work for activity-based classes.*

- Loss of starter points and participation points for unverified and verified 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 running for student body or class office, being on the ballot for dance courts, and may affect participation in extracurricular activities, including athletics.
- In addition to the sanctions that may result under Oregon Law, **truancy absences** will be dealt with by the attendance office and/or the administration in accordance with the discipline matrix.
- When a student becomes a chronic non-attendee 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 - lunch detention
- 6 tardies - 2 lunch detentions and student placed on the no hall pass list

- 9 tardies - 1 day of In-school suspension and possible loss of privileges

Skipping

"Skip Days" - There are no sanctioned "skip days". If students participate in an unofficial and unauthorized skip day, they will be considered absent. Yamhill Carlton School District schools do not recognize any "skip days", including a senior skip day. Remember – a parent can excuse absences only if they fall within the Oregon Law definition of a verified absence.

Skipping Class - A student that has missed 25% or more of the instructional class time without permission and has remained on campus will be marked as unverified absent.

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 clerk will place a phone call home to notify the household of a pending drop. In consideration of the length of absence and the academic standing, students who do re-enroll may not earn credit for the semester and may be placed in an alternative placement. 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.

YCHS 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 without teacher permission. 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 others
    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.*

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, Racial and other slurs

The use of inappropriate, profane, or religious/sexual orientation/racially charged 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 suspension. .

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/Smart devices Guidelines (unless otherwise noted on IEP/504)

As per the State of Oregon, From Bell to Bell all students must:
Keep all smart devices turned off, in their bag, or in a locker while on campus

Parents can contact students by calling the main office at 503-852-7600.

If cell phone/smart watch/smart glasses are seen or heard, student must turn device into office
1st Offense – Get device back **after SCHOOL**
2nd Offense – Get device back **after SCHOOL and a call home**
3rd Offense – **Parent to pick up device after school**
Additional Offenses – Parent pick up & meet with Administration

*If a student refuses to leave their phone with the office, parent will be contacted for a meeting with Administration. Chronic offenders will not be allowed to have these items at school. Students may be asked to leave their cell phone in the classroom when using the restroom during class time.

Electronic Devices

To minimize disruptions and prevent the possibility of theft or damage, electronic devices (cell phones, iPODs, expensive headphones, etc) are best left at home. All electronic items are highly sought after and easily stolen. Please clearly mark all valuable items with your name. There is little the school can do if your personal electronic device is stolen. We do not have the resources or time to carry out investigations. Please understand that these items are brought to school **at your own risk.** The school is not responsible for their replacement and limited (if any) time will be given to investigate the situation.

Teachers have the authority to define where cell phones are stored and kept during class times, which may include: cell phone boxes, caddies, wall hangers, etc, to be determined by the teacher. Please keep in mind that the cell phone is your responsibility and liability, even if asked to be put in a holder during class.

Student to student walkie-talkies are not allowed on campus at any time and will be confiscated. Student interference with school walkie-talkies is strictly prohibited and will result in suspension and/or a call to law enforcement. Personal bluetooth speakers are not allowed on campus at any time and will be confiscated.

Failure to comply will result in disciplinary action.

Cell phones can be important tools for students to have when they are traveling or staying for after school events. **Make sure that you have informed your parents, friends, work and family not to contact you during class times**. Please ask your parents to contact the school office and we will get a message to you – immediately if it is an emergency and at the next break if it is not.

In case of emergencies such as power outages or possible school closure during the school day, the school staff may grant permission for students to use their phone to contact parents.

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, e 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 the above items on campus.

Small Children and Pets

You are not allowed to bring little children to school unless it has been approved by administration and related to a class project. You are not allowed to bring pets to school unless the pet is part of classroom activity and there has been teacher and 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!

If we have issues with gum being spit out in drinking fountains, in classrooms, in hallways, or on the sidewalks, we will have to consider disallowing gum chewing at school. This includes taking your gum out of your mouth and sticking it under chairs and tables. **Sunflower seeds and nuts with shells are not allowed at school.**

Tobacco/Nicotine/Vape Policy

All Yamhill Carlton School District schools are a tobacco/nicotine/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/Nicotine/vape products** include, 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 the high school may include the following:

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.

Lunch Detentions

Students may receive a reminder of a lunch detention but once assigned, it is the responsibility of the student to remember to attend their assigned detention. Students must immediately get their lunch and report to the detention room within 5 minutes of the lunch beginning.

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.
- Help with scheduling and class selections and assist with course challenges.
- Work with parents.
- Process transcript requests.
- Provide credit evaluations.
- Assist teachers and administrators in resolving students' problems.
- Provide college counseling (information, applications, etc).
- Provide scholarships and financial aid assistance.
- Evaluate standardized test results.
- Help students in any way possible to make high 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 first week of semester 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.

Scholarships

Information on a number of college scholarships and other kinds of college financial assistance is available through the Counseling Center or ASPIRE Coordinator. Seniors will be given this information in the fall and throughout the year. Listen to daily announcements. All of these scholarships have requirements and deadlines to which you must pay careful attention.

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 Counseling Center if you desire to see your records. The district will, from time to time, share student directory information following district policy.

Transcripts

You may have a transcript mailed from the counseling department. If possible, provide a stamped and addressed envelope.

Procedures

Bulletin Boards

Items of special interest will be posted on the bulletin boards and monitors. Get in the habit of referring to them periodically. Permission to place flyers anywhere on campus must be obtained from the administrative office.

Do not tamper with items on bulletin boards. Respect the work and property of others.

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

*At lunch time YCHS students may leave.

*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 Bulletin/Announcements

The bulletin is read every morning. The bulletin/announcements includes information about events, scholarships, deadlines, and other important aspects of high school. Listen and/or read 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 and Instagram.

Directory Information

Yamhill Carlton School District designates the following data pertaining to each student as directory information: Name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, awards and honors received, and the most recent previous educational agency attended by the student.

Designated as directory information, the above items will be made available to school support agencies such as suppliers of photographs, school rings, colleges, and booster clubs, etc. If you do not want directory information shared, your parent or guardian must submit that request in writing within ten days of your enrollment form being turned into the office.

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 tutoring.

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 **$35**. 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
- Positive student recognition
- Access to **YCHS 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 student body.

Fees

Students will be required to pay certain fees in some classes. Some examples are: First Aid Card (Health), AP testing and supplies that are used that are above and beyond normal requirements. For example, a student wanting to build something in the shop that is different than what is required will need to pay for the additional materials.

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 Hall Pass list** if you are in the halls without the authorized pass.

Internet Use and Computer Use

Yamhill Carlton High School 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.

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:

- The 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. The office can get more than 100 calls a day asking for students to get a message. We do not have the time or the resources to keep up with this. If messages are left at the end of the day, we cannot guarantee that you will receive the messages and this can lead to upset and confusion for all involved.

Transportation and Parking Policy

Yamhill Carlton School District provides transportation to and from school for the students in our boundary. If you have a motor vehicle and would like to drive it to school, please learn and follow the rules regarding it:

Students are to park in the designated student parking areas, this excludes the use of the church parking lot. The

parking lots are patrolled during the day. No one is allowed to loiter in the parking lots. Students who need to leave early must check out from the office and provide proof of a pass if requested.

Students who park in areas marked with NO PARKING signs, VISITOR parking, or FACULTY parking could face disciplinary action according to the disciplinary matrix.

Speed limits on campus are 5 m.p.h. Please be respectful of the safety of yourself and others by driving the speed limit.

YAMHILL CARLTON SCHOOL DISTRICT IS NOT RESPONSIBLE FOR ANYTHING LOST, STOLEN, DAMAGED, OR VANDALIZED WHILE PARKING OR DRIVING ON CAMPUS.

Parking Guidelines:

- Park in designated student parking spaces only (not in visitor or staff marked parking).
- The bus circle is reserved for bus parking only.
- The curb marked red designates a firelane (which is illegal to park in).
- Park in only one spot and off the curb.
- The lot by the weight room and shop is for staff only.
- Seniors may purchase a specific parking space, see the office for details.

Illegal substances, apparatus or weapons stored in your vehicle on campus are prohibited and students will be reported to the police and subject to school discipline..

Yamhill Carlton High School will not be liable for stolen or damaged vehicles or their contents. Leaving your car on campus is at your own risk. If we are able to identify who did the damage, we will aid you in obtaining insurance information from the party involved and implement discipline if it is a student.

Students are **not allowed** to be in the parking lot during the normal school day without a pass from the office. Students who are found to have vandalized/moved/driven/etc another person's vehicle without permission will be subject to disciplinary consequences as per the discipline matrix.

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 advisor 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.

Signs

No sign is to be made on any carpeted area. Tables or hard surfaces should be used for painting to prevent spills on the carpeting that may leave a permanent stain. Some markers and paints will stain the tables and floors. Cardboard should be used underneath the sign to prevent staining. Please check with a custodian to decide the best place to make your signs. **All signs must be approved by office personnel before hanging**.

Any signs dealing with activities sponsored by groups outside Yamhill Carlton School District must be approved by an administrator prior to their being displayed.

Student ID

Students will receive one Student ID card for free each year. Students who enroll after the last picture retakes are done will have a photo taken by the office for the purpose of making an ID card. Please take care of it. Your ID is required for admission to events such as dances. You can also use it for any business that provides a student discount. It can save you bucks! Keep it handy! You may also take a picture of it on your phone to use as a technology alternative to carrying the card.

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.

Textbooks

You will be provided textbooks free of charge. You are responsible for keeping them in good condition. Any damage to or loss of a textbook will result in a fine. Theft of textbooks are student liabilities. You will not receive your diploma if you have lost textbooks you have not paid for. Textbooks are now costing $60 or more, so losing one can be expensive. Do not leave them around the school thinking you will pick them up later. Later they may not be there and you will be responsible.

Visitors

Parents are welcome at Yamhill Carlton High School. All visitors, including guardians, must first come to the main office and arrange the conditions of their visit. Other high school students will be allowed to visit only in very special circumstances and only if the visit has been arranged and approved by an administrator and teachers **at least a full day** ahead. This means that if you plan to bring Cousin Suzi with you on Friday morning because she is visiting you from North Carolina but is thinking of moving here you must get that cleared by Thursday morning. If you bring Suzi to school on Friday without having it cleared, someone will be called to come pick her up. If no

one is available to do that, she will spend the day in the office. Suzi will not like you much by the end of that day! 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

See Chromebook Use Guidelines.

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

Pandemic Teaching and Learning

In the event of a pandemic and the ever changing guidance, state and county metrics, unique characteristics of our school community and safety precautions associated with it, this handbook does not reflect all guidelines and procedures which may be necessary during different phases of teaching and learning during a pandemic. The Yamhill Carlton School District and YCHS School administration will be providing supplemental information for the safety and welfare of our school community reflective of the fluidity of a pandemic. Here's what you need to know:

- School leaders and districts will be given information and guidance to design how schools will open.
- Different schools and districts will likely come up with different plans based on what they understand is best for you and the community.
- Your teachers are important to how this works and will also be finding themselves stretched to support you and your learning while meeting the public health requirements we need to meet because of a pandemic.
- Every school is expected to follow what the science and data tells us is the best way to learn together in the new year.

Everyone will work closely with public health leaders to keep learning about the most important ways to keep learning safe. The requirements for how our school learning is organized might keep changing.

We will develop blueprints which would explain how our school would open in the new year and share our plans to meet the health and safety protocols required.

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	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

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

K12 2021
STANDARD RESPONSE PROTOCOL

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