

2011 -  
2012



**HANDBOOK**  
**YUKON HIGH SCHOOL**

## **DISTRICT MISSION STATEMENT**

Yukon Public Schools, through its students, curriculum, staff, facilities and community is committed to excellence. We believe this commitment will provide the opportunity for all students to become successful, contributing world citizens.



IT IS THE POLICY OF THE YUKON PUBLIC SCHOOLS TO PROVIDE EQUAL OPPORTUNITIES WITHOUT REGARD TO RACE, COLOR, NATIONAL ORIGIN, SEX, AGE, QUALIFIED HANDICAP, OR VETERAN IN ITS EDUCATIONAL PROGRAMS AND ACTIVITIES. THIS INCLUDES, BUT IS NOT LIMITED TO, ADMISSIONS, EDUCATIONAL SERVICES, FINANCIAL AID, AND EMPLOYMENT. INQUIRIES CONCERNING APPLICATION OF THIS POLICY MAY BE REFERRED TO MR. KENT MATHERS, ASSISTANT SUPERINTENDENT AND COMPLIANCE COORDINATOR FOR YUKON PUBLIC SCHOOLS.

# **Yukon Public Schools Notice to Students and Parents**

## **Receiving 2011-2012 Handbook**

**Carefully read this page, complete the information requested, share with your parent/guardian, sign, and then tear it out to give to your English teacher.**

---

**Student's Name (Please Print)**

---

**Grade**

---

**English Teacher**

**(TEAR OUT PAGE)**

I hereby acknowledge that I have received the High School Student/Parent handbook and have been instructed to take it home to my parents so it can be read and discussed.

I understand that the rules and regulations for our school are explained in this handbook and know that I will be held responsible for respecting and following these rules and regulations.

---

Student's Signature

---

Date

---

Parent/Guardian Signature

---

Date

Our greatest strength as a human race is our ability to acknowledge our differences; our greatest weakness is our failure to embrace them.

~ Judith Henderson

# HANDBOOK FOR STUDENTS/PARENTS

1777 S. Yukon Parkway  
(405) 354-6692—Principals’ Offices  
(405) 354-8580—Counselors’ Offices

Principal ..... Mark Melton

Assistant Principal (A - CO) ..... Lisa Megli  
Counselor ..... Lisa Haddad

Assistant Principal (CR - HA) ..... Melissa Barlow  
Counselor ..... Carey Hutter

Assistant Principal (HE – MC) ..... Joe Meziere  
Counselor ..... Kristi Stephens

Assistant Principal (ME – SC) ..... Pat McCune  
Counselor ..... Mandy Theimer

Assistant Principal (SE – Z)..... Charlotte Blevins  
Counselor ..... Nancy Rogers

EOI/Virtual School Counselor ..... Amy Anderson

Administration Building  
600 Maple  
(405) 354-2587

Superintendent ..... Mr. Bill Denton  
Assistant Superintendent – Secondary ..... Mr. Kent Mathers  
Assistant Superintendent – Elementary ..... Dr. Fred Rhodes

BOARD OF EDUCATION  
2011-2012

Karen Youngblood (President) .....350-3290  
John Nail (Vice-President).....354-8054  
David Moore (Clerk).....354-6700  
Jeff Deckard (Deputy Clerk).....354-2457  
Suzanne Cannon (Member) .....354-8412

The Yukon School Board meets the first Monday of each month at  
6:30 p.m. at 600 Maple, unless notice is given otherwise.

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Dear Parents/Guardians:

Welcome to Yukon and to a new Yukon High School. We certainly appreciate the support of our community in passing the bond issue that allowed for a state-of-the-art 21<sup>st</sup> Century high school. We are looking forward to working with you and your child this year. As you know, the major responsibility of the school is to provide a wholesome and stimulating learning environment for the well-rounded academic and social growth of the student. We believe that learning is a lifelong activity, to achieve the greatest success possible parents, students, and our staff must work together as a team.

We welcome parent involvement. Students at all levels tend to be more committed to their progress when they know school staff and parents are working together. When the relationship between home and school is positively focused on success, students get better grades, score higher on assessments of learning, and demonstrate behavior that is beneficial to their overall preparation.

You can begin your involvement by reading this handbook which has been prepared to provide parents and students with information concerning the operation of the school. It will answer many of the questions you may have about school policies and procedures. If you have additional questions, please feel free to call the administrator at your school.

The staff joins me in welcoming you to visit your school or your child's classroom. We ask only that you contact the school office prior to your visit. An appointment with the teacher or principal would insure they have time to visit with you. Additionally, scheduled dates for parent/teacher conferences are September 20<sup>th</sup> and 22<sup>nd</sup> as well as March 27<sup>th</sup> and 29<sup>th</sup>. Please watch for further information from your school as these dates approach or call for a conference time. Our door is always open should you have questions concerning the high school program.

Again, welcome to the Yukon Public Schools.

Sincerely,

Mark Melton  
YHS Principal

Dear Students:

Welcome to Yukon High School

Yukon High School has always set high standards of achievement, citizenship, and leadership. It has been characteristic for our students to have pride in themselves and in their school. This pride, when coupled with a desire to do their best in the classroom and in co-curricular activities, makes our student body the outstanding group that it is. All students are encouraged to contribute to Yukon's fine tradition through participation in school activities and giving an honest effort in the classroom. You will find the faculty anxious to help you in every way possible.

Yukon will provide many new challenges. These challenges and opportunities will only surface, however, when the student accesses them. Learning to cooperate with others, making new friends, developing self-discipline, exploring new subjects and activities, and acquiring a strong basic education are a few of the learning experiences that are offered if one will only search.

The following pages of your student handbook contain important information about your school. Please take time to study its contents carefully and visit with us any time you have a question or need assistance of any kind.

It is our wish that your years at Yukon High School will become a rewarding part of your life and the education you receive here will assist you in becoming all that you may become in the future years.

Best wishes for a happy and rewarding experience.

The Administration.

### **5 Keys to Education**

- **Education is the door to your future.**
- **Someday, someone will pay you for what you know.**
- **The more you know, the more you'll get paid.**
- **The work ethic you are setting right now will follow you the rest of your life.**
- **Nothing worthwhile is easy.**

## SCHOOL ADDRESSES AND PHONE NUMBERS

Yukon High School  
1777 S. Yukon Parkway  
354-6692

Yukon Middle School  
801 Garth Brooks Blvd.  
354-5274 (7<sup>th</sup> / 8<sup>th</sup>)  
350-2630 (6<sup>th</sup>)

Independence Elementary School  
500 E. Vandament  
265-1352

Lakeview Elementary School  
872 S. Yukon Parkway  
265-1342

Central Elementary  
300 S. 9<sup>th</sup>  
354-2501

Myers Elementary  
1200 S. 1<sup>st</sup>  
354-5252

Parkland Elementary  
2201 S. Cornwell  
354-7786  
School)

Ranchwood Elementary  
607 Annawood Dr.  
354-6616

Shedeck Elementary  
2100 S. Holly  
354-6601

Skyview Elementary  
650 S. Yukon Parkway  
354-4852

Surrey Hills Elementary  
10700 Hastings Ave.  
373-1973

Yukon Public Schools  
Administration Office  
600 Maple  
354-2587

Transportation  
11043 NW 10<sup>th</sup>  
354-6667

Fine Arts Auditorium  
850 Yukon Ave.  
354-8356

High School Gymnasium  
1777 S. Yukon Parkway  
354-0413

Alternative School 9<sup>th</sup>/10<sup>th</sup>  
946 Poplar Ave.  
350-2650

Alternative School 11<sup>th</sup>/12<sup>th</sup>  
320 S. 9<sup>th</sup> Street  
354-6619

Food Services  
500 E. Vandament  
(Offices at Independence Elementary  
School)  
265-1340

Maintenance  
1011 W. Main  
354-6646

## INTRODUCTION

These policies and procedures should be valuable in helping students adjust to Yukon High School and become an integral part of it. This handbook is not all-inclusive but is intended to be a guide to the policies and regulations of Yukon High School. **It is the student's responsibility to read and know the content of this handbook.**

Participation in school activities will prepare students to live a better life. A student's success in school is directly proportional to his efforts.

## ACT/SAT TESTS

ACT/SAT National Test Dates are set on Saturdays. Yukon High School is an ACT test site. Students should check with a counselor for these test dates. A student taking residual tests on school days at college sites will have that day counted toward the total absences for the semester. This can affect test exemptions and possible loss of credit (see attendance policy and nine weeks test exemption policy).

## ACTIVITY ABSENCES

YHS will recognize two types of activity absences – one for OSSAA sanctioned events and one for all other school related activities such as assembly set up and practice, event practice(s) and rehearsal(s), certain field trips, non-OSSAA sanctioned contests and competitions, Renaissance activities, Terry's Kids, etc.

**There will be a maximum of ten (10) activity absences allowed per class per school year for school-related activities.**

Requests for exemptions to this policy must be made in writing to the principal and reviewed by the Internal Activities Review Committee. No more than five (5) additional days will be granted.

## ACTIVITY FUNDS

All money-raising projects by classes, clubs, or any group **must be approved in advance by the principal and superintendent.** All activity money must be deposited in the Student Activity Fund. All money should be receipted. These funds may only be used for academic or related school functions. Approved purchases made by organizations will be paid by check from the Activity Fund.

STUDENTS WILL NOT BE DISMISSED FROM CLASSES TO SELL OR DISTRIBUTE PRODUCTS. The school will not be responsible for any purchase by students, staff, or other individuals who do not have a properly signed and approved purchase order from Yukon High School **in advance of the purchase.**

**INDIVIDUALS WILL NOT BE PERMITTED TO SELL OR DISTRIBUTE ITEMS FOR PERSONAL GAIN ON SCHOOL PROPERTY.**

## ACTIVITY/ FIELD TRIPS

The principal must approve all activity/field trips. A parent or teacher is required to be in each school vehicle utilized for the activity/field trip for the safety and welfare of each of our students.

STUDENTS ARE NOT PERMITTED TO DRIVE A VEHICLE TO OR FROM A SCHOOL-SPONSORED ACTIVITY OR FIELD TRIP IN WHICH THEY ARE REPRESENTING THE SCHOOL.

With permission from the coach or advisor, a student may ride to or from a school-sponsored event with only his parent or guardian. Arrangements must be made in advance, and the student will be dismissed by the sponsor directly to his parent or guardian. **It is YPS Board Policy that no student is permitted to ride with another parent to or from a school-sponsored event in which he is representing the school.**

Students riding buses will return on the same bus, unless directed otherwise by the sponsor. Conduct on activity/field trips will be in accordance with school rules and regulations. Students are to follow the directions of the adults in charge. No food or drink will be permitted on bus routes or activity/field trips. **The sponsor will assign seats to the students.** The sponsor will sit in the rear of the bus. If two sponsors are on the bus, one will sit in the rear and one in the middle of the bus. The sponsor and driver will check the bus after each activity/field trip.

## ANNOUNCEMENTS

Announcements are distributed through E-mail to all classrooms. Only those announcements approved by the principal and submitted by 2 P.M. on the previous day will be included in the daily bulletin. The Pledge of Allegiance and Moment of Silence shall be included as part of the announcements.

Only those student announcements approved by the sponsor will be made. A printed copy of the daily announcements will be posted outside the office each day. Announcements are made daily.

## ANNONYMITY (REFUSAL TO IDENTIFY SELF)

School personnel have the right to know the identity of all persons on the school premises. Students must identify themselves upon request of school personnel or duly assigned and identified monitors on school premises, to and from school during school hours, or during the time of school-sponsored or authorized functions. Upon entering any school premises visitors must immediately report to the office. The principal or any faculty member, after establishing that a person is 1) not a student or employee of the school, or 2) has no proper business at the school, will direct such person to leave immediately.

## **PRE-ADVANCED (Pre-AP)/Advanced Placement (AP) PROGRAM**

College Board AP Courses challenge and enrich college-bound students to expand their education beyond the typical secondary program. Courses are taught using college level curricula/materials and strategies that will prepare students to take College Board Advanced Placement Examinations. Success requires student commitment to the expectations of the Pre-AP/AP Program.

Students will be expected to: learn, analyze, synthesize, and manipulate knowledge and skills; think critically; budget time effectively and efficiently (daily homework); develop successful study skills; commit to a daily academic action plan; engage in electronically-assisted research and/or communications; develop advanced content area vocabulary; utilize community resources; develop multi-media and oral presentations; and commit to an agreement supporting the Pre-AP/AP Program and expectations.

**STUDENT RESPONSIBILITIES:** Organize time and effort to successfully complete the Pre-AP/AP course(s); read the course overview; understand the workload; agree to the requirements of the class; notify the teacher immediately if begin to fall behind in class readings or assignments. **To receive the HCA (1.0) for the second semester of an AP class, the student must take that subject's AP exam.**

**PARENT RESPONSIBILITIES:** Be familiar with the Pre-AP/AP course requirements; help student organize study time in support of class assignments; notify the teacher immediately of any concern(s) relating to the Pre-AP/AP class or student's progress.

**TEACHER RESPONSIBILITIES:** Agree to teach the Pre-AP/AP course at a college level and pace appropriate to the grade level as outlined by the College Board; advise students and parents within the first three weeks if the student's work is not adequate; report student progress with the normal progress report and report card cycle.

**ADMISSION POLICY:** Any student in the Yukon Public School district may have the opportunity to enroll in Pre-AP/AP courses.

**TEST PARTICIPATION:** If a student receives a qualifying score of a 3, 4, or 5 on their exam, they may earn college credit, placement or both.

**WITHDRAWAL POLICY:** All Pre-AP/AP schedule changes for the upcoming year must be made by the last day of the current school year. Pre-AP/AP classes may NOT be dropped due to failure to complete summer assignments, incomplete work, poor grades, extracurricular or employment conflicts. Once the current school year has started, students may request alternative placement in a non-AP comparative course. Students and parents must request in writing this alternative placement and meet with a principal appointed AP committee to be comprised of at least three staff members. The decision of the committee is final.

## **ASBESTOS HAZARD EMERGENCY RESPONSE ACT (Notification of Ahera)**

The U.S. Environmental Protection Agency has required that all public and private schools inspect all school buildings for the presence of asbestos and further to develop a plan that identifies and defines procedures for managing and schedules re-inspection of asbestos present in the school.

The management plan may be reviewed at the child's school during normal working hours. This brief explanation may not answer all questions; therefore, questions should be directed to the Superintendent's office, 354-2587.

### **ASSEMBLIES**

Students will be assigned seats for assemblies held in the auditorium. Failure to sit in assigned seat will be considered a truancy and the student will be disciplined accordingly.

Assembly programs and pep assemblies are held for several purposes: to teach, to entertain, to honor, to display school spirit, etc. Good student behavior and responsibility in assemblies is of the utmost importance. We would hope that students would always show extreme courtesy and attention in assemblies. Each student should observe appropriate rules of etiquette so that the school tradition will be held in high esteem. Attendance at assemblies is required. Seating will be assigned by administration.

**FAILURE TO REPORT TO YOUR ASSIGNED SEATING AREA WILL RESULT IN AN ABSENCE AND POSSIBLE DISCIPLINARY ACTION.**

Additionally, as young adults, you are expected to:

1. Follow assembly instructions as given to you by a teacher or administrator.
2. Sit where you are assigned to sit. Sit only with the class with which you go to the assembly.
3. Avoid talking, yelling, clapping, or indicating your approval or disapproval when such is not appropriate (ex: The National Honor Society induction requires silence; pep rallies require audience participation). Even at pep rallies there is a time to cheer and a time to listen. Know when those times are and respect them.
4. Honor and respect the dignity of the program.
5. Remember that you are not responsible for the way in which other people treat you, but you are responsible for the way in which you treat other people.
6. Disciplinary action will be taken against those students who are disruptive or uncooperative. Assemblies, pep rallies, etc. may be discontinued if the behavior continues to be inappropriate.

These expectations apply to all school sponsored activities including athletic contests.

## ATTENDANCE

### 24-Hour Attendance Hotline – 265-9

It is the intent of the Yukon Board of Education to fully comply with state law in the matter of student attendance. It shall be unlawful for a parent, guardian, custodian, or other person having custody of a child who is over the age of five (5) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse or to cause or compel such child to attend and comply with the rules of some public, private, or other school, or receive an education by other means for the full term the schools of the district are in session. (70 O.S. §10-105)

Attending class is a key factor in student achievement. Thus, any absence from class represents an educational loss to the student. The board recognizes, however, that the co-curricular program of the school also has educational benefit. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in co-curricular activities.

The superintendent is directed to develop, for board approval, regulations, which support this policy.

### ACTIVITY ABSENCES/COMMUNITY SERVICE

1. The student will be allowed to be absent from the classroom for a maximum of ten (10) days per school year to participate in activities sponsored by the school and five (5) days per school year to participate in YPS approved community service.
2. The student will be allowed to make up any work missed while participating.
3. These absences do not count against a student's exemptions from nine weeks tests.
4. Examples of community service are:
  - student mentoring
  - school sponsored hosting of parties for disadvantaged youth
  - school sponsored volunteering at a food bank or shelter
  - activities/events approved by the building principal
5. Requests for exemptions to this policy must be made in writing to the principal and reviewed by the Internal Activities Review Committee. No more than five (5) additional days will be granted.

#### Extracurricular Activities

Any student absent three or more hours during the school day will not be allowed to participate in any extracurricular activities that day, including practices, unless cleared in advance by the principal. This means that a student who is ill during the school day may not participate in an event held that day. The principal's judgment in these matters is final.

### Absence by Arrangement

These are absences in which the parents deem it necessary that a child miss school for reasons other than those that fall within an excused absence.

1. A student may make up all work missed without penalty. It is up to the student, on the day of return, to make arrangements to see that the work is made up.
2. In order to take an absence by arrangement, the parent, or guardian, must submit, at least two days prior to the absence, a written request for the student to be absent. If the request is not made as required, the absence will be treated as an unexcused absence.
3. Absences by arrangement will count against a student's exemption from nine weeks tests.

### Truancy/Unexcused Absence

A student is considered truant/unexcused when absent from the classroom without the knowledge/permission of either the school or the parent. Schoolwork missed due to truancy cannot be made up and a grade of zero will be given.

If a student is absent from school four or more days or parts of days within a four-week period without a valid excuse or is absent without valid excuse for ten (10) or more days or parts of days during a semester, the school principal will notify the parent, guardian, or custodian of the child and immediately report such absences to the district attorney in the county in which the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. (See also policy FOE.)

### Tardies

Tardies are disruptive to the classroom and also have an adverse effect on a student's educational progress. Students arriving late must report to the nearest office before going to the classroom and before attending class.

1. A student not in the classroom when the bell rings is tardy and must go to the nearest office for an admit slip.
2. A student who misses more than one-half of the hour will be counted absent; less than one-half of the hour will be a tardy.
3. Tardies per class will result in the following disciplinary actions during a nine-week period:

First tardy:	Warning
Second tardy:	One-day detention.
Third tardy:	One-day detention
Fourth tardy:	One-day detention
Fifth tardy:	Fifth or more will be handled by an Administrator

## ABSENCES

Student responsibility to attend class is a recognized part of the secondary school *academic* process. The entire academic process is an integral part of each class during each instructional period, regardless of whether tests or any other graded work are submitted to the instructor or performed during a particular class.

To be excused from school, a child must meet guidelines established by state law. Excused absence will be granted for the following reasons:

1. Personal family illnesses/injuries
2. Medical and dental appointments
3. Legal matters, including service on a grand, multi-county grand, or petit jury
4. Funerals
5. Observance of holidays required by student's religious affiliation with written notification to principal one (1) week prior to holiday.
6. Extenuating circumstances deemed necessary by the principal

If a child is to be absent for any reason, it is the responsibility of the parent(s), guardian, or other person having charge of that child, to notify the school that notification should be by telephone at the beginning of each school day in which the absence is to occur. If a parent or guardian has not notified the school, an automated call will notify a parent that the child is absent. If no contact is made, the parent must call the day the child returns before the student can be excused. Documentation must be received within five (5) school days.

Verbal communication from the parent or guardian may be considered acceptable by the building principal for five (5) excused absences during a semester period. **Beginning with the sixth (6<sup>th</sup>) absence of a semester period, all absences will be unexcused unless official documentation (doctor's note, verification of a court appearance, memorial service folder, etc.) is provided within five (5) school days of the student returning to school.** After this time an unexcused absence can only be changed to excused by the Attendance Appeals Committee. The decision of this committee is final.

No Credit (NC) for the semester will be given to a student who exceeds ten (10) absences per class during the semester. The high school will provide notification to the parent or guardian any time a student is to receive a NC due to attendance. This NC may be appealed in writing to the building principal.

In the event of a chronic or recurring illness, documentation by the student's doctor indicating the nature of the chronic or recurring condition will suffice for the doctor's statement required for each individual absence. Documentation of chronic or recurring illness will not extend beyond the end of the current school year.

After a student is absent for any excused reason, all work missed must be made up. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up. The student will be given the number of days to make up the work equal to the number of days absent, and work is due immediately for all

days of absences at the end of this time. Any exception to this timeline can be made only by the building principal, and only for extenuating reasons which can be substantiated.

Lengthy absences, which fall into other categories, must be verified by a note or telephone call to the principal from a parent or guardian. The principal will then allow the student to ask his/her teachers for assignments in advance. These assignments are due when the student returns to school. Any variance will be at the principal's discretion.

## **ATTENDANCE APPEALS**

Appeals dealing with attendance will be heard by a principal appointed committee consisting of at least three members. A request for an appeal must be made in writing and submitted to the building principal within two (2) weeks after the end of each semester.

The committee will determine if there are extenuating circumstances for the student's failure to meet attendance requirements and determine if absences may be excused. **THE DECISION OF THIS COMMITTEE IS FINAL.**

### **Truancy**

Truancy/unexcused absences are a very serious matter. It is governed by state law and Yukon Public Schools Board Policy. Truancy may preclude a student from achieving academic credit. **CITATIONS MAY BE GIVEN FOR TRUANCIES.**

A student is truant from school without permission from either the parent/guardian and/or the school. The following constitute other examples of truancy/unexcused absences:

1. Leaving school without checking out through the attendance office
2. A student that is verified to be on campus during class time but absent from class without staff permission is truant. *A parent phone call cannot excuse this type of absence.*
3. Becoming ill and going to the restroom and never reporting to the attendance office, a teacher or a principal
4. Not reporting to the location stated on a hall pass or not reporting in a timely manner
5. Oversleeping
6. Not being present for more than half of a class period
7. Attending a private driver education school/class during YHS class time
8. Work related absences
9. Hair, tanning, portrait or other non-medical appointments
10. Loitering in the parking lot during class time
11. Car trouble
12. "Skip days" and "Cutting class"
13. Missing the bus or ride
14. Trespassing at other school sites
15. Shopping
16. 9<sup>th</sup> and 10<sup>th</sup> grade students who go off campus at lunch

17. Fraudulent or fake phone calls to have a student dismissed from class
18. Being in a restricted access area such as the stadium during the school day.  
*This list is not meant to be all-inclusive.*

*Schoolwork missed due to truancy/unexcused absences will be given a zero! In addition, the following consequences will be in effect:*

- 1<sup>st</sup> Offense During the School Year = 3 Days of detention
- 2<sup>nd</sup> Offense During the School Year = 5 Days of detention
- 3<sup>rd</sup> Offense During the School Year = 3 Days of ISI
- 4<sup>th</sup> Offense During the School Year = 5 Days of ISI

More severe consequences may be assigned for excessive truancy including contacting the District Attorney. **The principal's decision about whether or not an absence is a truancy/unexcused absence is final.**

## **Background Checks Volunteers**

**Yukon Public Schools will require a background check on all parents, guardians or other responsible person for a child's well-being while volunteering for a school function or trip. This includes but is not limited to YPS Volunteers, Mentors, Field Trip Sponsors, and Parent/Teacher and Booster Club board members such as treasurer, fund raising chair, etc.**

Background check information is public record, but because of the sensitivity of the materials and the confidentiality of the person's identity information, **Failed Background Checks** will only be discussed with the applicant who filled out the background check form and the Principal/Designee of the school that the applicant wishes to volunteer.

### **Confidentiality**

All filled out background checks are to be kept in a safe, secure, locked cabinet.

### **Criteria for Passing Background Checks**

**The criteria for passing is:**

- **Criminal** - clear record or misdemeanors that occurred more than ten years ago; not sex-related violence against a person or drug-related. Note: If a misdemeanor occurred more than ten (10) years ago that was sex-related, violence against a person or drug-related, the applicant will be deferred to the school district. (See Deferred to the School District section below.)
- **Child Abuse and Neglect** - no findings
- **Driving** - clear record; or no more than two minor moving violations in the past three years. Note.- Applicants with more than two minor moving violations in the past three years will be deferred to the school district. (See Deferred to the School District section below.)
- **Sex Offender Registry** - Not found on currently accessed state registries

## **Criteria for Failing Background Checks**

**The criteria for failing a background check is any one of the following:**

- **Criminal** - any felony within the past ten (10) years; or misdemeanor within the past ten (10) years that was sex-related, violence against a person or drug-related. Note: If a misdemeanor occurred more than ten (10) years ago that was sex-related, violence against a person or drug-related, the applicant will be deferred to the school district. (See Deferred to the School District section below.)
- **Child Abuse and Neglect** - any confirmed report
- **Driving** - currently suspended - license; or DUI conviction within the past three year Note: If a DUI occurred more than three (3) years ago, the applicant will be deferred by the school district. (See Deferred to the School District section below.)
- **Sex Offender Registry** - listed on a currently accessed state registry Deferred to the School District.

### **Fail:**

If the applicant fails screening, he or she will receive a letter from Yukon Public Schools Volunteer Program, explaining the reason the application was denied.

## **SCHOOL DISTRICT DEFERRAL**

Occasionally, background checks reveal information that falls somewhere between a clearly defined pass and fail. Sometimes it is not possible to screen a potential volunteer at a level that meets Yukon Schools established standards; i.e., an applicant has recently moved from another state where background information is not available; more than two minor moving violations in the past three years; any major moving violation not triggering automatic fail; or any DUI that occurred more than three years ago. Thus the decision could be deferred to YPS Administration. If the decision regarding the applicant's suitability is deferred to the school district, YPS Schools District Coordinators are strongly urged to use a greater level of diligence in determining the suitability of the applicant, based on the screening results. Factors to consider in resolving this position of deferred applicants include:

- The length of time passed and circumstances surrounding the conduct in question
- The individual's age at the time of the offense

The decision of the District is final.

### **School District Employee Exemption**

With an agreement signed by the school district superintendent, any employee within that school district (i.e., paraprofessional, classroom aide, teacher, administrator, substitute, etc.) who has been deemed acceptable for direct placement with students by the district administration, may be placed as a Yukon Public School Volunteer/ Mentor or Field Trip Sponsor or Parent/Teacher Board Member without undergoing additional screening.

### **Final Screening Step**

As soon as all screening results for an individual are completed and if the Principal has not received information from the YPS Volunteer Office that indicates a fail, the volunteer is ready to be placed in the position for which they have volunteered.

## **Applicant Interviews**

Face-to-face interviews and/or reference checks will be conducted by the YPS Helping Hand Volunteer Office.

## **BELL SCHEDULE**

<b>1st Hour</b>	<b>7:35 - 8:29</b>
<b>2nd Hour</b>	<b>8:35 - 9:35</b>
<b>3rd Hour</b>	<b>9:41 - 10:37</b>
<b>1st Lunch</b>	<b>10:37 - 11:29</b>
<b>4th Hour</b>	<b>11:35 - 12:35</b>
<b>4th Hour</b>	<b>10:43 - 11:43</b>
<b>2nd Lunch</b>	<b>11:43 - 12:35</b>
<b>5th Hour</b>	<b>12:41 - 1:35</b>
<b>6th Hour</b>	<b>1:41 - 2:35</b>
<b>7th Hour</b>	<b>2:41 - 3:35</b>

### Parent-Teacher Conference Days

Early Out - September 20, 22 and March 27, 29

## **BULLYING, INTIMIDATION, HARASSMENT**

According to Oklahoma State Law 70 O.S. 20015, bullying, harassment, and intimidation are specifically prohibited “at school.”

“Harassment, intimidation, and bullying” means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. “Harassment, intimidation, and bullying” include, but are not limited to, a gesture or written, verbal, or physical act.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

Harassment, intimidation and bullying set forth above may include, but is not limited to the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one’s grades, achievements, etc.;

## **Applicant Interviews**

Face-to-face interviews and/or reference checks will be conducted by the YPS Helping Hand Volunteer Office.

## **BELL SCHEDULE**

<b>1st Hour</b>	<b>7:45 - 8:39</b>
<b>2nd Hour</b>	<b>8:45 - 9:39</b>
<b>3rd Hour</b>	<b>9:45 - 10:39</b>
<b>1st Lunch</b>	<b>10:39 - 11:33</b>
<b>4th Hour</b>	<b>11:39 - 12:39</b>
<b>4th Hour</b>	<b>10:45 - 11:45</b>
<b>2nd Lunch</b>	<b>11:45 - 12:39</b>
<b>5th Hour</b>	<b>12:45 - 1:45</b>
<b>6th Hour</b>	<b>1:51 - 2:45</b>
<b>7th Hour</b>	<b>2:51 - 3:45</b>

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Harassment, intimidation and bullying set forth above may include, but is not limited to the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one’s grades, achievements, etc.;

4. Demeaning jokes, stories, slurs, rumors, or activities directed at the student;
5. Unwelcome physical contact.
6. Cyberbullying.
7. Sexting
8. Physically harming an individual and/or their property.
9. Pranks, cartoons and drawings of a harassing nature.

This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities or school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

## **BUS POLICY**

The school may legally provide transportation to and from school for those students who live more than one and one-half (1½) miles from school. Individual bus routes and time schedules can be obtained from the Director of Transportation (354-6667). Bus routes are established to give the best possible service to all individuals in accordance with state laws and regulations. Yukon Public Schools will not provide transportation for transfer students.

**The school bus driver is the sole authority for the passengers on the bus.** Any misbehavior that distracts the driver and jeopardizes the safety of everyone is a VERY SERIOUS VIOLATION. A bus with students “out of control” may return to school so the principal may take immediate, appropriate action. The Yukon School District disciplinary program is a reflection of its interest in the safety of all children who ride the bus; therefore, the following procedures will be implemented:

1. Bus rules and procedures will be reviewed with the students by the principals.
2. All students will be assigned seats; bus-seating charts will be utilized on the first day of school.
3. Drivers will remind students and sponsors that there is “no eating or drinking on the bus including candy” to and from school.
4. No “guest riders” allowed unless a parental written request is submitted to school site administration 24 hours in advance. Permission is subject to bus space availability.

Students will be cited for the following:

- Refusing to obey the driver
- Failure to remain seated
- Use of tobacco
- Profanity
- Fighting
- Spitting
- Throwing objects
- Vandalism
- Hanging out of window
- Violation of gang policy
- Use or possession of controlled and/or dangerous substances

- Violating the rights of others
- Eating or drinking on the bus
- Lighting matches, lighters, etc.
- Walking in front of the bus without driver permission
- Feet in aisle
- Scooters, skateboards, etc. are not allowed on buses.
- Disrespectful to driver or school staff
- Tardiness to bus stop
- Bullying, intimidation, harassment of student or staff
- Threatening any student or staff

If a student is reported for any of the above violations, the principal may take the following action:

- |              |  |
|--------------|--|
| 1st Offense: | A conference with the student and a report to the parents. *   |
| 2nd Offense: | Automatic denial of riding privileges for a minimum of five (5) school days and a conference with parents. * |
| 3rd Offense: | Automatic denial of riding privileges for ten (10) school days and a conference with parents. *              |

\*School policy will be followed. Suspension may be possible depending on the severity of the offense and/or danger to the student or others. **THE PRINCIPAL'S DECISION IN THESE MATTERS IS FINAL.**

Denial of bus riding privileges will carryover from one semester to the next or one school year to the next. Transportation Department's phone number is 354-6667.

We hope you will understand this system to be a reflection of our interest in the safety and well being of your children.

## **CARE OF SCHOOL PROPERTY**

Students of Yukon Schools should take great pride in buildings and equipment. Others will follow in the use of the same buildings and equipment, and those that follow will appreciate the care that has been given their school.

All students should guard against marking on buildings, desks, and equipment. You are urged to cooperate to the maximum with the custodians in keeping the buildings and grounds clean. Shoe polishing of cars while on the school grounds during school or after school is prohibited.

## **CELL PHONES**

It is the policy of the Yukon Board of Education that a student may possess a wireless telecommunications device on their person or within immediate reach while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school.

No permission is needed for possession of a wireless telecommunication device for functions sponsored or authorized by the school held after the school day or off-district premises.

Prohibited usage may include but not be limited to instant messaging, using as photographic equipment, sending/receiving unauthorized infrared transmission, sexting, or other activities which may interrupt the normal course of instruction. Use of the wireless devices is prohibited in halls, classrooms, or any school premises during the school day. During this time these devices must be turned off and not visible. NOTE: Under a teacher direction, cell phones may be used during class time.

For high school students, the following rules and prohibitions apply:

- A high school student having a wireless telecommunication device must keep the device turned “off” and out of sight during class time or while in the media center or office areas unless a teacher (at the teacher’s discretion) or administrator grants a specific occasion exception. When the personal devices is permitted/requested during class time, no student is to be penalized for not having a device within his/her possession.
- During all assemblies the device must be turned off.
- The device may be stored in a backpack, purse, pocket or other place where it is not visible during class time.
- Use of a wireless communications device during a test (i.e., text messaging, image photographing) will be considered cheating, and proper action will be taken.
- Wireless device photography is prohibited in restrooms and locker rooms at all times.

Student’s misuse of wireless telecommunication devices during the regular school day on school premises shall be in violation of district policy unless prior consent has been granted. Disciplinary actions will be determined by the nature, severity, and frequency of such violations. Disciplinary actions will include but not be limited to: collection of the device by an administrator, detention, suspension, and/or removal of privileges.

1. **FIRST OFFENSE:**  
Phone will be retained by the school and parent/guardian must pick up after the student’s school day. The device will not be released to the student. Student may be assigned detention and/or other disciplinary action.
2. **SECOND OFFENSE:**  
Phone will be retained by the school for one (1) calendar day and phone will be released to parent/guardian at the end of the school day. Student will be assigned three days of detention.
3. **THIRD OFFENSE:**  
Phone will be retained by the school for one (1) calendar day and phone will be released to parent/guardian. Student may be assigned five (5) days of detention or other disciplinary action.
4. Additional cell phone policy violations will be treated the same as the third violation or a more severe disciplinary action may be imposed.

Refusal to give up a cell phone upon request will result in suspension.

**YHS ASSUMES NO RESPONSIBILITY FOR LOST OR STOLEN CELL PHONES.**

## CHEATING

In an academic institution, dishonesty serves to undermine the academic and intellectual integrity of the school. Cheating will be considered the act or intent of gaining or giving knowledge for an assignment or test answer by fraudulent means. More specifically, cheating involves, but is not limited to the following actions:

1. To use the work of another person as your own.
2. To copy information from another student's test, examination, theme, book report, term paper or notebook (unless allowed to do so by teacher).
3. To plagiarize – plagiarism means using another person's idea, expression of words without giving the original author credit.
4. To prepare for cheating in advance. Such action involves (1) having in your possession a copy of a test or assignment to be given or having been given by a teacher, (2) using the textbook or notes during a test or examination, (3) talking while taking quizzes, tests or examinations.
5. To fail to follow test procedures or instructions announced by a teacher (such as no turning around in seat, raise hand to ask questions, clear your desk, etc.)
6. To furnish to another student information which can be used to cheat.

If caught cheating, the student(s) will be given a grade of zero for the assignment or exam. The offending student(s) is/are also subject to disciplinary action. Students should be aware that many school organizations have additional consequences for cheating.

## CHECK OUT PROCEDURES

No student may leave school except at regular dismissal time without checking out through the office. If the student knows in advance that he needs to leave school, a parent must phone or come by the office to check out the student. **AN EARLY DISMISSAL FORM WILL BE ISSUED TO THE STUDENT. A student who fails to check out when leaving school anytime during the school day will be disciplined for truancy.** No student will be allowed to leave school unless a parent has been contacted.

**PARENTAL PHOTO IDENTIFICATION WILL BE REQUIRED WHEN CHECKING OUT A STUDENT IN PERSON.**

## CITATIONS/TICKETS

When school officials and/or law enforcement authorities deem necessary, a student may be issued a municipal citation. Citations could be issued for trespassing, truancy, tobacco, alcohol, drugs, profanity, assault, fighting, harassment and creating a disturbance among other rule(s) violations.

## CLASS OFFICERS

Serving as a class officer is both a privilege and a responsibility. A class officer is expected to be an individual who is able to set an example for fellow classmates and who is able to represent the school as a student in good standing. Good standing includes but is not limited to the following:

- A. Students must have a cumulative GPA (grade point average) of 2.5 or better.
- B. Students may not have had any suspensions (ISI or OSS) during the previous two semesters.

#### REMOVAL FROM OFFICE

A class officer may be removed from office permanently if:

- A. Student is suspended.
- B. Student is on the “Ineligible List” for more than three consecutive weeks in any class.

Any exceptions to the above are subject to review by the class advisor(s) and the principal/designee. The decision of the principal will be final.

### CLASS RANK

### VALEDICTORIAN AND SALUTATORIAN

It is the policy of the Yukon Board of Education that the following shall govern the selection of students for Valedictorian and Salutatorian recognition through the school year 2011/2012. This policy will end with the Class of 2012.

Students will be selected from each graduating class for the award of valedictorian and salutatorian. A valedictorian is a student who has achieved the highest degree of academic excellence in school as designated by the cumulative weighted grade point.

Grade point average of grades earned in the 9th, 10th, 11th, and first semester and third 9 weeks of the 12th grades will constitute the composite score. Advanced placement and honors courses will have additional weight in the computation of the grade point average.

To be eligible for consideration, students must:

1. Not enroll in a non-credit course in the 9-12 grades, including office aides, concurrent travel time, etc.
2. Not receive less than six (6) credits per semester.
3. When a concurrent class is part of the required six (6) hour day, the student must submit an official letter grade to be recorded on the high school transcript.

The top three percent (3%) of students with the highest cumulative grade point average of the graduating class will be recognized as valedictorians. The two students with the highest GPA will present an address at the commencement ceremony. In the event only one student attains the highest GPA, the student with the second highest grade point average will be recognized as the salutatorian and will also speak at the commencement ceremony. The valedictorian(s) and salutatorian(s) will wear white graduation gowns, lead the processional, and receive diplomas first.

## VALEDICTORIAN CRITERIA

It is the policy of the Yukon Board of Education that the following shall govern the selection of students for Valedictorian recognition beginning with the Class of 2010.

Grade point average of grades earned in the 9th, 10th, 11th, and first semester and third 9 weeks of the 12th grade will constitute the composite score. Advanced placement and honors courses will have additional weight in the computation of the grade point average.

To be eligible for consideration, students must:

1. All transcribed grades of 'A' in all course work in grades nine through twelve.
2. Successfully complete 15 Pre-Advanced Placement and/or Advanced Placement (AP) classes grades nine through twelve. At least five (5) of the 15 classes must be AP classes.
3. Achieve Satisfactory and/or Advanced on all End-of-Instruction exams.
4. Not enroll in a non-credit or non-graded (pass/fail) course in the 9-12 grades, including office aides, concurrent travel time, etc.
5. Not receive less than six (6) credits per semester.
6. When a concurrent class is part of the required six (6) hour day, the student must submit an official letter grade to be recorded on the high school transcript.

Beginning with the Class of 2013, one student will give the Valedictorian address. This speaker will be selected by a vote of all seniors meeting the Valedictorian criteria. The speech must receive prior approval from the Administration.

## CLOSED CAMPUS

Students in 9<sup>th</sup> & 10<sup>th</sup> grades must adhere to a closed campus policy. Students are not allowed to leave without properly checking out in the office. Students have specific areas they are assigned throughout the day and are expected to be in those areas only. During lunch, YHS 9/10 students are to be in the Cafeteria or the courtyard area. At lunch, students are not allowed anywhere on campus without staff permission. These times will vary on assembly days. Students are not allowed in the parking lot or the hallways. Parents who wish for their student to be released during the school day must properly check their student out in the office. During lunchtime, **NO FRESHMEN OR SOPHOMORE STUDENT WILL BE ALLOWED TO EXIT THE BUILDING FOR ANY REASON** except when physically checked out by and leaving with a parent or court recognized guardian. Parents may not check a student out over the phone during these times.

## **CLOSING OF SCHOOL**

If school is to be closed because of inclement weather or other unexpected reasons, it will be announced on television (CHANNELS 4, 5, & 9). DO NOT CALL SCHOOL OFFICIALS. (Many times a decision cannot be made until the morning of the school day in question.) School closings will be announced by the 6:30 a.m. news.



# NCAA FRESHMAN-ELIGIBILITY STANDARDS QUICK REFERENCE SHEET

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## KNOW THE RULES:

### Core Courses

- **NCAA Division I requires 16 core courses as of August 1, 2008.** This rule applies to any student first entering any Division I college or university on or after August 1, 2008. See the chart below for the breakdown of this 16 core-course requirement.
- **NCAA Division II requires 14 core courses.** See the breakdown of core-course requirements below. Please note, Division II will require 16 core courses beginning August 1, 2013.

### Test Scores

- **Division I** has a sliding scale for test score and grade-point average. The sliding scale for those requirements is shown on page two of this sheet.
- **Division II** has a minimum SAT score requirement of 820 or an ACT sum score of 68.
- The SAT score used for NCAA purposes includes **only** the critical reading and math sections. The writing section of the SAT is not used.
- The ACT score used for NCAA purposes is a **sum** of the four sections on the ACT: English, mathematics, reading and science.
- **All SAT and ACT scores must be reported directly to the NCAA Eligibility Center by the testing agency. Test scores that appear on transcripts will not be used. When registering for the SAT or ACT, use the Eligibility Center code of 9999 to make sure the score is reported to the Eligibility Center.**

### Grade-Point Average

- Only core courses are used in the calculation of the grade-point average.
- **Be sure** to look at your high school's list of NCAA-approved core courses on the Eligibility Center's Web site to make certain that courses being taken have been approved as core courses. The Web site is [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).
- **Division I** grade-point-average requirements are listed on page two of this sheet.
- **The Division II** grade-point-average requirement is a minimum of 2.000.

#### **DIVISION I 16 Core-Course Rule**

##### **16 Core Courses:**

- 4 years of English.
- 3 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 1 year of additional English, mathematics or natural/physical science.
- 2 years of social science.
- 4 years of additional courses (from any area above, foreign language or non-doctrinal religion/philosophy).

#### **DIVISION II 14 Core-Course Rule**

##### **14 Core Courses:**

- 3 years of English.
- 2 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 2 years of additional English, mathematics or natural/physical science.
- 2 years of social science.
- 3 years of additional courses (from any area above, foreign language or non-doctrinal religion/philosophy).

**PLEASE NOTE:** Beginning August 1, 2013, students planning to attend an NCAA Division II institution will be required to complete 16 core courses.

**OTHER IMPORTANT INFORMATION**

- Division II has no sliding scale. The minimum core grade-point average is 2.000. The minimum SAT score is 820 (verbal and math sections only) and the minimum ACT sum score is 68.
- 14 core courses are currently required for Division II. However, beginning 2013, students will be required to complete 16 core courses.
- 16 core courses are required for Division I.
- The SAT combined score is based on the verbal and math sections only. The writing section will not be used.
- SAT and ACT scores must be reported directly to the Eligibility Center from the testing agency. Scores on transcripts will not be used.
- Students enrolling at an NCAA Division I or II institution for the first time need to also complete the amateurism questionnaire through the Eligibility Center Web site. Students need to request final amateurism certification prior to enrollment.

For more information regarding the rules, please go to [www.ncaa.org](http://www.ncaa.org). Click on "Academics and Athletes" then "Eligibility and Recruiting." Or visit the Eligibility Center Web site at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).

Please call the NCAA Eligibility Center if you have questions:

Toll-free number: 877/262-1492.

NCAA Eligibility Center  
05/07/08 LK:cr

NCAA DIVISION I SLIDING SCALE CORE GRADE-POINT AVERAGE/ TEST-SCORE New Core GPA / Test Score Index		
Core GPA	SAT Verbal and Math ONLY	ACT
3.550 & above	400	37
3.525	410	38
3.500	420	39
3.475	430	40
3.450	440	41
3.425	450	41
3.400	460	42
3.375	470	42
3.350	480	43
3.325	490	44
3.300	500	44
3.275	510	45
3.250	520	46
3.225	530	46
3.200	540	47
3.175	550	47
3.150	560	48
3.125	570	49
3.100	580	49
3.075	590	50
3.050	600	50
3.025	610	51
3.000	620	52
2.975	630	52
2.950	640	53
2.925	650	53
2.900	660	54
2.875	670	55
2.850	680	56
2.825	690	56
2.800	700	57
2.775	710	58
2.750	720	59
2.725	730	59
2.700	730	60
2.675	740-750	61
2.650	760	62
2.625	770	63
2.600	780	64
2.575	790	65
2.550	800	66
2.525	810	67
2.500	820	68
2.475	830	69
2.450	840-850	70
2.425	860	70
2.400	860	71
2.375	870	72
2.350	880	73
2.325	890	74
2.300	900	75
2.275	910	76
2.250	920	77
2.225	930	78
2.200	940	79
2.175	950	80
2.150	960	80
2.125	960	81
2.100	970	82
2.075	980	83
2.050	990	84
2.025	1000	85
2.000	1010	86

## COMMENCEMENT POLICY

The Yukon Board of Education, the administration, and the faculty of Yukon High School view the annual commencement ceremony as a formal celebration of students' accomplishments. Many family members and friends of the graduates, as well as guests from the community, look forward to this significant event. Graduating seniors are asked to display appropriate and controlled behavior during the speakers' presentations and during the awarding of diplomas to ensure those in attendance have an enjoyable experience and the commencement ceremony proceeds in an atmosphere of pride and dignity.

The Board of Education approves the following policies for participants in commencement:

1. A student shall be a graduate of Yukon High School and be entitled to a high school diploma when the student is in good standing, has been enrolled in at least one semester for course credit during the current school year, and has successfully completed the minimum number of credits established by the district for graduation.
2. Special provisions are made for students enrolled in Project Connect through Canadian Valley Technology Center, for students enrolled in a Yukon Alternative School Program, and for students who have completed graduation requirements the previous semester.
3. The valedictorian(s) and salutatorian will wear white graduation gowns and will lead the processional line. The class officers will immediately follow.
4. A student participating in commencement exercises will be required to abide by the school discipline and dress code as outlined in the Student/Parent Handbook.
5. A student will not engage in any disruptive activity which interferes with the graduation process or infringes on the rights of other graduates, program participants, or audience members. The administration shall have the power to impose discipline on any student who engages in such activity.

## COMPUTER USE

Activities commonly associated with computer "hacking" are not allowed and are subject to staff interpretation and disciplinary consequences.

## CONCURRENT ENROLLMENT

Students who meet certain qualifications may take college courses during the school day for college credit. These courses will also count toward the high school credits required for graduation and are used to calculate one's GPA. Courses taken in concurrent enrollment will be counted as elective credit toward graduation. No credit for concurrent courses will be posted to the transcript until an official transcript is received from the college or university. Time is allowed from the regular school day for the student to attend college classes. If a student is interested in concurrent enrollment, he should see his counselor for details. **State law requires a student to be in attendance for six hours per day. If a student drops a concurrent course, the student is required to be on the high school campus for the time allotted for such concurrent course.**

## **CONDUCT GUIDELINES FOR EXTRA-CURRICULAR ACTIVITIES**

During the school year, students will have many opportunities for involvement in extra activities. Students are representing the Yukon School District during the school day and during school sponsored activities. Acceptable behavior is required. School personnel are an important part of any decision concerning student involvement. Personnel will always consider grades, attitude, and behavior. This applies to all school related activities.

## **CONTRABAND IN STUDENT VEHICLES**

It is the responsibility of any student driving a vehicle onto school property to insure that the vehicle does not contain alcohol, controlled substances(s), weapons, or any other item banned by school policy. These vehicles will be subject to random searches. Violations will result in disciplinary action and possible police referral.

## **CORRESPONDENCE COURSES**

A student may take course work for credit at Yukon High School through correspondence school in accordance with state regulations. Advance permission must be granted by the building administrator for a student to take correspondence courses. A senior taking correspondence work during the second semester must have the course completed and the grade reported to the guidance office no later than the first school day of May for the course to count toward graduation. Students should see a counselor for further information.

## **CYBERBULLYING**

Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace, often called cyberbullying, are unacceptable.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, insulting, mocking, demeaning, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else.

Community members who feel that they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to a school official. All reports of harassment in cyberspace will be investigated fully. Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension, or expulsion from school.

## **DEROGATORY LANGUAGE/SYMBOLS**

Derogatory racial, ethnic, profane, obscene, indecent or sexual language, verbal or nonverbal, intended to offend or abuse is not allowed and subject to disciplinary action.

## **DETENTION**

Yukon principals use detention as a disciplinary action. This is a mandatory **STUDY TIME**; therefore, all students must bring homework or study materials to detention. **Failure to attend detention at the appointed time will result in a minimum of 3 days of ISI.**

## **DIGITAL CITIZENSHIP**

Any electronic resource provided to or owned by students will be used in accordance with YPS District policy. This includes but is not limited to any device that can electronically receive or capture text, audio, or images and/or electronically transmit text, audio, or images; the internet; on-line bulletin boards; blogs.

When using an electronic resource students should not:

- disclose any sensitive, proprietary, confidential (including names) information about yourself or anyone else.
- be discourteous and/or impolite.
- post any material including photos and texts that is obscene, demeaning, defamatory, profane, libelous, threatening, harassing, abusive, hateful or embarrassing to another person or any other person or entity. This includes, but is not limited to, YPS and/or its students, employees and patrons.
- violate copyright, trademark and fair use laws.
- Access web sites and/or download any text, picture, or online conferring that includes material that is considered to be obscene, derogatory, libelous, indecent, vulgar, profane, or lewd; advertises any product or service to minors prohibited by law; presents a clear and present danger; or will cause the commission of unlawful acts or the violation of lawful school regulations. Also see Social Networking, Cyberbullying and Bullying.
- **REMEMBER, POSTS SHOULD BE FACTUAL AND IN GOOD TASTE. EVERYTHING YOU POST ONLINE STAYS ONLINE FOREVER.**

## **DISTRIBUTION OF MATERIALS ON CAMPUS**

Distribution of materials of any kind (other than those being distributed by the school) are not to disrupt the educational process in any way and must meet the guidelines as established by the state and federal court system. All posted items must be approved in advance by the building administration.

## **DRESS CODE/APPEARANCE**

A student's personal appearance is the responsibility of student and their parents, but becomes the responsibility of YHS when the mode of dress or personal grooming habits are disruptive to the functioning of the school. Students should present themselves neatly and well-groomed.

All students are expected to be groomed and dressed appropriately with respect to the following criteria:

- Cleanliness-Clothing and grooming must be such that they do not constitute a health or safety hazard.
- Clothing-Attire must be adequate to insure a decent appearance. Traditional footwear must be worn at all times. No house shoes allowed.
- Educational Consideration-Grooming and dress must not constitute a distraction or interfere with educational opportunities of other students. With ever-changing styles, additional guidelines are established to help maintain high standards. Standards of dress are provided so clothing does not distract from the educational process.
- Apparel with slogans, which promote activities prohibited by the school district code of conduct is not permitted.
- Pants, trousers, jeans, walking shorts, etc. are to be worn at the waistline and belts are to be buckled. Bare midriffs and “sagging” are not permitted. Appropriate undergarments should be worn at all times and be in good taste (modesty is the key). Clothing designed as under garments must not be worn as outer garments.
- Waistbands must be above the buttocks. Pants and jeans must be high enough to cover undergarments when seated.
- Short shorts, gym shorts or Soffe style shorts, spandex shorts, bodysuits, boxer shorts will not be considered appropriate school attire.
- Frayed or purposely torn clothing will not be considered appropriate school attire. This includes pants with holes above the knees.
- Tank tops, string or spaghetti strap tops, halter tops, tube tops, sheer tops with bra showing racer backs and backless articles are not considered appropriate school attire. **SHOULDERS MUST BE COVERED** and one’s cleavage unexposed. Dresses and skirts should be modest in appearance and will be held to the same standard as tops.
- Skirts and shorts must be fingertip or longer in length.
- Clothing and/or jewelry that relate to violence, gang activity, drugs, alcohol and/or tobacco and clothing which has suggestive writing and/or pictures are not permitted.
- Garments, jewelry, belt buckles, tattoos, etc., that tend to promote the idea of alcohol, illegal substances/use, display vulgar or suggestive language/symbols, or promote animosity between groups or individuals are not acceptable.
- Headgear is not permitted.
- Accessories such as bandannas, gloves, chains, ropes, straps, headscarves, spiked jewelry, sunglasses (inside buildings), etc. are not permitted.
- Clothing normally worn when participating in a school-sponsored extra-curricular or sports activity may be worn to school when approved by the sponsor or coach. Examples: cheerleader outfits, pom team and band uniforms, and team shirts/uniforms.
- No blankets or pajamas.
- Any attire that exposes one’s undergarments.

There may be changes, interpretations or exceptions to the dress code as deemed necessary by administrators. These changes or interpretations will be dependent upon safety conditions or situations that develop. **The judgment of the principal’s office concerning the appropriateness of clothing is final.**

Any student deemed in violation of the dress code will be required to find clothing that meets the code or will be sent home to correct the situation. This could

result in an unexcused absence. Failure to meet dress code regulations will be grounds for disciplinary action. This includes arrival to school prior to 7:50 a.m.

## **DRUG/ALCOHOL TESTING**

In order to safeguard the individual and general welfare of all students, the Yukon Public Schools may administer an alcohol test as a condition of admission to a school-related activity to any student and/or his/her guests. It may also administer such a test at any time during the school day and/or activity.

The YPS administration will determine at which school-sponsored events the alcohol test procedures will be used. These events will include, but are not limited to: proms, dances, concerts, overnight activities, optional field trips, athletic events, etc .

The administration will determine the manner by which the students will be tested: entire group, predetermined random selection, or based on individualized reasonable suspicion. The trained administrator or trained staff member present at such events has the authority to test and retest any individual suspected of being under the influence of alcohol even if the student has a negative test upon entering the event.

Students exhibiting signs of having consumed alcohol (reasonable suspicion) including, but not limited to: glassy eyes, slurred speech, unsteadiness on the feet or emission of an alcoholic odor, may be requested to take an alcohol test administered by a school administrator/designee. If a student tests positive for alcohol, he or she will receive one additional opportunity to take the test. Students who test positive for alcohol or students who refuse to take an alcohol test upon reasonable suspicion that they have consumed alcohol will be subject to all school rules relating to the use and/or possession of alcohol.

If a student does not pass the alcohol test, his/her parents will be notified and must come to pick them up. If a parent/guardian cannot be reached, the student will be placed in protective custody by the police department in the town where the event is located until a parent/guardian can pick up the student. Law enforcement will be notified if the student is still in possession of alcohol. Students who test positive for alcohol or who refuse to take the alcohol test upon determination that there is reasonable cause to suspect that they have consumed alcohol will be subject to all school rules relating to the use and/or possession of alcohol. Any student suspected of using, possessing or distributing drugs or alcohol will be referred to the principal or designee. If the student is determined to be in violation, the student will be suspended from school and/or co-curricular activities for a period of up to two semesters. The superintendent or designee, the Students Assistance Program, the parents and the police will be notified.

The Alcohol Testing Protocol shall apply to all students and guests, regardless of age.

### **POSSESSION OR USE OF CONTROLLED SUBSTANCES, ILLICIT DRUGS, DRUG PARAPHERNALIA, AND ALCOHOL**

While on school property or at school-sponsored events, students are forbidden to possess, use, share, deliver, assist in or participate in the transfer or sale or be under the influence of alcoholic beverages; illicit drugs, illegal, controlled,

addictive, or harmful substances (including over-the-counter substances that can have a stimulating or depressing effect and synthetic marijuana known as K2 or spice); items represented to be any of the above substances; and/or drug paraphernalia. (See also policy FNCF.)

**ILLICIT DRUG DEFINITION IS AS FOLLOWS:**

1. Any controlled dangerous substance as defined in the Uniform Controlled Dangerous Substance Act.
2. Any prescription drug possessed in violation of school policy.
3. Any non-prescription drug possessed in violation of school policy
4. Any substance which is represented to be a prescription or non-prescription drug
5. Any inhalant
6. Any other chemical, synthetic or natural substance which is capable of producing injury and is misused by a student.
7. Anabolic steroids

**ALCOHOL IS DEFINED AS FOLLOWS:**

1. Any intoxicating beverage as defined by Oklahoma law.
2. Any low-point beer as defined by Oklahoma law.
3. Any non-intoxicating beverage as defined by Oklahoma law.

**DRUG PARAPHERNALIA IS DEFINED AS FOLLOWS:**

All equipment, products and materials of any kind which are used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body, a controlled dangerous substance in violation of the Uniform Controlled Dangerous Substances Act. Oklahoma Statute – Title 63.

**USE OR POSSESSION OF ILLICIT SUBSTANCES ON SCHOOL PROPERTY DURING THE SCHOOL DAY OR AT ANY SCHOOL SPONSORED ACTIVITY.**

Students using, in possession of, or after having controlled illicit substances, illegal drugs, wine, beer, intoxicating beverages, non-intoxicating beverages and/or intoxicating substances during school, while attending a school sanctioned activity, while on any school premises, or when being transported, will be suspended.

**FIRST OFFENSE**

1. Parents will be contacted.
2. Law enforcement will be contacted if, in the opinion of the administration, circumstances warrant involvement.
3. Out-of-school suspension for not less than the current and succeeding school semesters. The suspension may be reduced to five (5) days if the student and parent/guardian agree to complete voluntary counseling

and urinalysis. Elementary school students are exempt from taking a urinalysis.

4. The counseling will consist of a six (6) hour course in a school approved chemical dependency education program or a comparable program approved by the administration, and six (6) additional hours to be spent with a Yukon Public Schools Student Assistance Counselor.

Student assistance program options may include, but are not limited to:

- assessment
- individual and/or family counseling
- attendance at education series
- attendance at 12-step meetings
- community service
- support groups

Costs of such activities shall be borne by the individual, parent or guardian.

Failure to complete required activities within the prescribed time will result in re-instatement of the full suspension.

5. The random urinalysis will be required throughout the term of suspension (a minimum of once per month). These tests will be conducted on school premises by the certified laboratory conducting the Yukon Public Schools activity drug tests. These random urinalysis will begin 30 calendar days after the first day of the suspension.

If one of these random tests has an abnormal reading, or if in the opinion of the drug testing company the urine specimen contains an adulterant or has been tampered with, or if the student refuses to take the test, the full term of the suspension will be reinstated. If the student/parent/guardian disagrees with the result he/she may request, at their own expense, that this urine specimen be tested by another certified laboratory. If a different result is obtained, then an appeal may be made to the administration within five (5) school days of notice of the second test finding. Administration will determine if the original finding was justified.

## **SECOND OFFENSE**

1. Parents will be contacted.
2. Law enforcement will be contacted if, in the opinion of the administration, circumstances warrant involvement.
3. If the second offense occurs within 24 calendar months of the first offense, out-of-school suspension for not less than two (2) semesters.

## **APPEARANCE OR BEING UNDER THE INFLUENCE (Reasonable Suspicion)**

If a student exhibits and/or appears to evidence intoxication by alcohol, illicit drugs, or over-the-counter medication at school or at a school-sponsored event, the parent(s), custodian, or legal guardian of such student will be notified immediately so that medical attention may be obtained, if necessary.

Any teacher who has reasonable cause to suspect that a student may be under the influence of or has possession of non-intoxicating beverages (beer, etc.), alcoholic beverages, or an illicit drug as defined herein, shall immediately notify an administrator. The administrator shall immediately notify the superintendent and the student's parents, custodian, or legal guardian. (See also policy FNCE.)

### **SALE OR DISTRIBUTION**

Any student who sells, distributes, or assists in the sale or distribution of alcohol, illicit drug, controlled, illegal, addictive, or harmful substances (including over-the-counter substances which may have a stimulating or depressing effect); or items represented as any of these substances, will be suspended for two (2) semesters without a reinstatement option.

## **DRUG TESTING**

The Yukon Board of Education in an effort to protect the health and safety of its extracurricular activities students from illegal drug use and abuse, thereby setting an example for all other students of the Yukon Public School District, has adopted the following policy for drug testing of activity students.

Illegal drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extra-curricular activities that involve competition and upon the positive image these students project to other students and to the community on behalf of students in extra-curricular activities. The Yukon Public School District has adopted this policy for use by all participants in interscholastic extra-curricular activities which involve competition in grades 7-12.

All Activity Students will be required to sign a "Student Drug Testing Consent Form" before the student may participate in an extra-curricular activity covered under this policy. A student who moves into the district after the school year begins will be required to sign a "Student Drug Testing Consent Form" before they will be eligible for participation.

Drug use testing for Activity Students will be chosen on a random selection basis from a list of all Activity Students who are involved in off-season and in-season activities. The Yukon Public school district will determine a monthly number of student names to be drawn at random from each grade level to provide a urine sample for drug use testing for illegal drugs.

In addition to the random drug test required above, any Activity Student may be required at any time to submit to a test for illegal drugs, or the metabolites thereof when an administrator, coach, or sponsor has **reasonable suspicion** of illegal or performance enhancing drug use by that particular student.

All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible.

If in the opinion of the drug testing company the urine specimen contains an adulterant or has been tampered with, the specimen will be treated as positive and policy consequences will be in effect. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal/athletic director who will then determine if a new sample should be obtained.

An initial positive test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of one year. Positive student records will be kept on file for five years. Requests for additional testing will be at the expense of the parent/guardian.

**Any Activity Student who tests positive in a drug test under this policy shall be subject to the following restrictions:**

**A. For the First Offense:**

The parent/guardian will be scheduled with the student, parent/guardian, athletic director/designee, director of student assistance programs, and/or principal/designee to discuss the positive test result. The student will be suspended from participation in **all** activities covered under this policy for ten (10) school days. After this ten-day period, the student may resume participation once they have provided proof to the school that they have completed four (4) hours of substance abuse education/counseling from a qualified drug treatment program or counseling entity the cost of which will be paid for by the parent/guardian. Additionally, the student will be tested for the remainder of that semester plus the following semester. The time and date will be unknown to the student and determined by school personnel.

These requirements and restrictions shall begin immediately, consecutive in nature, unless a review appeal is filed following receipt of a positive test. Should the parent/student not agree to these provisions the consequences listed in this policy for the second offense will be imposed.

**B. For the Second Offense (in the same school year):**

Complete suspension from participation in **all** extra-curricular activities including all meetings, practices, performances, and competition for the remainder of the school year, or eighty-eight school days (1 semester) whichever is longer.

**Appeal:**

An Activity Student who has been determined by the principal/athletic director to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extra-curricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided and her/his decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

**Refusal to Submit to Drug Use Test:**

A participating student who refused to submit to a drug test authorized under this policy shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for the remainder of the

school year or eighty-eight days whichever is the longer. Additionally, such student shall not be considered for any interscholastic activity honors or awards given by the school.

### **Voluntary Parental Referral**

Parents may voluntarily place their students in the random pool for testing.

## **ELECTIONS**

Several elections will be held during the school year. Before an election is held, sponsors must submit election qualifications, election rules, and election dates to the principal for approval. A copy of the written rules may be obtained from the sponsor.

Written ballots must be prepared for all elections. Two or more sponsors will tabulate ballots for any election. No student can be elected president of two school organizations. Candidates for any office including queens/kings or attendants must meet the following qualifications:

1. Maintain a 2.5 GPA average with no failing grades through the last full semester.
2. Have good school attendance.
3. Be free of serious or chronic disciplinary reports within the previous two semesters.
4. Not be a queen/king of any other organization or activity.
5. If an officer of a club or organization is suspended out-of-school, he will automatically forfeit his office.
6. A student may be selected as a King or Queen only once per school year.

**NOTE:** In the event Yukon is eligible to have an All-State Queen, a committee consisting of the principal, the athletic director, and the coach of the sport or sports involved will be responsible for determining criteria for the selection of the representative.

## **ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

Each honor, office, and activity has rules of eligibility which students must meet. Extra-curricular activity eligibility generally conforms to the OSSAA regulations as listed below. Students must maintain eligibility for participation.

A student is NOT eligible for extracurricular activities if he:

1. Is 19 years of age before September 1<sup>st</sup>.
2. Has not attended each class 90% of the time for the current semester, or if he has any questionable absences.
3. Has been disqualified from a contest because of unsportsmanlike conduct or a flagrant foul or is under school discipline.
4. Has participated in a contest where professionalism was being practiced or cash or merchandise prizes were offered, given, or paid to individuals or to the team.
5. Has participated in a contest under an assumed name.
6. Has attended school 8 semesters or parts of semesters in grades 9 through 12.

7. Has participated in the sport four seasons, or has had three seasons of opportunity after attending the 9<sup>th</sup> grade.
8. His parents are not bona fide residents of the Yukon School District.
9. Has participated in athletics at any school other than the public high school of the district where his parents reside.
10. Has participated in organized practice or a game of football or basketball before the season opens or after the season closes.

In addition:

11. Any student truant for one (1) or more hours may not be eligible to participate in the next event.
12. Any student absent three (3) or more hours in one day may not be permitted to participate in any extracurricular activity that day, including practice.
13. Any student who is on the ineligible list.
14. If the ineligible student is overlooked by the coach/sponsor, it is the student's responsibility to inform the coach/sponsor of the ineligibility.
15. Eligibility runs Monday through Sunday and is in effect for the entire week.

## **ENROLLMENT REQUIREMENT**

To enroll in Yukon High School, the student's parent or guardian is required to personally enroll the student. Each must show documentation of residency and a photo I.D.

## **EOI/ACE TESTS**

End-of-Instruction (EOI) tests are state mandated criterion-referenced tests to be given to each student who completes instruction in English II, English III, U. S. History, Algebra I, Algebra II, , Geometry and Biology I. Students must take these tests before they can receive a YHS diploma.

The score of Advanced, Proficient, Limited Knowledge or Unsatisfactory for the EOI tests will be recorded on the student's official academic transcript.

**Beginning with the Class of 2012, a student must score Proficient or Advanced on EOI's for Algebra I and English II plus two of the additional five EOI's in order to graduate.**

## **FERPA**

### **(Notification to Parent: Review of Student Records)**

In the course of the child's education, the school district will keep records as deemed necessary to provide programs to meet his needs and interests. Under the Family Educational Rights and Privacy Act (FERPA), a parent has the RIGHT TO:

1. Inspect and review his child's education record within 45 days of the day the District receives a request for access.
2. Request amendment of education records to ensure they are not inaccurate, misleading, or in violation of the student's privacy or other rights.
3. Consent to disclose education records, except where consent is not required authorizing disclosure.

4. File complaints with the Family Policy and Regulations Office, United States Department of Education, Washington, D.C. 20202, concerning the alleged violations of the requirements of FERPA (34CRF99.1-00.67); and
5. Obtain a copy of the FERPA policy adopted by the local school district upon request being made to the local school administrator.

Parents have two weeks on receipt of the records to advise the Superintendent, in writing, of any items they designate as not being directory information for that child. The following items are considered by the Yukon School District to be "DIRECTORY INFORMATION:"

The student's

1. Name
2. Name of parents
3. Place and date of birth
4. Class designation (i.e., first grade, tenth grade, etc.)
5. Extra-curricular participation
6. Achievement awards or honors
7. Weight and height if a member of an athletic team
8. Photograph
9. Previous school district
10. Address
11. Telephone listing
12. Dates of attendance
13. Student statements, photographs, audio or video-tapes which identify the student's participation in/and or achievements gained in enrolled courses or officially recognized activities.
14. Ungraded student work

All rights and protection given parents under FERPA and this policy transfer to the student when he reaches the age of 18 or enrolls in a post-secondary school. The student then becomes an "Eligible Student." Certain qualifications apply in the case of handicapped students, which may affect their being an "Eligible Student." If a parent/guardian has any questions regarding FERPA, he may contact the child's school. **Translations of this notice will be arranged, in the native language, of non-English speaking parents.**

In an emergency, FERPA permits school officials to disclose without consent education records, including personally identifiable information from those records, to protect the health or safety of students or other individuals. At such times, records and information may be released to appropriate parties such as law enforcement officials, public health officials, and trained medical personnel. *See 34 CFR § 99.31(a)(10) and § 99.36.* This exception is limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from a student's education records.

## **LUNCH PROGRAM**

1. When students finish eating, they will remain seated in the cafeteria or they may go outside in the courtyard area. Students must remain in the courtyard area and are not to go around the building for any reason.

2. Students will leave the cafeteria and courtyard in a clean and neat manner. Trays must be returned to the tray return and trash placed in the proper receptacles.
3. **Ninth and tenth grade students will not be allowed to leave campus. Leaving campus will be considered a truancy and will be treated according to the handbook. There may be a monetary fine imposed.**
4. Duty teachers will dismiss students upon time to return to class.

### **Online Prepayment:**

Features and advantages of this service include:

- Convenient, easy and secure online service for busy parents.
- Funds can be deposited into the child's school meal account at any time.
- A website ([www.nutrikids.com](http://www.nutrikids.com)) allows parents to check their child's account balance.
- A report of the child's eating history can be printed by the parent.
- Students spend less time in the serving line and have more time to eat with friends.

### **To access these services:**

1. Simply go to the school district web site at [www.yukonps.com](http://www.yukonps.com)
2. Click on Food Service link.
3. Create a new student account using the child's name, student ID number and school zip code.

### **General Information:**

- Parents with more than one child in the District can prepay using one online account.
- Payments may be made through an existing PayPal account, a major credit or debit card.
- To use the online prepayment service, a nominal fee of 1.75 per deposit transaction is assessed to cover bank fees.

It is the desire of the Yukon School District to provide nutritional meals to all pupils and the district will not discriminate against any child because of inability to pay the full price of the meal. The following guidelines will be followed to assist the Food Service department:

1. Students receiving food or beverage substitutions must have a written prescription from a licensed physician.
2. Students will not be denied access to any meal as a result of a disciplinary action.
3. Students will be allowed to charge after attempts to contact parents are made.
4. No charging will be allowed during the last two weeks of school.

**Please help us keep the Cafeteria and Court Yard clean and attractive.**

### **FREE AND REDUCED LUNCH BENEFITS**

#### **ACT**

Students will receive a total of 2 free ACT fee waivers for their junior/senior years. The student may use them at any time during their junior or senior years for regular registration. A fee waiver may not be used for late registration. **See your counselor for more information.**

#### **AP**

College Board pays \$22 per test and the State of Oklahoma covers the remaining \$64 with the school district forfeiting the \$8 rebate.

#### **PSAT**

Yukon High School is awarded fee waivers based on the number of students on Free and Reduced lunches. In the past, we have had difficulties using all of the fee waivers.

#### **SAT**

Students can receive up to four fee waiver cards – 2 for the SAT and 2 for Subject tests – to cover both junior and senior years. Fee waivers cover the test fee only. Each Subject test fee waiver card covers up to 3 Subject tests for each registration.

#### **College Application Fee Waivers**

Counselors can write a letter to the college to request a waiver for the application fee. It is not guaranteed but it is highly likely.

### **FOREIGN EXCHANGE STUDENTS**

Foreign exchange students are accepted to our school in accordance with adopted school policy. These students are guests of the district, and every effort is made to provide a well-rounded experience in high school. Foreign exchange students must be affiliated with a legitimate exchange agent who accepts ultimate responsibility for the individual while in this school. Foreign exchange students are required to abide by the school rules. Foreign exchange students are given credit for the work they complete at Yukon High School and an official transcript is available upon request of the student or the parent/guardian. However, foreign exchange students are not issued a Yukon High School Diploma even though they are invited to participate in the commencement exercises at the end of the school year.

### **FUND RAISERS**

The principal and superintendent **MUST** approve all fundraisers. Certain courses may require students to solicit advertisements. **However, selling advertising cannot impact the grade a student receives.**

## **GANGS, GANG ACTIVITY, HATE GROUPS**

Any act/acts of gang activity or any public school secret society will be considered gross insubordination and subject to suspension and/or expulsion. This includes the following behavior committed by a student on school grounds, school buses, or at a school-sponsored event, or traveling to and from school:

1. Wearing, possessing, using distributing, displaying or selling any clothing, jewelry, emblems, badge, symbol, sign, tattoo, trademark, manner of grooming, or anything which is evidence of membership or affiliation in any gang.
2. Committing any act or omission or using any speech, either verbal or nonverbal (including gestures, handshakes and hand signals), showing membership or affiliation in a gang.
3. Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
  - a. Requesting any person to pay protection or otherwise intimidating or threatening any person.
  - b. Committing any other illegal act or other violation of school district policy.
  - c. Causing graffiti to be exhibited on school property or school work.
4. Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or mental harm to students are prohibited.
5. Causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension and expulsion.

# OKLAHOMA REQUIREMENTS FOR HIGH SCHOOL GRADUATION

YUKON HIGH SCHOOL DIPLOMA  
TOTAL OF 23 UNITS + 1 ART COMPETENCY REQUIRED

Meets State of Oklahoma Academic Graduation Requirements but may not meet college admission standards

YHS students must satisfactorily complete the following courses to graduate. 23 total units are required for graduation. This is the college preparatory curriculum required by law. A parent or legal guardian may “opt” their student out of the college preparatory curriculum.

## UNITS REQUIRED

4 English to include the following:

English I/Grammar & Composition  
English III/American Literature

English II/World Literature  
English IV/English Literature

3 Science to include the following:

Physical Science

Biology

The third unit from:

Chemistry  
Physics

Zoology  
Anatomy/Physiology

Environmental Science  
Biology II

4 Mathematics to include the following:\*

Algebra I

The second, third and fourth units from:

◆Introduction to Algebra II

Geometry  
Algebra II  
Algebra III

Pre-AP Calculus  
Calculus  
◆Mathematics of Finance  
AP Statistics

◆Introduction to Algebra II & Math of Finance are not college preparatory courses.

3 Social Studies to include the following:

Oklahoma History    World History    U. S. History    Government

2 units of the same Foreign Language or non-English language or 2 units of Computer Technology approved for college admission.\*\*

1 additional unit listed above or career and technology education courses approved for college admission.\*\*

.5 Keystone\*/elective

17.5 Total Units plus 5.5 elective units to total 23 units

NOTE: The State also requires successful completion of one unit in Fine Arts. These units are integrated in English and History. This fulfills the requirement for arts competencies.

EVERY STUDENT WHO COMPLETES THE INSTRUCTION FOR THE SPECIFIED SECONDARY LEVEL COMPETENCIES SHALL COMPLETE AN END-OF-INSTRUCTION TEST IN ORDER TO GRADUATE FROM HIGH SCHOOL.

No more than four (4) units of physical education/athletics may be counted toward the units required for graduation.

\*By board policy YHS exceeds state requirements in this area.

\*\*With parent permission a student can opt out of this requirement.

Successful completion of concurrent enrollment in core areas of ENGLISH, MATH, SCIENCE, SOCIAL STUDIES or the ARTS may count as free electives toward completion of the High School Diploma.

NOTE: DUE TO SOME DIFFERENCES IN HIGH SCHOOL GRADUATION REQUIREMENTS AND COLLEGE ADMISSION CURRICULUM REQUIREMENTS, SOME STUDENTS MAY SUCCESSFULLY COMPLETE THE HIGH SCHOOL GRADUATION REQUIREMENTS BUT NOT MEET THE CURRICULUM REQUIREMENTS FOR COLLEGE ADMISSION. SEE YOUR GUIDANCE COUNSELOR FOR MORE SPECIFIC INFORMATION.

Students may earn a **Certificate of Distinction** by completing the following requirements:

- 4 units of English
- 4 units of mathematics
- 4 units of social studies
- 4 units of science
- 2 units of foreign language
- 2 units in the area of technology, the humanities, or the arts (the two art competencies required for the graduation will fulfill this requirement.)
- ½ unit of Keystone

The student must also have a minimum 3.25 GPA on a 4.0 scale and achieve a satisfactory (or advanced) score, or its equivalent, on all State end-of-instruction exams.

Please note that this Certificate of Distinction is not a diploma. However, satisfactory completion of these requirements will be noted on the student's diploma

No senior will be awarded a diploma with less than the required number of units.

At least two of the last three units completed must be from Yukon High School. Courses taken in an accredited school will be accepted as resident credit. **YUKON**

**HIGH SCHOOL STUDENTS WHO WISH TO TAKE COURSES AT SUMMER SCHOOL OR AT NIGHT SCHOOL OTHER THAN AT YUKON OR THROUGH CORRESPONDENCE MUST RECEIVE PERMISSION FROM THE BUILDING ADMINISTRATOR PRIOR TO REGISTERING. OTHERWISE THE COURSE(S) MAY NOT BE COUNTED TOWARD GRADUATION REQUIREMENTS OF YUKON HIGH SCHOOL.** For information concerning the participation in graduation exercises, please see the section entitled, "Commencement Policy."

## **GUIDANCE COUNSELORS**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, career information, study tips, help with home, school and/or social concerns, or any question the student may feel he would like to discuss with the counselor. Appointments can be made by signing the counselor sign-up sheet or by submitting a counselor request form.

The district offers a Student Assistance Program (SAP). The coordinator may be contacted at 354-6692.

## **HEALTH REQUIREMENTS, ILLNESS AND ACCIDENTS**

Oklahoma law requires students meet certain immunization requirements to be eligible to attend school. If these requirements are not met, the student will not be allowed to attend school. If the student develops an illness after reaching school, an attempt will be made to notify the parent. The school does not diagnose diseases and gives no internal medicine, including aspirin. In case of severe injury or broken bones, parents or a doctor will be notified immediately. The school will administer only emergency first aid in case of injury.

## **HIGH SCHOOL STATUS**

To receive sophomore status, a student must have successfully completed three (3) units of required courses.

A student must successfully complete a minimum of nine (9) units to be classified as a junior. Junior status may be denied if the administration believes it is in the best interest of the student.

To be classified as a senior, a student must have successfully completed sixteen (16) units of credit prior to the first day of the school year and have a reasonable expectation of completing the number of units required for graduation by the end of the summer term immediately following the current school year.

## **HOMEBOUND STUDENTS**

Students who are physically unable to attend regular classes should contact the counselors' offices. Arrangements for a homebound teacher may be made by obtaining a doctor's statement and meeting state and local requirements if the absence is expected to be longer than three (3) consecutive weeks.

## **ID (STUDENT)**

Students are responsible to have their student ID in their possession at school and at school activities. Failure to present their student ID to any staff member upon request will result in disciplinary action. Any student who loses or misplaces their ID will be required to notify the office and pay a replacement fee. Failure to carry your ID card may result in disciplinary action. Juniors and Seniors will be required to show their ID to school staff when leaving campus for lunch.

## **IMMUNIZATIONS**

Title 70, Section 1210.191, Oklahoma Statutes, 1970 requires that parents or guardians of all minor children in grades kindergarten through the twelfth grade for all public, parochial, or private schools in the State of Oklahoma, present a certified copy of required immunizations upon school entry. (To be in compliance with this law, students must present proof of (3) doses DPT/DT, (3) doses Polio for grades 10 through 12, (5) doses DPT/DT and (4) doses Polio for grade 9, (2) doses of MMR, a (2 or 3) dose series of Hepatitis B vaccine and a (2) dose series of Hepatitis A for grades 9 through 12. No minor child shall be admitted to any public, private, or parochial school operating in Oklahoma unless the parent or guardian can present to the appropriate school authorities certification from a licensed physician or the appropriate public health authorities that such child has received or is in the process of receiving immunizations required for school entry.

## **IN-SCHOOL INTERVENTION (ISI)**

The objective of this program is to provide an alternative to out of school suspension for those students who fail to function acceptably in the educational setting. ISI is in lieu of the regular school day. For a student to be placed in ISI, parental contact will be made. The student will sign a procedural contract so there is no misunderstanding about the intent of the In-School Intervention program and its policies/procedures. When a student is suspended out of school (OSS) while in ISI, he will return from OSS to complete the remaining portion of ISI.

**ANY STUDENT PLACED IN ISI WILL NOT BE ALLOWED TO PARTICIPATE IN ANY SCHOOL ACTIVITY, INCLUDING PRACTICE, WHILE IN ISI, AND WILL LOSE NINE WEEKS TEST EXEMPTION(S).**

Tardies during the student's stay in ISI will result in one additional day in ISI. If a third tardy occurs, the student will be suspended (OSS) for the remainder of the days accrued.

**A TRUANCY FROM ISI COULD RESULT IN A CITATION (TICKET).**

## **INSURANCE**

Insurance will be made available to students through the school. It is not compulsory, and the school is not responsible for payment of claims to students or parents.

## **INTERNET**

(Board Policy #EFBCA)

The Yukon Board of Education believes that the use of the Internet will further education by promoting the exchange of information and ideas by providing statewide, national, and global opportunities for students and staff.

Since the Internet constitutes an unregulated collection of educational resources, which change constantly, it is not possible to predict or control exactly what resources students may locate. The school district makes no guarantees of the accuracy of the information or the appropriateness of material which a student may encounter. Students will be under teacher supervision; however, it is not possible to constantly monitor individual students and what they are accessing. Students and other users will refrain from accessing and/or downloading any text, picture, or online conferring that includes material which is considered to be obscene, libelous, indecent, vulgar, profane, or lewd; advertises any product or service to minors prohibited by law; presents a clear and present danger; or will cause the commission of unlawful acts or the violation of lawful school regulations.

Users will be courteous and polite. Messages will be concise and not abusive in content or language. Personal information should not be revealed. Users must be aware that any message or information posted on the Internet may be accessed by others for whom it is not intended.

Users of the service will respect all copyright and license agreements. Copyrighted software, pictures, or music will not be downloaded for use that violates the copyrights.

All users must agree to attend an Internet orientation which will address the issues of appropriate use of the Internet, copyright laws, and Internet etiquette.

Violation of the Internet Use Policy will result in forfeiture of all Internet user privileges. Violators shall also be subject to appropriate disciplinary action.

## **KEYSTONE**

Keystone is a semester class required for all freshmen. This transition class will introduce freshmen to time management, goal setting, character education, community service and skills in leadership, test taking and note taking.

## **LOCKERS**

Lockers are provided to each student upon request and are subject to the following:

1. **Lockers are school property.** All lockers assigned to students are the property of the school district. Students have no expectation of privacy with regard to items kept in school lockers.
2. **Locks.** The school principal shall have custody of all combinations and copies of keys to all locks on lockers. Students are prohibited from placing locks on any locker without the advance approval of the school principal. Only locks owned by the school can be used on lockers.

3. **Legitimate use of lockers.** Students are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Students shall not use their lockers to store contraband—meaning illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the principal to be a potential threat to the safety or security of others. **Students are solely responsible for the contents of their lockers and should not share their lockers with other students, nor divulge locker combinations to other students, unless authorized by the school principal.**
4. **Random or blanket search of locker contents.** Random or blanket searches of school lockers and their contents help deter violations of school rules and regulations, ensure proper maintenance of school property, and provide greater security for students and personnel. Accordingly, the board authorizes the school principal or his/her designee to search lockers and their contents at any time on a blanket or random basis, without notice, and without parental/guardianship or student consent, and without reasonable suspicion of the presence of contraband. The principal or designated employee may request the assistance of a law enforcement officer in conducting a locker search. The principal or designated employee shall respect the privacy rights of the student regarding any items discovered that are not contraband.
5. **Search of particular locker.** In addition to conducting blanket or random searches, the school principal or his/her designee may conduct a reasonable search of a particular locker when there is reasonable suspicion that the locker contains contraband.
6. **Seizure.** When conducting locker searches, the principal may seize any contraband. Any items seized by a school official may be removed from the locker and held by the school official for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor student, or the student if he or she is 18 years of age or older, shall be notified by the school official of items removed from the locker.
7. **Vandalism to the locker,** including writing or damage of any kind will result in disciplinary action.
8. Under no circumstances should money or valuables be kept in lockers.
9. Disappearance of materials, including textbooks, from a locker is the sole responsibility of the student.
10. The locker is to be clean of any writing and/or posters before the student is cleared at the end of school year or upon withdrawal.

## **LOST AND FOUND**

The Lost and Found is maintained in the schools' offices. If a student finds an article in the classroom, it should be given to the teacher. Items found elsewhere should be taken to the Lost and Found. **The school assumes no responsibility for items left unattended in classrooms, locker rooms or other areas, or in lockers.** Under no circumstances should students leave personal items unattended or unsecured on campus. Articles not claimed by June 1 will be discarded.

## **MAKE-UP WORK**

Students who are absent are permitted to make-up their work. They will be given the amount of time they were absent in school days to make-up the work. It will be entered at full credit. A student will be required to submit long term assignments on time with the exception of an assignment which is made during the time the student is absent from school. Questions or disputes in this area will be determined by the building administration.

If a student is absent for 3 or more consecutive days, please call the counselor's office to make arrangements for picking up make-up work. Teachers are given 24 hours to put together necessary make-up work.

## **MEDIA CENTER (LIBRARY)**

The Media Center is open from 7:30 a.m. until 4:00 p.m. each school day. A variety of learning resources are available for student use.

Students wishing to use the Media Center are to present their student I.D.'s for checking out materials. An exclusive I.D. number will be issued to each student.

Students visiting the Media Center with a class should come prepared with pencil/pen, notebook paper and/or note cards, and his student I.D. card. Students are encouraged to use the library for recreational reading, self-help, and resource.

## **MEDICATION**

Nonprescription medication may not be taken by a student without written authorization by the parent/legal guardian. Parents/legal guardians must fill out a Yukon Schools Consent to Administer Medication Form (requiring parent/legal guardian and physician signatures) in order for students to take any form of prescription medication at school. It is recommended that parents bring medication to the school office whenever possible. Medication will not be sent home with students.

## **MESSAGES**

We will be unable to deliver messages to students during class time, except in cases of an emergency. We understand that parents may feel the need to get in touch with students during the school day, but we cannot stop the instruction of other students in the class for any reason other than an emergency. The nature of the emergency must be specified to a school official before classroom activities will be interrupted. Under normal circumstances, emergencies exist when conditions arise that make it impossible or impractical to delay the message later.

Arrangements for routine matters such as rides to and from school, car and house key delivery and pick-up, job times, meeting places, etc. should be made before the student arrives at school. Any non-emergency notes or deliveries will be made between classes via the intercom. Outside deliveries will not be made to students during the school day nor will they be accepted. This includes, but is not limited to, flowers, balloons, candygrams, etc.

## NATIONAL HONOR SOCIETY

To be a member of the National Honor Society, a student's GPA must be at least a 3.75 on a 4.0 basis. Averages are based on cumulative grades beginning with the first semester of the freshman year. Students will be expected to meet other criteria such as leadership, service, and character. Students will first be eligible for NHS upon completion of the first semester of the sophomore year and by meeting application requirements.

### NINE WEEKS TESTS AND EXEMPTIONS

All high school students are required to take comprehensive nine weeks tests each quarter of school unless exempt. Nine weeks tests will count 20% of the nine weeks grade. Although there are four ways to earn a test exemption, students may be awarded a maximum of three (3) exemptions per nine-week period. Only one test exemption will be awarded each nine weeks for each of the following categories:

1. No absences during a nine week grading period in any class.
2. No tardies during a nine week grading period in any class.
3. Having straight "A's" in all classes for a nine week grading period (unweighted).
4. No ISI or OSS for any class during a nine-week period.
5. **During the fourth 9 weeks a student can earn up to three (3) additional exemptions. The additional exemption(s) for an EOI course can be earned by achieving a raw score of 75% or higher on the EOI exam for that specific course.**
6. A student can be exempt from the fourth nine weeks test for an AP course if the student takes the AP exam for that course.
7. No outstanding financial obligations to YPS. This includes textbooks.

School sponsored activity or community service absences will not be applied to total absences. All other absences and tardies, regardless of the cause, will be applied. Students will be notified the week of testing if they qualify for one or more exemption(s). Those students qualifying for exemption(s) will be issued an exemption pass that can be used in one of their six classes in which they have a passing grade. The decision to be exempt from any test must be made prior to the examination.

Seniors may be exempt during the fourth nine weeks from 9 weeks exams on a class to class basis based on the following criteria:

1. Must have a "C" or better grade average in the class.
2. Must have no more than three absences in the class.
3. Two (2) tardies equal one (1) absence.

4. No ISI or OSS for any class.
5. No outstanding financial obligations to Yukon Public Schools.  
This includes textbooks.

No student will be allowed to take a test prior to the scheduled time and day. In extenuating circumstances, make-up tests may be taken after the time and day of the scheduled test. **IMPORTANT:** An exemption from a test does not allow an absence from school on the day of the test.

Students will be permitted to use their exemption in an attempt to improve their grade without penalty or loss of grade, for example – a student who has five “A’s” and one “B” can use their earned exemption in the “B” class to bring up their grade without fear of dropping the grade to a “C”.

Students cannot use an exemption in a class they are failing.

Students suspended from school or placed in ISI will be required to take all nine weeks tests. If the suspension includes parts of two quarters, both sets of tests will be affected.

A student cannot be exempt from concurrent enrollment courses or if on homebound.

A maximum of two (2) absences due to funerals in the student’s immediate family per year will not count against exemptions. Immediate family is defined as parent/step-parent/guardian, sibling/step-sibling, grandparent, aunt/uncle, and cousin. The funeral memorial service folder/program must be provided to the principal within in five (5) school days of the funeral. At the principal’s discretion, an additional number of days for funeral services can be exempted. This request must be made in writing and presented in a timely manner. It is the responsibility of the student to notify the office when absences occur for a family member.

## **NON-DISCRIMINATION POLICY**

It is the policy of the Yukon Public Schools, District I-27, to provide equal opportunities without regard to race, color, national origin, sex, age, or qualified handicap in its educational programs and activities. This includes, but is not limited to, admissions and educational services. Inquiries concerning application of this policy may be referred to the Coordinator of Title IX and Section 504 at the District Office at 600 Maple (350-1341).

## **ORGANIZATIONS SPONSORED BY YHS**

PLEASE NOTE: All organizations and associations of Yukon Public Schools must be approved and sanctioned by the administration and Board of Education. In addition, all school-sponsored organizations must have a faculty sponsor. The following organizations are currently sanctioned: Art Club, Band, Cheerleading, Chess Club, DECA, Drama, FBLA, FCA, FFA, FCCLA, Spanish Club, French Club, Mat Maids, National Honor Society, OM, Pom Pon Squad, 9/10-Science Club, Speech and Debate, Student Council, Yearbook, Youth to Youth, Newspaper, Tech Ed and Mock Trial.

Sponsors/facilitators must approve all club and class meetings. The president should contact the sponsor and get permission for a meeting. The sponsor will then contact the principal to obtain final approval for a date and place the activity on the official calendar. Sponsors/facilitators must attend functions of their groups.

## **OUT OF SCHOOL SUSPENSION (OSS)**

An administrator shall determine the suspension of a student due to violation of school rules, and parents will be notified immediately. If a student is to receive academic credit for the days suspended, he must attend the assigned OSS "After Hours". Failure to attend results in the student receiving zeros for all days suspended. The suspended student shall have the right to appeal the decision of the principal to the designated hearing officer and may appeal a suspension longer than ten (10) days to the Board of Education. The Board's decision to uphold or alter the terms of the suspension shall be final. Students who are suspended for the remainder of the semester or longer could be referred to the Canadian County Juvenile Justice Learning Center to receive educational services.

A student may be suspended for violation of school policies and procedures during the regular school day, at, or in route to, a school activity either on the Yukon campus or at a campus where Yukon is participating, or while on school transportation. A suspended student is not eligible to attend or participate in any school activity and is not to be on any Yukon campus during the period of the suspension.

The following are some reasons for which a student may be suspended from school:

1. Throwing objects during sporting events, assemblies, or school performances.
2. Creating or attempting to create a classroom disturbance.
3. Disobeying the reasonable request of a teacher or administrator.
4. Using profanity, vulgar language or vulgar expressions or gestures, and/or rude, degrading, derogatory or harassing comments or symbols;
5. Assault and/or battery on a student or staff member;
6. Possession or use of any dangerous weapon including replicas;
7. Possession, consumption, or being under the influence of any alcoholic beverage, narcotic drug, stimulant controlled substance, barbiturate, or paraphernalia;
8. Possession or use of tobacco on the school grounds.
9. Inciting, encouraging, promoting, or participation in attempts to interfere with the normal educational process;
10. Engaging in lewd, vulgar, or immoral acts;
11. Possession of vulgar or obscene material;
12. Persistently violating the school rules or regulations;
13. Inappropriate public displays of affection;
14. Vandalism to school property or to personal property on school grounds or during school activities;
15. Computer tampering, hacking, social networking or electronic device policy violation.
16. Theft;
17. Sexual harassment;
18. Cheating;

19. Threatening other students or staff;
20. Hazing;
21. Fighting.
22. Bullying, Intimidation, Harassment, Sexting
23. Violation of Gang Policy;
24. Assault and/or battery on a student or staff member;
25. Stealing school, staff and/or student property or possession of stolen property;
26. Adjudication as a delinquent.
27. Public Display of Affection (PDA)

NOTE: This list is not meant to be all inclusive.

## **PARKING LOT**

Student parking spaces are limited. **Car pooling or arriving early is recommended to ensure a parking space. The driveway between the buildings is for school staff and school busses only. Students are not to be dropped off in this area.**

PLEASE NOTE: The high school has at least one School Resource Officer. This individual has the authority and backing of our school district. Failure to follow his/her directions will be considered insubordination and violators will be referred to the building administration for possible disciplinary action.

For the safety of all, vehicles must be registered with the school. Students who have vehicles on the school grounds without a parking sticker may have driving privileges revoked and/or vehicle impounded. The following are basic parking guidelines:

- 1. Parking permits are required yearly and cost \$20.00.**
- 2. No parking in designated staff parking.**
3. Only licensed drivers will be allowed to park in the school parking lot.
4. The speed limit in all areas of the parking lot will be 10 mph.
5. The areas parallel to the curbs are not parking zones.
6. Curbs are painted to indicate no parking zones.
7. Cars must go in the entrance and out the exits as marked and should not block either of the two.
8. Cars shall occupy only one parking space.
9. Students and faculty should park only in designated areas.
10. Handicapped parking is available. Parking illegally in handicapped spaces will be monitored and may be ticketed by the Yukon Police Department.
11. The parking decal is to be placed on the inside of the front windshield, at the lower corner on the passenger side.
12. The parking lot is off limits to all 9<sup>th</sup> and 10<sup>th</sup> grade students the entire school day. Any student needing to return to their vehicle must obtain written permission from the office.
13. No parking on grass.
14. No driving during class breaks.
15. No backing into parking spots.

**Upon arriving on campus, all students are to vacate vehicles. Failure to do so could result in disciplinary action. No students will be permitted to remain in**

**vehicles for any reason. This includes waiting for rides or riders for the Canadian Valley Technology Center.**

**All vehicles brought onto a YPS campus are subject to random searches.**

## **PROFICIENCY BASED PROMOTION**

Proficiency Based Promotion is a system which awards credit for students' knowledge in the core curriculum areas. All students in Yukon Schools are eligible for Proficiency Based Promotion if they perform at the 90% or higher level on designated assessments. Upon request of a parent or guardian, a student will be given the opportunity to begin the process to demonstrate proficiency. The testing time will allow for appropriate decisions to be made regarding the placement of students for the next school year. Timelines for testing and application forms may be obtained at the district Gifted Office located at Central Elementary School.

Proficiency tests are based on the Priority Academic Student Skills. These skills are available for review in the school office. Yukon Schools will not be responsible for providing any materials for tutoring students for the purpose of proficiency testing. Please contact your school if more information is desired.

## **PROGRESS REPORTS**

Student progress reports are distributed after the fourth week of each grading period. Teachers may issue deficiency reports at other times. Grade cards are distributed approximately one week after the close of each nine-week period.

## **PUBLIC DISPLAY OF AFFECTION**

The school will insist that all couples conduct themselves at all times at school in such fashion that attention of others is not attracted to their behavior. No public display of affection should occur during school time. Offending pupils will have the necessary disciplinary action taken.

## **RENAISSANCE**

Renaissance is a program for students in grades 9-12 which promotes academic achievement by rewarding students with things they value. Students acquiring a certain grade point average after each nine-week period are given specific awards such as a shirt with the academic excellence logo of the school, free passes to school activities, a "success" card which offers discounts at many local businesses, early dismissal to lunch, and much more. In order to qualify for recognition in the Renaissance program, a student must be taking a minimum of four credit courses at the high school or at Canadian Valley Technology Center. Concurrent course grades are not considered for the Renaissance program since an official grade is not granted until the end of the semester. The Renaissance Program is a partnership between the school, the community, and business.

**MISUSE OF A RENAISSANCE CARD WILL RESULT IN THE LOSS OF THE CARD.**

## SCHEDULE CHANGES

Schedule changes will only be considered for legitimate reasons, such as a schedule conflict, meeting graduation requirements, or inappropriate placement as determined and recommended by a teacher or counselor with administrative approval. Students will not be moved to a class considered to be 'below' the intellectual capability of that student.

Schedules may be adjusted if any of the following criteria exist and space is available:

1. Incomplete schedules or computer errors.
2. Duplication of courses.
3. The student does not meet prerequisites or does not have teacher approval.
4. Acceptance to a special program (co-op work experience, Canadian Valley Technology Center, etc.).
5. Enrolled in a course with a teacher with whom the student previously failed.
6. Dropping PE for band or team sports.
7. Dropping a course taken during previous summer or night school (see policy concerning correspondence and summer schools).
8. Taking a more challenging course (no reversal at a later date).

## SCHOLASTIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

### **Section 1: SEMESTER GRADES**

- A. A student must have received a passing grade in any five (5) subjects counted for graduation he/she was enrolled in during the last semester he/she attended fifteen (15) or more days.
- B. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next semester he/she attends.
- C. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects in which he/she is enrolled at the end of a six week period.

### **Section 2: STUDENT ELIGIBILITY DURING A SEMESTER**

- A. Scholastic eligibility for students will be checked at the end of the third full week into the semester and each succeeding week thereafter.
- B. A student must be passing all subjects in which he/she is enrolled during a semester. If a student is not passing in all subjects in which he/she is enrolled at the end of a week, the student will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of his/her probationary one-week period, the student will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
- C. A student who has lost eligibility under this provision must achieve the minimum scholastic standard in order to regain eligibility.
- D. Eligibility will be determined each week from lists submitted by teachers. If the name of a student appears on the probation list, he/she may participate in

extracurricular activities. If the name of a student appears on the ineligible list, he/she may not participate in any activities for that eligibility period (one week). Raising a grade to passing in the middle of an eligibility period does not reinstate the student until the next eligibility period (Monday through Sunday).

### **Section 3: SPECIAL PROVISIONS**

- A. A 12<sup>TH</sup> GRADE STUDENT MAY MAINTAIN ELIGIBILITY IF HE/SHE IS PASSING THE CLASSES REQUIRED FOR GRADUATION. A 12<sup>th</sup> grade student who is concurrently enrolled in high school and college may use the college courses to meet the **minimum number of four subjects needed to maintain eligibility**. These may be a combination of high school and college subjects equivalent to four high school units which are accepted by the Oklahoma State Department of Education (physical education and athletics cannot be included in the four requirements).
- B. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his eligibility by achieving the minimum scholastic standard at the end of a three-week period.
- C. Incomplete grades will be considered the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 3, Section 3-C) if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in family, and natural disaster. Board policy allows a maximum of two weeks to apply this exception).
- D. One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1-A for the end of spring semester.
- E. The school may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.
- F. Students participating in school activities will not be allowed to participate in these activities after missing any class more than ten (10) times during the school year. Participation in district, regional, or state sanctioned OSSAA competition does not count toward the ten days.

### **SCHOOL RESOURCE OFFICER (SRO)**

Uniformed officers are employed for campus safety and security during the school day, for school sponsored activities and at other necessary times. School Resource Officers have the authority of the school to maintain order whenever they are on duty.

### **SEXTING**

Sexting is the sending, forwarding, displaying, posting, storing or receiving of sexually-explicit or sexually-suggestive images or video via a computer, cell phone, social networking sites, email, instant messaging programs, and video chat. Not only is sexting socially inappropriate, it could result in disciplinary actions by the school and/or criminal charges and detrimentally affect the personal safety and well being of individuals.

## SEXUAL HARASSMENT

The Yukon School District will not tolerate sexual harassment by any of its employees or students. This policy applies to non-employee volunteers whose work is subject to the control of school personnel.

### I. PROHIBITIONS

#### A. Unwelcome Conduct of a Sexual Nature

1. Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented “kidding” “teasing,” double meanings, and jokes.
2. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed person has indicated it is unwelcome.
3. A person who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcomed in order for any such subsequent conduct to be deemed unwelcome.

#### B. Sexual Harassment

For the purpose of this policy, unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment if:

1. Submission to or rejection of the conduct is used as a basis for a decision affecting the harassed student;
2. The conduct substantially interferes with a student’s school performance or creates an intimidating, hostile, or offensive environment;
3. A person uses his/her authority to solicit sexual favors or attention from a student when the student’s failure to submit will result in adverse treatment, or when the student’s acquiescence will result in preferential treatment; or
4. A student subjects another student to any unwelcome conduct of a sexual nature.

### II. REPORT, INVESTIGATION, AND SANCTIONS

#### A. It is the express policy of the Yukon Board of Education to encourage victims of sexual harassment to come forward with such claims.

1. Students are urged to immediately report any unwelcome conduct of a sexual nature if such conduct interferes with the student’s work performance or creates a hostile or offensive working or educational environment.
2. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

#### B. In determining whether the alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated.

#### C. Any student found to have been engaged in sexual harassment shall be subject to sanctions including, but not limited to warning or suspension.

## **SKATING**

Skate boards, roller blades, roller skates, scooters, etc., are strictly prohibited on all school property.

## **SMOKE FREE WORKPLACE POLICY**

The YPS Board of Education is committed to providing a tobacco-free environment for students employees, and patrons. In accordance with the *Smoking In Public Places Act*, the use of tobacco products at school is prohibited at all times.

## **SOCIAL NETWORKING**

Students engaged in extracurricular activities are representing the District and often serve as role models for others. The District desires to educate and protect students from activity which may negatively impact the student and/or the District. Incriminating photos or statements depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use or other inappropriate behavior will be subject to disciplinary action up to and including the possibility of removal from the team by the Head coach and/or the Director of Athletics.

## **SPECIAL EDUCATION**

The Yukon Public School District Special Education Department seeks to provide a free and appropriate public education for all children with disabilities, from three years of age through the completion of the twelfth grade.

PUBLIC LAW 94-142 and its revision, IDEA '97, mandates a free and appropriate public education for all disabled children with disabilities. This law makes educators and parents responsible for developing an educationally appropriate program for each child who qualifies.

Qualification for special education services is based on the results of a comprehensive evaluation. A multidisciplinary team of knowledgeable persons, including the parent, will review the evaluation components. This team will determine if the child is eligible under one of the following categories: Autism, Deaf-Blindness, Deafness/Hearing Impairment, Intellectual Disabilities, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Emotional Disturbance, Speech/Language Impaired, Specific Learning Disability, Traumatic Brain Injury, Visual Impairment, or Developmental Delays.

For any child needing special education, the following questions should be addressed:

- (1) Does the child have a disability?
- (2) Due to this disability, does the child require specially designed instruction?

For information concerning special education or referral procedures, contact your school counselor or the Director of Special Education (350-1341).

### **Section 504 of the Rehabilitation Act of 1973**

In an effort to comply with procedural requirements of Section 504 of the Rehabilitation Act of 1972, it is the intent of Yukon Public Schools to not discriminate on the basis of disability and to ensure that students who are disabled, with the definition of Section 504, are identified, evaluated and provided with appropriate educational services.

Section 504 mandates that, “No otherwise qualified individual with handicaps in the United States shall, solely by reason of her or his handicap, as defined in section 706(8) of this title, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any executive agency or by the United States Postal Service. (29 U.S.C. Sec. 790)

Qualification for 504 eligibility is based on the results of an evaluation that accurately and completely assesses the nature and extent of the disability, and provides sufficient information to determine appropriate services. Determination of eligibility and services must be made by a group of persons knowledgeable about the student. A person is considered to have a disability under Section 504 if:

1. The person has a physical or mental impairment which substantially limits one or more of such person’s major life activities, including activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working;
2. Has a record of such an impairment;
3. Is regarded as having such impairment.

Examples of students who might be eligible for special accommodations due to a substantial limitation could be students with conditions such as cancer, juvenile diabetes, asthma, ADD/ADHD, or Tourette’s Syndrome. It is the responsibility of the school site team to gather and review data, consider the impact upon the student in the educational setting, and to make the necessary accommodations and/or modifications for the student to receive services comparable to those of his/her non-disabled peers.

For information concerning Section 504 or referral procedures, contact the District Section 504 coordinator, Special Education Director, 600 Maple Street, Yukon, OK 73099 at (405) 350-1341.

## **STALKING**

A person commits stalking when he or she transmits to another person a threat with the intent to place that person in reasonable apprehension of death, bodily harm, sexual assault, confinement or restraint, and in furtherance of the threat knowingly does any one or more of the following acts:

- ◆ Follows the person, other than within the residence of the defendant;
- ◆ Places the person under surveillance by remaining present outside his or her school, place of employment, vehicle, other place occupied by the person, or residence other than the residence of the defendant.

Three to ten days out-of-school suspension, possible police referral, parent conference and/or long-term suspension could result.

## **STUDENT COUNCIL**

Your Student Council serves as a training experience for both leaders and followers, promotes the common good, and gives students a share in the management of the school. It also develops high standards of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school affairs, and helps solve problems that may arise. Members of the council are your representatives and have direct access to the school administration. The Student Council shall be composed of representatives from the freshman, sophomore, junior and senior classes.

## **STUDENT SEARCH/PRIVACY RIGHTS**

Board Policy/State Law HB 1284

“The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premise or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school. The principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property that might be in their possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property.”

“Any pupil found to be in possession of dangerous weapons, or controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester. Any such suspension may be appealed to the board of education of the school district by the pupil suspended under this section.”

“Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property.” (70-24-102)

## **STAFF QUESTIONING OF STUDENTS**

Principals and their designees shall have the authority and duty to conduct investigations and to questions students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law. Such investigations shall be conducted in a way which does not unduly interfere with school activities. Students are expected to cooperate. Failure to do so could result in disciplinary action.

Principals and their designees shall determine when the necessity exists to contact law enforcement officers, when the behavior of persons jeopardizes the safety of

students, school staff, or school property, or interferes with the operation of the school or to conduct an investigation of alleged criminal behavior.

## **STUDENT SEARCH, (DOG)**

In conducting any search authorized by district policy, the District may utilize trained dogs to detect prohibited items. This includes those dogs ‘handled’ by law enforcement agencies. If a dog alerts to a student’s locker or vehicle or to a classroom or common area, the area may be searched. If a dog alerts to a locked student vehicle, the student shall be requested to unlock the vehicle’s doors and trunk. If the student refuses, the student’s parent or guardian shall be notified and requested to unlock the vehicle. If the student’s parent or guardian refuses to unlock the vehicle, the District may contact appropriate law enforcement personnel to respond to the issue. The same procedure shall be utilized for searching a student’s luggage to be taken on a District-sponsored trip departing from District property.

## **SUBSTITUTES**

Substitute teachers are to be accorded the same respect as regular classroom teachers. They have the same authority as a regular teacher. Any student failing to maintain a proper relationship with a substitute teacher is subject to disciplinary action. The responsibility is with the student to treat a substitute with the respect and courtesy that is due all persons.

## **TEACHER/OFFICE AIDES**

Generally, students must be in class for credit six class periods per school day. However, under certain circumstances, students may elect to serve as office or teacher aides. Office aides receive pass/fail credit for the class.

A student may qualify for being an aide if he/she meets the following criteria:

1. The student must have a minimum 2.00 grade-point average on the regular school scale and be approved by the receiving supervisor.
2. The student must have no serious disciplinary action on his record, i.e. ISI or OSS. (Being placed in ISI or being suspended OSS may be grounds for being removed from the aide position and being placed in supervised study for the remainder of the semester.)
3. The student must agree to follow the directions of the supervising staff member and abide by the school tardy and attendance policy
4. A student may serve as an aide only one period during the school day.
5. Students will be allowed to be an aide for only one semester.

### **Teacher Aides**

One student aide is permitted per department and will work under the supervision of the department chairperson. The only exception may be in the area of science where the department may have two aides per semester. No credit is received for being a teacher aide.

### **Office, Counselor, Library Aides**

Each office may have no more than two aides per hour. Exceptions to this must be made by the building principal.

## TELEPHONES

The office telephone was installed for conducting school business. Students will not be given a pass during class to use the phone. Students must use the phone in the office when they are ill. A student placing an unneeded 911 call will be suspended. Police and parents will be notified. All emergencies should be directed through the office. Cell phones are not an acceptable means of communication during school hours.

## TEXTBOOKS

Students are encouraged to take textbooks home for study. In case of damage or loss of a textbook, the student will be expected to replace it; therefore, we urge students to cover textbooks to avoid damage.

## TOBACCO

**State law and board policy prohibit the use or possession of tobacco on the school campus. Students are not permitted to use or have in their possession tobacco in any form while on school grounds, or at school activities.** Students in violation of this policy will be dealt with in the following manner:

1 <sup>st</sup> offense	3 days detention plus parental contact*
2 <sup>nd</sup> offense	ISI (In-School Intervention)*
3 <sup>rd</sup> offense	OSS (Out-of-School Suspension)*

\*Law enforcement will be contacted if circumstances warrant involvement and a citation issued. Cigarette lighters are not permitted on school grounds and will be confiscated.

## TRESPASSING

Students are not allowed on any district or other school district campus, other than the home school, without permission from that site's principal. To do so is trespassing and is subject to disciplinary action. Once permission is received, the visiting student must immediately report to that site's main office.

Under Oklahoma law, a superintendent, principal, or other person in charge of a school has the right to order any person out of school buildings and off school property when it appears that the presence of the person is a threat to the peaceful conduct of school business, school classes, and school activities. **CITATIONS MAY BE GIVEN FOR TRESPASSING.**

## VANDALISM

Each student shall pay for all damages he/she may do to school property within one (1) week after demand, unless an arrangement for deferred payment has been made with the principal. Failure to make such payment shall be cause for suspension. The pupil responsible shall pay for books belonging to the school that are lost, stolen or damaged.

## **VARSITY SPORTS**

Yukon High School participates in a wide variety of varsity sports for both men and women as a Class 6A school. Students who wish to participate on a varsity team must make the squad and comply with the requirements set by the OSSAA.

## **VIRTUAL SCHOOL**

Yukon Public Schools will offer internet-based instructional programs (Virtual School) for high school grade level credit beginning with the 2011-12 school year. See the counseling office for more details.

## **VISITING SCHOOL**

You are encouraged to visit your children's schools from time to time; however, we ask that you comply with our policy requiring **all** visitors to go first to the principal's office and sign in. We have this policy for the safety of your children and our staff. Parents and any other person on campus without the principal's knowledge will be considered as trespassers. We also expect parents to be polite and civil in their dealing with all school staff. We do not permit or tolerate abusive, disrespectful, threatening, lewd, profane, or offensive language from your children at school, and will not tolerate it from parents.

## **WEAPONS**

It is the policy of the Board of Education (Board Policy #6030) that possession of dangerous instruments or weapons on school property, or other property adjacent to school property, at school sponsored functions, or while in any bus or vehicle used by the school for transportation of students or teachers is forbidden. Dangerous instruments or weapons include, but are not limited to, firearms (guns), fireworks, explosives, knives, razors, clubs, chains, ammunition, sharps/shafts/points capable of skin penetration, or other instruments used for assault or injury. Possession of weapon replicas shall be in violation of this policy. No one may use any article as a weapon to threaten or injure another person. Students found to be in violation of this policy will be suspended out-of-school and the police notified.

## **WITHDRAWAL FROM SCHOOL**

When a student must withdraw from Yukon High School during the school term, he/she should report to the counselors' office on the morning of the day he/she leaves, to fill out a withdrawal form and complete requirements set forth by the school. Students will not be withdrawn until contact has been made with the parent or guardian.

## **RACHEL'S CHALLENGE**

**Rachel Scott was the first student killed at Columbine High School on April 20, 1999. She left a legacy of compassion, kindness and caring. Rachel asked that all people practice the following challenges:**

- 1. Look for the best in others – eliminate prejudice.**
- 2. Dream big – set goals – keep a journal.**
- 3. Choose positive influences.**
- 4. Small acts of kindness reap huge results.**
- 5. Start a chain reaction.**

**Help keep Rachel's legacy alive by practicing these five acts of compassion, kindness and caring.**

**PARENTAL AUTHORIZATION TO ADMINISTER MEDICINE**

TO: \_\_\_\_\_  
(Principal)

\_\_\_\_\_  
(School)

I am the parent with legal custody, the legal guardian, or individual assuming permanent care and custody of \_\_\_\_\_, a student attending this school. This student requires medication at intervals during the school day.

I hereby give my consent and authorize and request the school principal, or \_\_\_\_\_ (an employee of the school district designated by the principal, and me) to:

\_\_\_\_\_ Administer \_\_\_\_\_, a non-prescription medication that I am hereby supplying you, in accordance with label directions or the written instructions of the child's physician that is attached hereto.

\_\_\_\_\_ Administer \_\_\_\_\_, a filled prescription medication that I am hereby supplying you, in accordance with the directions for the administration of the medicine listed on the label of the vial.

\_\_\_\_\_ Administer \_\_\_\_\_, a filled prescription medication that I am hereby supplying you, in accordance with the written instructions of the physician prescribing the medicine, which is attached hereto.

\_\_\_\_\_ Permit the student to retain the medication on the student's person since the medication must be administered at unpredictable intervals throughout the day. A physician's statement that the student is capable of, and has been instructed in the proper method of, self-administration of medication is attached.

I understand that under state law, the board of education, the school district, or the employees of the district shall not be liable to the student or the student's parent or guardian for civil damages for any personal injuries to the student which result from acts or omissions of school employees in administering the medicine I have hereby authorized or from the self-administration of medication by the student. It is recommended that parents bring medication to the school office whenever possible. Medication will not be sent home with students.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Parent with Legal Custody, Guardian, or Individual Assuming Permanent Care and Custody)

\_\_\_\_\_  
(Address)

WITNESS:  
\_\_\_\_\_



**INTERNET ACCESS CONDUCT AGREEMENT**

*Every student, regardless of age, must read and sign below:*

I have read, understand, and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the school district's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

User's Name (print clearly) \_\_\_\_\_ Home Phone: \_\_\_\_\_

Grade \_\_\_\_\_ School \_\_\_\_\_

User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Status: Student \_\_\_\_\_ Staff \_\_\_\_\_ Patron \_\_\_\_\_ I am 18 or older \_\_\_\_\_ I am under 18 \_\_\_\_\_

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Guardian: (If applicant is under 18 years of age, a parent or guardian must also read and sign this agreement.) As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the school district's Acceptable Use and Internet Safety Policy for the student's access to the school district's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am, therefore, signing this policy and agree to indemnify and hold harmless the school, the school district, and the Data Acquisition Site that provides the opportunity to the school district for computer network and Internet access against all claims, damages, losses, and costs, of whatever kind that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access the school district's computer network and the Internet.

Parent or Guardian (please print): \_\_\_\_\_ Home Phone: \_\_\_\_\_

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

Address: \_\_\_\_\_

This agreement is valid for the \_\_\_\_\_ school year only.

## **GUIDELINES FOR POSTING IMAGES OF STUDENTS AND IMAGES OF STUDENT PRODUCTS TO SCHOOL WEB PAGES**

These guidelines should be followed when posting images of students or images of student products on any district or school web pages.

### Image of Student

In most instances, images of students posted to any web page will not require the student's name to appear next to the image. A student's name should appear only next to the student's image in situations giving honor for significant awards or recognition (national, regional, state, district accomplishments or highly significant school achievements).

If a student's name is to appear next to the student's image, a Web Page Permission Form (see next page) should be signed by and received from the parent/guardian prior to the image appearing on a web page.

### Image of Student Products

In some instances, images of a student's products (class work, art, or school products) posted to any web page will not require the student's name to appear on or next to the image. If a student's name should appear on or next to the image of the student's product, a Web Page Permission Form (see next page) should be signed by and received from the parent/guardian prior to the image appearing on a web page.

**GUIDELINES FOR POSTING IMAGES OF STUDENTS AND  
IMAGES OF STUDENT PRODUCTS TO SCHOOL WEB PAGES (Cont.)**

**WEB SITE PERMISSION FORM**

Student's Name: \_\_\_\_\_

Student's Teacher: \_\_\_\_\_

School: \_\_\_\_\_

Image of Student

Yukon Public Schools has permission to publish my child's image on the school's web site. I understand that this image will appear on the Internet and the World Wide Web. Images will be labeled with first and last name only, if names are specified. At no time will my child's address or phone number appear on the web site.

I give permission for my child's image to be published on a school web site.

I **do not** give permission for my child's image to be published on a school web site.

Parent or Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Image of Student's Products

Yukon Public Schools has permission to publish image(s) of my child's outstanding classwork, art, or school products on the school's web site. I understand that this image will appear on the Internet and the World Wide Web. Images will be labeled with first and last name only, if names are specified. At no time will my child's address or phone number appear on the web site.

I give permission for my child's classwork, art, or school products to be published on a school web site.

I **do not** give permission for my child's classwork, art, or school products to be published on a school web site.

Parent or Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

**MILITARY RECRUITMENT ACCESS TO  
STUDENT RECORDS FORM**

TO PARENTS/GUARDIANS:

Military recruiters are provided access to student records under section 9528 of the Elementary and Secondary Education Act (No Child Left Behind). Records include student's names, phone numbers, and home addresses.

The law provides parents, guardians and students 18 or older the right to deny access to this information. If you **DO NOT** want your child's name, phone number, and home address released, please complete and return the opt out form on the bottom half of this letter as soon as possible.

School Administration

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**Please do not release my child's name, phone number, or address to military recruiters.**

**Student's Name** \_\_\_\_\_

\_\_\_\_\_  
**Signature of: Parent/Guardian or Student →(18 years or older)**

**Date of Request:** \_\_\_\_\_

## **YUKON HIGH SCHOOL FIGHT SONG**

**Oh, when those Yukon Millers fall in line.  
We're gonna win this game another time.  
We're gonna Yell, Yell, Yell, Yell, Yell and Yell  
For the football team we love so well, so well!  
We're gonna Fight, Fight, Fight for every score!  
We're gonna win this game and win some more!  
We're gonna roll those (     ) (opponent's name)  
On their side, On their side!**

**FIGHT TEAM FIGHT!**

**SCHOOL COLORS**

**Red and White**

**SCHOOL MASCOT**

**Millerman**



# CREATION OF THE MILLERMAN!

## “Early Days”

During the early years of Yukon’s school, the team was called the Panthers, and the yearbook was called The Javelin. The school colors have always been red and white or, “Crimson and Crème.” The first graduating class in 1904, consisted of three women – all of whom have returned to Yukon and have taught in the Yukon Schools. They called themselves, “the pioneer class,” and were “the first basketball team, the first tennis team, and the first alumni.”

In 1910, Yukon had its first football team. One of the former members of the team, Bennet Harris, stated, “the first game was with Epworth University of Oklahoma City, which ended in a scoreless tie, and Pat Patterson’s left ear was missing after the game.” (The Yukon Sun, date unknown.)

In the 1920’s the school newspaper was the Red and White, and in 1923 the first mascot was a dog named Mike. Mike is thought to be buried by the goal post at the old high school football field. Not until the fall of 1930 or the spring of 1931 did the name begin to change from the Panthers to the Millers. The transition was difficult as some fans liked Panthers while others liked the Millers! However, the Yukon Flour Mill played a significant role in Yukon’s development – and therefore, had impacted the school.

The Yukon Mill and Grain Company, an important industry for Yukon and surrounding farmers’ wheat produce, contributed much to the growth and modernization of our community and school. Yukon Electric Company, a subsidiary of the Yukon Mill and Grain Company, brought electricity to the new District 27 School in 1911. The school was also excited about indoor plumbing, and “they no longer had to worry about poor conditions of the outhouses, as reported in 1905.

The name “Miller” identified the individual responsible for opening the mill early in the morning and locking the mill late in the evening. He had a very important job! It was in the fall of 1930 and spring of 1931 that the transition from the Panthers to the Millers was made!

## “Later Years”

Thirty-four years later, in the fall of 1965, the Millers were playing in the State football playoffs in Edmond. Yukon was the only school without a mascot! Marie Wilkins, Marketing teacher, decided to design a quick costume for the event! Janice Wilkins Bedell, Marie’s daughter, was a freshman cheerleader. Marie clothed her in white leotards, a Yukon Flour Mills sack, and ear muffs! Janice Bedell claims she was not the first “Miller Man”. She was only a Yukon Mill Flour sack!

During this time, opposing teams were wearing spirit ribbons entitled, “Swat the Miller Bugs! Many of the teams in the conference were named after various insects, “The Hornets, Yellow jackets, etc.” No one really knew what a “miller” represented – except for the “miller bug”! These small moths are commonly found in sacks of flour.

The situation was very worrisome for the Yukon student body, but no one seemed to have an answer to their problem until Miss Thelma Ratcliff and her senior English classes were reading *The Canterbury Tales* by Chaucer. One of the notable characters in the tale is a Miller Man! In the Prologue, Chaucer wrote, “The Miller was a chap of sixteen stone, a great stout fellow big in a brawn and bone. He did well out of them, for he could go and win the ram at any wrestling show. Broad, knotty and short shouldered, he would boast he could heave any door off hinge and post,-----“

The 1965-66 Senior Yearbook staff decided this was their fellow! This would be the Miller symbol! Senior Tommy Thompson, yearbook artist, was given the task of sketching the first Miller Man. The drawing was not as ferocious as the Miller Man in the *Canterbury Tales*, however, he still had time to “blossom” and grow! Yukon had their Miller Man!

Mr. Miller Man held his first image until 1974. Then, just like you and me, growing in confidence and strength, he evolved into the fine symbol he is today. So far, The Miller Man’s appearance has changed three times – once in 1974, again in 1994, and once again in 1987. Mr. Miller Man boasts of strength of character and sportsmanship and continues to grow stronger with our love and support.