

Yamhill Carlton
High School



2016-2017

**On Time.....On Task and On
a Mission!!**

Student Name

Yamhill Carlton School District Operating Principles

- 1) Teachers involve students in learning activities from “bell to bell.” At least one third of instructional time is used engaging students with higher order thinking strategies. Learning time is rarely used for make-up work or entertainment, nor is it interrupted with announcements or other distractions.
- 2) Teachers expect students to be active learners. Teachers insist that students take notes during lectures, participate in discussions and teacher directed learning exercises, work as members of teams, and are on task.
- 3) Teachers use proficiency standards for instruction and assessment. Students are taught to learning targets that have defined knowledge and skills. Students are assessed on learning targets and if they have not reached mastery, they are re-taught using a different instructional strategy or provided with other learning interventions.
- 4) Staff members manage student behavior through the Positive Behavior Intervention System. Student misbehavior is not tolerated. Teachers will instruct and recognize correct behavior, redirect poor behavior, and if unsuccessful, will seek appropriate assistance from counselors or administration.
- 5) Staff members create a safe environment that is warm, friendly, and positive. Staff members connect with students and help them to overcome barriers to learning. Staff members communicate with parents frequently.
- 6) All levels of administration support teachers and students through regular feedback and evaluation, good budget management, and practical and visionary leadership.
- 7) School district personnel use a “pilot to practice” model to improve our programs. We implement new ideas by first trying them in small settings before committing them to large scale implementation. When we commit to large scale implementation we support staff with training and resources.
- 8) Facility cleanliness and maintenance is the responsibility of all staff members and students. Teachers and students clean up after themselves. Facilities are cleaned by custodians every day. Damaged facilities are repaired quickly. The learning environments are maintained at a comfortable temperature

Yamhill-Carlton High School TIGER

EXPECTATIONS AND COMMITMENTS

I will **EXCEL ACADEMICALLY, ACT RESPECTFULLY, and LIVE RESPONSIBLY.**

I will **EXCEL ACADEMICALLY.** I am on time, on task and on a mission - all the time.

I will **ACT RESPECTFULLY.** I am respectful in thought, word, and deed. I will never impede the progress of my sister or my brother.

I will **LIVE RESPONSIBLY.** I take ownership for and learn from my mistakes. I will participate in activities that lead to life, health, and wealth. I will always come to school prepared to learn and do my best.

I will **ATTEND SCHOOL** every day. I am responsible for me and will be here to succeed.
TOGETHER WE RIDE TO SUCCESS!!

Table of Contents	
Bell Schedules	Page 6
Student Rights & Responsibilities	Page 7
Tips for Students	Page 8
Student Body Officers	Page 9
School District Personnel	Page 10
YC Staff Roster	Page 11
Student Fees	Page 13
Breakfast/Lunch Program	Page 13
General Information	
Activity Fee (ASB)	Page 13
Athletic Events	Page 13
Automobile/Parking Regulations	Page 14
Bus Policy	Page 14
Closed Campus Policy	Page 14
Courtship	Page 15
Dances	Page 15
Dress Code	Page 15
Food Policy	Page 16
Gang, Gang Activities, Secret Societies	Page 16
Harassment	Page 17
Locker Policy	Page 17
Library/Media Center	Page 17
Medications	Page 17
Personal Electronic Devices	Page 18
Pets/Animals	Page 18
Search & Seizure	Page 18
Skateboards/Scooters/Bicycles	Page 18
Student Planners	Page 18
Visitors	Page 19
Activities/Athletics	
Academic Eligibility	Page 19
Activity/Athletic Guidelines	Page 19
Activity Events	Page 20
Fund Raising	Page 20
Posters	Page 20
Y-C Activities	Pages 20

Attendance	
Attendance Types	Page 21
Homework Requests	Page 22
Leaving School During the Day	Page 22
Pre-Arranged Absences	Page 22
Tardy Policy	Page 22
Student Conduct	
Expectations for Student Behavior	Page 23
Discipline and Student Conduct	Page 23
General Information	Page 23
Fighting	Page 24
Disrespect to School Staff	Page 24
Use or Possession of Illegal Drugs	Page 24
Sale or Furnishing Illegal Drugs/Alcohol	Page 25
Tobacco Policy	Page 25
Weapons: Real & Look-alikes	Page 25
Threats of Violence	Page 26
Discipline Plan	Pages 26
Resources for Students	Page 30
Other Resources	Page 30
Activity Calendars	Page 31-42

2016-2017 Bell Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Period 1 8:10-9:40	Period 5 8:10-9:32	Period 1 8:10-8:44	Period 1 8:10-9:32	Period 5 8:10-9:40
		Period 2 8:48-9:22		
Period 2 9:44-11:14	Period 6 9:36-10:58	Period 3 9:26-10:00	Period 2 9:36-10:58	Period 6 9:44-11:14
		Period 4 10:04-10:38		
Lunch 11:18-11:52	Lunch 11:00-11:30	Period 5 10:42-11:16	Lunch 11:00-11:30	Lunch 11:18-11:52
		Lunch 11:16-11:46		
Period 3 11:56-1:26	Advisory 11:30-12:10	Period 6 11:50-12:24	Advisory 11:30-12:10	Period 7 11:56-1:26
		Period 7 12:28-1:02		
Period 4 1:30-3:00	Period 7 12:12-1:34	Period 8 1:06-1:40	Period 3 12:12-1:34	Period 8 1:30-3:00
	Period 8 1:38-3:00	Early Release		

Preface

Yamhill-Carlton School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, or sex in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX, and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.

The following have been designated to coordinate compliance with these legal requirements and may be contacted at the district office for additional information and/or compliance issues: Charan Cline, Superintendent, phone 503-852-6980.
Student Rights & Responsibilities

STUDENT RIGHTS & RESPONSIBILITIES

Yamhill-Carlton High School has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under federal and state constitutions and statutes. In connection with rights, are responsibilities that must be assumed by students. Among these student rights and responsibilities are the following:

STUDENT RIGHTS

1. Civil rights, including the rights to equal educational opportunity and freedom from discrimination.
2. The right to attend free public schools.
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights.
4. The right to free inquiry and school appropriate expression.
5. The right to privacy, which includes privacy in respect to the student's school records.

STUDENT RESPONSIBILITIES

1. Responsibility not to discriminate against others.
2. Responsibility to attend school regularly and to observe school rules.
3. Responsibility to observe reasonable rules that allow everyone the opportunity to learn.

The high school administration believes that, as part of the educational process, students should be made aware of their legal rights and of the legal authority of the administration to make and delegate authority to its staff to make rules regarding the orderly operation of the school.

Students have the right to know the behavior standards expected of them as well as to know the consequences of misbehavior. The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents in handbooks distributed annually.

HOW TO SUCCEED IN CLASSES

Make the most of your time at YCHS! Increase your grade point average and be more successful by following these tips:

1. **Don't skip!!** You can't learn when you aren't in class. As students miss classes their grades tend to drop.
2. **Be prepared.** Take everything to class you may need every day and be sure to have spare pens, pencils and paper.
3. **Stay on task.** Avoid daydreaming. Focus on the activity at hand. Put down your pencil when you should only be listening, and take notes when information is being presented to you.
4. **Listen carefully to directions and follow them.** Ask questions if you are unclear about what is expected. This will help you make the most of your time in class.
5. **Follow the teachers' expectations.** You have a right to an education, so make the most of it! Read this handbook carefully. Understand the school rules and what the consequences are when you choose to act irresponsibly.
6. **Ask questions.** If the teacher can't help you right away, write your questions down and ask them at an appropriate time.
7. **Volunteer.** Participate in every classroom activity that you can. Be willing to take risks. Sure, you may not be right every time, but learning often takes place through a student's mistakes. Remember, no one has all the answers.
8. **Learn when it's time to talk.** Don't just sit there and chat your day away. Your grades will suffer, you will disturb others who want to learn, and your teachers will not appreciate the distractions.
9. **If you have a problem in a class, talk to the teacher.** Try not to let frustrations build up until you think you will explode. If you feel you cannot talk with the teacher, explain the situation to your parents, counselor or an administrator. They are anxious to help you in any way they can.
10. **Do your homework.** Homework is designed to reinforce what you learn in class, to give you practice and to further expand your knowledge. It is a big part of your grade in many classes.
11. **Be on time.** Plan your locker stops so you will have time to get prepared.

A Responsible Student

A responsible student participates to the best of his or her ability in, and benefits from, the academic and social opportunities made available in the school environment.

Academic expectations:

A responsible student...

- *Brings all required materials to class*
- *Is in class when the bell rings*
- *Will be absent from school only for excused illness*
- *Sets and maintains academic goals for the classroom*
- *Turns in assignments on time*
- *Uses allocated class time appropriately*
- *Does his/her own work*

Conduct expectations:

A responsible student...

- *Respects school property and the property of others*
- *Respects ALL people in the school community*
- *Is honest and truthful*
- *Is responsive to the instructions of school staff*
- *Adheres to state and federal laws*

Yamhill Carlton High School

2016-17 Student Body Officers

<i>President</i>	<i>Emily Lockhart</i>
<i>Vice-President</i>	<i>Chris Martinez</i>
<i>Activities Director</i>	<i>Luke Sauers</i>
<i>Assistant Activities Director</i>	<i>Alex Holliday</i>
<i>Secretary</i>	<i>Megan Gaibler</i>
<i>Assistant Secretary</i>	<i>Addie Robison</i>
<i>Treasurer</i>	<i>Ellen Smith</i>
<i>Assistant Treasurer</i>	<i>Dylan Hansen</i>

2016-2017 Class Officers

Seniors	Class of 2017
President	Cameron Waller
Vice-President	Morgan Jarvis
Secretary	Matia Ellis
Treasurer	Dylan Cable
Juniors	Class of 2018
President	Chandler Morris
Vice-President	Colton Saddoris
Secretary	Bethany Lee
Treasurer	Nicholas Sheridan
Sophomores	Class of 2019
President	Dane Manley
Vice-President	Kjersti LeClair
Secretary	McKenzie Berhorst
Treasurer	Marlee Roberts
Freshmen	Class of 2020
President	McKenzy McAvoy
Vice-President	Jaime Garcia
Secretary	Madison Dreger
Treasurer	Jakob Jarvis
Tech Crew Officers	Tyler Stiff
	Zack Breazille
	Ethan Cline

YCSD DISTRICT STAFF

Board of Directors

Jami Eglund
Susan Fitzgerald
Holly Nettles
Tim Pfeifer
Rick Yeo

Administration

Superintendent, Charan Cline	clinec@ycschools.org
Principal, Gregory Neuman	neumang@ycschools.org
Vice Principal, Matt Wiles	wilesm@ycschools.org
Athletic Director, Matt Wiles	wilesm@ycschools.org
District Facilities Mgr., Bobby Dixon	dixonb@ycschools.org
Nutrition Services Mgr, Shiloh Ficek	ficeks@ycschools.org

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YC STAFF ROSTER

The District has a phone system that accommodates a direct phone to most staff members. If the staff member you wish to reach does not have a direct line, please dial the main number for the high school and ask for their extension number. **The phone number for the high school is 503-852-7600.**

Staff Members	Email Address	Assignment	Phone / Ext.
Amerson, Susie	amersons@ycschools.org	VP/Athletic Sec.	Ext. 2011
Belt-Verhoef, Stephanie	beltverhoefs@ycschools.org	Musical Theatre	Ext. 3117
Brey, Teresa	breyt@ycschools.org	Instructional Assistant	Ext. 2112
Brill, Haley	brillh@ycschools.org	Social Studies/English	Ext. 2106
Burchell, Amanda	burchella@ycschools.org	Principals Secretary	Ext 2112
DaSilva, Trevor	dasilvat@ycschools.org	Constr. Tech/AutoCad	Ext. 2114
Dehm, Susan	dehms@ycschools.org	Instructional Assistant	Ext. 2074
Dolan, Tara	dolan@ycschools.org	Guidance Counselor	Ext. 2021
Eskelsen, Nichole	spemann@ycschools.org	Agriculture / FFA	Ext. 2101
Findley, Danielle	findleyd@ycschools.org	Instructional Assistant	Ext. 2130
Fernando-Heldreth, Eben	heldreth@ycschools.org	Band/Orchestra	Ext. 2121
Flyckt, Melissa	flyctm@ycschools.org	Math	Ext. 2127
Harder, Cindy	harderc@ycschools.org	Instructional Assistant	Ext. 2130
Hartmann, Brittany	hartmannb@ycschools.org	Science	Ext. 2080
Henry, Rachel	henryr@ycschools.org	English	Ext. 2110
Herring-Sherman, Janet	herring-shermanj@ycschools.org	ASPIRE Coordinator	Ext. 2075
Looney, Tracie	looneyt@ycschools.org	Health / PE	Ext. 2118
McKinney, Mark	mckinneym@ycschools.org	Social Studies	Ext. 2119
McKinney, Renee	mckinneyr@ycschools.org	English	Ext. 2120

Mossholder, Brennon	mossholderb@ycschools.org	Health/PE	Ext. 2124
Neuman, Gregory	neumang@ycschools.org	Principal	Ext. 2010
Nolan, Linda	nolanl@ycschools.org	Sped Teacher	Ext. 2130
Nonamaker, Sean	nonamakers@ycschools.org	Science	Ext. 2115
Opitz, Matt	opitzm@ycschools.org	Language Arts	Ext. 2129
Paolo, Karly	paolok@ycschools.org	Instructional Assistant	Ext. 2130
Ready, Shelly	readys@ycschools.org	Counseling Secretary	Ext. 2022
Schaljo, Jenna	schaljoj@ycschools.org	Art	Ext. 2105
Slavish, Jordan	slavishj@ycschools.org	Math	Ext. 2107
Sunday, Erin	sundaye@ycschools.org	Spanish	Ext. 2111
Vinson, Lucas	vinsonl@ycschools.org	Alt. Ed	Ext 2160
Waller, Reynelle	wallerr@ycschools.org	Instructional Assistant	Ext 2160
Wiles, Matt	wilesm@ycschools.org	Vice Principal	Ext. 2014
		Athletic Director	

STUDENT FEES

Registration Fee	\$60.00 per year
Athletics	\$125.00 per sport
Yearbook	\$44.00
Parking	\$10.00
Driver's Ed	Program offered by Chemeketa Community College
Student Insurance	See brochure

BREAKFAST/LUNCH PROGRAM

The school has a free breakfast program offered to all students.

Student Prices (Grades 5 – 12)

Lunch	\$2.85
Milk	\$0.50

Adult Prices

Lunch	\$3.75
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"In accordance with Federal law and US Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability."

GENERAL INFORMATION

ACTIVITY FEE (ASB)

All students will receive a student body card that identifies them as a Y-C student and entitles them to the student admission at activities and athletic events.

ATHLETIC EVENTS

While attending or participating in an athletic event or activity, YC students are subject to the school code of conduct.

Students are required to sit in the bleachers during all games. Attendance at athletic events is a privilege not a right. It is our expectation students will support extra-curricular activities in a positive manner and treat our guests with respect at all times. Students who do not adhere to the expectation could lose this privilege.

AUTOMOBILES/PARKING REGULATIONS

In the interest of safety, the school reserves the right to control student use of vehicles during school hours and at all school-sponsored activities, either on or off school grounds. Driving and parking on campus is considered a privilege, not a right.

1. All students must register their vehicle and receive a parking pass in order to park in designated student parking spaces. Any spot that is not marked otherwise is considered a student spot. This includes the church overflow lot. Students who are parked without proper authorization are subject to immediate towing at owners expense without warning.
2. No student vehicles are permitted to leave the school grounds during the school day without following the check-out policy. It is the responsibility of the student to keep his/her vehicle locked when it is parked on school property.
3. Campus speed limits are restricted to under 5 MPH at all times.
4. All vehicles must be parked in legal student parking spaces. "Creative parking" may result in vehicles being towed at the owner's expense. Revvng of engines is not allowed.
5. Students who do not comply with the on-campus parking rules or violate safety rules while driving on campus may be subject to discipline referrals and loss of parking privileges.

BUS POLICY

Bus transportation is provided by Mid Columbia Busing Company. Students are governed by district and bus regulations both while at the bus stops and while on the bus. Students are under the authority of the bus driver. Violations that affect the safe operation of the bus are to be treated at the time of the violation. These violations include but are not limited to: smoking/creating a fire hazard, throwing objects from/on the bus, possession of alcohol/drugs, interference with safe bus operation, fighting, and vandalism. Students may be removed from the bus for an indefinite period of time upon arriving at destination pending a review.

Students shall not ride a bus other than their regularly assigned bus except by written request of the parent and approval by the administration. Bus passes may be requested in the Main Office.

CLOSED CAMPUS

Students will remain on campus from the first bell (8:10 AM) until the dismissal bell (3:00 PM). Students who leave during the school day for reasons other than pre-arranged absences must receive administrative approval and sign out in the Attendance Office. Students will not be released for lunch. Students are required

to remain on campus for lunch. Students who meet certain requirements will be eligible to leave campus during lunch.

Freshman are to remain on campus during the entire school year. No Exceptions.

Sophomores are to remain on campus, No exceptions, during the first semester.

After first 2 weeks of school, Juniors and Seniors can apply for off campus privileges who meet the following requirement:

--3.0 GPA or higher and an Average Attendance Rate of 90% or higher from the previous school year. These students, along with Sophomores at the start of the second semester will be eligible for off campus privileges with parent permission.. **Students who have earned off campus rights must always carry an Off-campus pass.**

Areas of the campus that are **off-limits** during the school day include but are not limited to the stadium, sports fields, and north parking lot.

COURTSHIP

Demonstrations of affection between students are limited to hand holding at school and at all school-sponsored events. "Making-out" at school is inappropriate and disruptive to the educational environment. Students who violate this policy are subject to disciplinary action.

DANCES

Dances include after-game dances, the Homecoming dance, the Winter Formal, Black Light Dance and the Junior-Senior Prom.

There will be no front to back dancing allowed.

Students must show their student body card in order to attend any dance.

After-game dances begin **immediately** after the athletic event. Students or guests who leave the dance will not be allowed to re-enter. Dances will end at 11:00 PM.

Guest Passes: Guest passes are available for Homecoming, the Winter Formal, and the Prom for students who wish to bring a date that does not attend Y-C High School. A student may only have one guest. Guest passes may be requested in the Attendance Office and must be returned by 3:00 PM Wednesday prior to the dance. Guests for Homecoming, Winter Formal, and the Prom must be at least in high school and less than 19 years of age or younger. The Administration reserves the right to adjust the age of guests to the Prom.

DRESS CODE

The primary responsibility for a student's attire resides with the student and parents or guardians. The school district and individual schools are responsible for seeing that student attire does not interfere with the health and safety of any student and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

Students should be given the most choice possible in how they dress for school. Any restrictions must be necessary to support the overall educational goals of the school and must be explained within the dress code.

Students Must Wear:

Shirt

Bottom: pants/sweatpants/shorts/skirt/dress/leggings

Shoes: activity specific shoe requirements are permitted

Students May Wear:

--Hats, including religious headwear

--Hoodie sweatshirts

--Fitted pants, including leggings, yoga pants and "skinny jeans".

--Ripped Jeans, as long as underwear and/or body parts are not exposed

--Tank tops, including spaghetti straps

--Athletic Attire

--Shorts that do not expose undergarments.

Students May Not Wear:

--Violent language or images

--Images or language depicting drugs or alcohol (or any illegal item or activity)

--Hate speech, profanity, pornography or sexually suggestive attire.

--Images or language that creates a hostile or intimidating environment based on any protected class.

--Shorts that display undergarments and/or expose buttocks.

--Tops that expose excessive amounts of chest/torso.

YCHS administration reserves the right to make reasonable "judgment calls" when it is determined that a student's attire is deemed a distraction to their and/or others learning environment

FOOD POLICY

Food must be eaten in the cafeteria or other approved area. Students who eat school lunch must remain in the cafeteria or tables outside cafeteria. Lunch trays will not be allowed outside of cafeteria area.. Place trash in the trash cans. Recycle bins for pop bottles are available throughout the campus.

GANG, GANG ACTIVITIES, SECRET SOCIETIES

It is the policy of the District that gangs and gang-related activities shall not be permitted on school grounds or at school sponsored activities. Refer to the District Handbook for details.

HARASSMENT

Yamhill-Carlton School District #1 is committed to maintaining a learning environment that is free of sexual harassment. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Other types of harassment include intentionally intimidating or threatening another person and/or attempting to place another person in fear of physical injury. This includes hazing, initiation and cyber-harassment.

Any student who feels he/she is being subjected to harassment should immediately notify school personnel. See District Student Handbook and/or Policy for detailed information.

LOCKER POLICY

Each student is assigned a locker for his/her individual use. Students may not change lockers without administrative approval. Only students assigned to a locker will be given the combination. Senior lockers are located on the third floor. Junior and sophomore lockers are located on the second floor. Freshmen lockers are located on the first floor. The lockers remain the property of the school district and may be inspected at any time.

The district is not responsible for lost or stolen items. Leave valuable items such as CD players, Ipods, cell phones, and large amounts of cash at home. Be sure that you lock your locker. Do not give your combination to other students.

Keep your locker clean. All lockers must be cleaned at the end of the year. Any student who does not clean their locker will be assessed a \$10.00 cleaning fee at the end of the school year.

LIBRARY/MEDIA CENTER

The library/media center is a quiet place where students can study, read, conduct research, and browse. Students using the library are expected to come prepared with books, paper, pencil, and other supplies as needed.

Students must have a pass to and from the library. All students must sign in when entering the library. Food and drinks are not allowed in the library.

MEDICATIONS

A form is required to be filled out by a parent if you will be taking medications at school. This includes both prescription and over-the-counter medications. District policy requires the school to hold the medication in a locked cabinet and to dispense them to the student at the prescribed times. A student who must take medication during the school day must bring the medicine and the form to the main office. Students in possession of prescription or over-the-counter drugs may be subject to disciplinary action.

PERSONAL ELECTRONIC DEVICES

Students are **strongly discouraged** from bringing personal electronic devices to school. Use of CD players/Ipods with headphones during class will be at the discretion of the teacher. Teachers, on occasion, will allow the use of Ipods and headphones in class but that is specific to the student, class and day. This privilege can be revoked at any time. Cell phones are not to be visible, heard or used on school grounds during class time. If a student's cell phone is seen, heard, or used anywhere on campus other than during permitted times, it will be confiscated, turned over to the school administration, and the parent/guardian will be contacted and required to retrieve it. The school is **not responsible for lost or stolen items.**

PETS/ANIMALS

No pets/animals are allowed on school district property without prior approval from school administration.

SEARCH & SEIZURE

Searches: District officials may search students and their personal property including vehicles parked on school district property when there is reasonable suspicion to believe a student is concealing evidence of an illegal act, violation of the Student Code of Conduct or District Policy. Illegal items/possessions determined to be a threat to the safety or security of others, and/or items which may be used to disrupt or interfere with the educational process may be seized by District officials.

A general search of District facilities and properties including, but not limited to lockers or desks, may occur at any time. Items belonging to the student which are unlawful or are in violation of District policy may be seized.

Questioning: According to Oregon Law (ORS 336.187, 419B.160) it is the responsibility of a law enforcement officer who wishes to interview a student at school for law enforcement purposes to contact that student's parent or guardian in order to obtain advance authorization for the interview. For this purpose, YCSD administrators shall provide the telephone number of a student's parent or guardian to a requesting law enforcement officer. If the law enforcement officer determines, at his or her sole discretion, that contacting the parent or guardian in advance will interfere with legitimate law enforcement business, or create a health or safety risk to a student or others, the parent/guardian will not be contacted

SKATEBOARDS/SCOOTERS/BICYCLES

Skateboards, scooters and bicycles may not be ridden on YCHS school grounds at any time. Students using them for transportation must carry them while on campus and store them in lockers, on the bike rack, the Attendance Office, or the Main Office.

STUDENT PLANNERS

Student Planners are required materials for students at Y-C High School. Use of planners is one step in helping students to be more successful through increasing organizational skills. All students will receive a student planner. A \$5.00 fee will be charged for a replacement planner if the student loses the planner.

Exemptions/Exceptions: Sophomores, juniors, and seniors who have a cumulative GPA of 3.5 or above may petition for exemption from this requirement. Petitions must be filed in writing with the Principal. Students who wish to use another type of planner may request approval of their planner.

VISITORS

Students from other schools are **not** allowed to visit while school is in session. The school administration may make exceptions if there is an educational benefit for YCHS students.

Any person coming to school to conduct business or to deliver items must first register in the Main Office and receive a visitor's badge.

Teen parents are not allowed to bring their children to school during school hours.

ACTIVITIES & ATHLETICS

ACADEMIC ELIGIBILITY

The purpose of having high academic requirements is to encourage students to focus on a successful educational experience that will prepare them for careers following high school.

Students must meet the academic requirements as outlined in the Athletic Handbook and/or Activities Guidelines Policy to be eligible to compete.

ACTIVITY/ATHLETIC GUIDELINES

Activities include all co-curricular organizations -- FFA, NHS, Playmakers, Student Council, etc. Athletics include all OSAA and school sponsored sports. Activity and Athletic advisors/coaches may have additional rules.

Students will NOT be permitted to participate in either practice or an activity event for the following reasons:

- if they have been suspended on the day of the event.
- if they were absent from school for any part of the day of the event unless on a school sponsored function, pre-arranged absence, or approved by an administrator.

Any school work due on the day of the activity must be turned in BEFORE the student leaves for the event.

Students will not be denied the right to attend an academic field trip which will be graded or result in a grade unless alternate assignments are available to receive the grade.

Students wishing to attend activity field trips during school hours must have each of their teachers sign a release slip indicating approval to miss class. These release slips are available from the staff member in charge of the field trip.

Students are required to follow all discipline guidelines of the school while participating in school sponsored activities regardless of the location of the activity.

Students must meet academic eligibility requirements (See Handbook).

All students will be held to the standards and consequences outlined in the YCHS Athletic Handbook and YCHS Activities Guidelines Policy.

Homework or class projects may not be turned in late because of an activity unless special arrangements have been made with the teacher.

ACTIVITY EVENTS

All activities are to be scheduled through the Attendance Office. A year-long activity calendar is maintained to minimize conflicts and disruption to the educational process. Club meetings will be scheduled throughout the year.

All activities must be approved at least one week in advance.

FUNDRAISING

All fundraising requests must be made in writing to an administrator. Request forms are available in the Attendance Office. Some fund raisers require the approval of the Superintendent and/or the School Board.

POSTERS

All posters made for display must be approved by the administration prior to posting.

Y-C ACTIVITIES

Jenna Schaljo, Director

Student Body and class officers are elected each spring. Students running for or holding a student body office must maintain a minimum 2.0 GPA and be in good standing. All officers participate in the Leadership class.

Future Farmers of America

Nichole Spearman, Advisor

One of the most active clubs at YC, the FFA competes at regional, state, and national events throughout the year. Activities extend into the summer and include both county and state fairs. FFA week is held each February.

National Honor Society

Rachel Henry, Advisor

Erin Sunday, Advisor

NHS sponsors an annual Blood Drive, serves food at a homeless shelter, and other service projects. Initiation for new sophomore, junior, and senior members is held each spring. The criteria for membership is based on GPA, service, character, and leadership according to NHS rules and regulations.

Playmakers

Stephanie Belt-Verhoef, Advisor

Playmakers sponsor two major productions each year including a musical and another play.

Computer Club

Jordan Slavish, Advisor

Members will learn technological skills and applications in a relaxed environment. Club members may help develop and maintain a school web page. Students need to be enrolled in a business class to join.

ATTENDANCE

ATTENDANCE PHILOSOPHY

Good attendance is essential to meeting credit requirements. Students are expected to attend each class every day.

ATTENDANCE TYPES:

- 1. EXCUSED** – In accordance with Oregon law, excused absences are granted for illness, a family member's illness, a family emergency, or other reasons where satisfactory arrangements have been made in advance (including dental and doctor appointments). **The school reserves the right to refuse to accept excuses for absences, tardies, and truancies.** Students having excused absences will have the number of days missed + one to make-up missed

classwork that was assigned during their absence. **Homework assigned previous to the absence is due on the assigned due date.**

2. **UNEXCUSED** - Absences which do not fall into the category of an excused absence will be considered unexcused. Absences will also be considered unexcused unless there has been parent contact by phone or note within three days of the absence. If a student has an unexcused absence, class work may not be accepted for a grade for that day.
3. **SUSPENSION** – Students on suspension will receive a suspension absence. School work done while on suspension will be graded as is expected. For suspended absences, school work will be due on the return day in the appropriate classes. A pre-assigned project due on a suspension day must reach the class on the due date. The Attendance Office will request homework assignments and they may be picked up by a parent in the Attendance Office.
4. **TRUANT** - An absence will be considered a truancy when the student is absent from class without teacher, parent and/or guardian permission. It is possible to be truant for one period only.
5. **TARDY** – Students are considered tardy when they arrive in class after the tardy bell. Excessive tardiness will result in disciplinary action. See Tardy Policy. In an effort to reduce the number of tardies, Tardy Round Ups will be implemented on a regular basis. Students who are repeatedly caught in these round ups will have consequences including, but not limited to lunch detention and parent notification.

A student with excessive absences and/or erratic attendance can be recommended for expulsion.

HOMEWORK REQUESTS

If a student is absent for one or two days, he/she is responsible for obtaining make-up work upon return to school. If a student will be absent for three or more days, a parent may request homework assignments by contacting the Attendance Office.

LEAVING SCHOOL DURING THE DAY

Should it be necessary for a student to leave during the school day, the parent or guardian must provide a written note. In case of an emergency, the parent or guardian will be called before the student is allowed to leave school.

Any student leaving campus during the school day must sign out in the Attendance Office. Failure to do so will result in disciplinary action including but not limited to the loss of parking privileges on campus.

PRE-ARRANGED ABSENCES

Non-school related appointments should be scheduled before or after regular school hours. If it is necessary to schedule appointments during school hours, parents may pre-arrange absences by calling the Attendance Office or by sending a note with the student. Pre-arranged absences are also required when students will have an extended absence from school.

Students are discouraged from taking vacations during regular school time. It is difficult to make-up work that is done during class, and the interaction that occurs between teachers and students during class discussions cannot be regained.

TARDY EXPECTATIONS

It is our expectation that all students use time wisely and arrive to school and class prepared to learn. Over the course of the week, we will conduct tardy roundups to help encourage these students and to help foster student participation and readiness to learn. Student consequences for roundup are as follows:

1. Warning issued
2. Students will conduct Restorative Service as assigned by Administration

If behavior continues, further disciplinary action may result including but not limited to expanded Restorative Service obligations.

STUDENT CONDUCT

EXPECTATIONS FOR STUDENT BEHAVIOR

There are many activities for you to take part in at Yamhill-Carlton High School. The most important, however, is academic learning. To make learning effective, disruptions and distractions to the learning process must be minimized. Thus, in an effort to provide a safe and productive learning environment for everyone, rules and consequences have been established.

Pride in yourself and mutual respect are vital in making your high school experience successful. It is hoped that you will learn to use good judgment and make sound personal choices in all matters related to your behavior.

DISCIPLINE & STUDENT CONDUCT

Proper student conduct is not only necessary to an orderly operation of the school but the commensurate discipline reinforces positive behavioral patterns that will serve the student later in life. It is the effort and intent of Yamhill-Carlton High School to discipline students without malice or favoritism and with full observance of both the spirit and letter of the law regarding students' rights, due process, and laws of the State of Oregon, and the Administrative Rules governing the operation of the schools.

Students handle most discipline in the school in their reasoned and faithful compliance with school rules and regulations. Disciplinary action by teachers and other members of the staff is common occurrence during the school day and is sufficient in most cases.

Students exhibiting behavior problems will be disciplined first by their teachers. Continued disruptive behavior or violation of class rules will lead to the parents or guardians being contacted by the teacher. Students who continue to be disruptive

or not follow class rules can expect other interventions or removal from class or school.

All school rules and expectations for student conduct apply to all school-sponsored activities at any location.

GENERAL INFORMATION

Each classroom teacher will provide students with a copy of classroom guidelines which will include the discipline plan for their class.

If a student is referred to the Administration, the school discipline plan will be followed. We will seek to carry out discipline with the following points in mind:

- Good communication with all parties is essential.
- Discipline will be consistent and fair. **“fair does not mean the same”**
- “Due process” will be given.
- Problems will be dealt with in a timely manner.
- Discipline will be administered in a professional manner.

Student behavior problems vary in the degree of seriousness. The following behaviors have specific discipline plans that are described separately:

- Tardies
- Fighting
- Disrespect to school personnel.
- Possession or use of a controlled substance or paraphernalia.
- Use of tobacco products.
- Possession or bringing on campus a weapon or look-alike weapon.

FIGHTING

For a student or students engaged in fighting:

1st Offense: Suspended one to three days.

2nd Offense: Suspended three to five days.

3rd Offense: Recommendation for expulsion.

DISRESPECT TO SCHOOL STAFF

Students who, as determined by Administration, direct profane, abusive, or obscene language or gestures toward school staff will receive the following consequences automatically:

1st Offense: 1-3 days out-of-school suspension.

2nd Offense: 5 days out-of-school suspension.

3rd Offense: Recommendation for expulsion.

USE OR POSSESSION OF ILLEGAL DRUGS AND/OR PARAPHERNALIA

The use of and/or being under the influence of and /or possession of any drug obtainable with or without a prescription that has been used in a manner dangerous to the health of the user, any form of alcohol, barbiturate, marijuana, mood altering substance, or drug paraphernalia within the sphere of school influence, on school grounds, or at school activities at home or away will result in:

1. First violation. A minimum of three days, but not to exceed ten days suspension and a chemical dependency assessment. The student will be reported to the police. Chemical assessment shall be at parent expense or through the Youth Services Team. If the student tests positive on the chemical dependency assessment, he/she will be placed in a planned counseling program until counselor release. Parents are responsible for the cost of counseling. Proof of counseling and a parent conference are required for re-entry to school. Failure to comply with the re-admission process shall result in a ten day suspension and recommendation for expulsion.
2. Second violation. Minimum ten school day suspension with possible recommendation for expulsion; assessment and proof of participation in a drug treatment program. Police will be notified. A parent conference is required for re-entry to school.
3. Third violation. The student will be recommended for expulsion for up to one calendar year. The police will be notified.

SALE OR FURNISHING OF DRUGS/ALCOHOL

The following procedure will be followed when there is reason to believe that a student has sold or provided illegal substances at a school site or at school activities:

1. Up to ten day suspension and recommendation for expulsion for the remainder of the trimester or school year. Before re-entry a chemical assessment of the student, at parent expense, will be required. If the assessment proves positive, there must be proof that the student is in treatment for chemical abuse. In addition, the student will meet with the school counselor upon returning to school.
2. The student will be reported to the police.

TOBACCO POLICY

The use, possession or evidence of use of any form of tobacco products by Yamhill-Carlton students during school hours or while attending any school sponsored activity is prohibited. The penalty for violation of this policy is:

- 1st Offense: Upon seizure and/or witnessing use of tobacco product the parent or guardian will be notified. A one day suspension is assigned.
- 2nd Offense: Three day suspension, parent notification.
- 3rd Offense: Five day suspension, parent notification.
- 4th Offense: Recommendation for expulsion.

Tobacco products will be confiscated and destroyed. This includes chewing tobacco, cigarettes, vape pens, etc.

WEAPONS: REAL AND LOOK-ALIKES

Students shall not bring, possess, conceal or use a weapon on District property, activities under the jurisdiction of the district, or at interscholastic activities.

For purposes of this policy, and as defined by state and federal law, weapon includes:

1. “Dangerous Weapon” - any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury;
2. “Deadly Weapon” - any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;
3. “Firearm” - any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, frame or receiver of any such weapon, any firearm silencer or any other destructive device including any explosive, incendiary or poisonous gas.

Weapons may also include, but are not limited to, knives (this includes knives commonly used for hunting and fishing), metal knuckles, straight razors, noxious, irritating or poisonous gases, poisons, unlawful drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.

Replicas of weapons are also prohibited by Board policy.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A “school zone”, as defined by federal law, means in or on school grounds, or within 1,000 feet of school grounds.

Incidents of students possessing weapons will be reported to the student’s parents and a referral to the police will be made. Appropriate disciplinary and/or legal action will be taken against the student. Students will be expelled for one calendar year. The superintendent may alter the length of the expulsion.

THREATS OF VIOLENCE

The District is committed to promoting healthy relationships and a safe learning environment. To this end, student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage school property shall not be tolerated on district property or at activities under the jurisdiction of the district. This includes text messages and posts made on social media after school hours and off campus that have a direct impact on the learning environment.

Students, staff, and parents have a responsibility to report any information or knowledge concerning conduct prohibited by this policy. **Students found in violation of this policy shall be subject to discipline up to and including expulsion.** A referral to law enforcement will be made. Based on a violence

screening assessment, students may be required to be evaluated by a licensed mental health professional before being allowed to return to the classroom setting.

Notification of threats will be made to the parent of any student in violation of this policy, to the parent of any student when the student's name appears on a targeted list that threatens harm or violence or when threats of violence or harm to the student are made by another student; to any school district employee whose name appears on a targeted list threatening violence or harm and when threats of violence or harm are made by a student or others. Notification shall be attempted by phone within 12 hours of discovery of a targeted list of learning of a threat. A written follow-up notification will be sent within 24 hours.

DISCIPLINE CATEGORY

LEVEL ONE

Level One infractions are those that are normally handled at the classroom level. Repeated offenses after intervention actions by staff members will be referred to the Administration. Level One offenses should not turn into Level Two offenses.

The following steps will be taken:

1. First Offense: Informal Warning.
2. Second/Third Offense: Meeting with Student/Parent/Teacher/Administration
3. Further Offenses: Referral to Administrator, detention to suspension.

Disruptive Conduct — Language or behavior that disrupts or interferes with the educational environment or process.

Profanity/Vulgarity/Abusive Language — Writing, saying, or making gestures, which convey a message that is grossly offensive, obscene, sexually suggestive, or ridicules another person.

Public Display of Affection — Demonstrations of affection are limited to hand holding on school grounds and at school-sponsored events.

Inappropriate Dress — Dress and grooming are primary responsibilities of students and parents/guardians. However, students may be directed to change dress or grooming if it interferes with the learning process or school climate, is unclean or threatens the health or safety of the student or others. Clothing, jewelry, or wording on clothing which is sexually suggestive, drug related, vulgar, insulting, gang membership related or ridicules a particular person or group is prohibited.

Deliberate Misuse of Property — The intentional use without proper permission of property belonging to the school or any individual for a purpose other than that for which it was intended or in a manner likely to damage the property. To damage or destroy school property.

Physical Mischief — This includes horseplay, tag, grabbing hats, scuffling, pushing or shoving.

Leaving School Grounds Without Permission — Leaving school property without approved, pre-arranged permission. Yamhill-Carlton High School is a closed campus. Students must sign out in the Attendance Office before leaving campus during the school day.

Automobile Misuse — Not following rules and regulations concerning vehicles on school premises. Students driving shall register the vehicle with the school office and must park in designated areas only. Continued violations may result in loss of parking privileges.

Truancy — When a student is absent from class without teacher, parent and/or guardian permission, and/or leaving school without signing out in the attendance office.

Insubordination - Undermining the authority of a staff member, which includes not following classroom rules.

LEVEL TWO

Level Two infractions are those that are considered to be extreme and /or chronic disruptions of the learning process. Offenses in this category will result in a referral to the Administrator.

The following steps will be taken:

1. First Offense:
2. Administrative conference to suspension, parent notification, referral to police when necessary.
3. Repeated Offenses: Suspension to expulsion, parent notification, referral to police when necessary.

Forgery/Lying/Academic Integrity — Writing or giving false or misleading information to school officials by forging parent's, guardian's, or any other person's signature on any letter or other school document, cheating, plagiarizing, turning in another person's papers, projects, computer programs, etc., as the student's own, and/or any misrepresentation of the truth.

Defiance of Authority — Blatant refusal to comply with a direction or instruction of a staff member.

Theft — taking items without the owner's permission or stealing items.

Gang Identifying — The display of material that identifies a student as a member of a gang.

Harassment — Includes language, behavior, dress and/or symbols which insults, ridicules, or torments another person.

Intimidation — Using force or threat to prevent another from moving or acting in accordance with school policies or personal choice.

Possession of Stolen Property — Having in one's possession or under one's control, property which has been stolen or taken without permission of the owner.

Prohibited Items — Bringing onto school grounds or having in possession items that are prohibited by school or district policy. This includes but is not limited to laser pointers, matches, lighters, or any device capable of starting a fire.

Trespassing — Being present in unauthorized places or refusing to leave when asked to do so by District personnel and/or designated authority. Entering or remaining unlawfully in school District buildings or on any part of District property.

Senior 60 Day Rule – Any graduating senior who receives a major disciplinary action and/or a drug and alcohol related incident resulting in a suspension of 2 or more days will be considered ineligible to participate in all senior related activities to include graduation, senior trip, prom etc.

Vandalism — Intentionally damaging, defacing, (including tagging/graffiti), or destroying property.

Inciting Violence – This applies to any person who by words or actions deliberately encourages violence or acts of violence.

LEVEL THREE

Level Three infractions are those that are dangerous. Offenses in this category will result in a immediate contact with an Administrator.

1. The following steps will be taken:
2. Student will be immediately isolated.
3. Authorities may be notified.
4. Parents will be called and may be required to pick up the student.
5. Student will be suspended out of school.
6. Student may be recommended for expulsion.

Arson/Attempted Arson — Using fire to destroy or attempt to destroy property.

Dangerous Item — The possession of items that have the potential to cause serious harm. This may include, but is not limited to fireworks, mace, hot pepper canisters.

Interference with School Personnel — Preventing or attempting to prevent school personnel from engaging in their responsibilities.

Interference with School Safety Jeopardizing the safety of all occupants on school property. Examples are as follows but not limited to: Falsely reporting a dangerous situation. Purposely activating a fire alarm when not necessary. Not following safety procedures.

Assault — Intentionally, knowingly, or recklessly causing injury to another.

Bomb Threats — The reporting to school, police or fire officials of a bomb on or near school property without reasonable belief that a bomb is present.

Burglary — The unauthorized entry into a school building or school records for the purpose of committing a crime.

Threats of Violence – (see page 24)

Senior 60 Day Rule – Any graduating senior who receives a major disciplinary action and/or a drug and alcohol related incident resulting in a suspension of 2 or more days will be considered ineligible to participate in all senior related activities to include graduation, senior trip, prom etc.

RESOURCES FOR STUDENTS

Yamhill	(503) 852-6960	School Based Health Center
	(503) 852-7609	YC High School Counseling Office
	(503) 852-7660	Yamhill Carlton Intermediate Sch.
Carlton	(503) 852-4405	Carlton Together Cares
	(503) 852-7161	Yamhill Carlton Elementary School

A School Counselor may be able to help you with:

School conflicts	Access to county services
Tutoring	Emergencies
Mediation	Education concerns
Job search	

You are responsible to report if you or someone you know needs help or if any of the following are present:

Depression - withdrawal from others	Self-destructive behavior: drug use, not eating, driving fast, etc.
Radical change in behavior/mood	Family problems
Talk of hurting oneself - suicidal talk or thinking	Problems with a boyfriend / girlfriend - abuse, controlling behavior
Talk of hurting others	Drop in self-esteem
Cutting or self-mutilation	Stealing
Running away	Lying
Skipping school, fall in grades	

Anything that seems unusual - trust your instincts

IF YOU NEED HELP - ASK! DON'T WAIT FOR THINGS TO GET WORSE.....LET SOMEONE KNOW!

Other Resources:

Police: 911 Emergency
Public Health: (503) 472-1338
Mental Health: (503) 434-7523
Family and Youth Programs: (503) 434-7462
Juvenile Department: (503) 434-7512
Sexually Transmitted Diseases: 503-434-7483
HIV Prevention & Client Services: 503-434-7421
Poison Control Center: 24 Hour Hotline 800-222-1222
Lutheran Family Services: (503) 472-4020
Henderson House/Family Crisis Shelter: (503) 472-1503
Juliette's House Abuse Crisis: (503) 435-1550
National Runaway Shelter: 1-800-621-4000
District Attorney Victim Assistance: (503) 434-7510
Chemeketa Community College: (503) 472-9482
Portland Community College: (503) 244-6111