

# Yamhill Carlton Intermediate School Student Handbook



**Welcome to Yamhill Carlton Intermediate School**  
**School Year 2023 – 2024**

**The 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. Any need for additional information and/or compliance issues please contact Clint Raever, Superintendent at the Yamhill Carlton District Office, phone 503-852-6980. Yamhill Carlton School District Board Policy supersedes all building handbook policies and is subject to change without notice as are handbooks to ensure the safety and smooth operation of the school district. Policies are available online at [www.ycsd.k12.or.us](http://www.ycsd.k12.or.us) or you can contact the District Office with questions.**

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**School phone:** 503-852-7660  
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**WELCOME TO YAMHILL CARLTON INTERMEDIATE SCHOOL.....1**

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*If a student needs to take medication at school, this includes both prescription and over-the-counter medications such as cough drops, Tylenol, etc., a signed permission form must be on file in the office. Forms are available at the office. **Any medication must be turned in to the office in its original container.** District policy requires the school to hold the medication in a locked cabinet and to dispense them to the student at the prescribed times. Students in possession of prescription or over-the-counter drugs may be subject to disciplinary action.*

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## Student Dress Code

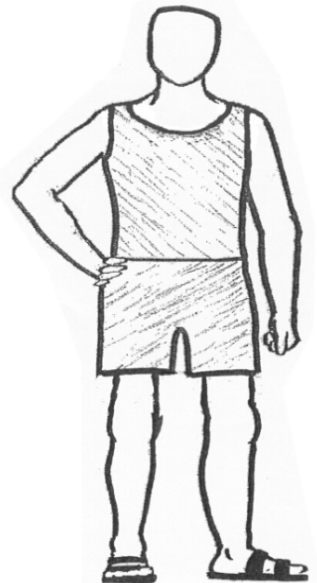
Student dress is the responsibility of the student and parents. Students shall dress properly for school and school activities. In order to provide an atmosphere conducive to learning and to ensure the safety, health and well-being of all students and staff, all students shall follow the guidelines listed below:

1. Students have the responsibility to keep within health, sanitary, and safety standards.
2. Students may not wear clothing with writing, slogans, pictures, or symbols that portray or suggest alcohol, tobacco, other drugs (or their manufacturers), or weapons.
3. Students may not wear clothing with writing, slogans, pictures, or symbols that depict or suggest obscenities, vulgarity, racism, violence, sex, gang affiliation, or hostility to any group of people or organizations.
4. Students may not wear clothing that exposes undergarments (excluding bra straps). Students may not wear jewelry or other accessories (e.g. chains and spikes) that present a safety or health hazard.
5. Students may not go barefoot.
6. Shoes may not have wheels in the soles.
7. Clothing must be compliant with the No Bare Zone. Please see diagram on the follow page.

The Principal, Associate Principal, or School Counselor shall make the decision if a student's appearance meets the dress code standards. The Principal or Dean's decision on the propriety of dress is final.

## NO BARE ZONE

- The shaded portion of this figure represents front and back views. These parts of the body must be covered (in all positions e.g., sitting, standing, reaching and bending) while attending school.
- All outer garments must meet dress code
- No under-garments showing (excluding bra straps)
- Footwear appropriate to activity must be worn at all times.



# School Policies

The material covered within this handbook is intended as a method of communicating to students and parents commonly used information, rules and procedures and is not intended to diminish or enlarge any Board policy, district handbook, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, district handbook, administrative regulation or collective bargaining agreement. The complete district handbook can be found on the district or school website. For a complete listing of district policies, refer to the Board Policy section of the Yamhill Carlton School District website.

**Any information contained in this handbook is subject to unilateral revision or elimination from time to time without notice.**

Yamhill Carlton Intermediate School has developed school rules that help create a **safe** and **respectful** learning environment. If the need arises to create a new school rule, the school community will be notified through an announcement and/or the Principal's emailed message.

Students are **responsible** to follow all policies shown under the Rights and Responsibilities section of the School Board Policies as well as the Yamhill Carlton School District policy. This information can be found on the district website under the School Board Section. If you or your parents have a question about the rules and policies, please contact the office.

## **Where Do School Rules Apply?**

- On school grounds
- In school classrooms
- While waiting for the bus
- On the bus
- At all school-sponsored events
- Off school grounds when the incident began on school grounds
- Off school grounds when the incident has an impact at school

## **Activities and Field Trips**

All students will receive a student body/lunch card that identifies them as a YCIS student and entitles them to the student admission price at activities. Student fees include free entrance into athletic events at YCHS with this card. Students must show their student ID for free admission.

Parents are asked to sign a field trip permission form for times when students are taken from the building for a field trip or special event. Please be sure that these forms get back to school in a timely manner to ensure your child gets to participate in the planned activity. It is also helpful if you can include your cell phone number or a number to reach you during the time frame of the field trip should you be needed. If a parent travels on any school sponsored activity as a chaperone, they must complete a background check. This must be on file with the district 3 days prior to the event or activity.

## **Alcohol, Drugs & Tobacco**

Do not bring, sell, buy, hold for a friend, give, do, eat, drink, carry or anything else that involves alcohol, tobacco, vaping, juuling, or any other form of drugs. This includes tobacco in all its forms. **Be Respectful** of yourself and do not get involved in alcohol and drugs.

DO report any behavior or knowledge of students engaging in drug or alcohol use. Doing this could save a life. **Respecting Others** may mean letting an adult know of a friend who might be hurting themselves. A huge sign of **respect** is getting help for yourself or someone you care about.

Look-alike drugs and tobacco products are also prohibited. If you pretend something is a drug or tobacco and you give it, sell it, show it, or pretend to take it, you will be disciplined. This also includes over-the-counter and prescription medications.

### **CONSEQUENCES FOR 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 five 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 readmission process shall result in a ten day suspension and recommendation for expulsion.
2. Second violation. Minimum ten school day suspension with 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.

### **CONSEQUENCES FOR THE 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. Minimum ten day suspension and recommendation for expulsion for the remainder of the semester 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.

## **CONSEQUENCES FOR TOBACCO**

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 products the parent or guardian will be notified. A 3 day suspension is assigned.

**2nd Offense:** 5 day suspension, parent notification.

**3rd Offense:** Recommendation for expulsion.

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

## **Announcements and Notices Home**

Daily announcements will be made. Notices of school events, lunch menus and calendar announcements are emailed, posted on our website page, given in an all call, and/or paper copies are available upon request. Other notices concerning community and extracurricular activities are available in the main office

## **Appropriate Language**

Using swear words, gestures, religious, racial, or sexual slurs as well as other hate words is not allowed. If you are upset with someone, cool down before you say something that can get you into trouble.

Words that sound like swear words or gestures that appear unacceptable are also not allowed. If we cannot tell the difference or feel that you are simply using a “sound-a-like”, it will be treated the same as profanity. **Be Respectful** of others and learn to express yourself in a socially acceptable way, especially when you are angry.

## **Assembly Behavior**

Good behavior at assemblies is very important for safety and courtesy. We are very proud of how our students behave at assemblies. To continue this great behavior, please follow these rules regarding assemblies.

- Sit where you are told and be seated quickly. You will usually sit with the class you come to the assembly with.
- Remain seated until dismissed.
- Follow the directions of all school staff.
- Do not talk during the assembly.
- **Be Respectful** to the presenters.

Failure to follow these rules could result in disciplinary action, including removal from the current and/or future assemblies

## **Attendance**

We are very concerned with your attendance. It is a part of your permanent school record, and it is critical for your success. There are a few key rules and procedures you should know.

### Students are:

- **Responsible** for regular attendance.
- To be in class from 8:10 am – 3:00 pm Monday, Tuesday, Thursday, Friday, Wednesdays 8:10-1:40 pm.
- To bring a note if they have to leave during the day.
- Not to leave the school campus, after arriving without parent permission and checking out in the office. Be sure to sign out before leaving campus after a school official has verified that you have parent permission.
- To bring a note when returning from an absence, unless a parent has called in the absence.
- To attend school all day in order to be able to participate in or observe any after- school activities. The only exception to this is a pre-arranged absence with administrative approval.

### Parents will:

- Make every effort to help their student get to school regularly and on time.
- Contact the school by 7:30 am if their child is going to be absent.
- Sign students out on the attendance log in the office if your student is leaving for any reason.
- Call the office 30 minutes ahead of time if you need to pick up your student during the school day.

### The school will:

- Keep accurate attendance records.
- Work with students and parents to avoid irregular attendance.
- Contact the parent after three recorded tardies within any class during a grading period
- Contact parents and/or the Yamhill County Truancy Officer when there is an attendance concern.
- Initiate the truancy process if student is absent a total of four (4) full days or eight (8) partial days in any four (4) consecutive week period
- Withdraw student for any absence of (10) ten consecutive days.
- Withhold field trips and school activities (i.e. dances) if a student is chronically tardy or absent.

## **Excused Absences**

Oregon State Law requires you to be in school. School officials determine whether or not an absence will be excused. Absences and tardies may be excused for:

- Student illness.
- Medical appointment.
- Illness of an immediate family member.
- Emergency.



- Death of a family member.
- Court summons.
- Mental Health Days
- Arrangements made in advance with the school and approved by administration (please fill out a pre-arranged absence form for planned vacations). Assignments may be provided in advance.

**Excuses not listed above may result in being considered unexcused with the possibility of a consequence.** You have three days to request that an absence be excused. After three days your absence may be considered unexcused.

### **Attendance at High School Events**

We encourage our students to participate and get involved by being a spectator at high school events. All students should have adult supervision at these events. Students attending a high school event will be asked to be a good spectator and sit in the stands to root for our team. If deemed necessary by the school staff, students will be asked to sit with the adult that brought them to the event instead of with their friends or they will be asked to leave the event with parent contact. All school expectations apply at school sponsored events home or away.

### **Backpacks**

Backpacks, bags, and large purses (if it can hold a textbook, it is considered large) should be left in your locker or appropriately secured in your classroom. This includes going to PE. If you are attending an after school event **Be Responsible** and take your backpack with you. You will be limited in the hallways during class to retrieve your belongings.

Purchase a backpack that will fit in your locker. When backpacks are left unsecured in hallways or classrooms you risk loss or theft. The school is not liable for lost or stolen backpacks or backpack items.

### **Being Prepared**

**Being Responsible** means you are expected to be prepared for class. This means having your notebook, textbook, pen or pencil, and any additional items that teachers might require at the beginning of class. Students who are unprepared will face disciplinary consequences.

### **Bicycles, Scooters, Skateboards, Hover board**

Skateboards, scooters and bicycles may not be ridden on 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.

Oregon State Law (ORS. 814.485) requires that you wear helmets when riding a bike. We expect that you will obey this law.

## **Breakfast Program**

**School Breakfast Fuels the Body-** Good nutrition is essential for the development, growth, and maintenance of a healthy individual. At Yamhill Carlton Elementary, Intermediate, and High School; all students may eat breakfast, student Meal Time accounts will be charged accordingly. Free and reduced meal applications are available to all families.

**Students are offered the following food choices daily.**

- 1. Three to four choices of 2 ounce equivalents of whole grain food items** Examples: Fruit Bar/Grain Bars, Animal Crackers, Cereal, Muffin
- 2. Three to four choices of ½ cup fruit or veggie food items.** Examples: Apple Slices, Raisins, Baby Carrots, 100% Fruit Juice
- 3. 1 cup 1% White or Nonfat Chocolate Milk**

## **Bullying**

The tactic of making another student's life miserable, or making him or her feel intimidated or threatened, will not be tolerated. This includes groups of people making another group of people feel smaller or inferior. **Be Respectful** and treat others the way you want to be treated. If you bully another student physically, verbally, or even non-verbally, you will receive significant and immediate consequences. In addition to bullying someone at school, you can also face consequences for cyberbullying which includes behaviors such as online gossip, falsifying an identity, cyber stalking, flaming (posting inappropriate or derisive comments), deception or outing, and cyber threats.

- **Report all forms of bullying immediately to a trusted adult.**

Bullying and harassment are now criminal offenses in the state of Oregon. Depending on the extent of the infraction, local police officials may be called in order to issue a citation along with a referral to juvenile authorities. The Yamhill Carlton School District policy on bullying and harassment can be found on the district website in the district's student section of the School Board Policy.

## **Bus Conduct**

Mid-Columbia provides transportation. The Yamhill Carlton School District sees our bus transportation as an extension of the school day. Proper bus conduct is crucial for your safety and the safety of others. You are relying on one person, the driver, to safely get you to and from school. The school district has specific rules and consequences regarding bus behavior. One rule worth noting here is that the bus driver has complete authority on the bus. The school supports the driver regarding any misbehaving on a bus. **Be Respectful** of the bus driver and his/her job to safely transport students and **Be Responsible** for your safety and the safety of others on the bus. Failure to follow the bus rules may lead to loss of bus privileges (see Bus Citations).

## Cafeteria

Make sure you follow cafeteria policies to ensure being able to choose where you sit. The expectations for the cafeteria are to:

- Remain seated unless you are getting your food or have been dismissed to discard your garbage.
- Wash hands or use hand sanitizer before eating.
- Sit with both feet under the table.
- Arrive in the commons area within the four minutes allowed for passing time.
- **Be Respectful to others and the environment** and keep all food and drinks in the table eating area.
- Wait to be dismissed. Dismissal will only be granted when your eating area is clean.
- Walk at all times.
- Wait your turn.
- **Be Respectful** and follow the instructions of all staff members.
- Eat your own food.

Following lunch, students may:

- Stay in the cafeteria until they are dismissed.
- Go to the gym/outside play area depending on weather.
- Students may **not** go back into the hallways or visit other classrooms.

## Cell Phones & Other Devices

YCIS requires cell phones and other electronic devices to be turned off and put away during school hours, unless in classrooms with teacher permission. You may use personal electronic devices before 8:10am, and after 3:00pm. A cell phone may be confiscated if it is out during school hours. Repeat offenders may have their phone confiscated and held in the office for parent pickup.

**Be Responsible** by turning off and securely storing these devices during the school day. Also, note that you may not have the following electronic devices at school:

- Laser pointers.
- Any electronic device that disrupts the school environment. (i.e. portable speakers)

**YCSD is not responsible for theft of devices brought onto school grounds.**

## Cheating, Plagiarism & Forgery

Be sure the assignments and assessments that you complete are your own. Otherwise, your actions may be considered “cheating” and you may suffer the consequences. Your teacher will tell you when you may work collaboratively to solve problems or locate answers. If you have not received permission, a teacher does not have to give credit.

Students who willingly give their assignments or assessments to be copied may be punished for cheating. Those who take someone else’s assignments and put their name on it will face consequences for theft and cheating. Students with **Integrity** would never cheat or be involved in any kind of cheating scheme. Plagiarism means to steal and pass off (the ideas or words of another) as one’s own: using another’s

production without crediting the source. This includes copying content or writing from the internet and turning it in as your own assignment.

The consequence for cheating is handled by each teacher. Repeat offenders will receive disciplinary action from an administrator.

It may be tempting or seem easy to forge a parent's signature. Do not try it. The office staff verifies signatures and there will be consequences if it has been determined that a note has been altered or forged.

### **Closed Campus**

YCIS is a closed campus. This means once you have arrived on campus, you have the responsibility to stay on campus. This means when the bus drops you off in the morning you may not walk down to the store before school or during the school day. If your parent has arranged to have you leave early, you must sign-out in the main office.

### **Computer Use**

The school district handbook also has computer policies that you should be aware of. For this handbook a few basic **responsibilities** are listed:

- School staff have full discretion over what games, if any, are allowed before school and after school.
- Do not visit chat rooms.
- Do not visit websites that promote things that are illegal, violent, or pornographic.
- Don't change settings or screen savers.
- Do not download anything unless directed by a teacher.
- If you see anything on a computer screen that you think may be inappropriate, please notify a staff member right away.
- School computers are to be used only for school purposes.
- Misuse of school technology will result in this privilege being taken away.

### **Defiance**

Part of **Being Respectful** is doing what a school representative asks you to do the first time. If you are being asked to do something that you feel is wrong, choose the right time and the right way to express your concern. This usually means asking the teacher when and where the proper time and place would be. This allows the teacher to give you his/her full attention in a private setting. The right way means keeping an open mind and not accusing or losing your temper. If you feel that you were not heard, talk to your parents, a counselor, or an administrator. Again, simply defying authority will make the problem worse.

### **Display of Affection**

Kissing or any other physical displays of affection are not allowed on school grounds. This includes during trips, lunchtime, hallways, or any school sponsored activities.

## **Do the Right Thing!**

In the middle of all these do's and don'ts, we wanted you to be aware of one **big DO**. It is "**DO THE RIGHT THING.**" Sometimes it's hard to know what the right thing is. Some of you do the wrong thing because of friends. Don't let that happen. Walk away when you see friends doing the wrong thing. If it's serious, report it to a staff member. Friends should not let someone hurt someone else or themselves. We want you to know that we believe that all of you can do the right thing! Here are some examples of doing the right thing:

- Reporting anyone ready to fight or fighting.
- Stop bullying or mean behavior you witness.
- Report bullying or mean behavior.
- Tell an adult if someone has something dangerous at school.
- Turn in something you find that does not belong to you.
- Report anything that might appear to be drugs at school.

## **End of Year Activities**

All eighth grade students in good standing will be invited to participate in end of the year events marking the end of their middle school experience and their promotion to high school. Participation in these activities is, however, a privilege and not a right.

All students need to be in good standing in respect to discipline, attendance and grades to participate in year-end activities.

## **False Reporting**

A false report is an accusation against another person when you know what you are saying isn't true. Filing a false report to the police is a crime. Here at YCIS, we take it seriously as well. **Be Respectful** of other people's reputation and do not accuse them of things they have not done.

## **Fighting**

You are not allowed to fight, encourage others to fight, or be a spectator to a fight. If you see a fight about to start, **Be Responsible** and alert an adult.

There are no good reasons for fighting and the consequences are big. If you feel you are getting picked on and your only option is to fight, walk away. Get away from the situation and see a teacher, counselor, or an administrator. Most fights start by students picking on each other. Horseplay leads to many fights as well. That is why we don't allow horseplay here at YCIS.

Just to let you know, "minor" fights (pushing, name calling, on the verge of throwing punches) may get you an in-school suspension and/or several detentions. **Fights where punches are thrown may get you suspended or expelled from school, as well as other in-school consequences.** In addition, the possibility of civil and legal action may be taken against you and your family.

## **Freedom of Expression**

In school, freedom of expression is balanced with the need to maintain a safe environment and one that is orderly for learning. You cannot just say, wear, or write anything you want in the name of free expression.

There are some forms of expression that are not allowed. For example, slurs based on religion, race, creed, color, personal life orientation, national origin, sex, marital status, age or disability. Also verbal assaults, harassment, profanities, obscenities, or ridicule may result in disciplinary action. Be sure to read the School District policy found online to know what your rights are.

## **Gum**

Gum Chewing is allowed at the discretion of YCIS Staff. **Be responsible** and spit it out when you are asked, properly disposing of it in the garbage.

## **Hall Conduct**

Here is a list of do's and don'ts:

- Do walk at all times. Running outside of a PE class is not allowed.
- Do keep to the right when walking down the hall or stairs.
- Do be careful when going around a corner.
- Don't block the halls with your group of friends. You cannot walk arm in arm, or arms around each other. It makes it difficult for others to get by.
- Do have a hall pass when in the hallway during class time.
- Do go directly where the hall pass says you are going without detouring by the restroom or locker.
- Do use conversational voices and be extra quiet when classes are in session.
- Don't stop outside classes to wave to friends or try to distract students in class.
- Do use conversational voices in the gym as it gets quite loud otherwise.
- Do **Be Respectful** of others in the hallway.

## **Harassment**

Be kind and **Respectful** to one another. Harassment is not acceptable, will not be tolerated, and will get you into a lot of trouble if you decide to pick on someone.

It is NOT okay to:

- Call names.
- Push, poke, trip, or punch others.
- Block someone's movement or progress.
- Stare, glare, or give mean looks with the intent to intimidate or provoke.
- Make a threatening gesture or statement.
- Take or destroy someone's property.
- Spread rumors or lies.
- Lie to an adult with the intent to get someone else in trouble.
- Slam someone's locker door.
- Say nasty or swear words.
- Make unkind remarks about someone, their friends, or family.

- Call someone fat, short, or other things with the intent to hurt feelings.
- Make sexual, racial, or religious slurs.
- Make sexual gestures.

All of these are forms of harassment or bullying. The extent, number of offenses, and severity of any of these will result in anything from a warning to an expulsion. **Be Respectful** and do not try any of these things. If someone is harassing you, do not try to get even. Getting even will ensure that you get in trouble as well. Besides, it's not the right thing to do.

Follow this Plan:

1. Tell them to stop.
2. Tell a school staff member and/or a parent.
3. If you feel in danger, you should let an adult know immediately.

As students at YCIS, everyone has the responsibility to do their best to stop any mean behavior they see. If you see mean behavior it is important to speak up and not be a bystander. Our collective effort will ensure that everyone is feeling safe and supported here at school. Being a good friend to others is an important characteristic to have, and should be exhibited by all.

### **Homework Request**

When a student is absent for more than two days homework may be requested. There is a 24 hour turn around for all homework requests. Students have the amount of days absent to complete the work from the day they return. If you have specific questions regarding a teacher's late work policy please contact them directly.

### **Horseplay**

Horseplay means pushing, poking, tripping, elbowing, and other physical contact that is done in fun or as a joke with a friend.

Unfortunately, the potential for injury is great. Also, we see a number of fights that begin as horseplay. Many times you do not realize how pushing someone causes others to have to get out of your way in order to avoid being hurt.

If a staff member asks you to stop horse play, don't say, "But he's my friend." The excuse won't work. Just go with a hands-off policy.

### **Inclement Weather**

In the event of school closure or delayed opening due to bad weather, all Portland area television and radio stations will be notified as soon as a decision is made, which is usually by 6:30 AM. You are also encouraged to register for the Flash News Network service that will send a text message to your phone in the event of a change in starting time or the cancellation of school. Check the District's website at [www.ycsd.k12.or.us](http://www.ycsd.k12.or.us) for more information.

## **Library Media Center**

- **CHECK OUT** - Students may check out materials from our library. If they are doing a research report they may check out additional books.
- **LOSSES AND DAMAGES** – charges for lost or destroyed materials will be the replacement cost.

## **Lockers**

We've already talked about lockers, but they are such a big **Responsibility**, so we are reminding you again.

- Do not tell anyone your combination.
- Remember you must always keep your locker locked.
- Do not kick your locker.
- Do not trade lockers.
- Do not share lockers.
- Only enter the locker bay where your locker is located.

You may decorate the inside of your locker, but it must follow these guidelines.

- No stickers or tape. Use magnets or "tack and stick" adhesives. No inappropriate pictures, language, or drug/alcohol related decorations.

**YCSO is not responsible for lost or stolen items.**

## **Lost and Found**

The lost and found is located in a cabinet in the east hall. Parents are encouraged to ensure that their child's items have a name clearly written on the inside of the garment. Please check the lost and found regularly for missing items. Items are bagged and donated to local nonprofits periodically throughout the year.

## **Meal Program**

Breakfast and lunch menus are emailed in our newsletter and available on our district website at: [www.ycsd.k12.or.us](http://www.ycsd.k12.or.us). Each student's account is maintained in the MealTime System. Please check your child's lunch balance online regularly at MyMealtime.com. You may add money to the account online and shared family accounts are available in some cases. Students are never denied a meal due to lack of funds.

## **Medication**

If a student needs to take medication at school, this includes both prescription and over-the-counter medications such as cough drops, Tylenol, etc., a signed permission form must be on file in the office. Forms are available at the office. **Any medication must be turned in to the office in its original container.** District policy requires the school to hold the medication in a locked cabinet and to dispense them to the student at the prescribed times. Students in possession of prescription or over-the-counter drugs may be subject to disciplinary action.

## **Note Writing/Texting**

Many middle school students love to send notes or texts. There are a couple of problems with



allowing you to write them. First, many times you are doing it while you are supposed to be participating in classroom learning. Second, notes are a huge cause of arguments and rumors. Therefore, you cannot write or pass notes at school. Staff members may confiscate notes at any time. Can staff members read notes? Yes, they can. Notes have been found to include inappropriate information or student concerns. Staff members will not read them to embarrass you, only to make this school safer. **Cell phones are OFF and AWAY during the school day.** Your phone will be confiscated if you are texting in class. If you need to talk/text a parent during the school day, go to the office to make the call or text.

### **Parties, Balloons and Treats**

Home birthday party invitations need to be mailed or telephoned from home. Too many hurt feelings occur when invitations are delivered at school. School treats for birthdays are permitted after making arrangements with your child's teacher. State law requires that only store bought and unopened treats be brought for classroom parties. Please help us with this. **Only Mylar Balloons are allowed at Yamhill Carlton Intermediate School due to students with latex allergies.** Any deliveries of balloons or flowers will be held in the office until the end of the day as to not cause classroom distractions.

### **Parent Club (PTO)**

Parents/grandparents/guardians and community members are invited to attend a monthly meeting to discuss school events and academics. Please call the school or check the website for more information. Monthly dates are posted on the website.

### **Passes**

Students must have a hall pass when out of the classroom during the class period.

### **Perfume & Spray Deodorant**

**Be Respectful** of others and do not bring it to school. Many people are allergic. If you are wearing perfume or cologne, make sure it's not strong enough to be distracting. Do not bring any aerosol perfumes or spray deodorants (like Axe) to school.

### **Pets on Campus**

Pets are not allowed on YCSD property. Sorry, no dogs are allowed on the campus during the school day. Service animals are the exception. If a student would like to bring a pet to visit their classroom for educational purposes they must first have permission from the classroom teacher and then the principal. When an animal is permitted to visit, it must be restrained or confined and an adult must remain with the animal. Service animals are exempt; however, please check in the main office when visiting campus.

### **Phone Calls**

Please avoid any unnecessary phone calls to staff or students during the school day. A message may be left for a staff member in the office or on voicemail and they will return your call at their earliest convenience. Cell phones are off and away during class time. Students should ask their teacher to use the office phone if it is an emergency situation. Our office is extremely busy between 2:00 and dismissal time. **Avoid making last minute calls to the office to request changes in your child's plans by sending notes in the morning with your child.**

## **Physical Education**

A student is expected to participate in our physical education program unless he/she has a written doctor's excuse. All PE classes, Grades 4-8, should wear appropriate PE shoes on PE days. Please no sandals, flip-flops or heels. Grades 7-8 will be issued a PE locker in order to change for their classes and will receive a PE uniform paid with their student fees.

## **Prohibited or Restricted Items**

You may **NOT** bring the following items to school or on the bus:

- Drugs, alcohol, or tobacco, vape pens, puff bars, e-cigarettes.
- Weapons of any kind.
- Fireworks or explosives.
- Walkie-talkies.
- Matches or lighters.
- Laser pointers.
- Pornography or other sexually explicit items.
- Pictures with drug, alcohol, or tobacco references.
- Stink bombs or pepper sprays.
- Handcuffs.
- Whiteout and/or rubber cement.
- Energy Drinks of any kind (e.g. Dutch Rebel, Red Bull, Rock Star, Monster)

Be aware that YCIS takes no responsibility for lost or stolen items. **Be Responsible and keep expensive items and large amounts of money at home.**

## **Recess Behavior**

The following rules will apply to outdoor breaks and recess:

- Any games that are played must be played by normal rules. Normal rules mean that you are not horse playing or playing by alternate rules that would give you an advantage or that could cause injury.
- **Be Respectful** and keep your game to one court area and do not extend it into other courts.
- When staff members on duty call or whistle for balls to be turned in, no other shots should be taken.
- Balls should be returned directly to staff members. Failure to do this may result in your permanent removal from the play area.
- If you are playing basketball, no shots significantly beyond the three-point line are allowed. Shots beyond that point may fall short and hit others, which is unsafe.
- Be careful when running around, it's crowded. Avoid running through areas where others are playing.

## **School Hours**

Our office is open from 7:30 am-4:00 pm. You may enter the cafeteria at 7:30. The school day ends at 3:00. Classes begin at 8:10.

## **School Visitors and Volunteers**

All visitors and volunteers are required to report to the school office to sign in and get a visitor badge. **Student visitors are not allowed at any Yamhill Carlton District Schools. As per District policy, the Principal can make an exception if there is an educational benefit to the students.**

During school hours all side doors are kept locked for security purposes; therefore, please enter through the front entrance when visiting or volunteering. Parents and others interested in our school volunteer program have opportunities to help in the library, classrooms, with special projects, as tutors in the reading program, etc.

Volunteers provide a valuable service to our school. All volunteers and parents attending field trips must have a clear background check on file at least 3 days prior to the activity.

For information concerning volunteer work, please contact the PTO or the Main Office.

## **Search & Seizure**

From reading this handbook, it is obvious there are many things you cannot have at school. There may be times when we suspect students of having things at school they shouldn't. In that case, school authorities may search you, your locker contents, your backpack, and your school supplies.

If we receive tips that you are in possession of a prohibited item, we will judge how reliable the information is and decide whether to search or not. We don't reveal the source of our information. Keep your school and personal supplies free of prohibited items. The media speaks regularly about making our schools safer and this is what we are trying to do. Make sure you know what you can and cannot have at school. The police may be called to assist in any investigations.

## **Soliciting**

You are not allowed to bring items to school to sell without permission of a school administrator.

## **Student Planners**

Student Planners are required materials for 4th and 5th grade students at Yamhill Carlton Intermediate School. Google classroom will be utilized for 6th-8th grade students. Use of these tools is one step in helping students to be more successful through increasing organizational skills. Students will receive a student planner during the first week of school. The price is included in their student fees. There is a \$5.00 fee to replace a planner.

## **Substitute Teachers/ Guests**

Substitute teachers are guests in our building and should be treated the same as regular teachers. Be respectful and go out of your way to make our guest teachers feel welcomed in our building. We rely on guest teachers throughout the school year and want them to have a favorable impression of YCIS and our community.

## **Tardiness**

Tardy is defined as being late to school or class. Tardies are a major disruption of any classroom.

### **Tardy to School**

Tardy students must report to the office. School administration will determine whether your tardy will be excused. The following are frequent causes of tardies that we do not excuse.

- Overslept or alarm did not go off.
- Parent or sibling running late.
- Stopping for Starbucks or other morning drink.
- Needing to stay home and baby-sit.
- Cell phones off and away.

### **Tardy to Class**

You are considered tardy if you are late to class. When you are late for class it is a distraction. Some teachers expect you in your seat when the bell rings; some just expect you to be in the room. Make sure you know each teacher's expectations. Those who are tardy will face consequences.

If you have a repeated problem getting to class on time, **Be Responsible** and ask for help. Some students make getting from one class to another more difficult than it needs to be. We will help any student who genuinely needs help making it to class on time.

Consequences for being tardy to school will be handled by teachers or the office staff.

## **Technology**

It is the vision of the Yamhill Carlton School District that students use technology to learn and learn technology to succeed. To this end, the YCSD provides students with multiple technology tools, including network and Internet access, mobile computing devices, software, and stationary computers.

Technology is changing so rapidly, it is difficult to stay ahead of new innovations and inventions; thus, the Yamhill Carlton School District reserves the right to change these policies at any time. At the time of this printing, the language in this document is in alignment with existing Board policies. The rapidly changing nature of technology means that policies addressing technology will have some changes and additions.

Furthermore, it is not possible to include an exhaustive "do-not" list. Thus, when utilizing technology, Yamhill Carlton students are expected to exercise discretion, common sense and good judgment at all times and adhere to the rules of the signed technology agreement.

While technology use facilitates and enhances student learning, experience has shown that it also presents challenges. To minimize these challenges, and enjoy the most flexible and problem-free computing experience, you are required to follow the below policies.

### District-Provided Equipment

Laptops, desktop computers, tablets, probes, microscopes, projectors, document cameras and other technologies are provided for your use to enhance learning. It is your responsibility to care for this equipment as if it were your own. Carelessness or unintentional damage may result in you being asked to pay replacement costs up to \$200.00. If you intentionally damage equipment, you will be asked to pay the full replacement cost of the item(s), and may also be referred to law officials.

### Electronic Files and Media

Everything students do on the school network and on school computers may be accessed by the Technology Department. This means that when requested by parents or school Administration, the Technology Department may access your files, Gmail, Google docs, and network usage.

Exercise common sense and good judgment when using these tools. Before creating, sending, or posting anything, ask yourself if you would be okay with your grandmother seeing it. If the answer is “no”, don’t do it.

### Networks

The Yamhill Carlton School District provides you access to a filtered network and computer technology that facilitates access to rich information resources and encourages the development of the skills needed by you to appropriately analyze and evaluate such resources. You may also be allowed to use personal communication devices to facilitate learning or during recreational periods, such as before and after school.

Telecommunications, because they may lead to any publicly available server in the world, open you to electronic resources that may not have been screened by your teacher for use. You are expected to use prudent judgment when accessing any website, chat room, electronic mail (e-mail), and news user groups. You are required to avoid threatening, hate-related, discriminatory, and pornographic sites.

You are responsible for good behavior on school computer networks, just as you are in a classroom or elsewhere on school property. Communications on the network are often public in nature. General school district rules for behavior and communication apply. The network is provided for you to conduct research and to communicate with others. Access to network services will be provided so long as you use them in a considerate and respectful manner.

Inappropriate use includes, but is not limited to, Using district-owned and operated hardware, software, and network systems for private profit-making ventures.

- Intentionally disrupting the system or another system through hacking, introducing viruses or other computer programming routines that are intended to damage and interfere with any system, data, or personal information.
- Assisting in or permitting any person to engage in any unlawful or inappropriate use or to access pornographic websites.
- Using district equipment, networks, or approved personal communication devices, while on school property or at school-sponsored activities, to access, disseminate, transfer, share or post bullying, threatening, hate-related, discriminatory, obscene, pornographic, or otherwise illegal information and/or images.

### Personally-Owned Technology Equipment

Some students bring their personal technology, generally personal communication devices, to school. This technology may include cellular telephones, earbuds, laptops, tablets or video cameras and other mobile forms of technology. You bring your personal devices to school at your own risk. The Yamhill Carlton School District assumes no liability or responsibility for lost, damaged, or stolen personal devices and the District will generally not investigate lost, stolen, or damaged devices.

You may connect your personal wireless devices to the district's filtered public network. If you utilize a device that is "hotspot" enabled, you utilize this feature at your own risk. Because hotspots are not filtered, you assume all responsibility for content viewed by yourself or anyone else who has access to your hotspot or who view content on a device connected to your hotspot access.

### Social Media

Social media is everywhere in our society today, and many students utilize social media to some extent. Social media includes texting, email, online social networks such as Twitter, Facebook, TikTok, Instagram, Snapchat and, as well as video media like Facetime, Zoom or Skype.

You are expected to follow school rules. If you use social media to post disparaging remarks about others, post images of the school environment without explicit permission from school administration, post images of students without explicit permission from the pictured students, engage in illegal or inappropriate activities, or behave in a way that may otherwise disrupt the learning environment, the school may take disciplinary action up to and including expulsion from school.

Facebook, Twitter, and other non-district hosted web pages that represent any aspect of the Yamhill Carlton School District, including but not limited to student groups, athletics, and district, school, or classroom activities are not allowed without explicit permission from the Superintendent. When these web pages are allowed, you will be required to share login information with the Superintendent so that the Yamhill Carlton School District may edit content it deems inappropriate or delete the page entirely, at its discretion.

- **Remember what is put out on the internet stays out on the internet for everyone to see.**

### Student Supervision

Teachers, instructional aides, support personnel and/or administrators will routinely monitor your computer use and online activities to ensure compliance with policy and applicable law. When the district becomes aware of any violation of this policy or any unlawful or inappropriate activity, the district will exercise its right to take disciplinary action, up to and including termination of your use of the services, and/or suspension or expulsion from the school. The District may also refer incidents to law officials if laws have been violated or material damage or loss has occurred to the district.

### **Theft**

Please be careful with your things. YCIS takes no responsibility or liability for lost, stolen, or damaged property. Please do not bring items of value or large amounts of money to school.

Marking all of your property with a permanent marker helps. This includes backpacks, clothes, shoes, personal calculators, school supplies, and sports equipment.

If you take a bag or backpack to an after-school event, please keep it with you. If you leave it lying around, you may come back and find it gone or damaged. If you are found with another student's property in your possession, you will be disciplined. Thefts may be reported to the Yamhill County Police Department. **Be Respectful** of other people's property.

If you take another student's school assignments and turn it in as yours, it is also considered theft. Students with **Integrity** would never think of taking something that does not belong to them.

### **Traffic and Parking**

Parents: Please remember that we have a large portion of our students who walk to and from school from the neighborhood to the south of Yamhill Carlton Intermediate School. We ask that you enter our parking lot with caution at the east end of our property. Traffic is one-way only in our lot. If you need extra time in unloading your children from the car, please pull past the front entrance into one of the parking spots so as not to create safety or security issues. **DO NOT pull into or park on Larch St.** Parking along the highway is also dangerous as it blocks vision for the driveways and crosswalks.

### **Violent Language**

With the violence that has occurred in the last few years at schools, threats are no longer looked at as jokes.

Be careful of what you say! If you make statements or threats to kill or harm someone, bring a weapon or bomb to school, or commit any violent act it will be taken seriously. Making comments of this nature will usually result in a suspension until the school and/or police decide whether or not a real threat exists. **Be Responsible** for what you say.

If you know of a student who speaks of violence, makes threats, or seems intent on hurting someone or themselves, **Be Responsible** and let an adult know right away.

### **Visitors**

You are not allowed to bring friends, relatives, or former students to visit, unless you have permission from an administrator. A form must be completed and approved 24 hours before a student-age visitor is allowed to be on campus. Parents and guardians are welcome to visit YCIS, but to be safe, they must first check in at the office to receive permission and wear a visitor's pass.

### **Weapons**

All weapons and look-alikes, such as squirt guns, nerf guns may not be brought, possessed, used, or hidden on school property. Consequences may include suspension, expulsion, and referral to law enforcement. For many weapons, the law requires that students are expelled for an entire year. These weapons include, but are not limited to:

- Firearms.
- Air-Soft pellet guns/BB Guns.
- Knives of any size.
- Straight or blade razors.
- Explosives or fireworks.

- Noxious, irritating, or poisonous gasses.
- Drugs.
- Other items intended or used to harm, threaten, or harass people.

Any item that you use to hurt someone becomes a weapon. If you hit someone with a stick, it's a weapon. If you throw a pencil at someone, it can be considered a weapon.

If you find a potentially dangerous item, tell the office or a teacher immediately.

**Do not touch bullets, weapons, syringes, or other dangerous items if you find them.**

### **You Own Your Words**

You are **responsible** for what you say. Even if you are having a bad day and you say something without thinking, you're still **responsible** for it. Saying you're sorry may help, but it doesn't take back what you say. So think before you speak.

When you spread rumors, what you are really doing is harassment. Words have the power to hurt or help. Choose your words wisely. Don't use words with the intent to hurt someone else.

### **Consequences**

The variety of discipline consequences at YCIS are described here. An actual consequence for misbehavior will depend on the seriousness of the problem, severity of the problem, attempts to change the student's behavior, the student's prior discipline history, and other subjective factors like attitude. The police may also be contacted if the school believes it is appropriate.

Consequences may change throughout the year as the staff and administration develop more effective strategies. You will be told about changes as they occur.

### **Apology/Reflection**

Students are often required to write or offer a verbal apology to students, staff, substitute teachers, or others they have offended. Those with **Integrity** are willing to say they are sorry.

### **Attitude Counts**

If you get in trouble, the consequences will be influenced by your attitude and ownership of the behavior.

Those who misbehave, but take **responsibility** for their mistake and are **respectful**, may receive lesser consequences. Even if they don't, they will be a better person for being honest and accepting responsibility for their actions.

### **Bus Citations**

- **1st Citation:** Submitted to Bus Administration, parent notification. May result in detention, suspension, or loss of riding privileges.
- **2nd Citation:** Submitted to Bus or School Administrator, conference and parent notification. May



result in detention, suspension, or loss of riding privileges for 4 to 5 school days.

- **3rd Citation:** Submitted to Bus or School Administrator, conference and parent notification. May result in detention suspension, or loss of riding privileges for 5 to 10 school days.
- **4th Citation:** Submitted to Bus or School Administrator, conference and parent notification. May result in detention, suspension, or loss of riding privileges for 10 school days or the remainder of the year. 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 and must be turned in the morning by 8:15 to be processed. Questions regarding transportation issues, routes, etc. can be addressed directly with the Mid-Columbia staff at 503-662-3300.

### **Confiscation**

Items that are not allowed at school, such as laser pointers, gang related items, violent pictures, or inappropriate pictures will be taken away and will only be returned to your parents.

### **Consequences in the Classroom**

The teachers at YCIS dedicate their time and talents to your education. When your behavior makes it difficult to provide good instruction, you will find yourself facing consequences. Individual teachers handle most disruptions. Here are some of the things that teachers may do:

- Change where you sit.
- Contact your parents by phone, note, or email.
- Arrange a meeting with you, your parents, and administration.
- Remove you from class activities.
- Have a student report to their room for lunch.
- Repair and Resolution meeting.

### **Community Service**

Community service is work you do around the school for which you do not receive pay. Community service as a consequence may be assigned in some cases. In most cases, you will assist our custodians.

Bikes, skateboards, and scooters may be confiscated if ridden on school property. In some cases, these will only be returned to your parent. **Be Responsible** for what you bring to school. CD, MP3, iPod players and cell phones may be confiscated if they are used without permission during the school day.

### **Discipline of Others**

Staff members have the responsibility to take action when they see a student breaking a rule or creating an unsafe environment. Many times students feel the need to stand-up for their friends. Please do not interfere with another student's discipline. If you feel your friend is being wrongly accused, wait for the appropriate time and place to state your concern.

Making fun of a student who is receiving a disciplinary consequence is not **Being Respectful** and may result in a consequence of its own.

### **Expulsion**

Expulsion means not being able to attend YCIS for up to a year. Students who are expelled will go to a hearing with a school district official and may receive their education in another way. This might be a

home tutor or an alternative program.

If you are suspended from school, you are not allowed on any Yamhill Carlton School District Property. You also may not attend any Yamhill Carlton School District event during your out- of-school suspension or expulsion.

### **Expulsion may happen for:**

- Drug use or possession.
- Weapon use or possession.
- Fighting.
- Serious misconduct.
- Frequent discipline problems.

### **Loss of Your Free Time**

Time is an incredibly valuable resource. When you misbehave, we will often take your free time away from you. This could be your free time before school, your passing time, your lunch time, or your time after school. You will be given specific instructions as to when and where you are to report if you lose some of your free time.

### **Mental Health Assessment**

When a student makes threats of harm or violence, an investigation is done before the student is allowed back to school. One of the pieces of that investigation may be a mental health assessment. This tool allows us to have a professional psychologist or health related person give an evaluation to determine whether it is safe to allow the student to return to school.

### **Other Students**

When you receive disciplinary consequences, we only talk about you. It is not up to you to tell us what should happen to others, and we cannot tell you what will happen to them. We only work on your behavior, and that should be your only concern. The same **respect** and confidentiality is provided to you as well when talking to other students.

### **Restitution**

Damaging someone else's property will result in restitution. This means paying for damaged or ruined property. This also includes the school's property as well, like desks, books, walls, and chairs. You will pay for the things you break or damage. **Be Respectful** of other people's property.

### **Suspension**

#### **In-School**

Students may be assigned In-School Suspension. This will usually be served in a cubby in the Reset Room. You will not have any contact with the outside world. You will spend your day at a desk, have your assignments brought to you, and eat your lunch there. You will also be escorted to the restroom.

### Out-of-School

Students may be suspended for up to ten days for major misconduct or repeated misconduct. Serious misconduct includes, but is not limited to:

- Physical abuse or assault.
- Fighting.
- Possession of drugs, alcohol, or other illegal items.
- Harassment or verbal abuse.
- Theft.
- Arson.
- Profanity towards a staff member.
- Vandalism.
- Blatant defiance.
- Bringing a lighter, matches, or other flame-creating item to school.
- Bringing a weapon to school.
- Inappropriate physical or sexual contact.

If you are suspended from school, you are not allowed on any Yamhill Carlton School District Property. You also may not attend any Yamhill Carlton School District event during your out-of-school suspension.

If your suspension is a short one, it will be your **responsibility** to make up assignments missed after school upon returning to school. You will not get additional days to complete assignments due to a suspension.

If your suspension is a longer one and assignments are provided for you, they will be due upon return. If they are not completed, they will be considered late.

### From an Area

Sometimes you might be banned or suspended from certain areas or events. This suspension could be for a day, week, or the rest of the school year. Some of the places or things include:

- Computers
- Lunch dismissal time
- Access to hallways during class time
- Library
- Gymnasium
- School grounds, except during the school day

### Telling the Truth

If you find yourself in a bad situation because of something you have done, **Show Integrity** and tell the truth. It is much easier for you, and the **Respect** from staff and your parents will not diminish. In fact, it will probably go up.

If you fail to tell the truth, more than likely we will find out about it. Poor decisions are a fact of life. Lying is a reflection of character. Decisions you can overcome, but character cannot change overnight. So remember, **do the right thing!**

#### **Where Do School Rules Apply?**

- On school grounds.
- In school classrooms.
- While waiting for the bus.
- On the bus.
- At all school-sponsored events.
- Off school grounds when the incident began on school grounds.
- Off school grounds when the incident has an impact at school.

**Why are there so many rules?** We have chosen these rules based on two beliefs. First, all students can learn in a quality environment. Second, a quality environment is one that is orderly and safe and focused on learning. We believe that these rules and guidelines promote this kind of environment. You are required to know these rules and we encourage you to share them with your parents. If you remember and follow the **school-wide rules**, you will do well at YCIS.

**At YCIS we are...**

# Tiger Tough

**T**enacious

Never gives up.

**O**wnership

Takes responsibility for words and actions.

**U**pstanding

Doing the right thing even when no one is watching.

**G**rowth  
Mindset

I can't .... Yet ...

**H**elpful

Will act when they see a need.

## YCIS BEHAVIORAL EXPECTATIONS

<b>YCIS</b>	<b>Learning Environments</b> (Classrooms, Gym, and Library)	<b>Common Areas</b> (Halls, Buses, Offices, Locker Rooms, Playground, and Courtyards)	<b>Activities/Athletics</b> (Assemblies, Dances, Field Trips, Sports Events, and Performances)
<b>T</b> enacious	<ul style="list-style-type: none"> <li>-Be actively engaged in learning</li> <li>-Strive to exceed expectations</li> <li>-Do your best to be on time</li> </ul>	<ul style="list-style-type: none"> <li>-Have pride in your surroundings...make them better</li> <li>-Search for positive solutions</li> <li>-Promote positive interactions with others</li> </ul>	<ul style="list-style-type: none"> <li>-Show persistent effort</li> <li>-Enhance the activity or event</li> <li>-Be attentive to the speaker or performance</li> </ul>
<b>O</b> wnership	<ul style="list-style-type: none"> <li>-Value your own work</li> <li>-Find opportunities for input</li> <li>-Set goals and make plans to achieve them</li> </ul>	<ul style="list-style-type: none"> <li>-Know where you are going and why</li> <li>-Take responsibility for you actions</li> <li>-Leave things cleaner than you found them</li> </ul>	<ul style="list-style-type: none"> <li>-Pick up after yourself</li> <li>-Support our YCIS community</li> <li>-Honor the efforts of others</li> </ul>
<b>U</b> pstanding	<ul style="list-style-type: none"> <li>-Practice academic honesty</li> <li>-Be on time and prepared</li> <li>-Treat yourself and others with courtesy</li> </ul>	<ul style="list-style-type: none"> <li>-Show safety is #1</li> <li>-Take pride in your actions</li> <li>-Use appropriate behavior, language, and volume of voice</li> </ul>	<ul style="list-style-type: none"> <li>-Represent YCIS with courtesy and good sportsmanship</li> <li>-Enter, wait, and leave calmly</li> <li>-Use appropriate voice and language</li> </ul>
<b>G</b> rowth <b>M</b> indset	<ul style="list-style-type: none"> <li>-Show appreciation of others' strengths and contributions</li> <li>-Be persistent, don't give up</li> <li>-Ask for assistance</li> </ul>	<ul style="list-style-type: none"> <li>-Invite others into your group</li> <li>-Look beyond stereotypes</li> <li>-Value everyone's perspective</li> </ul>	<ul style="list-style-type: none"> <li>-Focus on the positives</li> <li>-Seek learning opportunities</li> <li>-Cheer the efforts of others</li> </ul>
<b>H</b> elpful	<ul style="list-style-type: none"> <li>-Recognize opportunities to help others</li> <li>-Look and listen to your teacher and speakers</li> <li>-Follow directions the first time</li> </ul>	<ul style="list-style-type: none"> <li>-Walk and stay to the right</li> <li>-Act in a thoughtful manner</li> <li>-Report accidents or incidents immediately</li> </ul>	<ul style="list-style-type: none"> <li>-Pay attention-know what is going on</li> <li>-Get involved, show you care</li> <li>-Offer encouragement and support</li> </ul>

# YCIS Behavior Incident Levels

Consequences for misbehavior will factor the seriousness of the problem, attempts to change the student's behavior, the student's prior history, and other subjective factors such as attitude. Please refer to the YCIS parent/student handbook for more specific behavior and consequence descriptions.



## Resources for Students

(503) 852-7660 YCIS Counseling Office  
(503) 852-7660 YC Intermediate School

### A School Counselor may be able to help you with:

- School conflicts
- Tutoring
- Mediation
- Job search

- Access to county services
- Emergencies
- Educational concerns

### 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
  - Radical change in behavior/mood
  - Talk of hurting oneself - suicidal talk or thinking
  - Talk of hurting others
  - Cutting or self-mutilation
  - Running away
  - Skipping school, fall in grades
  - Family problems
  - Problems with a boyfriend/girlfriend - abuse
  - Controlling behavior
  - Drop in self-esteem
  - Stealing
  - Lying
  - Anything that seems unusual – **TRUST YOUR**
- Self-destructive behavior: drug use, not eating, driving fast, **INSTINCTS!** etc.

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

### Other Resources:

Police: 911 Emergencies  
Public Health: (503) 434-7525  
Mental Health: (503) 472-9371  
Crisis: 1-800-560-5535

Family and Youth Programs: (503) 434-7462  
Human Services: (503) 472-4634  
Juvenile Department: (503) 434-7512  
Rape Victim Assistance: (503) 662-423

### To reach any of the departments below you can dial: (503) 662-4233

Lutheran Family Services: (503) 472-4020  
Henderson House/Family Crisis Shelter: (503) 472-0244  
Juliette's House Abuse Crisis Shelter/Support: (503)  
435-1550 National Runaway Shelter: 1-800-RUNAWAY  
(786-2929) District Attorney Victim Assistance: (503)  
434-7510  
Oregon Council on Alcoholism Helpline: 1-800-621-1646

(503) 852-7600 YC High School  
(503) 852-7161 YC Elementary School