

Yale High School

Yale High School
247 School Drive
Yale, MI 48097
(810) 387-3231

Mr. Paul Flynn, Principal
Mr. Adam Nelson, Assistant Principal
Mrs. Maureen Klocke, Athletic Director
Ms. Nancee Armstrong, Counselor

Daily Schedule

<u>M-W-F</u>			<u>T-TH</u>	
7:30 - 8:29	1st Hour		1st	7:30 - 8:22
8:34 - 9:36	2nd Hour	*	2nd	8:27 - 9:19
9:41 - 10:40	3rd Hour		3 rd	9:24 - 10:16
			AAA	10:21 - 11:01
<i>1st Lunch</i>	Class 4th Period		<i>1st Lunch</i>	Class 4th Period
10:40 - 11:10	11:15 - 12:14		11:01 - 11:31	11:36 - 12:28
<i>2nd Lunch</i>	Class 4th Period		<i>2nd Lunch</i>	Class 4th Period
11:44 - 12:14	10:45 - 11:44		11:58 - 12:28	11:06 - 11:58
12:19 - 1:18	5th Hour		5th	12:33 - 1:25
1:23 - 2:22	6th Hour		6th	1:30 - 2:22

Half-Day Schedule

7:30 - 7:58	1 st Hour
8:03 - 8:33	2 nd Hour
8:38 - 9:06	3 rd Hour
9:11 - 9:39	4 th Hour
9:44 - 10:12	5 th Hour
10:17 - 10:45	6 th Hour

Exam Schedule

7:30 - 9:00

15 Minute Break

9:15 - 10:45

INTRODUCTION

Welcome to Yale High School! We hope your experience at Yale will be favorable and that it will prepare you for your future. You will be given the opportunity to gain knowledge and skills that will assist in achieving your goals and allow you to become a contributing member of society. Remember, your success is ultimately determined by your effort. Take an active role in determining and shaping your tomorrow!

Paul Flynn, Principal

OUR SCHOOLS MISSION STATEMENT

We will establish, develop and maintain a curriculum that guarantees an educational opportunity for each student in a safe, caring and creative environment. We believe it is our purpose to educate and challenge all students and to provide support and foster positive growth for physical, social and emotional behaviors and attitudes. We must have the ongoing involvement of our staff, students, parents, and community in planning, interaction and support for Yale High School to be successful in its mission.

CHANGE OF COURSE

Once a student has registered and been assigned classes, students are expected to follow that schedule.

Changes will not occur unless there are extenuating circumstances at the discretion and with permission from the principal and should be completed the first 2 weeks of a semester.

SCHOLASTIC RATING

A-Excellent	D-Poor
B-Good	E-Failure
C-Average	

The scale for grading is as follows:

A 4.0	B 3.0	C 2.0	D 1.0
A- 3.7	B- 2.7	C- 1.7	D- .7
B+ 3.3	C+ 2.3	D+ 1.3	E 0

GRADE REPORTING

Report cards are distributed at the end of each marking period

Progress reports are sent out during the middle of each marking period to those who are in danger of failing.

Supplemental grade reports which are issued 2.5 and 7.5 weeks into a marking period may be requested through the counselors.

Parents may monitor their student progress on the Internet through Parent Connect. Contact the main office for details.

ACADEMIC RECOGNITION

An honor roll recognizes academic achievement at the end of each marking period. The levels for recognition are:

- Academic Leadership 3.9 - 4.0
- Roll of Excellence 3.5-3.89
- Roll of Merit 3.0-3.49

A teacher recognition program honors select students by subject area.

- ❖ Board of Education Academic Awards are granted to students who 1) have a minimum GPA of 3.5, 2) have no mark less than a B- for a marking period or semester mark, 3) no disciplinary offenses which accumulate 3 days of suspension. 4) is taking at least three core subjects (English, Math, Science, Social Studies).
- ❖ A Yale Academic Letter is presented annually based on full-time school attendance, a GPA of 3.2, minimal core courses and no disciplinary offenses which accumulate 3 days of suspension.
- ❖ Perfect Attendance
- ❖ Valedictorian and Salutatorian must have attended Yale High School for at least the four semesters prior to graduation.

A detailed and complete listing of requirements for the above awards is available in the office.

NATIONAL HONOR SOCIETY SELECTION PROCESS

- I. A list is compiled of all non-member juniors and seniors that have a grade point average of 3.5000 or higher.
- II. Students that have had a major discipline violation or a violation of the school's cheating and plagiarism code during the current year are then removed from the candidate list.
- III. Students must submit an application for consideration.
- IV. Students must complete 10 hours of documented community service prior to their application.
- V. Copies of the candidate list are provided to each faculty and administration member for review and comment with respect to the student's service, leadership and character.

A. If there are no faculty or administrative concerns, then the candidate list is submitted to the high school principal for final membership selection.

B. If there are faculty or administrative concerns about a candidate's eligibility for membership, then the Faculty Advisory committee (five tenured teachers appointed by the principal, and the non-voting NHS advisor as chair) will be convened to collect and assess the pertinent information. The advisory committee (through the NHS advisor) will then submit a recommendation list to the high school principal for final membership determination.

- VI. Once a member of NHS, students are required to complete 15 hours of documented community service per year. Five of the hours have to be service outside of the school.

YALE HIGH SCHOOL GRADUATION REQUIREMENTS

Required Credits - 21

Language Arts **4 Credits**

Math **4 Credits**

Minimum Algebra, Geometry, Algebra 2A, B
Student must be enrolled in a math class senior year.

Science **3 Credits**

Biology, Chemistry or Physics, & one additional science course.

Social Studies **3 Credits**

Social Studies I, Government/Economics, Social St II

Phys. Ed/Health **1 Credit**

.5 Credit in Health
.5 Credit in Physical Education

Visual, Performing and Applied Arts **1 Credit**

Online Learning Experience: Can be met through the completion of Educational Development Plans, Career Scope/Career Cruising or technology embedded in required core classes. May be completed in Grades 6-12.

Foreign Language* **2 credits**

Effective for class of 2016 in grades 9-12 or equivalent K-12 experience.

* Flexibility with 2nd year of foreign language in accordance with all changes to the Michigan Merit Curriculum

Local Requirements (Effective for all students)

- Students are required to take the State of Michigan assessments with earnest effort during the testing period.

CREDITS FOR GRADE PLACEMENT

To progress through high school at a normal rate, it is necessary for a student to earn credits according to the following schedule.

5 credits for sophomore ranking

10 credits for junior ranking

15 credits for senior ranking

A maximum of 8 credits per year (4 credits per semester) are allowed.

Students who do not earn credits according to this schedule may not be accorded the usual privileges of that class, even though they may have been in school the required number of years.

Senior age students who have less than 15 credits may be recommended for adult education.

Day school students must abide by the following regulations.

1. A student who does not earn credit for a semester in any particular class in day school **MAY** be required to complete that credit through night or summer school at the established rate.
2. Upon reaching his/her senior year, a student who is short credits required for graduation, and whose class has not graduated, will be allowed to attend night school at the established fee for the year for no more than 2 classes per semester.
3. A maximum of 2 credits will be allowed toward completion of a day school diploma.
4. Independent Study- Only for enrichment or extenuating circumstances at the discretion of the principal.
5. Correspondence- Only under extreme extenuating circumstances at the discretion of the principal.
6. A maximum of 1 elective credits will be given for religion classes for incoming transfer students.
7. Students returning from home schooling will be required to take comprehensive examinations in courses for which they receive credit (test out).
8. A senior who has not earned 20.5 credits at the time of graduation, is required to stay in school through the end of the semester, subject to all required attendance and discipline rules and regulations, and is responsible for all classes, including final exams and will not be allowed to participate in graduation activities.
9. Dual enrollment and testing out options are available to all students that meet the appropriate criteria. Contact a counselor or the principal for more information and deadlines.

Note: Testing out is only available in December and August and must be prearranged as per policy guidelines.

PLAGIARISM (CHEATING)

Any student or students who cheat on any school assignment will receive a zero for that work and parents may be notified. This may result in failure for that class and may also affect consideration for future academic honors and leadership positions. A record of infractions will be kept on file until graduation. Disciplinary action will be taken. *See Progressive Discipline Standard for Yale High School.*

REDUCED SCHEDULE

Students may request a reduced schedule to accommodate dual enrollment for college credits, cases of hardship, or medical issues that would not be possible with a full school schedule. The student and parent/guardian must complete a Reduced Schedule Agreement for the principal to approve or not approve. If approved, this agreement will specify the conditions of the reduced schedule and will be signed by the student, parent/guardian, principal and counselor.

A student is required to take one additional credit beyond the total needed for graduation (there will be no early graduation). The student will have the opportunity to take part in all graduation activities.

COUNSELING AND GUIDANCE

A counselor is available to provide professional help to you on many concerns. Your discussions will be handled in a professional and confidential manner.

See your counselor when:

- You are having difficulty with a student.
- You feel the need to talk to someone about a personal problem.
- You would like help with your future vocational plan.
- You desire information about planning for college.
- You need employment information.
- You wish you knew more about your abilities and aptitudes.
- You seek scholarship and testing information.
- You want a specific course explained or wish to know the course of studies necessary for college prep, commercial or general education studies.
- You want advice about a schedule change.
- You plan to withdraw from school or to transfer.

CAREER PREPARATION

Counselors will work with students to provide activities for career preparation. Career materials and computer access for career exploration are available in the

media center. [Below is a listing of some of the activities that are available to our students:]

9th grade- Classroom presentations to inform students about job applications, work permits, and work restrictions.

10th grade –Use of current computer programs for career preparation.

11th grade - Scholarships, financial aid forms, college visits, how to get into a competitive university, and use of current computer programs for career preparation

12th grade - College scholarship applications and essays. Use of current computer programs for career preparation

Experiential Learning opportunities are available for students in a work study environment offered through the Library-Media or Business curriculum. Approval must be given by administration.

STUDENT ACTIVITIES

The following co-curricular activities, including sports, are available to students to develop interests and talents in a variety of areas.

Student Council	Spanish & French Clubs
Quiz Bowl Team	Art Club
Class Officers	Equestrian Team
National Honor Society	Color Guard
Drama	Girls Soccer Club
Business Professional of America	Science Club

Girls Sports		Boys Sports	
Basketball	Track	Football	Wrestling
Cross-Country	Tennis	Cross-Country	Baseball
Golf	Cheerleading	Golf	Track
Volleyball	Wrestling	Basketball	Tennis
Softball	Soccer	Soccer	Bowling
Bowling			

ATTENDANCE POLICY

Michigan School Code 15, Section 73-Compulsory Education

"Every parent, guardian, or other person in the State of Michigan, having control and charge of any child between the ages of six and sixteen years, shall be required to send such a child to the public schools during the entire school year and such attendance shall be continuous and consecutive for the school year fixed by the school district in which such a child is enrolled."

The Yale Board of Education believes that attendance is a cooperative effort between parents, students and school officials. However, state laws also require school boards and administration to be responsible for the whereabouts of students during school hours.

All attendance policies will be applied with equity and consistency, keeping in mind that students are individuals, with individual needs. Rules are provided to help our students develop responsible habits and become more responsible citizens and not to unduly punish or ridicule the person.

Homework Policy for Absent Students: 1) One day's absence; student makes up work *within two (2) days of* return. 2) two or more day's absence; parent notifies school of need for homework assignments. Teachers have at LEAST overnight to prepare assignment to be sent home.

PARENTAL RESPONSIBILITY

1. Provide an attitude at home that school attendance is important and valuable to the student.
2. Be sure that their children will be in school every day possible.
3. Provide a united front with the school in correcting any problems dealing with attendance.
4. Notify the school by 8:30 a.m. for each day that a student is absent (387-3231).
5. Provide a written note to school upon return to school stating reason for absence (2-day limit) or tardies.
6. For known prolonged absences, to notify the school and make arrangements for materials to be sent home.

STUDENT RESPONSIBILITY

1. Be in class every day that you are physically able to do so.
2. Provide excuse for absences or tardies immediately upon return to school.
3. Present written parental excuse to each teacher stating reason for absence (2 day limit) or tardy.
4. Students must be in attendance at least 50% of the day to participate in extracurricular activities, unless prior permission is granted by the principal or designee.

SCHOOL RESPONSIBILITY

1. Implement a plan that assures parents that we are a partner with them which provides a regular system with follow-up.
2. Counsel parent and student as to the consequences of non-attendance.
3. Adhere to all legal requirements regarding the student's rights regarding due process.

4. Recognize regular attendance as a worthy achievement.
5. Provide parents with materials in order to continue a student's educational progress during a prolonged absence.

Research shows that there is a direct relationship between good attendance and classroom success. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving high school. Likewise, poor attendance may be one factor in the student not achieving the minimal expectations of the class.

EXCUSED AND UNEXCUSED ABSENCES

All absences, excused or unexcused, will count on the attendance policy. All excused absences (a note from a parent) will be allowed make-up work. Unexcused absences will receive an "E" for the day and make-up work will be given, evaluated but will not be counted toward the student's grade in his/her classes.

THE FOLLOWING PROCEDURES WILL BE USED CONCERNING CLASSROOM ATTENDANCE:

1. When reaching 6 days absence, in any class, the parents or guardians will be notified by letter.
2. When reaching 9 days absence, in any class, a conference will be requested with the teacher, parents or guardians, student and principal/assistant principal.
3. When reaching 13 days absence, in any class, the student **will fail to earn credit for that course but must still attend class.** Behavior problems or truancy will result in further assertive discipline.
4. A student who reaches 13 days absence in more than half of his/her classes will be suspended from school and expulsion proceedings will be initiated.
5. To be considered school business, the student needs to pre-excuse his/her absence with a note and phone call at least 2 days prior. Examples are:

College Visits
Military Visits

EXCEPTIONS TO THE CLASSROOM ATTENDANCE POLICY ARE AS FOLLOWS:

1. An absence due to a school-sponsored event.
2. An absence verified by a physician that the student was unable to be in attendance and could return on another date.

3. In extenuating circumstances, the limit can be extended after a conference is held with the student, parent or guardian, teacher and principal. (i.e., extended illness, death in family, serious family problems and principal's discretion.)
4. Homebound instruction is available for all students in the Yale Public School System. Arrangements must be made with the building level principals for homebound instruction. The criteria for homebound is:
 - The illness must be long term (10 consecutive days) and it must be approved by the building level principal and the director of Special Education.

TARDY PROCEDURES

Tardiness is defined as not being in your assigned room and seat when the bell rings.

1. When a student is detained by authorized personnel, he/she will be given a pass and the tardy will not count against him/her.
2. Roll will be taken at the start of the hour and recorded into the computer system within the first ten minutes of the class period. A student coming in 15 minutes after the start of the class unexcused will be considered absent.
3. Three (3) tardies to a class equals 1 absence. The teacher shall report this to the office when the student reaches the third tardy.
4. Late arrivals must sign in at the attendance office. Parents need to notify the attendance office their child will be tardy. Parent notification does not excuse or eliminate the tardy.
5. When a student reaches his/her 3rd tardy, in a class, per semester, the student will receive a detention. For every tardy following, the student will receive an additional detention.

HALL PASSES

A teacher's hall pass is to be used for students out of a classroom. Any student out of class without a pass is subject to detention. The restrooms are to be used during passing time. Loitering in the restrooms is not permitted.

ILLNESS/ACCIDENT AT SCHOOL

1. If a student gets sick during the day, he/she must report directly to the office.
2. A student must never leave the building to go home or to seek medical assistance unless directed to do so.
3. All accidents and injuries at school require an injury report to be completed in the office.

LEAVING AND RETURNING TO SCHOOL

No student shall leave or return to the building without first obtaining permission from the high school office. The student is required to sign in and out at the office and have excuse verified by parent. Failure to comply will result in disciplinary action.

VISITORS

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform the office personnel of their reason for being at school. Students may not have visitors in school during class time because they are unacceptable distractions to the educational process.

CLOSED CAMPUS

Yale High School is a closed campus. Students are not allowed to leave school for any reason without following proper sign out procedures.

LUNCHROOM RULES

1. All students must be in the lunchroom area when the bell rings.
2. Do not leave the lunchroom area.
3. Do not enter the kitchen through the exit door.
4. Because of crowded conditions, please remain seated.
5. Please keep the lunch area (table and lunch cart) clean:
 - a. No trash left on tables or floor,
 - b. No food wrappers left on lunch cart.
6. No stealing of food or drink.
7. No food in hallway.
8. No throwing of paper, food, pop, etc.
9. During the last five minutes of each lunch, no one leaves and everyone must be seated.
10. No coats, backpacks, or jackets in lunch line.
11. Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service
12. Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel
13. Students shall report spills and broken containers to cafeteria staff immediately.

STUDENT BEHAVIOR POLICY

It is understood that all students are attending Yale High School to further themselves and consequently, graduate into the world better prepared to serve themselves.

It is further understood that students who persist in interfering with the rights of others or continue to be uncooperative after a warning will simply eliminate themselves from school. The school is concerned with the learning atmosphere as well as individual rights or desires of students. If you desire further information concerning misconduct, suspension, or expulsion, refer to the Board of Education Policy Book, available online.

By virtue of being a student of Yale High School, each student agrees to abide by the rules of the school. All students shall comply with the requests of the administration, teachers, and staff who have been employed by the Board of Education. Any member of the faculty or staff whether or not he or she is in direct control of the group may make a request of any student. When a student does not comply with the law and/or school rules, the privilege of attending school and all school-related activities may be revoked.

DETENTION PROCEDURE

An after-school supervised detention room has been established for student truancy or misconduct. Repeated truancy or misconduct may involve more severe discipline.

Students will be provided a twenty-four (24) hour notice regarding detention assignments. **No accommodations will be made regarding the assigned date for a given detention.** The teacher assigning a detention will give the student a form that must be completed and signed by the student and a parent and returned to the detention room supervisor before the student enters the detention room. Failure to do so will result in additional detentions.

The administration will be responsible for determining the length of all detentions after consulting with any teacher who may be involved. General rules for detention include: 1) All hours skipped will be made up in detention. 2) Failure to serve detention will result in additional detentions or suspension. Other reasons for detention that the administration may include, but are not limited to, such behavior as follows: 1) Abusive or profane language. 2) Infraction of any school rules. 3) Throwing objects of any kind. 4) Abusive use of school property or supplies will be subject to detention, suspensions, fines or a combination of these. 5) Continual neglect to complete and hand in assignments. 6) Tardies. 7) Public demonstrations of affections. 8) Forgery.

ABUSE OF DETENTION VIOLATIONS

1. When a student reaches his/her 5th detention during a semester, the student will be assigned a suspension for one day and referral to the counselor will be made.
2. On the 6th detention on one semester, that student will be suspended from school for two (2) days.

3. On the 7th detention in one semester, that student will be suspended from school for three (3) days and referral to the counselor will be made.
4. On the 8th detention in one semester, that student will be suspended from school for five (5) days.
5. On the 9th detention in one semester, that student will be suspended from school for ten (10) days and a referral to the counselor will be made.
6. On the 10th detention in one semester, that student will be recommended to the superintendent for possible expulsion from school on the grounds of incorrigibility.

**PROGRESSIVE DISCIPLINE STANDARD FOR
YALE HIGH SCHOOL**

1. Detention
2. One to three days suspension
3. Five days suspension
4. Ten days suspension
5. Recommended for expulsion (a maximum 10 days suspension will result until board of education action can be taken)

The severity of the offense will determine the recommended disciplinary action.

Disciplinary actions up to and including expulsion and police involvement will be taken for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials including e-cigarettes, vape pens or any other smoking device
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages *
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance.
 - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance.
 - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or any controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Explosives, bomb threats, fireworks.
5. Using possessing, controlling, or transferring a dangerous weapon as defined by Michigan law or any item which may be used to cause or threaten harm to others, or a “look alike” weapon.
6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept powered-off and out-of-sight during classes throughout the regular school day.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
10. Bullying, hazing, or any kind of aggressive behavior or encouraging other students to engage in such behavior.
11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
12. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
13. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
14. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to , conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
15. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.”

For purposes of these rules, the term possession includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

*Malt beverages labeled as "non-alcoholic" (including, but not limited to, Sharp's, O'Doul's Kingsbury Malt Beverage, and Zing Malt Beverage) may contain alcohol.

These major offenses will be a three (3) step disciplinary procedure; (1) 5 day, (2) 10 day and (3) recommended expulsion. Each offense will result in the next disciplinary step. Students with a pattern of behavior offenses and detentions will be recommended for expulsion.

The following actions will be the basis for expulsion proceedings; possession and/or use of weapons, firearms, fireworks, the possession or sale of controlled substances, bomb threats, explosives, and any behavior which is a threat to the safety and welfare of students or staff.

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Any student suspended from school will not be allowed to attend or participate in any school sponsored activity, including graduation activities, prom, or athletic contests.

Students returning to school after extended suspension/absence, under special conditions, or for a fifth year will be required to sign a behavior contract.

Sexual harassment is defined to include unwelcome, unwarranted, and continual sexual advances or requests for sexual favors between students, or between student and staff. This includes verbal or physical conduct of a sexual nature that unreasonably interferes with school performance or creates an offensive school environment.

BULLYING

“Bullying, harassment or intimidation” means any gesture or written, verbal, or physical act that a reasonable person, under the circumstances, should know will have the effect of harming a student or damaging the student’s property, placing a student in reasonable fear of harm to the student’s person or damage to the student’s property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Bullying, harassment or intimidation includes, but is not limited to, such a gesture or written, verbal, or physical act, that is reasonably perceived as being motivated by a student’s religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or by any other distinguishing characteristic.

It is important to tell an adult when you hear that a student has threatened harm or harassed another person. Relaying this information is the responsible choice. This is not considered tattling.

SCHOOL BUS CONDUCT

Student conduct on school buses will be in conformity with the rules and regulations established by the Yale Public Schools and the transportation supervisor. Bus drivers have the delegated authority to control students on buses.

Students riding buses to school-sponsored activities must return by the same bus. The privilege of riding a school bus will be revoked for conduct or refusal to comply with established rules and regulations.

DRESS CODE

Recognizing that individual expression through dress and grooming is important to students, the following simple guidelines have been established to provide for maximum flexibility:

1. The personal appearance of students is expected to be neat, clean, and consistent with community standards.
2. Shoes of some nature (without heel or toe plates) must be worn. No slippers.
3. Hats, headwear, visors, sunglasses, halter tops, low cut tops, tank tops, vests without shirts, mini skirts, coats, jackets, and any clothing deemed inappropriate.
4. Shirts must be long enough to be tucked in at the waist. No bare midriffs will be allowed. Shirtsleeves must hang over the shoulder. No sleeveless shirts.
5. All pants must be worn at proper waist height. The “sagging” of pants is not allowed. No mutilated pants or pants with inappropriate holes are allowed. In no instance may undergarments be visible.

6. Shorts or walking shorts may be worn which are modest in nature. "Short" shorts, athletic style spandex shorts are not permitted. Shorts and skirts are to be fingertip length.
7. Patches, shirt designs or clothing accessories that depict, suggest or portray confederate flag, obscene, lewd, pornographic, gang symbols or colors or other unacceptable representations may not be worn to school.
8. Any clothing that depicts alcohol or drugs shall not be worn. This includes any advertisement for tobacco, alcohol or near beer "brew", drugs or drug paraphernalia.
9. Long chains draped on clothing or attached to wallets, or dog chains, spiked collars, dog collars, or wristbands, or jewelry that depicts weapons may not be worn.
10. Any clothing that suggests massive human maiming or killing, using words or symbols such as carnage, doom, or names of mass murderers may not be worn.
11. Correction facility uniforms or copy uniforms may not be worn.
12. Back packs / book bags must be placed in locker and cannot be taken to class.
13. Specific rules of student appearance may be established for participation in extracurricular activities. Discipline may result from the abuse of the dress code policy.
14. The above rules may be amended by the administration as deemed necessary due to fashion trends.

Students who violate the dress code will be given the opportunity to change into appropriate clothing. Repeat offenders to the dress code will be dealt with through the discipline policy, up to and including suspension.

ITEMS NOT ALLOWED

The following items are not allowed in school unless permission is granted by the principal or principal's designee:

1. Electronic devices
 - Personal electronic devices (iPad, iPod, e-readers, etc.) are allowed for approved classroom use only
2. Lighters or matches
3. Drinking containers or beverages brought in from outside the school
4. Drug paraphernalia
5. Squirt guns
6. Gang paraphernalia
7. Cell phones during class
8. Laser pointers
9. Pepper Spray
10. Cards, dice or any items that could be used for gambling
11. Any other item inappropriate or distracting to the educational process

COMPUTER – INTERNET USE

The school computers and access to the Internet are intended for educational purposes. Anyone misusing computers or the Internet will be subject to discipline policies and loss of privileges. Computer games depicting any type of violence are not allowed.

Students and parents must sign an Internet use agreement before the student will be issued a user card. Visiting inappropriate websites, sending or receiving inappropriate e-mail, or any other Internet misuse will be considered major violations of the student behavior policy.

Refer to Internet use policy and the Internet/Computer Misuse discipline Policy below, for specific regulations.

INTERNET/COMPUTER MISUSE DISCIPLINE POLICY

Students misusing the school computers/Internet will be subject to the following policies:

Minor Infraction:	One Detention Two weeks off computer/Internet
2 nd Minor Infraction	Will be counted as 1 st Major Infraction
1 st Major Infraction	Five (5) day Suspension No computer /Internet use for the rest of semester
2 nd Major Infraction	Discipline Policy No computer/Internet use for the rest of the year
3 rd Major Infraction	Discipline Policy No computer /Internet use for the rest of school career

Determination of disciplinary action shall be left to the judgment of the high school administration. The High School administration reserves the right to suspend computer and/or Internet use for any student up to the remainder of their school career, depending on the severity of the offense.

DAMAGE TO SCHOOL PROPERTY-VANDALISM

Students will be responsible for full payment of labor and replacement costs of items that need to be replaced and/or repaired as a result of pranks of any kind, willful damage, destruction, or theft of any school property. Police action will also be taken.

VIDEO MONITORING SYSTEMS

A video monitoring system may be used on school busses and in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

SMOKING

The campus is closed to smoking. School policy prohibits the use of tobacco products: everywhere; by everyone; at all times. This includes all school property and parking lots, and at any school sanctioned event. The possession of tobacco products (including electronic smoking devices), etc., is also not allowed and will result in confiscation, progressive discipline and a police report may be filed.

DRIVING REGULATIONS

Driving to school is a privilege, not a right. Students driving to school will be subject to the following regulations:

1. A student may not be in the parking lot during scheduled class times, between classes, or during lunch.
2. Students will park their cars in the assigned area in the student parking lot.
3. Students driving to school are responsible for arrival to school on time. No excuses for tardiness will be accepted.
4. The speed limit in the parking lot is 10 miles per hour and will be enforced by the Yale Police.
5. School buses have the right of way at all times.
6. The school and any of its faculty or staff will not be responsible for loss or damage to student vehicles or personal property contained therein on school property.
7. Cars parked on school property will be visually inspected by staff periodically and may be searched if needed.
8. Driving will be by permit only. The administration will determine the method of distributing permits based on available parking. Students will be notified of eligibility and the method for obtaining a permit. There will be a fee for parking permits to offset costs. Student cars parked on school property without a permit will be ticketed and/or towed at the owner's expense.
9. Upon arrival at school, park your car and come directly into the high school. Loitering will not be tolerated. Loss of driving privilege will result.
10. Do not drive by the bus loop.
11. Violations of safe driving may result in official complaints in a summons (ticket) being issued by law enforcement personnel. The following procedure will be followed per year:
 - 1st Offense - Suspension of driving privilege – 1 week
 - 2nd Offense - Suspension of driving privilege - 3 weeks
 - 3rd Offense - Suspension of driving privilege - remainder of year.

DANCE RULES

1. Dance tickets are sold in advance. Tickets may not be purchased at the door.
2. All dances at Yale High School are intended primarily for Yale High School students.
3. The dances are open to Yale High School students, graduates of Yale High School and guests of Yale High School students. Guests must be registered in the high school office prior to the dance (approved guest pass). The student is responsible for the behavior of the guest.
4. The dances are NOT open to students currently suspended from school, dropouts from school, students in the 8th grade or lower, and students whose physical condition is determined by a chaperone to be unacceptable. Any student, graduate or not, with a history of causing problems at Yale High School will not be allowed to attend extracurricular activities. (Dropout Student not attending day school whose class has not graduated.)
5. Proper dancing is expected at all times (Face to face and leave some space)
6. Any person leaving the dance will not be readmitted to the dance.
7. A student who shows any signs of being under the influence of alcohol, drugs or illegal substances will be denied admission, parents called and detained until parents and/or police are notified and arrive.
8. Chaperones are in charge of the dance and may use their discretion in the operation of the dance.

Dance and student activity forms are available in the office and must be approved. Specific rules for the organization Sponsoring the activity are listed.

FIRE, TORNADO, AND LOCKDOWN DRILLS

Safety drills will occur at times established by the school. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school shall conduct at least six (6) fire drills, two (2) tornado drills, and two (2) lock-down drills each school year. At least four (4) of the fire drills shall occur in the fall. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

LOCKER SEARCHES

All students will be assigned to a locker. Use only the locker assigned. DO NOT for your sake, keep valuables and/or money in your locker. If it is necessary for you to have articles of value or money, the office will secure them until the close of school. Articles stolen or damaged are not the responsibility of Yale High School. Lockers are to be kept locked at all times. No designs, stickers, etc., are allowed on the outside/inside facing of the locker. Locker changes must

be approved by the principal's office. TEC Center students must have the assistant principal's permission to change lockers.

Since lockers are the property of Yale Public Schools, they are subject to search at any time by school officials. These searches may be conducted without notice, without student consent, and without a search warrant.

A student's person or personal effects may be searched whenever a school official has reasonable suspicion that the student is in possession of illegal or unauthorized materials.

LOST AND FOUND

Recover lost books and articles of clothing at the main office. Articles found should be returned to the office. Articles not picked up at the end of the year will be donated to a charitable organization.

LIBRARY REGULATIONS

1. Detention will be assigned for overdue materials.
2. Students who sign a book, magazine, or other materials out of the library and lose the item will pay the replacement cost of the item.
3. Students will not receive their final semester grades and seniors will not receive their diplomas until overdue materials are returned or replacement costs are paid to the library.

MEDICATION POLICY

The following regulations shall guide the medication of students at school. They are intended to protect the school and students while assuring medication for students to function effectively in school. **Any violations or deviations to the Medication Policy may result in a major violation (5 Day Suspension).**

1. Medication shall only be administered to students during school hours by the principal or such other person as is authorized or directed by the school principal to administer such medication. Medication shall only be administered when it is necessary to do so during school hours.
2. Medication shall be administered to students during school hours only upon receipt of a written permission form available from the school office. The medication shall be delivered in the original container to the school principal by the parent or legal guardian. The permission form shall be signed by the parent or other legally appointed guardian, shall be dated, and shall contain all of the information required by the form. The form shall be kept on file in the principal's office and must be renewed at the commencement of each school year or with additional medication or change of medicine.

3. All medication shall be stored by the office personnel and shall be kept in a locked file drawer, desk drawer or other locked container. All prescription medication shall be retained in the original sealed container with the student's name, the physician's name, current date, name of medication, dosage/strength of medication and expiration date. Non-prescription medication must also be in its original container. Upon the expiration date of the medication, it shall be disposed of by the principal.
4. A record shall be kept of the administering of any medication. If medication is dispersed, the principal or his designee shall record the date and time the medication was administered, the kind and quantity of the medication which was administered, and the name of the person administering the medication.

SCHOOL CLOSING

Due to inclement weather or other emergency closing school, please listen to WHLS, WPHM, or WJR. Please do not call the school. School closings will also be posted on the school's website (www.yale.k12.mi.us) and the high school's Facebook page (Yale High School). Special emergency forms on which parents state their wishes for their child in the event of unscheduled early dismissal will be required for each child. These forms must be signed by the parent or legal guardian.

FEES

Special fees may be collected from students for various class projects that become the personal property of the student. These fees must be paid when the material is obtained.

SENIOR PICTURES

Life-Touch/Prestige is the photography service for yearbook and senior pictures. An individual picture of each student is necessary for school records and a student I.D. For seniors there is a sitting fee which includes the senior class composite. Photographs for senior composite must be taken by Life-Touch/Prestige. Senior pictures may be taken by other photographers for the yearbook photo only. It is the student's responsibility that the picture adheres to school requirements for the yearbook. It is also the student's responsibility to have their pictures sent to the school, on time, by their photographer, by the established deadline.

TEXTBOOKS

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Students will be charged a fine based on the teacher's judgment for abuse, misuse or lost books.

Fines for lost books are paid in the main office. Students will not be allowed to receive diplomas and/or have their records sent to other schools or employers until these financial responsibilities are paid.

HOMEWORK POSITION STATEMENT POLICY

Philosophy Statement: We believe that the educational process is not limited to the length of the school day. Homework enables the fulfillment of the objectives for individual courses and reinforces classroom instruction. Homework fosters the student development of initiative, self-discipline, responsibility, and independence while encouraging learning.

Parents are expected to be involved in the educational process and support homework. They further this process by providing a positive environment and the materials necessary to complete homework assignments.

Definition of Homework: Homework is defined as the tasks students are required to do on their own time as an extension of the classroom instruction.

YALE PUBLIC SCHOOL IMMUNIZATION POLICY

To maintain the present standard of health care, the Yale Board of Education has adopted the following policies that meet the requirements of the St. Clair County Health Department.

These are exclusion of children who are not completely immunized for diphtheria, tetanus, pertussis (whooping cough), polio, measles, mumps, and rubella. Requirement for rubella will be waived for teenage girls if they cannot obtain it from their family physician. The only other exemption is a signed waiver slip by parents who object to immunization for religious, health, or other reasons. These waivers may be obtained from the school.

Children who are exempt by waiver must be excluded from school during a serious outbreak of disease until the outbreak is under control.

CHILD ABUSE/NEGLECT

Yale Public School is required by law to report all suspected cases of abuse and/or neglect to the Department of Social Services for investigation.

DIRECTORY INFORMATION

According to the Family Education Rights and Privacy Act, the following information is considered directory information. As such, this information may be included in public information or released on request. If a parent and/or student does not want this information released, it is necessary to have a written statement stating specific information that may not be released.

1. Name, address, telephone number

2. Date, and place of birth
3. Major field of study
4. Participation in school activities
5. Dates of school attendance
6. Honors and awards
7. Other similar information e.g., alumni associations, height and weight of athletes, honor roll members, information generally found in yearbooks.

NON-DISCRIMINATION POLICY

It shall be the policy of the Yale Public Schools to fully comply with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the United States Department of Education. It is the policy of the Yale Public Schools' Board of Education that no persons on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the United States Department of Education.

Yale Public Schools will continue to take whatever remedial action is necessary to eliminate any existing discrimination based on race, color, religion, national origin or ancestry, age, sex, marital status or handicap. Any questions or concerns regarding the grievance procedure or non-discrimination policy should be directed to:

Mr. Ken Nicholl, Superintendent

**YALE PUBLIC SCHOOLS
ATHLETIC HANDBOOK
Athletic Telephone
(810) 387-3231**

WARNING:

Participation in interscholastic athletics includes a risk of injury, which may range in severity from minor to long term catastrophic. Although serious injuries are not common in supervised school athletic programs, it is impossible to eliminate this risk. Participants can, and have the responsibility to help reduce the chance of injury. Players must obey all safety rules, report all physical problems to their coaches, follow a proper conditioning program, and inspect their equipment daily. Parents and students who do not wish to accept the risks described in this warning should not allow their child to participate.

CODE OF CONDUCT

It is a privilege to participate in **Athletic** activities. Appropriate conduct/behavior should encompass and embrace **all activities** affecting athletes. At Yale an athlete is defined as (1) member of any athletic team and/or (2) team managers. An individual is considered an athlete from the first time they participate in a sport to the time they graduate from Yale High School. The athletic handbook is in effect 12 months out of the year. For any violations that occur on the last "game" during a sport season, the penalty will be invoked at the beginning of the athlete's next sport season participation. It is the athletes and parents responsibility to read the Athletic Handbook and to abide by the regulations stated therein.

The following activities will be covered in this document: All contracted activities in the master agreement of the teacher contract, schedules B1 and B2, that are not part of a scheduled class during the school day.

Students are also subject to all Michigan High School Athletic Association rules and regulations even though such rules may not be included specifically in this document. Any student who participates in an activity remains subject to the rules and regulations of this document until graduation (summer months included).

RULES OF ELIGIBILITY FOR PARTICIPATION

The following rules of eligibility must be observed in order to participate in the co-curricular program.

A. ENROLLMENT

The student must be enrolled in the school by the Friday of the fourth week of the semester. The student must reside in the school service area in which he/she attends school.

B. AGE

High School - A student in grades nine through twelve who participates in any co-curricular activity must be under nineteen (19) years of age. When a student's nineteenth birthday occurs on or after September 1 of a current school year, he/she is eligible for participation for the balance of the school year.

Junior High – A student must be under fifteen for eighth graders or fourteen for seventh graders, years of age at time of contest unless that birthday occurs on/or after September 1 of a current school year, in which case student is eligible for balance of that school year in all sports.

C. PARENT/GUARDIAN CONSENT AND STUDENT APPLICATION

The student must submit the signed parent/guardian consent form prior to participating in tryouts, practice sessions or contests. Students and parents are to read the Code of Conduct for Students before signing the parent/guardian consent form. The completed form will be kept on file in the building office during the school year.

D. PARTICIPANT PHYSICAL EXAMINATION

A student must have a physical examination completed by a physician (M.D. or D.O.) certifying that the student is fully able to compete in athletics. The physical must take place after April 15 of the previous school year to be used for the current school year. The student must submit the completed physical form to the athletic director's office prior to participating in tryouts, practice sessions, or contests. The completed form will be kept on file in the building athletic director's office during subsequent sports seasons.

E. INSURANCE

A student and their parent/guardian are urged to make sure he/she has adequate protection, as the district will assume no liability for injuries. If a student is injured it is their responsibility to notify the insurance companies involved. The student must also notify the coach/sponsor.

F. SEASONS OF COMPETITION

A student, while enrolled in grades nine through twelve, shall be eligible to compete in no more than four (4) seasons in either first or second semester athletics. For example, a student may not compete in more than (4) seasons of a particular sport: football, tennis, etc. A student shall be limited to participation in only one sport season when that sport leading to a state championship is sponsored twice during the school year.

G. SEMESTER OF ELIGIBILITY

A student shall not be eligible to compete in any branch of athletics who has been enrolled in grades nine through twelve for more than eight semesters. The seventh and eighth semesters must be consecutive. Enrollment in a school for a period of three weeks or more, or

competing in one or more interscholastic athletic contests, shall be considered as enrollment for a semester under this rule.

H. PREVIOUS SEMESTER RECORD

High School - An Athlete must have received at least twenty (20) credit hours (four subjects) for work taken during the previous semester of enrollment. A ninth grade student is generally eligible without regard to his/her eighth grade record.

Junior High – An athlete must have received credit in at least fifty percent of work carried during the previous semester.

I. CURRENT SEMESTER RECORD

A student must carry and do passing work in at least twenty credit hours (four subjects) during the present semester up to within seven days of a contest.

J. TRANSFERS

Generally a student must have an accompanying change of residence by his/her parent/guardian, or other persons with whom he/she has been living during the period of his/her last high school enrollment, into the district or service area of the school he/she now attends to be eligible his/her first semester. The transfer rule applies to ninth graders but not to seventh and eighth graders.

K. UNDERGRADUATE STANDING

A high school athlete may not be a high school graduate. Likewise, a junior high athlete may not be a junior high graduate.

L. ACADEMIC ELIGIBILITY

A student is expected to maintain passing grades in all classes in which enrolled. A student becomes ineligible until passing grades are attained. This is determined by a bi-weekly eligibility list. Note: Any athlete marked ineligible will have a chance to become eligible in one week. As a follow-up, an eligibility form will be sent to check on the student's progress after one week. He/she is still considered a member of the activity and must obey all rules during the period of ineligibility. A student will receive at least two week's warning before being ineligible.

Failure to comply: Any student who fails to meet any of the above regulations will not be allowed to participate until such time as he/she complies with the regulations in this section. The student is ineligible until deficiencies are corrected. A student who fails to pass the required classes during the previous semester must sit out the entire current semester. Failing grades during the season will constitute the following consequences:

1st "E" in any class: Warning

2nd "E" in same class: 2 Week Suspension

3rd "E" in same class: 2 Week Suspension

4th "E" in same class: Suspension for rest of season

The winter sport season has the semester fall during the schedule. Quarter grades may be used to determine eligibility if the marking period falls at eligibility check time. Previous deficiencies accrued during the season are carried over to the next semester, not expunged.

Note: In case of all suspensions, the athlete, unless excused by the coach, must practice with the team, be in attendance at the game, and abide by team regulations. If an athlete is suspended for the remainder of the season, then the athlete will be dropped from the squad, will not be allowed to practice, and will forfeit any recognition, individual or team honors. A student's eligibility runs from the start of the marking period to the end of the marking period.

AWARDS – REGULATIONS

- A.** A student may not accept, from any source, anything for participation in athletics other than an emblematic award. An emblematic award would include, but not be limited to, any medal, ribbon, plaque, cup, trophy, banner, picture or regular letter award.
- B.** No acceptable emblematic award shall exceed twenty-five dollars (\$25.00) in value with the exception of the regular letter award of the school. The cost of engraving a medal or similar award need not be included in determining the value of the award.
- C.** No one, such as parent, friend or other person, may accept an award on behalf of the athlete at any time prior to graduation from high school.
- D.** Acceptance of such items as cash, merchandise, memberships, privileges, services, sweaters, athletic equipment, wearing apparel and watches would be a violation. **Failure to Comply: Any student violating any area of this section would be ineligible for interscholastic athletic competition for a period of at least one semester from the date of the violation. If the violation occurs after the Monday of the fourth week of a semester, a student is ineligible for the balance of that semester and the succeeding semester.**

AWARDS – RECEIPT OF

- A. Qualifications**
 - 1. All Varsity Sports - An athlete must successfully complete the season in good standing. Each coach will establish minimum requirements for earning an award and make these requirements known to the athletes at the beginning of the particular season.

Varsity Awards

Certificate
Varsity Letter
1st year pin

When Awarded

All Varsity Letters
First Varsity Letter (only one)
First Varsity Letter in a sport

2 nd year pin	Second Varsity Letter in same sport
3 rd year pin	Third Varsity Letter in same sport
"3D" Letter	Third Varsity Letter in same sport
	or
	Two consecutive years in three different sports
4 th year pin	Fourth Varsity Letter in same sport
Team Patches (if ordered)*	League, District, Regional, and/or State champions (may be combined)

*at cost to athlete if athlete chooses to purchase

2. All J. V. Sports - An athlete must successfully complete the season in good standing.

<u>J. V. Awards</u>	<u>When Awarded</u>
Certificate & Pin	All J. V. team members
Team Patches	League, District, Regional, and/or State champions (if moved up for state tournaments)

3. All Freshmen Sports - An athlete must successfully complete the season in good standing.

<u>Freshmen Awards</u>	<u>When Awarded</u>
Certificate & Pin	All Freshmen team members

B. *Comments*

1. Managers/Stat Persons may earn a Mgr./Stat pin and certificate. Managers/Stat Persons are not eligible for Varsity Letters.
2. A violation of the athletic code may jeopardize receiving an athletic award. This decision will be made by the athletic director and/or building principal.
3. Team awards will be given in accordance in the coach's handbook.

NO VARSITY LETTERS MAY BE ISSUED TO ATHLETES MOVED UP FOR STATE TOURNAMENTS

MAINTAINING AMATEUR STATUS

- A. A student participating or planning to participate in interscholastic athletics **May Not:** (1) accept any money or other valuable consideration for participating in athletics, sports, or games; (2) receive any money or other valuable consideration for officiating an interscholastic athletic contest; or (3) sign a contract with a professional team.
- B. The rule in (A) above applies to the following sports: Baseball, Basketball, Cross Country, Golf, Football, Swimming, Soccer, Softball,

Tennis, Track, Volleyball and Wrestling. **Failure to comply: A student violating this rule is ineligible and may not apply for reinstatement until the equivalent of one full school year has elapsed from the date of the last violation. After that date the student may request reinstatement.**

OUTSIDE OF SCHOOL COMPETITION

A student who has participated in any athletic contest as a member of school team may not participate in the same sport in the same season in any athletic competition outside of and not sponsored by the school. The exception to this rule is the individual sport athlete who may participate in a maximum of two (2) individual sports meets or contests during that sport season while not representing his/her school. A student may not compete in any "all-star" contests at any time in any sport sponsored by the MHSAA during the school year. **Failure to comply: A student violating rules in this section will be ineligible to participate in athletic contests and scrimmages for a minimum of one contest up to a maximum of one school year.**

STUDENT ATTENDANCE REQUIRED

A student is to attend school in order to participate in extra-curricular activities during the same day or evening. He/she must be in school for a minimum of three class (AAA included) periods on the day of an activity in order to participate. Special Situations: If arrangements are made with the Principal or Athletic Director in advance, exceptions may be made but cannot be guaranteed. **Failure to comply: A student violating rules in this section will be ineligible to participate in the scheduled athletic contest and/or practice up to a maximum of one school year, depending on the violation.**

ATTENDANCE AT PRACTICE SESSIONS AND EVENTS

Students who are in school and do not attend practice/contest will be considered unexcused from practice/contest. Special Situations: Absences from a contest and/or practice session are excused only for illness, death in the family, school business, and/or other emergencies at the discretion of the coach, Athletic Director, and/or Principal. **Failure to comply: Failure to attend regularly scheduled practice sessions or events without permission will lead to a minimum one game suspension up to a maximum suspension of one school year.**

TRAVELING TO AND FROM AWAY EVENTS

Any student traveling to an away event on school owned or chartered transportation or other such approved vehicle shall return to the home school on the same vehicle after the event is over. Special Situation: Exceptions may be allowed under the following guidelines: (1) The parent/guardian has filed a completed and approved "Alternate Transportation Consent Form" with the Athletic Department prior to the start of the season; (2) the coach or athletic

director is notified and approves the request. Athletes will only be allowed to ride home with individuals listed and approved on the "Alternate Transportation Consent Form" that are a parent or designated parent. **Failure to comply: A student violating rules in this section will be ineligible to participate for a minimum of one event up to a maximum of one school year.**

UNIFORMS AND EQUIPMENT

Participants are responsible for the care, security, and use of uniforms and equipment issued to them. **Failure to comply: Participants will be responsible to pay the replacement cost for the uniform or equipment items that are abused or not returned. Students will not be allowed to participate in activities succeeding seasons until this obligation is met.**

CONDUCT UNBECOMING

It is a privilege to participate in extra-curricular activities within Yale Public Schools. As determined by Yale Public Schools as outlined in the Athletic Code of Conduct: No student shall:

1. Be involved in any activities or behaviors which are unbecoming, both in and out of school. Those activities and behaviors include, but are not limited to, the problem areas outlined in the Code of Student Conduct found in the Yale Public Schools Student Handbook.
2. Use or have in possession tobacco or tobacco products including smokeless tobacco.
3. Use or have in possession a beverage containing alcohol.
4. Use or consume, have in possession, buy, sell, or give away marijuana, or any controlled or look-alike substance including anabolic steroid. It is not a violation for a student to be in possession of a drug specifically prescribed for the student's own use by his/her doctor.

Failure to comply:

First Offense -

***(A) A student will be ineligible for one-ninth of his/her regularly scheduled co-curricular activity for the first offense.**

Second Offense -

***(A) A student will be ineligible for the equivalent of one sport season. Proration during the next season in which an athlete participates will be necessary when the infraction occurs during an athletic season. The athlete must finish the prorated season in good standing for the suspension to be served fully.**

Third Offense -

***(A) A student will be ineligible to participate in all athletic events for one calendar year from the date of the offense.**

Fourth Offense -

***(A) A student will be ineligible to participate in all athletic events for the remainder of their high school career.**

5. An athlete shall not incur a detention for any reason during an athletic season:

Failure to comply:

First Offense:

Warning

Second Offense:	One game suspension
Third Offense:	One game suspension
Fourth Offense:	Suspension for rest of season

6. Athletes shall conduct themselves in a manner becoming an athlete and as to bring no discredit to the athlete, parents, school, or team. Determination of the disciplinary action shall be left to the judgment of the Athletic Director, Principal, and the coach involved.

Failure to Comply: A student violating rules in this section will be ineligible to participate for a minimum of one event up to a maximum of one school year.

PROGRESSIVE DISCIPLINE

Any athlete who is in violation of the rules on three separate occasions (“ineligible” to compete) will be dropped from the squad.

SUMMER AND OFF-SEASON PROGRAMS

A variety of camps, schools, clinics, and training programs are offered to a student during the off-season and summer months by individual coaches, parks and recreation, and the district community education program. These programs provide opportunities for an aspiring athlete/student to improve their skills in a chosen activity. These summer and off-season programs are voluntary. A student shall not be required to enroll in these programs as a condition to try out for a Yale Public Schools athletic program. Likewise, a student’s participation in a summer program does not guarantee a spot on that particular squad.

OTHER RULES AND REGULATIONS

- A.** Sponsor/coach - Supplemental rules and regulations unique to a given activity shall be developed by individual sponsor/coach with the approval of the athletic director and/or building principal. These rules will generally define expectations relating to participant attitude and cooperation and will include criteria for earning an award. These rules must be in writing and distributed to participants at the start of the season. All athletes must adhere to team rules and guidelines.
- B.** A sponsor/coach will work with the Athletic Director and/or Building Principal to determine disciplinary action if necessary for violations of supplemental rules and regulations as stated above.
- C.** When a student is suspended from school, as outlined in this *Student Handbook*, participation in events is also to be excluded. A student must attend practices and continue to follow team rules.
- D.** When a student is ruled academically ineligible to participate in a contest/event he/she will be allowed to practice provided he/she seeks academic help.

- E. When a student is dismissed from a team/event, he/she forfeits the opportunity to earn an award and to participate in another sport during that sport season.
- F. An athlete desiring to quit a squad after the first contest of that season shall have the consent of the coach and/or athletic director.
Failure to comply: prohibits the athlete from participating on any future athletic teams until a conference is held between the coach and athletic director.
- G. An athlete desiring to quit one team and join another team during the same season can do so up to two weeks after the first game of the season of the team he/she joined first. It must be in agreement with both coaches.
- H. Athletes are not to be in the buildings unless under the direct supervision of a coach and/or designee.
Failure to comply: disciplinary action as assigned by athletic director.

CHAIN OF COMMAND/24 HOUR RULE:

If an issue arises with a student/athlete, parents are asked to follow the chain of command procedure. Communication should be expressed directly to the coach. Appropriate concerns are: treatment of a student athlete mentally and physically; ways to improve, or concerns about the student athlete's behavior.

When a parent – coach conference is necessary, please remember not to attempt to confront a coach before, during, or immediately after a contest or practice. Parents do not belong on playing fields/courts, in locker rooms, on benches, or in warm up areas, unless invited there by the coach or administration. Athletics can be an emotional time for all involved. To avoid unnecessary conflict, please abide by the 24-hour rule after an incident/issue arises to contact a coach.

Items not appropriate to discuss with the coach are playing time, strategy, play calling, or other student athletes.

If you are not able to get a hold of the coach, contact the Athletic Department at (810) 387-3231 to help schedule an appointment with the coach.

DUE PROCESS PROCEDURES

Referrals of infractions of the Athletic Behavior policy may be made by communicating with a member of the Yale Public Schools administration or school board, a teacher, coach, school employee or any law enforcement agency.

ATHLETIC BEHAVIOR POLICY APPEALS

Appeals regarding the Athletic Behavior Policy shall be made by the parent/guardian of the student concerned within three school days of the Athletic Director's decision on a discipline issue. Contact from the parents regarding an appeal should be directed to the Athletic Director or Principal. An

agenda will be prepared for the members of the Athletic Board to study the known facts of the case. A meeting of the Athletic Board will be called at the earliest possible convenience for a ruling.

Ignorance of Athletic Behavior Policy expectations shall not be considered a viable defense of a violation. The Athletic Behavior Policy can be found in the Yale High School Student Handbook. The Athletic Behavior Policy is also reviewed at Meet the Team Night parent meetings and at team meetings.

The decision of the Athletic Board is final: there shall be no further appeal.

THE ATHLETIC BOARD

Membership of the Athletic Board shall consist of the following:

1. Superintendent
2. High School or Middle School Administrator
3. Parent Advisor
4. One Male Coach
5. One Female Coach
6. One School Board Member
7. Student Athlete

*3, 4, 5, and 7 shall be appointed by the Administration. The Athletic Director will not be a voting member of the Athletic Board during an appeal of the Athletic Behavior Policy discipline issue.

Disciplinary appeals made by a student athlete parent will be in a closed hearing. The Athletic Director will state the Athletic Departments decision process, followed by rebuttal by the student/athlete's parents.

The Athletic Director, parents and student shall leave the Athletic Board to discuss the case in private. A majority of the total Athletic Board shall be required for any decision. Decisions will be determined and revealed to both parties in a timely manner.

The decision of the Athletic Board is final: there shall be no further appeal.