



**STUDENT/FAMILY HANDBOOK**  
**2016-17**

# A-G GRID SCHEDULE

| <b>A</b>                               | <b>B</b>                               | <b>C</b>                               | <b>D</b>                               | <b>E</b>                               | <b>F</b>                               | <b>G</b>                               |
|--|--|--|--|--|--|--|
| 1st<br>(8:30-9:15)                     | 1st<br>(8:30-9:15)                     | 1st<br>(8:30-9:15)                     | 1st<br>(8:30-9:15)                     | 1st<br>(8:30-9:15)                     | 1st<br>(8:30-9:15)                     | 1st<br>(8:30-9:15)                     |
| 2nd<br>(9:20-10:05)                    | 2nd<br>(9:20-10:05)                    | 2nd<br>(9:20-10:05)                    | 2nd<br>(9:20-10:05)                    | 2nd<br>(9:20-10:05)                    | 2nd<br>(9:20-10:05)                    | 2nd<br>(9:20-10:05)                    |
| <b>Break</b><br>(10:05-10:20)          | <b>Tutorial</b><br>(10:05-10:20)       | <b>Break</b><br>(10:05-10:20)          | <b>PATH</b><br>(10:10-10:35)           | <b>Break</b><br>(10:05-10:20)          | <b>Tutorial</b><br>(10:05-10:20)       | <b>Class Mtg</b><br>(10:05-10:20)      |
| 3rd<br>Extended Class<br>(10:25-11:25) | 3rd<br>Extended Class<br>(10:25-11:25) | 3rd<br>Extended Class<br>(10:25-11:25) | 3rd<br>Extended Class<br>(10:40-11:40) | 3rd<br>Extended Class<br>(10:25-11:25) | 3rd<br>Extended Class<br>(10:25-11:25) | 3rd<br>Extended Class<br>(10:25-11:25) |
| Lunch<br>(11:25-12:10)                 | Lunch<br>(11:25-12:10)                 | Lunch<br>(11:25-12:10)                 | Lunch<br>(11:40-12:10)                 | Lunch<br>(11:25-12:10)                 | Lunch<br>(11:25-12:10)                 | Lunch<br>(11:25-12:10)                 |
| 4th<br>(12:10-12:55)                   | 4th<br>(12:10-12:55)                   | 4th<br>(12:10-12:55)                   | 4th<br>(12:10-12:55)                   | 4th<br>(12:10-12:55)                   | 4th<br>(12:10-12:55)                   | 4th<br>(12:10-12:55)                   |
| 5th<br>(1:00-1:45)                     | 5th<br>(1:00-1:45)                     | 5th<br>(1:00-1:45)                     | 5th<br>(1:00-1:45)                     | 5th<br>(1:00-1:45)                     | 5th<br>(1:00-1:45)                     | 5th<br>(1:00-1:45)                     |
| Workjobs<br>(1:45-2:00)                | Workjobs<br>(1:45-2:00)                | Workjobs<br>(1:45-2:00)                | Workjobs<br>(1:45-2:00)                | Workjobs<br>(1:45-2:00)                | Workjobs<br>(1:45-2:00)                | Workjobs<br>(1:45-2:00)                |
| 6th<br>(2:00-2:45)                     | 6th<br>(2:00-2:45)                     | 6th<br>(2:00-2:45)                     | 6th<br>(2:00-2:45)                     | 6th<br>(2:00-2:45)                     | 6th<br>(2:00-2:45)                     | 6th<br>(2:00-2:45)                     |
| Health & Fitness<br>(2:50-3:30)        | Health & Fitness<br>(2:50-3:30)        | Health & Fitness<br>(2:50-3:30)        | Health & Fitness<br>(2:50-3:30)        | Health & Fitness<br>(2:50-3:30)        | Health & Fitness<br>(2:50-3:30)        | Health & Fitness<br>(2:50-3:30)        |

**Wednesdays: No H&F in Forum, Tutorial, or Early Release Schedule**



Dear Students and Families,

Welcome to the York Community for the 2016-17 school year.

This Handbook is offered as a guide to the coming year, and in these pages you will find a great deal of useful information to help you along the path to success. We are committed to the success of each student, and we are convinced that the quality of the community we enjoy together is essential to both academic achievement and to a very important sense of happiness and well-being. We approach the sustaining of that strong sense of community very intentionally, and we eagerly seek your partnership in our efforts to create an environment that is healthy, safe, and supportive.

The key to our partnership will be good communication. We urge you not only to be familiar with the contents of this Handbook, but also to ask questions and to share any concerns you might have. We will be working with our students this year to encourage the kind of open dialogue—even about potentially difficult topics and situations—that is necessary if we are to live up to our core values of honesty, respect, and responsibility.

Please accept this Handbook as an invitation to engage with us in our mission to inspire and prepare, to encourage independent thinking, and to build a community that finds strength in diversity of perspectives, interest, and experiences.

Do not hesitate to call on me or any member of the faculty and staff so that we can be constructive partners. We look forward to working with you.

Sincerely,

Chuck Harmon  
Head of School

**We inspire and prepare  
a diverse community of  
creative, independent thinkers.**

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# CONTACTS AND HOURS

## Contact Us

|               |              |
|---------------|--------------|
| From Monterey | 831.372.7338 |
| From Salinas  | 831.422.4299 |
| Advancement   | 831.373.4438 |
| Fax           | 831.372.8055 |
| Website       | york.org     |

## School Office Hours

Monday - Friday  
8:00 a.m. - 4:00 p.m.

Library Hours  
7:45 a.m. - 4:30 p.m.

***Supervision is not available on campus before 7:45 a.m. or after 4:30 p.m. Students should plan to leave campus by 4:30 p.m. unless they are participating in a supervised school activity.***

## PURPOSE

This Handbook will help parents/guardians and students make the best of all the opportunities that York School has to offer. Its purpose is to communicate policies, practices, and procedures to both students and parents/guardians, and as such can be a useful first stop for answers to many questions. We encourage families to read it with care and to review it together. If you have questions about its content or constructive comments for its improvement, please contact the Dean of Students.

The Handbook is fully revised yearly, and the School reserves the right to make changes at other times. Although students and their families are obligated to abide by the policies, practices, and procedures outlined in this Handbook, it in no way constitutes a contract.

## WHOM TO SEE

For questions and information about classes—other than attendance—the first line of communication should be with the teacher involved. Teachers' email addresses appear on page 9. Further contact then goes to the Class Deans, listed below. When appropriate, contact the Academic Dean, the Dean of Students, or the Head of School. Matters of an administrative nature should be addressed to the following:

|                                |  |
|--------------------------------|--|
| Accounts Payable               | Sonia Sotomayor                                |
| Admission                      | Terry Uchida                                   |
| Advanced Placement Coordinator | Ellen Masten                                   |
| AFS Student Exchange           | Pamela Sanford                                 |
| Alumni Relations               | Director of Alumni Relations and Annual Giving |
| Attendance                     | Andrea Sanico                                  |
| Athletics                      | Kristan Long                                   |
| Auction Gala                   | Erinn Scott Brown                              |
| Billing, Fees                  | Fana Oldfield, Vicki Norman                    |
| Class Changes                  | Sean Raymond                                   |
| College Counseling             | Ellen Masten                                   |
| Counseling - Academic          | Sean Raymond                                   |

|                                      |  |
|--------------------------------------|--|
| Counseling - Class Deans             | Abby Drivdahl                                      |
| Grade 8                              | Pam Durkee and Mike Borrowman                      |
| Grade 9                              | Kim Kiest  |
| Grade 10                             | Scot Johnson                                       |
| Grade 11                             | Ellen Masten                                       |
| Grade 12                             | Class Deans and Joyce Sherry                       |
| Counseling - Personal                | Kim Kiest  |
| Discipline                           | Kris Edmunds                                       |
| Donations/Fundraising                | Andrea Sanico                                      |
| Emergencies                          | Sonia Sotomayor                                    |
| Facilities Use                       | Andrea Sanico                                      |
| The Falcon/eNewsletter               | Vicki Norman                                       |
| Financial Aid                        | Fana Oldfield                                      |
| Financial Business                   | Andrea Sanico                                      |
| First Aid                            | Ellen Masten, Sean Raymond                         |
| Graduation Requirements              | Erinn Scott Brown                                  |
| Grandparents and Friends of York Day | Joyce Sherry, Terry Uchida                         |
| Guests                               | Kevin Brookhouser                                  |
| Haiku                                | Andrea Sanico, Joyce Sherry                        |
| Handbook                             | John Daniel  |
| Health & Fitness                     | Andrea Sanico                                      |
| Illness                              | Pamela Sanford                                     |
| International Student Advisor        | Carla McDowell                                     |
| Library                              | Andrea Sanico                                      |
| Lockers                              | Abby Drivdahl                                      |
| Lost & Found                         | Andrea Sanico                                      |
| Magnus Health Records                | Rachel Gaudoin                                     |
| Media Inquiries                      | Bulletin Board across from Head of School's Office |
| Messages for Students                | Murray Walker                                      |
| Music                                | Ellen Masten                                       |
| Off-Campus Privileges                | Carla McDowell                                     |
| Photocopies                          | Chuck Harmon                                       |
| Religious Matters                    | Sonia Sotomayor                                    |
| Safety and Crisis Management Plan    | Sean Raymond                                       |
| Schedules and Academic Planning      | Andrea Sanico                                      |
| School Calendar                      | Pamela Sanford                                     |
| Service Learning                     | Vicki Norman                                       |
| Student Billing                      | Andrea Sanico                                      |
| Student Directory                    | Kande Williston (sabbatical)                       |
| Student Government                   | Andrea Sanico                                      |
| Telephone System                     | Barbara Rees                                       |
| Theatre                              | Registrar  |
| Transcripts                          | Rachel Gaudoin                                     |
| Website                              | Andrea Sanico                                      |
| Work Permits                         | Murray Walker                                      |
| Workjobs                             | Director of Alumni Relations and Annual Giving     |
| The York Fund                        |  |



## ► FACULTY AND STAFF

**Lei Lei Bates** - lbates@york.org  
Chinese | Room 9

---

**Jennifer Berry** - jberry@york.org  
English | Day Hall 2nd Floor, English Department Office

---

**Michael Borrowman** - mborrowman@york.org  
History Department Head, Geography, History | Library Office, Mid-Level

---

**Kevin Brookhouser** - kevin@york.org  
Director of Technology | Day Hall Ground Floor, Tech Office or Design Shop

---

**Erinn Scott Brown** - ebrown@york.org or x145  
Advancement Relations and Events Manager | Advancement Office

---

**Gary Byrd** - gbyrd@york.org  
Systems Administrator | Design Shop or Library, Upper Level

---

**John Daniel** - jdaniel@york.org  
French, Health & Fitness Coordinator | Room 10

---

**Amalia Diaz** - adiaz@york.org  
Band, Orchestra | By Appointment

---

**Director of Alumni Relations and Annual Giving** - x151  
Advancement Office

---

**Abby Drivdahl** - adrivdahl@york.org  
World History | Room 3 or Day Hall 2nd Floor, English Dept. Office

---

**Pam Durkee** - pdurkee@york.org  
Biology | Room 26 or Science Building Prep Area

---

**Kris Edmunds** - kedmunds@york.org or x128  
Director of Advancement | Advancement Office

---

**Eric Fink** - efink@york.org  
Math/Science Department Head, Chemistry, Math | Room 22 or Science Building Prep Area

---

**Rachel Gaudoin** - rachel@york.org or x118  
Communication and Marketing Manager | Communication Office (near Advancement Office)

---

**Greg Hall** - ghall@york.org  
Cinema | Room 1 or Faculty Room

---

**Jeff Hanna** - jhanna@york.org  
Math, Physics | Room 23 or Science Building Prep Area

---

**Chuck Harmon** - chuck@york.org or x127  
Head of School | Head of School's Office

---

**Tom Hunt** - thunt@york.org  
World & Classical Languages Department Head, Latin, Greek | Joint Department Office, Day Hall Ground Floor

---

**Scot Johnson** - sjohnson@york.org  
Math, Physics | Room 12 or Science Building Prep Area

---

**Stephen Johnson** - drj@york.org  
Spanish | Room 2 or Faculty Room

---

**Kim Kiest** - kkiest@york.org  
Math, Science, Dean of Discipline, Environmental Sustainability Coordinator | Room 24 or Science Building Prep Area

---

**Rob Klevan** - rklevan@york.org  
Jazz Band Director | By Appointment

---

**Michelle Lange** - mlange@york.org or x114  
Advancement Services Coordinator | Advancement Office

---

**Kristan Long** - klong@york.org  
Assistant Athletic Director | By Appointment

---

**Gerard Martin** - gmartin@york.org  
Art | Day Hall, Upstairs Art Room

---

**Ellen Masten** - emasten@york.org or x119  
Director of College Counseling | College Counseling Office (across from Room 3)

---

**Carla McDowell** - cmcdowell@york.org or x137  
Librarian, Technology Information Literacy (TIL) | Library Desk, Lower Level

---

**Tritia Money Penny** - tmoneypenny@york.org  
Academic Coach | Faculty Room

---

**Tom Murray** - tmurray@york.org  
English Department Head, English | Day Hall 2nd Floor, English Department Office

---

**John Neil** - jneil@york.org or x132  
Grounds Supervisor | Maintenance Office (under Room 8)

---

**Vicki Norman** - vnorman@york.org or x134  
Business Office Associate and Financial Aid Coordinator | Business Office

---

**Fana Oldfield** - fana@york.org or x135  
Director of Finance and Operations | Business Office

---

**Logan Parsons** - lparsons@york.org  
Art, Science | Day Hall, Downstairs Art Room

---

**Steve Peters** - speters@york.org  
Athletic Director, History, Economics, Government | By Appointment

---

**Sean Raymond** - sean@york.org or x108  
Assistant Head of School, Academic Dean, English | Chapel, Academic Dean's Office

---

**Barbara Rees** - bree@york.org  
English, Theatre | Day Hall Ground Floor, Joint Department Office

---

**Vince Riso** - vriso@york.org or x121  
Plant Services Supervisor | Maintenance Office (under Room 8)

---

**Pamela Sanford** - psanford@york.org  
Latin, Service Learning Coordinator, Dean of International Students | Day Hall Ground Floor, Joint Department Office

---

**Andrea Sanico** - asanico@york.org or x100  
School Secretary | Main Office

---

**Joyce Sherry** - jsherry@york.org or x138  
Dean of Students, English, Speech | Library Mid-Level, Dean of Students Office

---

**Gabriel Soto** - gsoto@york.org  
Spanish | Room 2 or Faculty Room

---

**Sonia Sotomayor** - ssotomayor@york.org or x136  
Accounts Payable and Facilities Use Coordinator | Business Office

---

**Cammy Torgenrud** - ctorg@york.org  
Psychology, Technology Information Literacy (TIL) | Day Hall Ground Floor, Mac Lab

---

**June Trachsel** - jtrachsel@york.org  
Math | Room 23 or Science Building Prep Area

---

**Terry Uchida** - tuchida@york.org or x115  
Director of Admission | Admission Office (across from Main Office)

---

**Murray Walker** - mwalker@york.org  
Fine Arts Department Head, Music Director | Day Hall 2nd Floor, Music Office

---

**Chris Wilcox** - cwilcox@york.org or x116  
Admission Associate and Registrar | Registrar's Office (next to Main Office)

---

**Kande Williston** - kwilliston@york.org  
Math, Student Council Advisor | Room 22 or Science Building Prep

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## ► BOARD OF TRUSTEES

The Board of Trustees and the Head of School lead York together, each with well-defined responsibilities for advancing the School's mission. York's Board includes alumni, parents of alumni, current parents/guardians, and members of the local community. More information about the Board of Trustees may be found at [york.org/board-of-trustees](http://york.org/board-of-trustees).

### Board Members

|                                |  |                 |
|--------------------------------|--|-----------------|
| Mary Adams, Vice Chair         | Sherri Helvie                            | Kirsti Scott    |
| Michael Anderson '03           | Gordon Howie                             | Matt Simis '88  |
| Brenda Aronowitz **            | Greg Jamison                             | Gerald Traynor  |
| Peggy Downes Baskin**          | Hugh Jebson                              | Jim Tunney**    |
| Marilyn Calciano, Treasurer    | Patricia Kelly                           | Steve Webster** |
| Alfred Diaz-Infante            | Kim Kiest, Faculty Representative        |                 |
| Dan Fenton '76                 | Emily Mustoe '17, Student Representative | *Ex-Officio     |
| David Foster-Bates             | Benjamin Nurse, Jr.                      | **Emeritus      |
| Marianne Gawain '76, Secretary | Victor Ochoa '93                         |                 |
| Mary Gray-Reeves*              | Gary Ray, Chair of the Board             |                 |
| Chuck Harmon, Head of School*  | Kathleen McInnis Scarr                   |                 |

# THE FOUNDATION OF OUR COMMUNITY

Honesty, respect, and responsibility are the principles that guide our actions at all times. Some examples follow, designed to address the spirit of the principles, if not their totality. The School expects that *all* members of the York community will conduct themselves in accordance with these principles at School, at home, and in the larger community.

## ► HONESTY IN ALL MATTERS

Honesty provides the basis for trust. Personal and academic honesty makes any form of lying, stealing, or cheating unacceptable.

Lying is the intentional misleading of another through implication or direct statement.

Stealing is the taking of another's possessions without the owner's clear permission. This includes, among other actions, the removal of Library materials without following prescribed check out procedures, failure to return found items to their owners or the lost and found, the taking of other people's lunches, attending an event without paying, removing items from vending machines without paying, etc.

Cheating includes using or providing unauthorized notes or other aids, copying from another student's work, allowing another student to copy one's own work, or giving or receiving help in any other unauthorized manner during quizzes, tests, or examinations. Cheating also includes plagiarism in any form.

## ► RESPECT FOR ONESELF AND FOR THE RIGHTS OF OTHERS

York School aspires to be a community in which respect for ourselves and for the rights of others governs our interactions. Therefore, any form of rudeness directed at students or adults will be considered a violation of the principle of respect. Personal insults, profanity, disrespectful behavior or gestures, intimidation, harassment, including sexual harassment, verbal or physical abuse, bullying or cyberbullying, social isolation or manipulation are examples of actions that limit the rights and freedom of others. These standards hold true whether in person or in writing, on a website or in a text message, on campus or off campus.

Respect takes many forms. Some types of respect include the consideration of others' feelings, actions, and opinions, whether in person or through written/digital communications. Other ways of being respectful include being on time for class and appointments, being quiet so that others may listen, keeping one's commitments, behaving politely at all gatherings including school meetings and forums, respectful computer use, and, in general, being cheerful and tolerant.

The School celebrates and encourages students' freedom of expression, always keeping in mind the tenet of respect for others and for the School. Expression by word or action, online or in person may not directly interfere with the educational process; threaten the welfare of the School, the community, or any individual within the community; encourage unlawful activity; interfere with another individual's rights; harass another based on race, color, disability, religion, gender, sex, sexual orientation, nationality or ethnic origin; or be vulgar, profane, or obscene.

## ► RESPONSIBILITY

Responsibility to the School, family, and friends includes behaving in accordance with the rules of the community and abiding by School regulations. Students are expected to be responsible for their own behavior inside and outside of the classroom. Among other things, this includes taking care of one's own possessions, cleaning up after oneself at lunchtime, picking up any trash around the campus, and generally being a good steward of the environment. Other forms of responsibility include being prepared for class and communicating one's needs and requests politely and in a timely manner. Students are responsible for appropriate behavior on School computer networks just as they are in other School settings—see Information Technology Acceptable Use Policy on page 44.

Students and their parents/guardians not in agreement with these principles should seriously consider the appropriateness of York as their school community. Violation of these principles is such a fundamental breach of conduct that serious disciplinary action, including possible separation from the School, is likely.

# DAILY LIFE

## ► ATTENDANCE

### Reporting an Absence

When a student is absent for any reason, a parent or adult guardian should call the School Secretary before 9:00 a.m. Parents/guardians will be called if a student is absent and no call from home has been received. An absence will not be excused without verification from a parent or adult guardian, even if a student is 18 years old.

Students absent from classes generally may not participate in or attend field trips, athletic events, rehearsals, performances, or other after-school events on the same day without the express permission of the Dean of Students or Academic Dean.

For the safety of the whole community, we ask that parents/guardians keep sick students at home. We understand many students and their parents/guardians are concerned about missed classes, but germs and ailments spread quickly through a school environment, so it is best to err on the side of caution. The most obvious benchmark is if the student has a fever. The Center for Disease Control suggests if the fever is 100 degrees or above, students should stay home from school until they have been fever free for 24 hours. Flu or flu-like symptoms are also a good indicator a student should stay home. These include headache, body ache, cough, sore throat, runny nose, vomiting, or congestion.

Bear in mind that all teachers are more than willing to help a student who has been ill to catch up with missed work and with instruction to the degree possible.

### If a Student Becomes Ill at School

Students falling ill or injured while at School should notify the School Secretary at once so they can receive help. Parents, guardians, and, if necessary, emergency health contacts will be called, and students will be placed in their care, if possible. It is very important that all required health records be posted to the Magnus Health site before the first day of school, including the list of contact numbers. **Please be sure to update the Magnus Health site, the Academic Portal, and notify the School Secretary should your contact information change during the school year.**

### Signing In and Out

It is of the utmost importance for the safety of all that anyone who comes onto campus after the school day has begun or who leaves the school grounds before the end of the day must physically sign in or out with the School Secretary. This is equally true for students, faculty, staff, and visitors. In the event of an emergency, we must have an accurate accounting of everyone on campus.

If you know you have to take your student off campus before the end of the school day, for safety reasons it is helpful for you to notify the School Secretary by email or phone prior to arriving at School to pick your student up. In such cases, parents/guardians must still physically sign their student out in the Main Office.

No student without off-campus privileges (see page 25) may leave campus prior to 3:30 p.m. except for team sports, approved independent activities, or with written parental/guardian permission, unless accompanied by a parent or adult guardian, even if that student is 18 years old.

### Anticipated Absences

When students know they will miss a class (for an athletic commitment, field trip, performance, etc.) it is the student's responsibility to contact the teacher before the absence and arrange for work to be completed in a timely manner. Families are encouraged to schedule students' medical appointments outside of school hours whenever possible. Early release or late start Wednesdays (e.g., days of faculty meetings) are ideal times for those appointments which can be planned ahead of time. See the York School calendar for a detailed schedule.

Families are strongly discouraged from scheduling trips that cause students to miss class. We recognize there are times when extended absences cannot be avoided. When students are aware of the need for an extended absence ahead of

time, they should bring a written request for permission to the Class Dean for approval. Once the absence is approved, students should request homework directly from each of their teachers, who will set time limits for the completion of work missed. Students without an acceptable reason for extended absences should not expect any special treatment that places an unnecessary burden on the teachers or creates an unfair situation for other students. Please keep in mind that labs, discussions, and many other activities cannot be duplicated outside the classroom. In addition, it is at the discretion of the teacher whether students will be permitted to make up tests or quizzes. Excessive absences are likely to result in poor grades.

## Homework in the Event of an Absence

Students are responsible for obtaining homework assignments and for completing assignments in a timely fashion as agreed upon with instructors. Teachers publish assignments on York's learning management system Haiku LMS (haiku.york.org). Students may also contact classmates for information on the day's classes and assignments. For assistance, please contact the student's teachers directly, the Class Dean, the Dean of Students, and/or the Academic Dean.

## During Advanced Placement (AP) Exam Weeks

Students taking AP exams are excused from attending morning classes before an afternoon exam or afternoon classes following a morning exam. We recommend, however, students attend AP classes that will be reviewing for subsequent exams.

Students taking afternoon AP exams who opt to miss morning classes must phone the Main Office to report their absence. They must sign in at the Main Office upon their arrival at school. Students leaving campus following a morning AP exam must sign out in the Main Office prior to departing.

Students who have taken a morning AP exam and plan to participate in an afternoon extracurricular are expected to attend afternoon classes.

## ► CAMPUS ESSENTIALS

### Boundaries

The outer boundaries of the campus are marked by the Science Building, Day Hall, Library, Chapel, softball field, and Outdoor Lab. Students are not permitted beyond these markers or to cross York Road unless accompanied by a York School employee.

York School is private property. To protect the privacy of the minors enrolled at the School, it is strictly prohibited to fly a drone over the School at any time, except with the express permission of the Head of School.

### Facilities

The **Athletic Complex and Outdoor Lab** on the former Ft. Ord property across York Road from the main campus offer the School extraordinary opportunities but also require special attention to safety concerns. Two rules are of the utmost importance:

1. Everyone who crosses York Road for any purpose must use the designated crosswalk and activate the flashing warning signal. Crossing York Road at any other point is expressly prohibited. Students are prohibited from crossing York Road during school hours except for authorized academic or athletic use. Students entering the Outdoor Lab must be accompanied by a York School employee.
2. The York Athletic Complex and Outdoor Lab are surrounded by clearly marked fences and warning signs. No one should trespass beyond the boundaries of these fences for any reason.

Because of the safety issues involved, students who violate these rules will be subject to severe disciplinary action, which could include suspension or separation from the School. Disciplinary consequences for student infractions will be in keeping with the severity of the need to observe these restrictions. Discipline will follow the procedures laid out in this Handbook. Because prior safety orientations will be regarded as sufficient warning to students, infractions will be referred immediately to the Disciplinary Committee Head, the Dean of Students, and/or the Head of School, to determine if the Disciplinary Committee should be convened. In every case, parents will be notified.

**Coburn Commons and Breezeway:** The use of balls, Frisbees, and other flying objects in the Commons or the Breezeway entry to the Commons is prohibited, except for specific use during Health & Fitness. Please take them to the field. Use of these objects in or around non-athletic facilities may result in their confiscation. *For safety, the entry areas of the Breezeway and all entrances/exits to buildings must be kept completely clear of backpacks and other possessions at all times.*

The **Library** is open for study from 7:45 a.m. - 4:30 p.m. daily except when supervision is not available. The York School Library provides an atmosphere conducive to learning and is intended for those working quietly on homework, research, projects, and reading. At no time will disruptive talking or noisy activities be permitted. Food and beverages are prohibited in the Library. Students are expected to keep chairs in their appropriate places and to clean up litter in their work areas. Headphones or earbuds may be used only if inaudible to others. Offenders will be asked to leave the Library and may lose library-use privileges. A copy machine is located on the lower floor of the Library for student use at the discretion of the Librarian. The Main Office copy machine is not available for student use.

**Lockers:** All students have assigned lockers. Any student who needs assistance with opening a locker, forgets a combination, or has any other difficulty with an assigned locker is encouraged to see the School Secretary for assistance. Lockers should be kept neat and free of writing, stickers, and garbage. Three times during the year (winter break, spring break, and the end of the school year) the lockers will be inspected, inside and out.

Students wishing to keep possessions in the locker rooms near the gym during athletic competitions or practice should see the School Secretary. Students are advised to protect valuables during games and practice.

Students should keep their lockers locked. It is imperative that all lockers be locked when visiting teams arrive. Books and personal belongings should be kept in backpacks or lockers. Do not leave backpacks unattended on campus after the end of the school day.

**Student Center:** All students are welcome to use the Student Center for studying, talking, and relaxing. Students are reminded that the Student Center is located in a classroom building, so reasonable volume control is imperative. Personal stereos may be used only with headphones; loud games and other activities are not allowed during class hours. All students are responsible for maintaining the cleanliness and the pleasant appearance of the Student Center. Excessive noise or mess will result in restricted use of the area.

**Tortoise Habitat:** The tortoise habitat is located in the enclosed planters between Day Hall and the Science Building. For student safety and tortoise comfort, students should never interact with the tortoises unless in the presence of a York faculty member, or when given express permission by a member of the science faculty. Students should never feed the tortoises. Anyone coming in contact with the tortoises should be sure to wash their hands thoroughly both before and after handling them.

## Guests and Visitors

Normally, only guests sincerely interested in applying to York may visit during the school day. At least one day's advance permission must be granted by the Dean of Students in order to have a friend visit School. All visitors must sign in with the Main Office upon arrival. We consider former students as our alumni and part of the York community. As such they are welcome here on campus. However, if alumni plan to visit friends or siblings, we ask they plan their visit during the lunch period, after-school hours, and at School activities such as games. We also encourage alumni to check in with the Alumni Relations Office. Former students may attend dances only as invited guests. Guests and visitors are expected to abide by all School rules and are asked to remember that academic activities take priority for the community during School hours.

## Personal and School Property

Any student who damages, defaces, or destroys School property, or the property of others, through carelessness or by playful or malicious intent will be disciplined and may be assessed up to the full cost of repairs or replacement. School property includes library books, desks, computers, vehicles, vending machines, etc. Students must write their names in all their books, for which they are solely responsible. **The School is not responsible for damage to or loss of personal property, so valuable items should be insured by a family's homeowners insurance policies.**

## ►COMMUNICATION

The School believes that a strong partnership with parents/guardians is a fundamental aspect of every student's education. As the strongest partnerships are founded on trust, we know all communications between students' parents/guardians and representatives of the School will be conducted with the School's principles in mind. We encourage timely communication from students and parents/guardians, and will make every effort to respond promptly and effectively to phone or email messages, usually within 24 hours.

### In Person

**The Head of School** maintains an open door policy; students and their families are welcome and encouraged to ask questions or offer comments at any time. We encourage scheduling an appointment to ensure he is available. In addition, "Heads Up" meetings are held on the first Thursday of every month, between 7:45 a.m. and 8:30 a.m.; parents/guardians are invited to drop by the Head of School's Office for an early morning cup of coffee or tea, pastry, and some time to chat about the School.

**York Parents (YP) meetings** are open to all parents/guardians. Meetings are usually held in the York Student Center. Please check the calendar at [york.org](http://york.org) for meeting dates and times. For a list of York Parents Officers, see page 28. Special programs are designed to keep families well informed about School life and to provide speakers on topics pertinent to the parents/guardians of developing adolescents. The Head of School, Dean of Students, and other members of the administrative team are usually present to bring families up-to-date and to answer questions on School life. To serve York families in the Santa Cruz area, special informal evening gatherings are held periodically at the home of a York family to bring parents/guardians together and to provide an opportunity to become better acquainted. The Head of School and other members of the administrative team are usually present on these occasions. Check the [york.org](http://york.org) calendar for more information.

Parents/guardians are welcome to contact the Academic Dean, Dean of Students, Class Deans, and classroom teachers at any time via email or phone. We are eager to work in partnership for all students' best experience at the School. Appointments for in-person meetings with families can usually be arranged within 24 hours, often sooner.

Students are encouraged to meet with the **Academic Dean, Dean of Students, Class Deans, and classroom teachers** at any time. Both the Academic Dean and Dean of Students have an open door policy for students. Class Deans and classroom teachers are usually available before and after School hours, at lunch, or during tutorials. Check the schedules of any of these individuals to determine mutual free periods.

### Online

The School maintains an online presence to facilitate communication in several different ways.

**Email:** Important announcements and newsworthy items are sent to parents/guardians via email. It is vital that parents/guardians and students keep the School Secretary apprised of any email address changes and that they set their spam filters to accept the School's address. York is committed to the practice of sending only pertinent information and will never flood our families with irrelevant email messages.

In the event of parental separation or divorce, the School will send duplicates of all communications to both parents unless we are notified of a court order to the contrary.

**York.org** is an excellent source of information on current events at School. We recommend that families establish an RSS connection to the York news feed, or check for news on a regular basis. This way, families will receive timely articles and announcements from the Head of School, the Dean of Students, the Academic Dean, the Athletic Director, and other School personnel.

**The Falcon** eNewsletter is sent on Friday mornings during the School year. The Falcon contains important, pertinent news and information; families wishing to keep informed about the School should read it weekly. It is vital to inform the School Secretary of any changes to your email address.

**Videos of Break**, the school-wide assembly for announcements and the sharing of information, are posted each A, C, and E day on the [york.org](http://york.org) website. These are a great source for up-to-the-minute insight into campus life.



**Academic Records Portal** is used by both parents/guardians and students to access report cards, view schedules, and to sign up for courses. The School supplies parents/guardians and students with usernames and passwords to log into Academic Records. If a parent/guardian or student has forgotten a username or password, please contact the School Secretary or the Academic Dean for assistance. New families will receive login information near the end of first quarter.

**Haiku Learning Management System (LMS)** ([haiku.york.org](http://haiku.york.org)) is a website that extends teacher/student communication beyond classroom walls. Here, teachers post assignments, provide links to websites or documents, and host electronic class activities. Only students and teachers have individual accounts, though parents/guardians may view courses as guests in most cases. The School supplies each student with a username which should never be changed. It is essential that students maintain current, primary (i.e., frequently checked) email addresses in Haiku LMS as teachers frequently communicate via this site. Students who have trouble logging in should contact the Director of Technology.

**Magnus Health Records:** This highly secure site provides for the collection of students' registration materials. After the initial input of information, families will need only to update information in the event of a change, and provide yearly proof of *annual* physical exams. In the event of an emergency, designated School personnel and first responders will have instant access to vital health information for each student. Timely completion of the materials on the Magnus site is an essential part of York School registration. Failure to supply the required information may delay a student's attendance in classes, athletic participation, field trip eligibility, etc. See <http://magnushealth.com/parents/> for more information.

**Naviance** is an online resource that facilitates both College Counseling and Service Learning. The platform allows students to track the various elements of the college application process (grades, test scores, recommendation letters, deadlines, etc.) and match their academic achievement to post-secondary goals. In addition, Naviance helps students track Service Learning opportunities, provides a wealth of resources on summer enrichment, and supports exploration of potential career paths. Students' individual accounts are also accessible to their parents/guardians. The College Counselor provides students with passwords during the first quarter of the School year.

## ► COMPUTERS AND OTHER ELECTRONIC DEVICES

### Bring Your Own Device (BYOD) Policy

We require ALL students to come to school with a functional laptop computer charged for use during the school day. We are committed to having our students use technology in the classroom because of how important that preparation is for college and work.

As always, we stress a balanced approach of technology use for teenagers. These devices provide students access to a seemingly unlimited amount of academic information and creative tools, and their potential in the classroom is enormous. We also recognize the importance of "screen down" time for face-to-face discussion and interaction. At home, we recommend that technology should not interfere with essential sleep, and a good strategy is to have devices plugged in outside of the bedroom during sleep time. This allows both the student and device to be well charged for the school day!

The school does not require a particular type of hardware or operating system. However, we do ask that the devices run a desktop operating system such as Chrome OS, Windows, OSX, or Linux. We also expect the device to be in the form of a laptop with a keyboard and trackpad.

We recommend the following models:

[Asus Chromebook Flip 4GB, \\$269 on Amazon\\*](#) This computer is possibly the best Chromebook for under \$1,000 and it is our top pick for most York students because of its quality, ease of use, durability, battery life, and price. It has a great touchscreen that can be easily converted into tablet mode. The frame is sturdy with quality hardware. Digital art students and students who want to pursue deep-level computer programming are not going to be able to use this computer for all software, but we do have computers available on campus for those classes. Make sure you purchase the model with 4GB of memory as 2GB is probably not enough for our students.

[Macbook Air, starting at \\$850 with education discount at the Apple Store\\*](#) This is a very high quality computer at a very high price. Many students and teachers find that the quality is worth the cost. This is a popular machine on campus, but do not feel pressure to purchase one. No classes require students to own a Mac.

Surface 3 with Surface 3 type cover keyboard accessory, \$639 on Amazon\* There are many options for Windows users, but we have found that Windows machines require more maintenance than Chromebooks or Macs, and York is unable to provide tech support for these machines. We have found that Windows machines made by Microsoft (such as the Surface 3) are generally easier to maintain and do not come overloaded with unnecessary 3rd party software. One can easily find an inexpensive Windows computer, but we advise against it. Chromebooks are the best inexpensive computers for York students.

\*Prices subject to change.

## **TABLETS AND PHONES ARE NOT PRIMARY DEVICES**

### **Tablets**

Tablets such as iPads or Android tablets are nice to have as secondary devices, but they are certainly not necessary and are not suitable for a student's primary digital device. We've found that mobile operating systems like iOS and Android are great, but do not meet the demands of the more complex tasks that are well suited to a laptop. The Surface 3 is technically a tablet, but it is running a full version of Windows 10 and can be purchased with a full keyboard and trackpad.

### **Smartphones**

We love our phones, and students are welcome to bring them to school as long as they don't distract from our academic program. In fact, with their cameras and microphones, these devices can be used for many academic assignments. That said, they should NOT be a student's primary digital device. No one should endure writing an entire essay on a smartphone.

## **Technology on Campus**

### **ACCEPTABLE USE POLICY (AUP)**

All York students are required to sign and abide by the Acceptable Use Policy (AUP) on page 44 and manage technology with respect, responsibility, and honesty. The AUP is also included in registration materials sent to families in June each year.

The School expects that when students are off campus, parents/guardians monitor their student's technology use as they deem appropriate. The School does not track students' off campus technology use.

Please note: In general, School employees are not permitted, as individuals, to engage with current students on social networking sites (e.g., to "friend" a student on Facebook). This does not pertain to contact via official School sites, or to school-wide, grade-level, club, or activities sites.

If you have questions concerning technology, please email Kevin Brookhouser at [kevin@york.org](mailto:kevin@york.org).

## **► COUNSELING AND ADVICE**

There are several levels of support in our student counseling system. Both students and parents/guardians are welcome to contact these individuals at any time. We all maintain an open-door policy whenever possible. While you are welcome to drop by when you are on campus, it is best to make an appointment to ensure ample time with whomever you wish to consult.

**Academic Dean, and Assistant Head of School**, Sean Raymond, has a broad knowledge of teaching and learning and the best practices of pedagogy. He oversees the School's academic program and graduation requirements, and he facilitates the master schedule and course planning. He can guide students and their families in many aspects of School life and in the wider world. Students are encouraged to discuss course requests with the Academic Dean, and must receive clearance from him before finalizing course requests in the spring or changing courses. Mr. Raymond can be reached by phone at x108 or by email at [sean@york.org](mailto:sean@york.org).

**Dean of Students**, Joyce Sherry, has extensive experience with counseling in an academic setting. The Dean of Students, while not a licensed counselor, is trained in counseling techniques and works closely with the Class Deans and the Academic Dean to encourage the best possible personal experience for each student. Communications with the Dean of Students are completely confidential to the extent allowed by law, and are shared only with the consent of the parents/guardians or student. Parents/guardians and students are encouraged to communicate with the Dean of Students regarding any area of concern, including, but certainly not limited to, social integration at School, significant events at home, learning differences, emotional difficulties, etc. The Dean of Students maintains a list of psychological and psycho-educational consultants to recommend should parents/guardians or students desire more trained or specialized support. Mrs. Sherry can be reached by phone at x138 or by email at [jsherry@york.org](mailto:jsherry@york.org).

**SnackChat**, held the first Tuesday of each month at lunchtime, provides time for students to meet informally with the Dean of Students or the members of the Peer Helper group to ask questions about current events at School and to offer suggestions for the benefit of the community. Snacks are provided!

**Director of College Counseling**, Ellen Masten, provides students and parents/guardians with a complete guidance program that includes college selection, university and college requirements, application procedures including financial aid, registration deadlines, and administration dates for current College Board and ACT tests. The Director of College Counseling teaches students to use Naviance, a college and career readiness site with a virtual library of college catalogues, videos, and much more, and arranges for on-campus visits with college admissions officers. Juniors participate in a year-long college preparation class called Pathways I, while seniors participate in Pathways II during the fall semester, as well as meeting with the Director of College Counseling individually. Parents/guardians wishing to consult with the Director of College Counseling are welcome to phone or email Ms. Masten for an appointment at x119 or by email at [emasten@york.org](mailto:emasten@york.org).

**Class Deans:** Most situations can be dealt with effectively by contacting the Class Deans. These faculty members have extensive experience with the needs of students in their particular grade levels and are familiar with a variety of potential solutions for common issues that arise. Class Deans are familiar with each class member. They oversee each student's academic and personal progress, and consult with classroom teachers, the Head of School, the Academic Dean, and the Dean of Students as appropriate. The Deans are also in regular contact with each other to provide continuity from year to year. See page 7 for a listing of Class Deans.

**PATH** provides a small group, multi-grade level advising experience each cycle. Each PATH group has an advisor, or Sherpa, who acts as discussion facilitator. Discussions focus on topics of character, social and emotional intelligence, and other subjects of the wider world. The purpose of the group meetings is to encourage students to think beyond academics and beyond their individual experiences to foster a sense of purpose and greater meaning in their lives.

All counseling at School is designed to help students grow into their own best selves. Students discuss a variety of issues including academic challenges, family and personal relationships, questions of sexual identity or gender orientation, health, concern for friends, and other personal matters. Outside referrals may be made by the Dean of Students for specific questions, such as the diagnosis of learning differences, help with serious emotional problems, or the diagnosis and treatment for potential eating disorders. Parents/guardians are contacted for any outside referral.

Students and their families are encouraged to contact the Dean of Students, Academic Dean, or Head of School with any concerns regarding the conduct of adults or students on campus. All such reports will be fully investigated, and no retaliation will be tolerated. It is always our first choice to offer compassion and understanding to students and their parents/guardians. As indicated by our disciplinary procedures, York School believes mistakes and missteps can result in profound learning opportunities. Whenever possible, we prefer to offer students a "second chance," always keeping in mind the well-being of the community. Please note that no anonymous complaints or accusations can be taken into consideration.

In compliance with California law, the School is required to report cases of suspected physical abuse or neglect, sexual abuse or exploitation, inadequate supervision, or emotional abuse to the state child protective agency. In accordance with the law, the School does not conduct an independent investigation prior to reporting. Parents/guardians may not be notified before a report is made.

**Students are encouraged to seek advice from any teacher or administrator with whom the student feels comfortable. All adults who provide counseling maintain the maximum level of confidentiality possible.**

## ► DRESS CODE

Clothing must be appropriate for School, which is a workplace for all. Students are encouraged to check their outfits in the mirror, noting both front view and back view. Clothing that is revealing is not appropriate. Outfits that reveal underwear or with excessive décolletage, short-shorts, or bare midriffs are examples of clothing that is not appropriate for a workplace. Garments should be clean, neat, in good repair, and in good taste. Clothing or accessories with slogans or symbols that are violent, obscene, defamatory, or display illegal drugs are not in good taste and should not be worn to School. A student or parent/guardian in doubt about any planned outfit or article of clothing is welcome to check with the Dean of Students. In cases of inappropriate dress, a student may be sent home at the parents'/guardians' expense. In questions of interpretation, the Dean of Students' decision will be binding. State regulations require students to wear shoes at all times during the school day.

## ► EXTRA-CURRICULARS

### Clubs

Joining a club is easy and a great way to meet people and make friends. Check the club notice board (behind the Main Office) for information on what clubs are available, and when and where they meet. Then just show up and participate! Clubs are generally open to all grade levels.

To start a new club, students must:

- obtain a faculty sponsor. All club meetings must be supervised by a faculty member.
- review the club and its purpose with the Student Council Advisor.
- receive permission from the Dean of Students.
- demonstrate to the Dean of Students the ways in which the club will benefit the greater York community (this applies to formal clubs only - i.e., those that raise money at Fall Fair or through other fundraising activities).

Club membership is optional, but all students are encouraged to participate in at least one club. Clubs provide the opportunity for students to explore and develop interests outside the classroom, to gain new skills, to serve local communities, and to make friends.

Club officers who organize field trips or other excursions can find a checklist of procedures under "Clubs" on "Dean of Students Office" in Haiku LMS ([haiku.york.org](http://haiku.york.org)).

### Dances

All dances are open to every grade level, 8th through 12th. Each dance is hosted by a particular grade level or by the Executive Student Council. Entry fees for each dance are set by the organizers.

Back to School (August) - Student Council  
Halloween (October) - Seniors  
Second Semester Celebration (January) - Freshmen  
Winter Ball (February) - Sophomores  
Prom (April) - Juniors  
Last Dance (May) - Student Council

#### Dance Rules:

- Each student may bring only one guest to the dance. **The host student is responsible—and answerable to the School—for the guest's behavior at all times.** Names of guests must be given to the chaperones on arrival. Students are strongly discouraged from hosting a guest they do not know very well. Do not accept responsibility for "a friend of a friend."
- For reasons of safety, students must remain in the lighted area of the campus.
- Students who go off-campus during a dance may not return.
- Students are expected to consider their safety, and that of those around them, at all times. If you see something that concerns you, intervene, or ask a dance organizer or chaperone to intervene.
- Dance styles should be appropriate for school dances. Offensive, violent, or overly sexual "dancing" will be stopped by a chaperone and offending students may be required to leave the dance. Parents/guardians will be notified.

- F. Students who violate rules or requests from chaperones will be removed from the dance. Parents, guardians or, if necessary, health emergency contacts will be called to pick up the student. In the event that no responsible adult is available, the School may send students home by taxi at the parents'/guardians' expense.

For most dances, the hours are 8 - 11:00 p.m. Parents/guardians and students are reminded that Monterey County curfew begins at 11:00 p.m. Students who will be driving themselves after curfew should request a permission slip from the Dean of Students. Students who have had their license for less than one year may transport a minor only when that individual is a family member. As this is a California State Law, no exceptions can be granted.

School dances are chaperoned by York faculty, assisted by parent/guardian volunteers. The role of the parent/guardian volunteers is solely to observe and report potential problems to the faculty chaperones, who will then speak directly to the York students or guests whose behavior is in question. No parent/guardian volunteer should confront or discipline a York student or guest but should report the incident promptly to a faculty chaperone. The decisions of faculty chaperones are final.

Students needing signed permission forms to attend a dance at another school should see the Dean of Students.

## **Events and Fundraisers (student-organized)**

Students wishing to schedule a special event (movie showing, field trip, pizza sale, bake sale, etc.) must request permission from their Class Dean or Club Advisor, the Student Council Advisor, the Dean of Students, and the School Secretary at least two weeks prior to the event. In addition, they need to arrange for faculty supervision for the event. Approved events are then scheduled through the School Secretary.

Fall Fair, held in October, is the primary fundraising event for classes and clubs. From time to time, additional fundraising activities may be approved. Prior to announcing or conducting any such fundraising activity, students must request approval from:

- grade-level fundraising: the Class Dean, Student Council Advisor, Dean of Students, and Director of Advancement
- club fundraising: the Club Advisor, Dean of Students, and Director of Advancement
- fundraising as part of Service Learning: the Service Learning Coordinator, Dean of Students, and Director of Advancement

Guidelines to keep in mind include:

- Fundraising appeals (other than events and projects that benefit York and are organized by the Advancement Office) will not be posted on the York website.
- A shared donation box is available in the Main Office. Students may reserve a period of time for use of the box by speaking with the School Secretary.
- Students (not acting as part of a club or class) may not raise funds via Break announcements or sales on campus.
- Information from the Student/Family Handbook may never be used to contact parents/guardians or trustees for fundraising activities.

**Any event announced on campus, whether at Break, in class meetings, or by flier or poster, becomes a School-sponsored event and must follow all of the above regulations.**

## **Posters and Fliers**

Anything posted or circulated at School should be for School-sponsored events or activities only. Exceptions may be made only with the express approval of the Dean of Students. Posters and fliers may not contain violent, denigrating, or otherwise offensive images or text. Students should keep in mind the School's tenets of honesty, respect, and responsibility when designing content for posting. Consider the health of the planet and general sustainability when printing posters or fliers. Please do not tape on any painted surface as adhesives pull off paint, creating expensive repairs. Students are also responsible for taking down their posters and fliers after the event.

## **Field Trips (In-State, Out-of-State, and Out-of-Country)**

Participation on School trips is a privilege, not a right. Students must request permission, well ahead of time, from teachers whose classes would be missed for a field trip. Students with excessive absences or incomplete work may be denied permission to participate.

Every participant has an obligation not only to behave within the expectations as outlined by the trip leaders, but to act positively to help maintain the safety of fellow students and the integrity of the trip. Everyone must attempt to help make the trip work!

Rules and guidelines will be backed by clear sanctions and consequences.

The trip leader (a School employee) bears final responsibility for all aspects of the trip and therefore may use personal judgment as needed to redefine rules.

Because of the complexity and greater risks involved with a large group activity, participants must understand that personal choice, individual "rights," and "due process," while still important, are secondary considerations to the trip leader's judgment concerning safety and trip management.

All students must have a permission form signed by a parent/guardian in order to participate in a field trip, including those who are 18 years old or older. Students and their families must bear any costs associated with disciplinary action (such as being sent home). It is the responsibility of parents/guardians to inform chaperones about any prescription medication used by students.

Any student trip announced at School meetings such as Break, in classes, at York Parent meetings, in School materials such as The Falcon, or otherwise broadcast, is a York School trip, with rules and expectations enforced at all times, regardless of where the trip may take place. Such trips require permission forms signed by parents or adult guardians, and teacher chaperones who are prepared to enforce School rules and maintain close communication with a School administrator. Parents/guardians and students are notified that behavior on the trip will need to be in accordance with School rules and that misbehavior or indiscretion will be treated the same way as if students were on campus.

York School students are free to participate in any travel opportunity on their own outside of School-sponsored trips, including trips organized and chaperoned by other schools. Parents/guardians are advised that there will be no School supervision nor is it possible to enforce School rules during that time.

For the most part, faculty members transport students in School vans for retreats, field trips, and other outings. All faculty drivers have been vetted through the California Department of Motor Vehicles. From time to time, parent/guardian drivers, using personal vehicles, are recruited to supplement faculty drivers. Parents/guardians who volunteer to drive students who are not their own must present a valid California driver's license and complete an Authorization for Release of Driver's Record Information form at the York School Business Office at least two weeks before transporting students on a York School trip. Any adult with unsupervised contact with a student in a school setting is required by law to be fingerprinted and cleared by the U.S. Department of Justice.

We encourage families to keep us informed of any court ordered custody arrangements, since this can affect the School's procedure for obtaining permission for a student to participate in certain activities and events.

**Remember that no student may transport another student from School to a School-sponsored activity, nor from the activity back to School, except under extraordinary circumstances and with the express approval of the Dean of Students and the students' parents/guardians.**

## **Student Ambassadors**

The mission of the **Peer Helper** program is to strengthen the York community by supporting fellow students through non-judgment, active relational listening, and appropriate confidentiality. Peer helpers are a small, diverse group of students in the sophomore, junior, and senior classes who have been recommended by their faculty and peers. They receive extensive training in active relational listening, support techniques, self-care, assertive communication, and the ethical requirements of peer support. Following the initial training, Peer Helpers consult with the Dean of Students as needed, and meet weekly as a group for continued training and feedback.

The application process begins in September. Candidates complete an extensive online application. As part of the process they ask two campus adults and one student to act as recommenders. Once applications are submitted, the Dean of Students reviews them and consults with each of the recommenders. Existing Peer Helpers provide confidential input on applicants. The Dean of Students meets with all Class Deans for an additional review of applicants and

selection of a short list, then reviews the short list with the Head of School and Academic Dean for final selection and approval. Interested students are encouraged to apply or to meet with the Dean of Students or current Peer Helpers for more information.

**Shield** is a student ambassador organization for tenth, eleventh, and twelfth grade students who are particularly motivated in areas of leadership and citizenship. Shield members assist the Admission and Advancement Offices by volunteering at School events both on and off campus, and being welcoming ambassadors for York School.

Shield members also act as hosts for prospective students and school visitors. Selected for membership by committee review, Shield applicants should be friendly and enthusiastic about the School, enjoy meeting new people, and model the York principles of honesty, respect, and responsibility. The time commitment for Shield (events, training, working with hosts, etc.) is approximately 15-20 hours per year. This commitment includes two required events and several additional opportunities. Students interested in applying for Shield should see the Director of Admission or a returning Shield member for more information.

**York Key** is a group of returning students who volunteer to welcome new students to York during the first week of school. Started in 2007 at the suggestion of a York student, the group is comprised of rising tenth through twelfth graders who value making connections between returning and incoming students and fostering more social and academic experiences for all. York Key students assist at the New Families Potluck by welcoming students, giving campus tours, and demonstrating how to open lockers. Their commitment extends through the first week of school, when they help students find classes, make lunchtime check-ins, and answer questions. This group is organized at the end of summer and overseen by the Executive Student Council. Students interested in being part of York Key should contact student officers.

## **Student Government**

The purpose of the student government is to represent the student body in all matters concerning the School, to serve as a liaison between students and faculty/staff, and to provide leadership in all student affairs. Executive Student Council officers are elected by the whole student body each year in April. Details of student government are published in the Student Body Constitution (see the Student Body President or Student Council Advisor). Minutes of Student Council meetings are posted on the Council's Facebook page and emailed to class presidents for distribution at class meetings. Student officers are invited to view, comment on, and edit job descriptions and grade-level event descriptions in Google docs. These documents are shared with new officers following elections. For more details, see the Dean of Students.

### **Student Officers for the 2016 - 2017 school year\***

#### **Executive Student Council**

President: Joseph Rhee

Vice President: Jennie Racoosin

Secretary: Justin Wong

Treasurer: Hannah Ray

Student Rep to the Board: Emily Mustoe

Activities Coordinators: Grace Baker and Jill Litman

Technology Officers: Kevin Barnard and Ryan Meckel

#### **12th Grade**

President: Laura Bauman

VP: Liem Pham

Secretary: Alisa Urquidez

Treasurer: Kate Baughn

Activities Coordinators: Emma Cushing and Jessie Lyons

Disciplinary Committee: John Yeager

#### **11th Grade**

President: Michael Hein

VP: Megan Tang

Secretary: Joseph Burks

Treasurer: Madeleine Sharp

Activities Coordinators: Audrey Dost and Ariana Rodd

Discipline Committee: Ian Ly

## **10th Grade**

President: Maddie Litman

VP: Sophie Rasmussen

Secretary: Linett Garcia

Treasurer: Kathryn Yeager

Activities Coordinators: Susanna Hoffman and Belle Witt

Disciplinary Committee: Jaryd Mercer

\*Elections for 8th and 9th grade officers will be held early in the fall.

## **► LOST AND FOUND**

Lost and Found bins for clothing, books, lunch boxes, etc. are located behind Room 2 and in the Library. Students who find items are expected to return them to their owner, if possible, or place them in the nearest Lost and Found bin; items of value such as phones, glasses, jewelry, computers, etc. should be taken to the School Secretary immediately. The School cannot be responsible for lost or stolen items, and students are encouraged to store their possessions in their lockers. Items left on campus and unattended after 4:30 p.m. may be placed in the Lost and Found bins or taken to the School Secretary. It is a good practice to label all books, notebooks, and other personal items with the student's name. Lost and Found bins are cleaned out at the end of each quarter and unclaimed items are donated to local charities.

Students are solely responsible for lost items and are usually required to purchase replacements for lost books.

## **► LUNCH**

Most students bring lunch to school. As we share our campus with birds, mice, squirrels, and other wild animals, we highly recommend lunch containers that latch or close firmly. An independent catering service visits campus at lunch with sandwiches, salads, and hot meals available for purchase. Vending machines offering snacks and drinks are located outside of the art room in Day Hall. Change for the vending machines and funds for the catering service are not available on campus.

Students who have forgotten their lunch may check with the School Secretary for emergency provisions. Students are welcome to eat in the Student Center, Commons, Fenton Terrace, the lower field, deck of the Science Building, and many other outdoor locations. Classrooms are generally food-free zones; however, in some circumstances students may request permission of a faculty member to eat in a classroom. There is no food permitted in the Library, Chapel, Theater, or Gym at any time.

Students are responsible for cleaning up their eating areas. Please take this responsibility seriously—leaving a mess for others to clean up during Workjobs is not respectful or responsible, and reflects poorly on the School for anyone visiting campus.

## **► MEDICATIONS**

Parents/guardians are strongly encouraged to inform the Dean of Students if a student is currently taking prescription medication that might affect the student's mood, behavior, or academic performance, including medication that helps students deal with particular learning disabilities. York faculty and administrative staff are committed to working collaboratively with families to ensure the most positive learning and social environment for each student, and awareness of issues related to the effects of a student's medication is an important part of this process.

## **► MESSAGES**

Families are encouraged not to call or text their students during class time.

Families may call the School Secretary and request that a message be left for a student. Student messages are posted on the bulletin board across from the Head of School's Office. Classes will not be interrupted to deliver phone messages except in the case of an emergency. It is each student's responsibility to check the bulletin board regularly as messages may be left by members of the campus community as well as by families.



## ►OFF-CAMPUS PRIVILEGES

### Seniors and juniors only

Seniors may apply for off-campus privileges at any time after the first week of School in August. Juniors may apply beginning in January.

To apply, students complete a form available on the Haiku LMS; take a quiz, also on the Haiku LMS under the Dean of Students Office, showing their familiarity with the rules outlined in this Handbook; obtain parental/guardian permission and approval from the Service Learning Coordinator; and interview with the Senior Class Dean who has final approval of all applications. Seniors who have received privileges as juniors need to reapply.

To earn and maintain off-campus privileges students must:

- have a proven record of academic and personal responsibility. This includes fulfilling all School responsibilities such as Health & Fitness, Service Learning, and superior performance on Workjobs while maintaining exemplary standards of conduct and academic work.
- use motor vehicles responsibly, whether driving or being driven. Safe driving is mandatory at all times.
- leave campus only during lunch and free periods. All scheduled events such as Tutorials, Breaks, PATH, Class Meetings, Workjobs, Health & Fitness, Forums, and safety drills are as mandatory as classes.
- remember that no student may transport another student from School to a School-sponsored activity, nor from the activity back to School.
- keep in mind that all Student/Family Handbook rules of behavior (in letter and in spirit) remain in force during off-campus times in the school day.
- sign themselves in and out in the Main Office. Failure to do so will result in immediate loss of privileges.

All state regulations regarding restrictions on newly licensed drivers and their passengers must be observed. Seniors and juniors who have earned off-campus privileges must observe their responsibilities scrupulously. Failure to do so will result in the immediate loss of privileges.

Please note: As leaders of the York Community, seniors and juniors are expected to set an example for younger students. One of their responsibilities is to show stewardship of the campus and the greater environment. Should the cleanliness of the campus not meet standards determined by the Head of School, Dean of Students, and/or Academic Dean, off-campus privileges may be suspended for all eligible students without warning.

**For students turning 18:** Congratulations! Welcome to the age of majority. There are lots of things that will change now that you're considered a legal adult. We recommend that you read the California Bar Association's publication, "When You Turn 18," available on Haiku under the "Dean of Students Office" page. It contains some useful and important information.

One thing that won't change is our relationship with you. Everyone at School is still here to support you, care for you, advocate for you. The School's relationship with you is a little different than that of many other organizations you'll encounter. For example, we'll still share all information with your parents/guardians, including your grades, medical information, the rare disciplinary situation, etc. And we'll still need your parents'/guardians' notification if you're ill and staying at home, as well as parental/guardian permission for field trips, driving permissions, and anything else we've required it for when you were a minor.

If you have any questions about any of this (or other aspects of being 18), don't hesitate to speak with the Dean of Students or the College Counselor.

## ►SCHEDULES

Yearly course schedules are available to returning students through PCR Academic Records in mid- to late-July. New students are mailed a copy and receive one at the New Families Potluck in August. All student schedules are also printed and available for pick up on the first day of school in the Breezeway. Students are encouraged to take a picture of their schedule for access on their mobile phones or other electronic devices, to shrink and laminate their schedule for carrying in a binder, or to tape a copy to their planner. If you need a duplicate copy, please see the School Secretary.

Classes are held in a six period, rotating cycle of A-G days. As a reminder, cycle days are noted on the online calendar and posted outside the Main Office.

- Music ensembles meet before school from 7:40 - 8:25 a.m.
- First period begins at 8:30 a.m.; however, teachers are available to meet with students beginning at 8:00 a.m., by appointment.
- Between periods 2 and 3, there is a variety of school-wide events, depending on the cycle day:  
A, C, and E days: Break, a gathering of faculty, staff, and students in the Chapel.  
B and F days: Tutorial, a chance to meet with teachers to ask questions, follow up on a point, or simply to discuss a topic of interest.  
D days: PATH, see the description of PATH under “Counseling” on page 19.  
G days: Class Meetings, students gather by grade level.  
Class Meeting Locations:  
Grade 8: Room 3  
Grade 9: Fenton Terrace  
Grade 10: Library  
Grade 11: Theater  
Grade 12: Chapel
- The class that meets during period 3 does not meet the next cycle day.
- Lunch follows period 3.
- Between periods 5 and 6, students perform their assigned Workjob. For more information, see “Workjobs,” on page 28.
- Health & Fitness, team sports, and rehearsals begin at 2:50 p.m., following period 6. For more on these, see “Athletics,” or speak with the Athletic Director, Health & Fitness Coordinator, or Director of Theatre.
- At 2:50 p.m. on most Wednesdays, students attend Tutorial.
- X Days: The first day of school and the three days preceding each exam period (December and May) are designated X days. All classes meet for shortened (40 minute) periods. The X day schedule is posted online and outside the Main Office. The X day immediately preceding the first day of exams is also referred to as a “Reading Day” and attendance is optional. If students choose to come to campus for all or part of the Reading Day, they are REQUIRED to sign in and sign out in the Main Office so we know who is and is not on campus.
- Late Start Days: Approximately one Wednesday per month, classes begin at 9:30 a.m. to allow for early morning faculty meetings. These dates are available on the York calendar, and reminders are sent via The Falcon eNewsletter.

## ► SCHOOL-WIDE GATHERINGS

Students, faculty, and staff meet regularly (A, C and E days) for **Break**, a period for campus-wide communication. Members of the School community share important information and make announcements of benefit to the entire community. Students wishing to make an announcement at Break should sit in the front row. Any student may make an announcement; however, students are encouraged to keep in mind that announcements must focus on the York community and be of benefit to all.

**PATH** is an advisory period that meets once per cycle, on D days—see page 19 for description.

**Class meetings** are held once per cycle, on G days, and give each grade level a chance to plan for activities, communicate information, and hear announcements.

**Tutorials** (B and F days) provide time for teachers to meet with students one-on-one or in small groups. They may also be used by students for study groups, as additional study hall time, or for meetings with Class Deans, PATH leaders/ Sherpas, the Academic Dean, or the Dean of Students. About twice per month, tutorials meet on Wednesday afternoon, 2:50-3:30 p.m. All students are expected to remain on campus during tutorials.

The entire York School community gathers on a regular basis for **Forums and Convocations**. Forums are generally of an educational or entertainment-oriented nature. Convocations focus on the inner life and provide an opportunity for self-reflection. We value the inner life and believe the development of spiritual awareness and sensitivity are important aspects of the York experience.

**All students are required to attend Breaks, PATH, Class Meetings, Tutorials, Forums, and Convocations. Students with off-campus privileges who have left campus are expected to return for any of the above.**

## ►TRANSPORTATION & PARKING

### Commuting by City Bus

Students should be very careful while walking to and from the bus stop, crossing the highway, or waiting for the bus. Remember not all motorists are alert, and some do not even respect traffic signals. Students should wait quietly at the bus stop, staying well away from the highway. Students walking up or down the hill should use the path behind the Library, avoiding York Road, which is dangerous for pedestrians and motorists alike.

### Commuting by Car

For the safety of all members of the School community and to ease traffic congestion, drivers are strongly urged to use the designated **Drop Off Circle** when dropping students off or picking them up from School. Benches have been provided for students waiting for pick up. At times when a driver is required to wait for a student or to leave the car, please park in a designated parking space and turn off the vehicle. Fumes generated from idling vehicles are unhealthy for everyone. There is a 5 miles-per-hour speed limit on School grounds.

Congregating in any parking area or sitting in cars during the school day is not allowed. Parking lot noise, including the sound of car stereos, is disruptive to classes and therefore will not be tolerated. Ball games are also not allowed in the parking lots. Exercise caution around parked cars.

All cars must be parked in designated parking spaces. Seniors, faculty, and guests may park in the upper parking lot located immediately to the right of the School's entrance. The numbered spaces are for faculty only. Juniors and sophomores may park only in the lot near the softball field, to the right of the School's exit. Parking in the center lot (near the administration offices and classrooms) is reserved for guests, class deans, and administrators only. No parking is allowed in fire lanes, across driveways, or in spaces reserved for handicapped or School vehicles. Violations will result in loss of privileges or other restrictions.

**The School will not be responsible for damage or loss of personal property including damage to automobiles.**

### Student Use of Vehicles

The destructive potential of motor vehicles should not be underestimated. Failure to use motor vehicles sensibly will cause suspension of privileges or lead to more serious action. Students must be aware of their parents'/guardians' wishes regarding transportation. **No student may ride with a student driver unless legally qualified and expressly authorized by a parent/guardian in writing. It is recommended that sophomores do not drive to school. All drivers should exercise extreme caution as Highway 68 is extremely congested.** Any unsafe driving on School grounds, riding on the outside of cars, or any other potentially dangerous action will be disciplined severely. Under certain circumstances, students may be required to relinquish car keys during the school day or be prohibited from bringing a car onto the campus. **Students should always drive responsibly on or off campus.**

For specific information on California rules and regulations regarding teen driving, visit [dmv.ca.gov/teenweb/](http://dmv.ca.gov/teenweb/). Students who will be driving to school are expected to complete a form available on Haiku LMS under the Main Office page, informing the School Secretary of the make, model, color, and license number of their vehicles.

### Transportation to Independent Projects

From time to time, class assignments—for example Science Fair, a 20% project, or Service Learning—require independent, off-campus work on the part of students and necessitate interactions with individuals or agencies in the larger community. These assignments promote independent learning, creative thinking, real world applications, self-advocacy, and many other beneficial skills. During this independent work, the School is unable to provide transportation or supervision. Students are reminded to conduct themselves as representatives of York School, keeping all behavioral expectations in mind as they would for on-campus activities.

## ►WORKJOBS

**Workjobs** are the assigned chores which students do to share in the School's upkeep. Fulfilling one's workjob responsibility is as significant and as mandatory as attending class. Consequences for not fulfilling workjob responsibilities may lead to a variety of disciplinary actions, including loss of privileges.

The School strongly believes that care for one's environment is a sign of respect for oneself, one's community, and for the planet. Students are expected to take pride in the appearance and condition of our campus. Everyone shares the responsibility of keeping the School environment clean and neat. Responsible individuals clean up after themselves and properly dispose of litter they see in their environment. Students also assist in clean-up when asked to do so by other students, teachers, and staff. Should the cleanliness of the campus not meet standards determined by the Head of School, Dean of Students, and/or Academic Dean, student privileges (dances, field trips, etc.) may be suspended for all students without warning.

The Workjob Coordinator is appointed by the Head of School in consultation with the Dean of Students. The Workjob Coordinator for the 2016-17 school year is faculty member Murray Walker.

**Students, their families, faculty, and staff are all encouraged to conserve resources, particularly paper, water, and energy, and to support the School's commitment to green practices.**

## ►WORK PERMITS

According to California law, employed minors under the age of 18 must have a work permit which a student can obtain, once hired, from the School Secretary. Forms are also available for download from Haiku LMS ([haiku.york.org](http://haiku.york.org)). The School encourages students to make sure work hours do not detract from time needed for studying or participating in School life. Statements of Intent to Hire and work permits can be signed by the Dean of Students, Academic Dean, or School Secretary.

## ►YORK PARENTS

York Parents (YP) Meetings provide a vital communication link between parents/guardians and the School. At meetings, officers, School administrators, faculty, and occasionally students share valuable information about School programs, facilities, and events. Families have the opportunity to voice their questions and concerns and hear what is being both planned and implemented on campus. Please check the online calendar for the Wednesday evening meeting schedule.

Families support students by supporting the School, and the YP officers and class chairs do this primarily through volunteer work at School events. All York parents/guardians are welcome to attend meetings and participate in activities. Being involved also provides a wonderful opportunity for parents/guardians to contribute directly to their child's educational experience, bond with other parents/guardians, and make an important difference in the York community.

### YP Officers

|                |                    |  |
|----------------|--------------------|--|
| President      | Cindy Laurance     | <a href="mailto:cgrundy007@yahoo.com">cgrundy007@yahoo.com</a> |
| Vice President | Carrie Bretz-Barry | <a href="mailto:cbretz@csumb.edu">cbretz@csumb.edu</a>         |
| Secretary      | Alida Laney        | <a href="mailto:thelaney5@gmail.com">thelaney5@gmail.com</a>   |
| Treasurer      | Cindy Schroeder    | <a href="mailto:cynschroed@aol.com">cynschroed@aol.com</a>     |

### YP Class Chairs

|      |                    |  |
|------|--------------------|--|
| 12th | Nancy Baker        | <a href="mailto:bbbaker@aol.com">bbbaker@aol.com</a>               |
|      | Diane Davies       | <a href="mailto:dianecdavies@gmail.com">dianecdavies@gmail.com</a> |
|      | Hope Griffin-Ortiz | <a href="mailto:hago1227@gmail.com">hago1227@gmail.com</a>         |
|      | Debra Schadeck     | <a href="mailto:dschadeck@msn.com">dschadeck@msn.com</a>           |

|      |  |  |
|------|--|--|
| 11th | Angie Burks<br>Rob Burks<br>Jim Horning<br>Robin Welch         | angieburks@gmail.com<br>roberteburks@yahoo.com<br>jimhorning@gmail.com<br>robinwelch@gmail.com |
| 10th | Sarah Hills<br>Heidi Marsolais<br>Robin McKee<br>Dennis Mercer | slhills@mac.com<br>haquinn@gmail.com<br>robinm1668@aol.com<br>denniskmercer@gmail.com          |
| 9th  | Robin Jepsen<br>Marielena Carriglio                            | robinjepsen@sbcglobal.net<br>mcarhomes@gmail.com   |
| 8th  | Kat Albers<br>Jennifer Dmitrov                                 | kat19albers@sbcglobal.net<br>jdimitrov1@gmail.com  |

## Special Events Coordinators

|                                     |                 |                         |
|-------------------------------------|-----------------|-------------------------|
| Fall Fair Book Sale Coordinator     | Maria Rasmussen | rasmussens1@comcast.net |
| Theater Snack Coordinator           | Theatre Cast    |                         |
| Parents Café Coordinator (The Nest) | Beverly Smith   | beverly.smith@gmail.com |
| Heads Up Coffee Coordinator         | Dana Cleary     | cleahoff@gmail.com      |

## ► YORK SCHOOL ADVANCEMENT PROGRAM

The Advancement Office works with parents/guardians, students, trustees, alumni, grandparents, faculty and staff, foundations, corporations, and other community supporters to advance York's mission. Some of these activities include:

- raising funds for the academic program, athletics, visual and performing arts, financial aid, faculty development, endowment, and facilities.
- telling the York story in the community, on the website, in York publications, and through the media.
- keeping in touch with York alumni and encouraging alumni involvement with students.
- producing events that build community, make friends, and raise funds for the School.

Financial Aid at York is made possible by generous donors. All students receiving financial aid are required to write thank you letters. Students and parents/guardians will receive information about thank you letters at the beginning of the school year. The requirement to write a thank you letter is included in the contract that parents/guardians sign with the School.

Advancement Office:

Kris Edmunds, Director of Advancement

Erinn Scott Brown, Advancement Relations and Event Manager

Michelle Lange, Advancement Assistant

Director of Alumni Relations and Annual Giving

## ► YORK SCHOOL VISUAL IDENTITY

The visual identity of our school is an important piece in how we communicate the York experience with both our internal and external communities. Elements such as our current or past logo, word mark, shield, official mascot, etc. reflect our reputation as a school and should be presented in a professional and consistent manner.

When considering use of any of York's visual identity elements, please visit or contact the Communication and Marketing Manager who will be glad to assist you.

# ACADEMIC LIFE

## ►GRADUATION REQUIREMENTS

In order to earn a diploma from York School, students must fulfill specific requirements designed for the development of the creative, independent thinker.

These requirements are:

- A. mastery of specific academic subjects,
- B. completion of the Service Learning requirement,
- C. satisfactory participation in an ensemble, and
- D. satisfactory participation in Athletics through sports or the Health & Fitness program.

### Academic Subjects: (grades 9-12)

|                                 |  |
|---------------------------------|--|
| English                         | 4 years  |
| Mathematics                     | 3 years (through grade 11), completion of Algebra II                                       |
| History                         | 3 years (9th, 10th, and US History)  |
| Laboratory Science              | 3 years, including Biology, Chemistry, and Physics<br>(4 years Lab Science is recommended) |
| Modern Language                 | through level III  |
| Latin                           | 1 year (for students entering grades 8 or 9)   |
| Technology Information Literacy | 1 year   |
| Art                             | Studio Art: Foundation (grade 9)   |
| U.C. Visual/Performing Arts     | 1 year's equivalent  |

Five courses are required each year. Each course should be worth 10 units or the equivalent, as determined by the Academic Dean and Curriculum Committee. A sophomore, junior, or senior who wishes to take more than five courses must normally, unless the extra course is needed to fulfill School requirements, have at least a "B" average, and must have the permission of the Academic Dean and current Class Dean. The complexities of scheduling make it impossible for us to guarantee that every student will be able to take all requested classes.

Only students who have spent their senior year at York will be eligible for a York diploma. Only in exceptional circumstances may graduation requirements be waived upon the recommendation of the Academic Dean and Dean of Students.

### Service Learning Requirement

Service Learning is an opportunity for students to work on a community need or social issue in a way that will benefit the community and the student. Through service a student can learn, grow, and gain skills while having a real impact on a few individuals, the local community, or even the world as a whole. The only limits are the student's imagination and the amount of time to pursue one's vision. The personal rewards that stem from helping others, fulfilling a community need, or addressing a crucial problem that may affect us all can be life altering, and may instill a love of service a student can tap into throughout the many years to come.

Students may choose an activity such as volunteering with a local, national, or international nonprofit working on a social issue, or developing and completing his/her own individual service activity with the approval of the Service Learning Coordinator. The key is to find something interesting that includes a strong learning component. Service is more about using the mind and developing skills than providing manpower.

Students have the school year plus the following summer to complete a minimum of 10 hours of acceptable service each year in grades 9 through 11, and a February deadline for grade 12. New students may count the summer prior to starting at York towards the coming year.

Students in the eighth grade generally perform service for the school, but may opt to take part in the Service Learning Program.

For specific, detailed instructions on completing their Service Learning Requirement, students should explore the Service Learning class under the “Extras” tab in the Haiku LMS.

## Ensemble Participation

Because students learn a great deal about themselves through participation in extracurricular activities and benefit greatly from the experience of committing themselves to a group endeavor, we encourage students to take advantage of opportunities to engage in learning outside the classroom through involvement in the performing arts and athletic programs. We believe so strongly in the benefits of such involvement that students are required to do one of the following prior to graduation:

- A. participate in choir, band, or orchestra for one year
- B. take a role in a School play
- C. play a varsity-level sport

Students with significant commitments to performance ensembles or athletic activities not offered by York, or who participate for at least three years in a non-league sport offered by the School may apply for a waiver of this requirement. In all cases, the decision of the Academic Dean and the Director of Music, Director of Theatre, or Athletic Director will be binding.

## Athletics

Participation in Athletics, whether through the Health & Fitness program or interscholastic sports, is a requirement for earning a York diploma. It is an integral part of the school day with the goal of improving students’ physical and emotional well-being and promoting lifelong fitness. Please see “Athletics” on page 35 for more information on this requirement.

Members of sports teams are expected to attend practices every school day. They are members of a team, and as such, team practice is mandatory. Student athletes must personally check in with the coach at each practice. Student athletes wishing to meet with a teacher during Wednesday tutorial must first check in with the coach and are expected to return to practice at 3:30 p.m. when the tutorial session ends. Student athletes may request a day off from practice for a medical, academic, or personal reason by personally speaking with the coach. Athletes unable to attend practice must either go home at 2:50 p.m. or work in the Library until 3:30 p.m. Team members are not permitted to join a Health & Fitness activity in lieu of going to team practice.

## ► GRADES AND COMMENTS

### Description of Grades

Grades are based on standards that do not fluctuate from year to year. Grading standards are explained by every teacher at the beginning of the year. A grade of:

- A means besides mastering the material presented during the course, the student has demonstrated exceptional academic abilities.
- B means the student’s work has been more than adequate in some or all of these areas: accuracy, thoroughness, analysis, and creativity.
- C means the student has fulfilled basic requirements of the course in an adequate manner.
- D means the student has barely met the minimum course requirements. Sufficient work has been done only in a few areas. Students will be expected to repeat any course for which they earn a D grade, except with the express permission of the Academic Dean. A grade of D may prohibit a student from completing graduation requirements by the end of senior year.
- F means the student has not met the minimum course requirements. The student will receive no credit and cannot advance in the subject until sufficient remedial work is done.

### Grades and Comments Schedule

Progress Reports with written comments but without grades are given at the end of the first and third quarters (October and March). Grades are given after the second and fourth quarters (December and June).

Final grades represent the full year's work and are the only grades entered on the student's official transcript. Once recorded at year's end, grades become part of a student's permanent record. For seniors, first semester grades are also recorded. An "Incomplete" grade will be granted only in exceptional cases, usually for medical reasons. Parents/guardians receive notification when both Progress Reports and Grade Reports are available online through Academic Records on the website. Parents/guardians of students on academic warning (see below) may also receive emailed interim reports from all teachers.

## **Accessing Report Cards**

Families are notified at the end of each quarter via York News and "The Falcon" eNewsletter when comments and/or grades are available to view on Academic Records. Instructions for logging on to Academic Records, including the website address, username, and password, are all mailed to new parents/guardians prior to the end of the first quarter in October. If you have misplaced these instructions, please contact the School Secretary or the Academic Dean.

## **Honor Roll**

Honors may be awarded to those students taking five or more unrepeat courses with no grade lower than a "B." To qualify for High Honors, a student taking five or more unrepeat courses may have only one grade below an "A-," with that grade no lower than a "B." Honors are granted on the basis of sincere and consistent application to the subjects studied, as reflected both by teachers' comments and by grades. An incomplete grade, unsatisfactory performance in any class (including Health & Fitness), or poor behavior will also disqualify a student from the Honor Roll.

## **Academic Warning**

Any student receiving a C- average, two D's, or one F, will be placed on Academic Warning at the end of a semester, losing off-campus privileges and eligibility for interscholastic teams or School plays until the end of the following quarter, and at the discretion of the Academic Dean and Dean of Students. A student placed on academic warning more than once, or at year's end, may be required to complete summer study or may not be permitted to return to York. Any student who earns a grade lower than a C- in a single course may be required to repeat that course the following year. In some cases, the course may be taken over the summer for full credit. Parents/guardians and students are urged to consult with the Academic Dean.

## **►ACADEMIC SUPPORT**

The first contact for a parent/guardian or for a student needing additional academic support in a class should be the teacher of that class. All members of the faculty are eager and willing to help. Students are strongly encouraged to see teachers at the earliest sign of a problem, and must always see the teacher after parents/guardians have been notified of difficulties.

Students or parents/guardians may call or email a teacher to request an appointment (contact info can be found on page 9). Students may also see a teacher before or after a class, during lunch or a tutorial period, or during a free period. If a teacher is not in his or her classroom or office, students are welcome to stop by the Faculty Room. Students are requested to knock on the Faculty Room door to receive permission to enter as confidential discussions may be taking place. After talking with the teacher, parents/guardians or students wanting further help should see their Class Dean, the Academic Dean, or the Dean of Students.

Parents/guardians who would like to engage private tutors may consult with the teacher of the class or with the Academic Dean for recommendations or advice.

## **Learning Differences**

York School is committed to enrolling a diverse student body. While we cannot fundamentally alter our curriculum, we are committed to assisting students with diagnosed learning differences. It is our goal that students will learn to advocate for themselves, to understand and be able to work with their particular learning style, and to develop the tenacity, resilience, and positive attitude that will best serve them in the future. Therefore, we support the reasonable and fair accommodations recommended by qualified learning specialists such as educational psychologists.



From time to time, the increased demands of high school, the rigor of the York School curriculum, or simply the developing maturity of the student brings to light a previously unnoticed or undiagnosed learning difference. When faculty notice symptoms or behavior that point to a possible learning difference, they notify the Dean of Students who discusses these observations with parents/guardians. Should testing be recommended, the Dean of Students supplies parents/guardians with follow-up resources.

Parents/guardians who have reports from qualified learning specialists should provide a copy to the Dean of Students who, in consultation with the Academic Dean, determines what, if any, accommodations will be afforded to the student. While the School pays close attention to the recommendations of qualified examiners, it is the educational institution that ultimately determines whether or not a student is eligible for accommodations. Once accommodations are approved, the Dean of Students disseminates a list to the faculty and shares the report with the College Counselor. The Dean of Students will coordinate a meeting of the student, parents/guardians, pertinent faculty, Class Dean, Academic Dean, and College Counselor to discuss the accommodations and support which will best serve the student. Additional meetings are held each semester or year, as needed. At this time, the student and parents/guardians are advised about special accommodations that the College Board and other standardized testing agencies provide for students who qualify.

Parents/Guardians interested in applying for accommodations for their students should provide documentation that meets the following basic requirements (adapted from the guidelines provided by the College Board):

1. Identification of the specific learning difference, as diagnosed. Any diagnosis should be made by a person with the appropriate professional credentials, should be specific, and, when appropriate, should relate the learning difference to the applicable professional standards, for example, the DSM-V.
2. In most cases, reports should be current. The testing, evaluation, and diagnosis should have taken place within five years of the request for accommodations.
3. Indication of relevant educational, developmental, and medical history.
4. Description of the comprehensive testing and techniques used to arrive at the diagnosis, including test results with subtest scores (standard or scaled) for all tests.
5. Description of the functional limitations due to the diagnosed learning difference, for example, the effects on learning or the impacts on the in-class experience.
6. Description of the specific accommodations being requested and explanation of why they are warranted.
7. Statement of the professional credentials of the evaluator, for example, licensure, certification, and/or area of specialization.

## ► SUMMER COURSES

Students interested in taking summer courses at other educational institutions are encouraged to explore those options, especially for enrichment. **If a student is interested in using one of these courses to fulfill a York graduation requirement, the student should consult the Academic Dean before enrolling.** We cannot guarantee that all courses will meet York School standards. Fulfillment of a graduation requirement may require a York placement test upon completion of a summer course. Credits earned at other institutions are not recorded on the official York transcript; students should provide the registrar with a copy of the summer course transcript, and it will be attached as an addendum to their York transcript for college application purposes.

## ► REQUESTING LETTERS OF RECOMMENDATION

Students frequently need letters of recommendation from York faculty or staff members, whether for college admissions, summer programs, internships, scholarships, employment, or other reasons. Students should adhere to the following procedures:

1. Decide which teacher or teachers would be most appropriate for the particular recommendation. Meet with the teachers in person, at least two to three weeks in advance of the due date, to ask if they would be willing to write a letter of recommendation. Never list a teacher as a reference without the teacher's prior permission. Remember, when a student requests a letter of recommendation, the student is asking the teacher for a favor, and the teacher has the right to accept or decline the request.
2. If the teacher agrees to write on a student's behalf, the student should provide, in writing:
  - a. the due date for the letter,
  - b. any forms or instructions the teacher needs to complete the recommendation, and

- c. the method of submitting the letter, whether by email directly to the institution (the student should provide the email address), ground mail (the student should provide an envelope that is pre-addressed and stamped), or student pick up.
3. The student should follow up with a thank you note.

## ► EXAMS

### Mid-Year and Final Exams

All York classes culminate in an exam (class final or AP exam where appropriate) or in a significant final project. The three school days preceding each exam period are designated review days (known as "X" days), with the third day being an optional Reading Day. Students are expected to attend all classes during review days.

Seniors with a cumulative grade of B+ or higher may be excused from an end-of-year final, at the teacher's discretion. The teacher's decision is binding.

During exam weeks, students are required to be at school only when they are scheduled for an exam. Students on campus during unscheduled times are expected to maintain quiet. A study room will be available for these students. Exams are scheduled from 9:00 a.m.-12:00 p.m. and from 1-4:00 p.m. Students are required to stay in the exam room for two hours, even if they have completed their exam early. Students should plan to bring study materials for subsequent exams, books for recreational reading, or iPods (as permitted by the teacher) should they finish before the two hour mark.

### Advanced Placement (AP) Courses and Exams

Students who opt to take an Advanced Placement (AP) course are required to take the associated AP exam. Students wishing to take an AP exam for a course in which they have not been enrolled should consult with the Academic Dean and Advanced Placement Coordinator. The student is responsible for signing up for the AP exam in the spring and paying the test fee (approx. \$90/exam).

Students wishing to take multiple AP classes during a year must receive permission from the Academic Dean. Enrollment in an AP course is contingent on approval of the instructor and the Academic Dean.

## ► PETITIONING TO CHANGE A COURSE

Any proposed change in a student's schedule, including both adding or dropping a class, must be reviewed by the Academic Dean. Students wishing to add or drop must also receive the express consent of the instructor. Under ordinary circumstances, students may not drop a course from their schedule after the end of the first quarter (or third quarter for second semester courses).

## ► SPECIAL PROGRAMS AND STUDY ABROAD

Here are some recommendations and reminders for students who might go abroad or attend special programs:

- The School does not guarantee that a place will be reserved for students who opt to spend a semester or a year at another school. Returning students are required to interview with the Academic Dean and the Dean of Students.
- Students will be held to all graduation requirements.
- Students should follow a course of study recommended by the faculty who will give guidelines for the content of individual courses where appropriate.
- Students and parents/guardians are strongly urged to meet with the Director of College Counseling to be aware of any implications for college admission.
- Students and their families should be aware that any courses taken at another school might not be similar enough to York's for them to receive credit towards completion of York's requirements. Upon a student's return, testing for achievement may be required before credit is granted. Students and parents/guardians are urged to consult with the Academic Dean.
- The School reserves the right to limit the number of students participating in such programs.

# ATHLETICS

Students fulfill their athletics graduation requirement through taking part in interscholastic sports, participating in Health & Fitness activities, or both. York agrees with numerous studies and current brain research that indicate play is a vital part of life and learning. Physical activity improves students' physical and emotional well-being by promoting fitness, decreasing stress, oxygenating the blood, fostering social connection, providing time in nature, improving the mind-body connection, and many other meaningful ways. The sports/Health & Fitness period is an integral part of the school day. Attendance in these activities is mandatory and is as important as attendance in academic classes. Health & Fitness classes meet from 2:50 - 3:30 p.m. Team sports meet from 2:50 p.m. to approximately 4:30 p.m. (later on game days).

Please note: The School policy on alcohol and chemical substances—see page 38—also applies to the use of androgenic/anabolic steroids and other performance-enhancing substances.

## Interscholastic Teams

York School is part of the CCS, CIF, and MTAL leagues. Team sports are open to any student interested in participating, whether new to the sport or experienced practitioners; York School does not cut athletes from its teams. Interscholastic team sports meet Monday through Friday afternoons.

### Fall Interscholastic Sports

Boys: Water Polo

Girls: Field Hockey, Tennis, Volleyball

Co-ed: Cross Country

### Winter Interscholastic Sports

Boys: Basketball, Soccer

Girls: Basketball, Soccer

### Spring Interscholastic Sports

Boys: Lacrosse, Tennis

Girls: Lacrosse, Softball

Co-ed: Track & Field, Swimming, Golf

**Health & Fitness** activities vary, and students are encouraged to try different activities. Students who opt for a less physical activity to promote well-being (for example, Mathcounts or tutoring) are expected to select a more fitness-oriented activity on alternate days. Health & Fitness activities meet Monday/Friday and Tuesday/Thursday.

## Sample Health & Fitness Activities

Badminton

Dance

Fencing

Mathcounts

Mountain Biking

Musica Maiorum

Outdoor Basketball

Play Rehearsals

Soccer

Tutoring

Ultimate Frisbee

Volleyball

Walking

Weight Training

Yoga

## ►HOW TO SIGN UP OR TRANSFER

All students sign up for Interscholastic teams or Health & Fitness activities. One orientation session at the beginning of the school year is given to sign-ups for the first season of Interscholastic sports or the first semester of Health & Fitness. Students may transfer from one activity to another only with permission from both activity teachers and at the discretion of the Health & Fitness Coordinator. Sign up and transfer forms can be found in the Main Office section of Haiku LMS.

## ►EARLY ENDING AND LATE START TEAM PRACTICES

Sometimes, an athletic team's practice and game schedule ends before the official end of the interscholastic sports season. In this case, team members may sign up for a new Interscholastic team or join a Health & Fitness activity of their choice until the end of the school day at 3:30 p.m.

In the event that a team's practice begins later than 2:50 p.m. (e.g., water polo or basketball), team members should sign into the Library for study hall until 3:30 p.m.

## ►TRANSPORTATION FOR ATHLETIC EVENTS

For the most part, faculty members drive students in School vans when practices or games require that students be transported to another venue. All faculty drivers have been vetted through the California Department of Motor Vehicles. From time to time, parent/guardian drivers, using School vans or personal vehicles, are recruited to supplement faculty drivers. Parents/guardians who volunteer to drive students who are not their own must present a valid California driver's license and complete an Authorization for Release of Driver's Record Information form at the York School Business Office at least two weeks before transporting students for any York School athletic event. Any adult with unsupervised contact with a student in a school setting is required by law to be fingerprinted and cleared by the U.S. Department of Justice.

Remember that no student may transport another student from School to a School-sponsored activity, nor from the activity back to School, except under extraordinary circumstances and with the permission of the Dean of Students and the students' parents/guardians.

## ►INDEPENDENT HEALTH & FITNESS

Students may participate in an organized independent activity or team sport not offered at York (e.g., martial arts, equestrian or ballet classes, club sports, etc.) in lieu of participating in Health & Fitness activities at School. By the end of the first full week of each semester, the Independent Activity Permission form, available in the Main Office section of Haiku LMS, needs to be on file with the School Secretary. This form requires the signature of both a parent/guardian and the Health & Fitness Coordinator. Students participating in independent Health & Fitness should arrange to leave campus at 2:50 p.m., signing out with the School Secretary. If they cannot leave at this time, they are required to sign in and study in the Library until they are able to leave.

## ►GRADING

Health & Fitness and Interscholastic sports are a pass/fail activity. Grading is based on attendance, punctuality, and attitude. Students show honesty, respect, and responsibility during Health & Fitness as they would during any class. Excessive tardiness or absence may result in a failing grade and/or suspension from an Interscholastic team, as well as loss of off-campus privileges for those who have them.

## ►ELIGIBILITY FOR INTERSCHOLASTIC SPORTS

In order to maintain eligibility for Interscholastic sports, students must remain in good academic standing. Any student whose grade in a course slips below a C- will be suspended from eligibility until his or her grade improves. Students who begin the second semester on academic warning may earn eligibility for athletic teams if their third quarter grades and comments reflect significant improvement.

It is a league rule that eighth graders may not participate in Interscholastic sports competitions, nor may they practice with York School teams.

Students transferring to York after the beginning of their ninth grade year will need to file the appropriate Sports Eligibility Transfer paperwork. These forms require the signature of the Athletic Director and coach(es) from a student's prior school, along with that of the York School Athletic Director. Please contact York's Athletic Director or Registrar for more information.

## ► UNIFORMS

Uniforms are issued to students on Interscholastic teams and must be returned at the end of the season. Students will be charged for unreturned items.

## ► YORK SCHOOL DISCIPLINARY/SPORTSMANSHIP PROCEDURE

Steps of Implementation:

1. CIF/CCS Sportsmanship Policy and York School Sportsmanship Pledge is read to all students, parents/guardians, faculty, and coaches affiliated with York School prior to each season.
2. Offense of any of the principles stated in the CIF/CCS Sportsmanship Policy and York Sportsmanship Pledge could result in the following;
  - a. The loss of practice and game privileges for one to two games.
  - b. The loss of playing privileges for the respective sport season.
  - c. The loss of playing privileges for the entire school year.

*All these sanctions will also have internal School discipline coupled with the loss of playing privileges*

## SAFETY

The safety of all members of our community, especially our students, is of paramount importance to the School. The following practices are important for promoting that safety.

For a more complete description of safety and emergency procedures, please see the Family Safety Guide, available online or from the School Secretary. **It is essential that families familiarize themselves with the procedures outlined in the Family Safety Guide.**

## ► SAFETY COMMITTEE

Chaired by a faculty member with extensive experience in safety procedures and best practices, the Safety Committee is comprised of the Director of Finance and Operations, Facilities Use Coordinator, Academic Dean, Dean of Students, Athletic Director, Communication and Marketing Manager, Director of Technology, Plant Services Supervisor, and School Secretary. The committee meets monthly and systematically reviews and updates the Safety Plan and Crisis Management Plan.

## ► EMERGENCY PROCEDURES AND DRILLS

Emergency drills are conducted throughout the school year. During these drills, students are instructed either to leave their classrooms in a quiet and orderly manner and proceed to the south athletic field (closest to the main campus) or to follow lockdown procedures. Students not in class at the time of an evacuation drill proceed to the south athletic field and join their grade. Students line up in alphabetical order by grade level facing the Main Office, eighth grade toward the softball field, seniors towards the Science Building. Designated attendance takers (faculty/staff members of the Student Care and Accountability Team) proceed down each line and take roll. Students remain in line until further instructions are given by the Safety Coordinator. Students not in class during a lockdown drill proceed to the nearest classroom or office. Periodically, the community musters in the Commons to simulate inaccessibility of the athletic field.

In the event of a real emergency, parents/guardians will be notified via the School's off-site provider of emergency contact technology, Blackboard Connect. **It is vital that families ensure the School has up-to-date emergency contact information. When parents/guardians will be out of town, please notify the School Secretary and the Dean of Students, and provide emergency contact phone numbers.**

## ► FIRST AID AND OTHER SUPPLIES

First aid supplies for minor injuries are available from the Main Office. In addition, all York personnel who have regular contact with students are trained in CPR and standard First Aid. AED kits are located in Room 4, Day Hall, the Science Building, the Gym, and the Athletic Fields across York Road. In the event of an extended "shelter in place" requirement, the School has basic emergency food supplies for all students, staff, and faculty.

## ► FALSE ALARMS

The law forbids abuse of any alarm system including the 911 emergency number. Any willful act, such as calling a false alarm, which disrupts the normal operation of the School community or threatens everyone's safety, is forbidden by law.

## ► DRUGS, TOBACCO, AND VAPING

York School opposes the use of alcohol, including powdered alcohol, drugs, or tobacco in any form by its students. The term "drugs" includes any chemical substance, the use or possession of which is prohibited by law unless prescribed by a physician, including, but not limited to, recreational drugs such as marijuana or chemical inhalants and androgenic/anabolic steroids or other athletic performance-enhancing substances.

Even when medically prescribed, students are prohibited from using or possessing marijuana at School or at any School-sponsored event.

Sharing or sale of prescription drugs with an individual for whom that drug has not been prescribed is extremely dangerous and is strictly prohibited.

The FDA discourages the use of electronic cigarettes and vaping for teens. The health effects and safety of the drug nicotine are still being studied. For these reasons, York School prohibits the use of electronic cigarettes and vaping on campus.

In an effort to encourage students to seek help, both for themselves and their friends, with substance-related issues, the School prefers to engage in education and rehabilitation of the individual. Nonetheless, a student who engages in the following acts will face disciplinary consequences, which may include separation from the School, depending on the extent of danger to the community:

1. Sale, possession, use, or being under the influence of alcohol or drugs on campus or at any School-sponsored activities such as retreats, trips, dances, events at other schools, or community service/service learning activities. The term "under the influence" of alcohol or drugs includes situations in which students consume alcohol or drugs before attending School or participating in any of the School-sponsored activities described above.
2. Possession or use of tobacco products, including e-cigarettes, on campus or at any School-sponsored activities such as retreats, trips, dances, events at other schools, or community service/service learning activities, or when otherwise representing the School.

The School reserves the right to require drug testing, at parent/guardian expense, upon discovering or with reasonable suspicion that a student has been using a prohibited substance.

### **Sanctuary**

Students who seek help for themselves by counseling with the Dean of Students, and those who are honest about their use of illegal substances show an awareness of the effect of their actions on the School community, as well as a willingness to change, and are likely to be afforded a second chance to take a positive role in the School community.

Any student who is concerned for another is encouraged to seek counsel with the Dean of Students. A student who seeks help for a friend shows respect and responsibility. In such a circumstance, all possible action will be taken to support and protect both the reporting student and the student of concern.

## ► LOCKER, BACKPACK, VEHICLE INSPECTION POLICY

To protect the safety of all students, School administration reserves the right to inspect lockers, backpacks, and vehicles if there is reasonable suspicion of a threat to safety.

## ► THINGS TO LEAVE AT HOME

Anything that disrupts the learning environment may not be brought to School. Any item that can cause serious injury or that resembles a weapon is prohibited by law. **“Any person who brings or possesses a weapon of any kind on School grounds will be subject to arrest.” (Penal Code 626.9/626.10)** Possession or use of any kind of weapon constitutes a serious offense. Any item resembling a weapon is forbidden.

Items such as skateboards and roller blades may not be used on campus during the school day or at School- sponsored events for reasons of safety. Please check such items into the Main Office or take them to the office of the Dean of Students if they must be brought to School. Bicycles may be used ONLY for transportation and should be kept locked during the day.

Students wishing to bring objects for class presentations must receive prior clearance from the Dean of Students.

## ► VALUABLES

The York community values the trust that comes when all members of the community respect each other’s personal property. York is an open campus, however, that is used and visited by many people. We strongly suggest students not bring valuable items or significant amounts of cash to School. When valuables have to be brought, they should be placed with the Business Office or the Dean of Students for safe keeping during the day. The School is not responsible for students’ money or other valuables.

# DISCIPLINARY PROCEDURES

It is expected that at all times York School students will be guided by the principles of honesty, respect, and responsibility. Nonetheless, we recognize it is part of the human condition to make mistakes. Adolescents especially, for many reasons, can make poor choices. One aspect of the School’s mission is to prepare creative, independent thinkers for the wider world. Part of this preparation is to learn how to take responsibility for one’s actions and to rectify one’s mistakes. Another part is to recognize the ways in which one’s choices and actions affect one’s community. In all disciplinary matters, the School is guided by these considerations: First, what is best for the community as a whole? Then, what is best for the individual student? Finally, what can we learn from this event? The goals of the disciplinary process are

- to ensure a fair, consistent, and reasonable application of School rules and regulations,
- to protect the welfare of the School community, and
- to work with students when mistakes are made and to try to turn such situations into useful learning opportunities.

York School reserves the right to dismiss, at any time, students whose conduct, influence, spirit, activities, or academic standing the School regards as undesirable, unsatisfactory, or detrimental to the School community. Students are reminded that violation of city, county, state, or federal laws—on or off the School campus—may provide grounds for disciplinary action.

## ► PROCESS

Faculty members accept the responsibility of guiding student conduct in and out of the classroom. When necessary, the Dean of Students and the Disciplinary Committee Head are in charge of the administration of School discipline. Disciplinary matters are usually handled by the Disciplinary Committee, composed of one elected student per class and three appointed teachers, which recommends actions to the Head of School. Discipline cases such as those involving the major School rules, the use of controlled substances, violence or threats of violence, harassment, bullying or cyber-bullying, may go directly to the Head of School.

In the event of an accusation, the Dean of Students and/or Disciplinary Committee Head conduct an investigation to determine whether the alleged improper conduct occurred, to gather all possible facts about the circumstance, and to determine if the accusation warrants further action by the Disciplinary Committee or the Head of School. All individuals associated with any disciplinary action make every reasonable effort to maintain confidentiality and to protect the privacy of the parties involved during and after the investigation. Any attempt to interfere with or influence an

investigation is strictly prohibited. The Dean of Students and/or the Disciplinary Committee Head report to the Head of School, providing a synopsis of the allegations, the results of the investigation, and a recommended course of action.

Students in violation of major School rules may be placed on leave pending recommendation of the Disciplinary Committee and/or the Head of School.

The final decision in all disciplinary matters always rests with the Head of School.

While the School remains committed to protecting the privacy of every student, as part of our goal of turning disciplinary situations into useful learning opportunities and promoting discussions of issues of personal safety and accountability, the School reserves the right to explain disciplinary actions to the student body at Break or other community gatherings.

## ► HARASSMENT AND BULLYING

York School is committed to providing a safe environment for its students, in which they are free from harassment of any type, including cyberbullying, sexual harassment, and threats or intimidation based upon political affiliation, religious creed, race, country of origin, sex, gender orientation/identification, physical or mental disability, or medical condition. If any student believes that he or she has been the victim of such bullying or harassment, the student should promptly report the incident to the Dean of Students, or to any other faculty or staff member to whom the student feels comfortable making such a report. Students witnessing harassing or bullying behavior, whether or not it is directed at them, are expected to report the incident to the Dean of Students or to any other faculty or staff member to whom the student feels comfortable making such a report. Every complaint of harassment or bullying, whether in person or through cyberbullying, will be promptly and fully investigated. Any student who is found guilty of harassment or bullying, or of retaliating against someone who has reported harassment or bullying, will be subject to the School's disciplinary procedures. The policy applies, whether in person or through written/digital communications, to students on School grounds, during off-campus School-sponsored activities, and while traveling to and from School or a School-sponsored activity.

Sexting is a violation of the School's foundational tenets of honesty, respect and responsibility. The passing on of a shared image to another viewer or viewers is a form of sexual harassment and bullying, as well as a violation of the School's tenets. Law enforcement officials are increasingly involved in cases of sexting, and both the originator of an image and its recipient(s) may be charged with sexual offenses. The School will investigate any allegation of sexting, and may report its findings to local law enforcement.

While the School cannot possibly monitor all online or digital communications, any behavior, whether on campus or off campus, that has a negative effect on the safe environment of the School will be subject to investigation and disciplinary action as warranted.

## ► PLAGIARISM

Plagiarism is the act of presenting work of another as one's own. This includes presenting another's ideas or words in writing, whether verbatim or paraphrased, without proper acknowledgement of the source. Plagiarism is particularly odious in a setting such as York School that values itself as a community of learners. At the start of each year, teachers will explain plagiarism to students. Thereafter, any student found plagiarizing will face one or more of the following consequences, as determined by the teacher in consultation with the Academic Dean, Dean of Students, Class Dean and Disciplinary Committee Head:

- a grade of F on the assignment
- resubmission of the assignment, without credit, to the teacher's standard
- loss of privileges, including sports, clubs, plays, concerts, dances, etc. until the work is completed
- notification of parents/guardians
- disciplinary probation

In the event of a second offense, the student may also face suspension, which becomes part of a student's record and will be reported to colleges requesting such information. In the unlikely event of a third offense, a student may face separation from the School.



## ►DISCIPLINARY ACTIONS

Be aware that any disciplinary action becomes part of a student's file. Should probation or suspension occur, colleges requesting such information must be informed. During the college application process, many colleges and universities, including those subscribing to the Common Application, ask students whether they have been the subject of a disciplinary action that resulted in probation, suspension, or separation from the School. We encourage students to answer this question honestly and openly. In those instances in which the question is answered in the affirmative, the College Counselor will assist the student in developing a personal statement that will help put the situation in context. Upon direct request from a college or university, the College Counselor will honestly and fully disclose information pertaining to a student's discipline record. Should a student's disciplinary status change after the filing of college applications, the student has the opportunity and obligation to inform all schools to which an application has been submitted or an enrollment deposit made. The College Counselor may also inform these colleges. The student should work closely with the College Counselor in any of these circumstances.

Records of most disciplinary actions are destroyed following a student's graduation.

### **Warning**

Given by teachers or staff to any student whose conduct impedes orderly classroom procedures or interferes with the orderly operation of the School, a warning reminds the student of his or her responsibilities.

### **Loss of Privileges**

Given by a Class Dean, the Dean of Students, or the Head of the Disciplinary Committee, upon recommendation of teachers or staff, to any student whose conduct violates School Regulations, or to a student who receives repeated warnings. Parents/guardians may be notified.

### **Disciplinary Probation**

At the discretion of the Head of School, the Dean of Students, or the Disciplinary Committee Head, a student may be placed on disciplinary probation, which provides a serious admonition, and may include other restrictions. Probation provides a step short of suspension or separation from the School, indicating that the student's position at the School is insecure. Probation also gives the student a specified period of time in which to prove that he or she can meet the standards of the School and should be allowed to remain. Parents/guardians are notified. The Head of School may take into account the student's past record in cases involving suspension and separation from the School.

### **Suspension**

Suspension is a very serious penalty that bans a student from campus for a specified time. While on suspension, the student remains responsible for all academic work. Before returning to the classroom, an interview with the Head of School is required. Following suspension, the student remains on probation. Parents/guardians are notified. In cases involving suspension, the Head of School makes the final decision.

### **Separation from the School**

Upon thorough investigation by the Head of School, the Dean of Students, and the Disciplinary Committee Head, a student may be asked to leave the School. In all such cases, the Head of School makes the final decision.

(Corporal punishment is antithetical to York School values and will not be used under any circumstances.)

## **BUSINESS OFFICE**

The team in our Business Office handles all financial matters for the School, and is available to help families with:

- enrollment agreements and student billing
- financial aid
- student organization and YP reimbursements

## ► ENROLLMENT AGREEMENTS AND STUDENT BILLING

For specific payment details, families should consult their contracts, also called the York School Enrollment Agreement.

### Non-Payment Policy

As outlined in your Enrollment Agreement and in accordance with the policies of the Board of Trustees, a student account must be paid in full and current at all times. Failure to comply with this policy will result in the following consequences:

- Students will not be permitted to begin any semester unless all scheduled payments of tuition and fees have been paid in full for the current and any previous semester.
- Students will not be permitted to take final examinations unless all scheduled payments of tuition and fees have been paid in full.
- Failure to take final examinations may affect a student's ability to graduate or to receive academic credit for the semester. An incomplete transcript, especially in the senior year, may affect college acceptance and enrollment.

**Fees and Other Costs:** Fees for out-of-town sports competitions, selected field trips, and other miscellaneous expenses will be billed monthly. We realize that processing payments for small amounts can be inconvenient. However, it is our accounting policy to issue monthly statements for each family with account balances and to add a finance charge to any statements that are more than 30 days past due. To alleviate this inconvenience, we suggest maintaining a small credit balance in the range of \$25 to \$50 in your student's account, from which such charges may be deducted. We will deduct the charges for any small expenses each month and continue to send monthly statements.

Students will be charged replacement costs for library books, rented theatrical materials, and sports uniforms that are not returned.

**Graduation Fee:** A graduation fee of \$250 is billed in spring of junior year and due July 1. The fee covers the following expenses:

- caps and gowns
- 30 graduation announcements—families can order additional announcements directly from the vendor at their own expense
- graduation program printing
- organizing, processing, and mailing transcripts
- rental fee and materials for graduation
- maintenance staff overtime wages for set up
- purchasing and engraving awards and plaques

**Weekly Lesson Plan Books:** Lesson plan books are available for purchase in the Business Office for \$5.

**Testing Fees:** Fees for tests such as the APs and PSATs will be billed to families according to the fee schedules provided by the College Board. All testing fees must be paid before the AP or the PSAT tests are administered. If students fail to take the tests because of non-payment of fees, families may still be required to pay test return fees. Test fees may vary according to the type of the test for which the student is registered.

### Student Accident Insurance

York School has purchased insurance with US Fire Company for the purpose of administering a group accident plan for our students injured during a school-sponsored event.

Families are reimbursed for eligible expenses that are not payable by any other valid and collectible insurance in the possession of the insured. If a student is not covered by any other valid and collectible insurance, then the York School accident insurance becomes the student's primary insurance coverage. When a student has other coverage (e.g., coverage through a parent's/guardian's employer-employee plan) then the accident plan may reimburse the family for some expenses not payable by the primary plan. Examples of out-of-pocket expenses excluded by the primary plan include deductibles, co-pays, and co-insurance. These out-of-pocket expenses may be covered by the York School Accident Insurance.

The York School Accident Insurance is considered as primary when a claimant is covered by Medicaid, including Child Health Plus, and plans designed expressly for individuals in the Armed Forces, and is subject to exclusions and limitations which are outlined in the master policy held by the School.

All claims must be filed with the School Secretary within 30 days of the date of occurrence.

## ► FINANCIAL AID

York's commitment to financial aid is not only a critical part of its mission but also a big part of what makes it an exceptional school, with a student body that is diverse in its ethnic, racial, religious, and socio-economic background. All families who are interested in financial aid are encouraged to apply.

### **2016-17 Financial Aid Deadlines**

February 1, 2017 Submit Online Parent Financial Statement—York School Code is 8386

February 22, 2017 Submit Federal Tax Returns (Form 1040 or 1040A, W-2(s), and all schedules)

### **Annual Review**

Financial aid grant requests are reviewed annually for all families. All financial aid decisions are based on information about income and assets from the most recent year. Students currently receiving financial aid can expect some form of aid in succeeding years, as long as documented need continues. The needs of returning students are met first, but in fairness to incoming students, parents must file for financial aid on a timely basis. Please consult the Tuition and Financial Aid Brochure, updated annually, for more information. Copies may be obtained in the Business Office or the Admission Office.

### **Thank You Letters**

All students receiving financial aid are required to write thank you letters. Students and parents/guardians will receive information about thank you letters at the beginning of the school year from the Advancement Office. The requirement to write a thank you letter is included in the Enrollment Agreement.

For more information on our Financial Aid program and how to apply, please contact Vicki Norman at [vnorman@york.org](mailto:vnorman@york.org) / x134 or visit [york.org/tuition-and-financial-aid](http://york.org/tuition-and-financial-aid).

## ► STUDENT ORGANIZATION AND YP REIMBURSEMENTS

Check requests are used to process disbursements not paid through the Business Office's usual purchasing procedures. These disbursements include personal reimbursement, subscriptions, professional fees, petty cash reimbursement, and those purchases for which the School's purchase order is not used. All check requests, including those for personal reimbursement, require the approval of the department head or the York Parents Treasurer and original supporting documentation such as a receipt. A copy of a canceled check, unless accompanied by a bill from a payee, is not considered a sufficient supporting document by itself. Check requests that do not have the proper supporting documentation and approval will be returned for additional documentation.

# APPENDIX

## ► INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY (AUP)

Students and parents/guardians must agree to this policy as a condition of enrollment at York School. A signed and dated copy must be on record prior to any student's use of shared campus tech resources. This reprint of the AUP, below, is provided as a reference only.

I. York provides information technology resources to all members of its community for educational purposes and conducting school business. We expect that people will act in accordance with our School's core values and rules in this as in every other campus behavior. The following policies exist to aid the community in clarifying specific situations and are not intended to be all-inclusive.

I will follow School rules and the spirit of honesty, respect, and responsibility while using technology on campus. While at School, I will respect when teachers or staff request that technology not be used, e.g., during class when asked to close or put away devices.

I will take good care of School computers, equipment, and software, following the guidelines of teachers and staff, and if I choose to bring my own technology devices to School, I will be responsible for their safety and appropriate use.

I will be polite and take full responsibility for the effects my actions and words may have on others and myself when using technology, including cell phones, iPods, computers, cameras, social networking, etc.

I will tell an adult immediately if I see any information or pictures that are inappropriate while using the school network and/or Internet. Inappropriate information includes anything that is hateful, racist, obscene, or anything else that makes me or one of my peers uncomfortable.

I will not publicly publish personal information about myself or others (last name, phone number, address, photos, passwords, etc.) while using campus technology without faculty guidance.

I will promptly relinquish a campus computer to someone who is trying to complete academic work when I am engaged in non-academic pursuits.

During the academic school day (from 8:00 a.m.-4:30 p.m.), I will limit my time on social networking and video sharing sites so as not to disrupt campus networking efficiency.

### II. Cell Phones, iPods, and Other Handheld Electronic Devices

The use of handheld electronic devices must also be guided by this AUP; however, certain additional expectations exist. Cell phone use, whether by voice or text, should be limited to essential communication and is not permitted in class except with express teacher consent. iPods, also prohibited in class, may be used during students' free periods or, with permission, during Study Hall and must be inaudible to others. Video games are generally not appropriate in a school environment. Inappropriate use of a cell phone, music player, calculator, or other electronic device may result in its confiscation.

### III. In Case of Infraction

The School reserves the right to review file server accounts, email messages, and general network activity, as well as any computer or mobile device used on campus, without warning, and to take necessary steps to ensure the safety and integrity of the community and its technology resources.

Infractions involving technology will be dealt with on an individual basis through standard disciplinary channels (see below). Penalties for violations include:

- a) Loss of network and computer use privileges
- b) Disciplinary actions, up to and possibly including suspension or separation from the School

### IV. Liability

York has taken reasonable precautions to keep offensive and questionable material from infiltrating the network. Absolute control of all online activities is neither possible nor educationally desirable. The ultimate responsibility for

appropriate use of the Internet rests in the hands of you, the user. York will not be held liable for unacceptable use, nor for damage or theft of private property.

## ► SPORTSMANSHIP PLEDGE

York School expects a positive sports experience for all students, parents/guardians, and coaches. Parents/guardians, coaches, and student-athletes are expected to adhere to the CIF/CCS Code of Conduct. Coaches, students, and parents/guardians will read the pledge before each respective sport season (Fall, Winter, and Spring).

### **Sportsmanship Pledge**

York School expects a positive sports experience for all students, parents, and coaches. Parents, coaches and student-athletes are expected to adhere to the following guidelines. Coaches, students and parents will read the following pledge before each respective sport season. (Fall, Winter, and Spring.)

- Student athletes pledge to be on time for all practices and games whenever possible, and to attend 90% of practices and games unless special arrangements are made with their coaches. Students understand and agree that by being late or missing practice, athletes may be put at risk by not having adequate time for warm-up and game preparation. Students will give the coach ample notice of any excused absences (i.e., for either personal or school academic issues). This shows respect for both the coach and their teammates.
- Coaches pledge to use positive encouragement to facilitate and motivate their athletes, because athletes do their best when they are confident and excited by competition. Coaches understand that less than 1% of youth sports participants receive college scholarships and that the top three reasons students play sports are to have fun, make friends, and learn new skills. Coaches, parents, and students understand the game is for the players and will keep sports in proper perspective.
- Coaches pledge to reinforce that “winners” are people who invest maximum effort, continue to learn and improve, and do not let mistakes—or fear of making mistakes—stop them from competing. Coaches, parents, and students understand that people are born with different abilities and that the true measure of a person is not how one student-athlete compares to others, but how he or she is doing in comparison to where their personal sports journey began.
- Coaches, parents, and students pledge to set a good example for all student-athletes. No matter what others may do, The York School community will show respect for all involved parties in every athletic event, including opposing coaches, players, fans and game officials. We understand that officials and individuals make mistakes, and even if we feel a mistake has been made, we will honor the spirit of the competition and stay positive and encouraging.
- Parents pledge to refrain from yelling instructions to their child at any time during any practice or athletic event. Parents understand that this is the job of the coach. Parents understand that athletic events are chaotic times for student-athletes, during which the athlete is trying to deal with fast-paced action and responding to opponents, teammates, and coaches. Parents will limit their comments during games to encouraging their child and other players for both teams.
- Parents pledge to refrain from making negative comments about the coach and other members of the team. Parents understand that this behavior negatively influences the motivation and the overall experience of everyone involved with the team.
- Students, coaches, and parents pledge to abide by the CCS sportsmanship policy, which prohibits artificial noisemakers, negative signs, berating any opponent’s mascot or players, or complaining verbally or with gestures any officials’ calls during any sporting contest. We at The York School understand that we should cheer for our team, and cheer for our opponents’ exceptional plays and never against any specific team or individual. Sports is an important learning experience in the life of many high school students, and should be an experience filled with fun, creating a lifelong love of the sporting life.

### **CIF/CCS Code of Conduct for Interscholastic Student Athletes**

*Interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. The highest potential of sports is achieved when participants are committed to pursuing victory with honor according to six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the “Six Pillars of Character”). This Code applies to all student-athletes involved in interscholastic sports in California. I understand that, in order to participate in high school athletics, I must act in accordance with the following:*

## Trustworthiness

1. *Trustworthiness*—be worthy of trust in all I do.

*Integrity*—live up to high ideals of ethics and sportsmanship and always pursue victory with honor; do what's right even when it's unpopular or personally costly.

*Honesty*—live and compete honorably; don't lie, cheat, steal, or engage in any other dishonest or unsportsmanlike conduct.

*Reliability*—fulfill commitments; do what I say I will do; be on time to practices and games.

*Loyalty*—be loyal to my school and team; put the team above personal glory.

## Respect

2. *Respect*—treat all people with respect all the time and require the same of other student-athletes.
3. *Class*—live and play with class; be a good sport; be gracious in victory and accept defeat with dignity; give fallen opponents help, compliment extraordinary performance, show sincere respect in pre- and post-game rituals.
4. *Disrespectful Conduct*—don't engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual or racial nature, trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
5. *Respect Officials*—treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an athletic event.

## Responsibility

6. *Importance of Education*—be a student first and commit to getting the best education I can. Be honest with myself about the likelihood of getting an athletic scholarship or playing on a professional level, and remember that many universities will not recruit student-athletes who do not have a serious commitment to their education, the ability to succeed academically, or the character to represent their institution honorably.
7. *Role-Modeling*—Remember, participation in sports is a privilege, not a right. I am expected to represent my school, coach, and teammates with honor, on and off the field. I will consistently exhibit good character and conduct myself as a positive role model. Suspension or termination of the participation privilege is within the sole discretion of the school administration.
8. *Self-Control*—exercise self-control; don't fight or show excessive displays of anger or frustration; have the strength to overcome the temptation to retaliate.
9. *Healthy Lifestyle*—safeguard your health; don't use any illegal or unhealthy substances including alcohol, tobacco, and drugs, or engage in any unhealthy techniques to gain, lose, or maintain weight.
10. *Integrity of the Game*—protect the integrity of the game; don't gamble. Play the game according to the rules.

## Fairness

11. *Be Fair*—live up to high standards of fair play; be open-minded; always be willing to listen and learn.

## Caring

12. *Concern for Others*—demonstrate concern for others; never intentionally injure any player or engage in reckless behavior that might cause injury to myself or others.
13. *Teammates*—help promote the well-being of teammates by positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches.

## **Citizenship**

14. *Play by the Rules*—maintain a thorough knowledge of and abide by all applicable game and competition rules.
15. *Spirit of rules*—honor the spirit and the letter of rules; avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

