

Yale Elementary

STUDENT / PARENT HANDBOOK

2017-2018



Picture is labeled for non-commercial re-use

This *Yale Elementary School Student / Parent Handbook* contains information to help students and parents understand the high expectations we have for our children at Yale. Students and parents also need to be familiar with the *Student and Parent Guidebook and Student Code of Conduct*, a separate document provided by the district and is available on www.risd.org. A printed copy is available by request. *The Student Code of Conduct* gives important additional information about school policies and procedures.

Please take time to read and discuss this information with your child/children. We hope you will find it useful. Please sign and return the *Acknowledgement* portion to your child's teacher by **September 25, 2017**. The *Acknowledgement* portion is on the last page of the handbook.

Thank you and I look forward to a great year!

Sincerely,
Suzanne Davis, Principal

**YALE ELEMENTARY
STUDENT/PARENT HANDBOOK
ACKNOWLEDGEMENT
2017-2018**



My signature below certifies that my child and I have received a copy of the 2017- 2018 Yale Student/Parent Handbook. I understand that the Handbook contains important information that my child and I may need during the school year and that the school will follow the Handbook in managing student behavior and administering disciplinary consequences for all students.

Student Signature: _____
(Please print name)

Parent's Signature: _____

Date signed: _____

SCHOOL HOURS

Students are expected to arrive at school between 7:30 a.m. and 7:45 a.m. The first bell rings at 7:40 A.M. This is when the teachers go to the cafeteria to walk their children to their classrooms. School hours are from 7:50 a.m. to 3:00 p.m. every day. The tardy bell rings at 7:50 a.m. and classes begin promptly. **Children dropped off before 7:30 a.m. are unsupervised and will wait outside the school building.** Students enrolled in the morning xPlore program are the only exception. All students should leave the campus promptly at 3:00 p.m.

ARRIVAL INFORMATION

- Students who arrive before 7:45 a.m. go directly to the cafeteria in a quiet and respectful manner.
- Breakfast is available beginning at 7:30a.m. **Children must arrive by 7:45 A.M. in order to be admitted for breakfast.**
- At the first bell, 7:40 a.m., students will be dismissed from the cafeteria.
- If a parent needs to speak with the teacher during morning hours, an appointment must be made. If it is an emergency, come to the office and the teacher will be called to the office. Teachers must return to class by the 7:40 a.m. bell to support the students.

DISMISSAL INFORMATION

Dismissal time is 3:00 p.m. All students must be picked up before 3:10 p.m. To ensure the safety of our students, boys and girls not picked up on time may be referred to the Richardson Police Department. If an emergency delays your picking up your child, please notify the office. Students are not to re-enter the building after dismissal. For safety, students are to wait for pick up at the front of the building only. Please make arrangements for social or any after school activity before coming to school.

EARLY PICKUP

A picture ID is required to pick a child up from school. Only adults listed on the child's enrollment form may take the child from campus. The child will be called to meet the parent in the office. Children will not wait in the office for a parent. When a child leaves early that time missed can be counted as a **partial absence**. Students will not be dismissed from the office between 2:45 p.m. and 3:00 p.m unless the family has special circumstances.

ATTENDANCE

All students are required to be regular and punctual in attendance. Written excuses are required when a student returns to school after an absence. The excuse should be dated and should state the reason for the absence and be signed by the parent/guardian. A note signed by the student, even with the parent's permission, will not be accepted. A student who is absent from school without permission will be considered truant.

TARDY POLICY

Students are expected to be seated in the classroom at 8:00 a.m. Students arriving between 7:50 a.m.8:05 a.m. may be documented as tardy. Students arriving after 8:06 a.m. may be documented with an unexcused absence.

Teachers will contact parents of students with multiple tardies. Significant tardy issues will be addressed by the administrators. Individual plans for students with significant tardies will be developed with parental involvement. Please review the RISD Code of Conduct on www.risd.org for more information on the RISD attendance policy.

RELIGIOUS DATES AND OBSERVANCES

The District shall excuse students from school for a religious observance. Written notification by a parent must be provided to the school **before** the absence, and the student must complete the missed assignments. Excused days for travel are limited to one (1) day before and one (1) day after the observation of the Holiday.

EXCUSED ABSENCES

Students may be excused for absences due to doctors' appointments, illness, sickness or death in the immediate family, quarantine, weather or road conditions making travel dangerous, or other causes approved by the principal. When a student's absence for personal illness exceeds four (4) consecutive days, the student shall present a statement from a physician or health clinic verifying the illness or other condition requiring the student's extended absence from school. **Parents must send a note with the student on the day the child returns to school. When a student is absent, the RISD automated line will call the primary telephone number on file just to make the parent aware of the absence. Please use this automated phone call as a reminder to send a note the following day.** Any absence for "Take your daughter/son to work day" will be considered **unexcused** since the R.I.S.D. honors this day during the summer vacation period.

STUDENT ATTENDANCE EXPECTATIONS, FROM THE OFFICE OF THE ELEMENTARY ASSISTANT SUPERINTENDENT—

Regular School Attendance and Course Credit. Prompt and regular school attendance is essential for students to receive a good education. State law requires that a child who is at least six years of age who has not yet reached age 19 shall attend school each day unless exempt by law. A student who enrolls in pre-kindergarten or kindergarten also must attend school under the same rules as older schoolchildren. Students must attend school on at least 90% of the days a class is offered to receive a grade or credit for a course. Students who do not attend at least 90% of the days class is offered, whether the absences are excused or unexcused, must complete a plan developed by the principal or an attendance committee to receive credit.

Truancy. A student who is absent from school without excuse on ten or more days or parts of days within a six-month period may be considered truant and the District may file a complaint or referral against the student and/or the parent in Dallas County Truancy Court. State law and District policy recognize that certain absences may be excused, such as brief absences for illness or appointments with a health care provider, if proper documentation is provided. You also should discuss any special circumstances affecting your student's regular school attendance with your campus principal.

To avoid truancy concerns, parents must insist that students attend school regularly and on time, closely monitor their students' attendance, and promptly submit doctor's notes or other notes to excuse a legitimate absence. If the campus does not have a note to verify the reason for an absence within a reasonable time after the absence, the absence will be designated as unexcused. Your campus principal will provide you with more information about procedures for submitting absence excuses. You must keep your most current contact number(s) and address on file with the school to receive notifications about absences and other important school information.

Parents will receive a warning letter when their student accrues three unexcused absences within a fourweek period. At that time, the school also will implement specific truancy prevention measures designed to improve your student's attendance and avoid further unexcused absences that will lead to a truancy referral complaint. The truancy prevention measures may include a specific behavior plan, school-based community service, and/or referral for counseling or other appropriate strategies. The principal also will request that the parent meet with the principal to discuss the student's attendance and the truancy prevention measures that will be implemented.

CAFETERIA SERVICES

RISD participates in the National School Lunch Program and offers free or reduced-priced meals based on a student's financial need. To apply for free or reduce-priced meals, parents must complete the application, sign and return it to the school. Please understand that there is a waiting period for all lunch applications to be approved at the district level. Any mistake on your application can delay this process. **Until the application is approved and written confirmation from the district has been given, the parents are responsible for paying the full price.**

Breakfast and Lunch prices, menus, and other information are available online and in the cafeteria. Parents can pre-pay for their child's meals with a check, cash or credit card on line at the web site paypams.com. **You can also monitor your child's account through this system.**

CAFETERIA EXPECTATIONS

We encourage parents to be involved with their child's education but kindly ask parents to eat lunch with their children **only on special occasions**. **Parents will eat in the Road Runner Café with their child which is out in the hall by the cafeteria.** Please be aware that eating with your child often may interfere with his or her opportunities to develop independence and friendships.

Cafeteria Rules:

- Students will go through the lunch line one time only.
- Students may not change seats once they are seated. Students may not save seats.
- Students will not be allowed to remain in the cafeteria past their allotted lunch time.
- Students may talk softly to people at their own table. Loud talking, laughing, or yelling will not be allowed as they can create safety issues.
- Only unopened foods will be allowed to leave the cafeteria. The food must be placed in a lunch bag, cubby or locker. Eating food in any other area of the building or outside during the school day is not allowed unless approved by the teacher.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Elementary students are prohibited from possessing electronic communication devices on district premises. However, we recognize the fact that many students have these devices for after school safety reasons. The communication device and accessories will not be visible and shall remain off from 8:00 a.m. to 3:00 p.m. Cell phones may not be used during school hours for talking, texting, or any other activity. Teachers may choose to hold the students' phones (in locked storage) during the day and return them at the end of the instructional day.

A student violates this policy if the electronic communication device is either visible and/or turned on without the express permission of a school official. A violation of this policy will result in the confiscation of the device. The device will only be returned to the student's parent. The District expects that parents will promptly retrieve the device confiscated under this policy. The District is not responsible for theft, damage, or loss of such confiscated devices. Electronic communication devices include but are not limited to: phones, iPads, Kindle, iPods, handheld games, etc... We strongly discourage students from bringing the above mentioned items to school due to safety and the possibility of theft. Teachers are not responsible for lost cell phones or cell phones that are taken up and returned to the office for parent pick up. At no time is a District staff member responsible for repair or loss of a cell phone.

CHANGE OF ADDRESS/ EMERGENCY INFORMATION

It is important that the emergency cards be up-to-date.

If a student should have a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment. Therefore, parents are asked each year to complete an Emergency Card. It is the parent's responsibility to keep Emergency Card information up-to-date. Having current information will be of **critical importance** should an accident or injury occur that requires medical attention. In addition, the Emergency Card is used when determining who should have access to your student in the event the parent cannot be reached. Please contact the school office to update any information. The District is not responsible for medical costs associated with a student's injury; this includes having to call an ambulance if the parent cannot be contacted. The district does make available, an optional, low-cost student accident insurance program to assist parents in meeting medical expenses.

CITIZENSHIP AND CONDUCT

YALE's Behavior Management Plan is a positive approach. Our aim is for each student to reach the worthwhile goal of self-discipline and self-responsibility resulting in greater self-esteem. This plan establishes a consistent systematic approach to deal with, both, appropriate and inappropriate student behavior. Students are to be taught what is expected of them in the classroom, on school grounds, on the bus and in common areas of the building. Students know the consequences for inappropriate behavior and the rewards for appropriate behavior. A goal of YALE is to build a community with mutual respect for students, staff, and parents. We listen to students and monitor behavior. We strive to prevent bullying, however, should an incident occur, we identify and intervene immediately upon the knowledge of the situation. We follow the RISD guidelines for bullying as identified in the Code of Conduct.

Student Behavior: As required by law, the district has developed a Student Code of Conduct that establishes behavior standards and consequences. Students and parents need to be familiar with the standards described in the Student Code of Conduct, as well as campus and classroom rules, in order to avoid violations and the subsequent consequences.

School Expectations

- Come to school every day and be on time
- Come prepared for class with appropriate materials and assignments
- Dress appropriately (see Dress Code)
- Exhibit an attitude of respect toward others and self
- Behave in a responsible and safe manner
- Follow all school rules and expectations

YALE students are given very precise guidelines for behavior at school. A school wide discipline guideline is followed and each grade level develops a discipline plan, which is consistent with local and state policies. This information is communicated to parents by means of this booklet, the RISD Student Code of Conduct, and your child's classroom teacher. The parents and students are responsible for this information. Your child's behavior may be discussed with your child's teacher or principal. Consequences may include parent conferences, detention, and loss of value time, suspension, and expulsion. The RISD Code of Conduct, which is available on www.risd.org, contains a detailed explanation of state and local policies regarding student conduct and is the official reference for student behavior violations.

****Look-alike guns, firearms of any fashion, knives, laser pointers, and any type of explosive device, for example, poppers and stink bombs, and any other item that could be considered a weapon, are absolutely not permitted. Any talk about using these items will be taken seriously. Threatening comments toward other students, school personnel, or school property will not be tolerated. These types of misbehaviors and others listed in the Student Code of Conduct will result in assignment to In School Suspension, an Out-of-School Suspension, or CMLC.** Christa McAuliffe Learning Center (CMLC) will serve as an alternative placement for persistent misbehavior or more serious violations of school rules.

Your cooperation and support of the YALE Discipline Program is greatly appreciated. We believe that teachers and parents must be united in their efforts to help each child succeed. We trust that together we can encourage all children at YALE to develop positive school behavior.

Bullying Plan-All teachers will determine a plan to deal with bullying at the grade level.

1st report of bullying in the classroom – Teacher handles bullying unless they are serious threats.

1. Teacher will investigate the situation, talking to all parties involved.
2. Teacher will call parents of involved students to make them aware of the situation. Consequence will be assigned to Bully that is appropriate.
3. Teacher will fill out the Bully Alert form. Turn in one copy to the administrator.

2nd report of bullying by the same student in the classroom– Teacher will write an office referral about the bullying situation and communicate to the student that reported the bullying incident that it will be referred to the office.

ALL parents and guardians are encouraged to IMMEDIATELY alert classroom teachers, counselor and or the administrator for any actions of bullying.

CLASSROOM VISITATIONS & CONFERENCES

Communication between parent and teacher is an important phase of the individualized instruction program. The progress of the child is communicated to the parents by progress reports, report cards, written notices, conferences, and telephone or email communication. Teachers are expected to supervise their learning environments and cannot visit with parents for any length of time during the day, **except** during their conference period, before (prior to 7:40 a.m.) or after school hours (3:10 p.m). Parents should contact the teacher to make an appointment for a conference. Once the students enter the halls at 7:40 a.m. the teachers' attention is on the students and meeting their needs. Since the teachers will be supervising the children, they will not be able to devote their attention to your questions or concerns. Therefore, the office staff will not allow you in the building in the morning. They will request that you contact the teacher for an appointment.

Parents and/or visitors who enter YALE must proceed directly to the office to sign in and receive a visitor badge. You must bring a driver's license with you. All RISD schools use a system that scans your information and cross references a data base to ensure the safety of our students. No one will be allowed in hallways at any time without a visitor badge. Only those individuals designated on the Emergency Card completed at the beginning of the year will be allowed access to your children provided they can display proper identification. **Visits to individual classrooms during instruction time are permitted only with the approval of the principal and teacher. These visits will be scheduled for a short amount of time and an administrator or representative will attend with the parent to minimize classroom interruptions.**

COMMUNICATION

Good communication between home and school regarding a child's education is essential in order for the student to make the most of the opportunities provided. School communication starts with information documents such as this handbook, progress reports and report cards, Tuesday Folders, and student work for parents to review and sign. Each grade level communicates with parents in different ways, and parents will be informed at "Curriculum Night" on September 7, 2017 with rotations at 5:30 pm and 6:30 pm. Communication might also include requests for conferences – initiated by the school or the parent – to discuss student progress, to find out more about the curriculum and how the parent can support learning, and to resolve problems. A parent who wants to schedule a phone or in-person conference with a teacher or counselor should call the teacher for an appointment. Generally, a teacher will be able to meet with parents or return calls during his/her conference period or after school within 24 hours.

Each grade level will have a specific grading system and homework plan. Your children's grade level communication plan will be presented at the grade level "Curriculum Night" on September 7, 2017.

Progress Reports Student progress reports are sent every 3 weeks of each nine weeks grading period for all students. Progress reports should be signed by the parent and returned to the teacher.

Report Cards are issued at the end of every nine weeks for students in grades one through six. Explanations of grading symbols are located on the face of the report card. Parents should sign and return the report card envelope to the teacher the next day.

COMPUTER ACCESS – AUP

Acceptable Use Plan for electronic communications resources and code of conduct

RISD has provided all students and teachers the opportunity to use the Network Services. The services include inner-school, district-wide and worldwide access. RISD has established user guidelines for all students and staff in an attempt to control unacceptable material. Only students who have been authorized by the District and who are under direct supervision of designated District employees are permitted to use a District computer or to access any local network or outside telecommunications resources. Prior to such authorization, the student and the student's parent are to review the Acceptable Use Plan for Electronic Communications Resources and sign the Application for Account to acknowledge their responsibilities and the consequences of violation. Students are expected to observe network etiquette by the efficient, ethical and legal utilization of the network resources. If a student violates any of the provisions of network use according to the Acceptable Use Plan (AUP), the RISD policies and procedures manuals, the Computer lab expectations or the *Student and Parent Guidebook and Student Code of Conduct*, the student will be subject to disciplinary action. The violation of any of these policies may result in consequences assigned as detailed in Category I or II of the *Student Code of Conduct*.

DRESS CODE

Students are encouraged to take pride in their personal appearance. Cleanliness, neatness, modesty, safety, and their effect on the learning environment are the standards that should guide choice of dress and grooming. Students are not appropriately dressed if they are a disturbing influence in class or school due to their manner of dress. If a teacher considers a student's clothing inappropriate, he/she will be asked to call a parent to bring a change of clothing. The school administration may change the dress code expectations below if a trend (clothing, accessories, or personal grooming) during the school year becomes a distraction or is inappropriate for school. Parents will be notified if there is a change in the dress code. The administrator will make a determination in any individual situation where the dress code may be violated or in question.

Dress Code Expectations:

- Shoes must be worn at all times. Cleats, shoes with rollers in them, or bare feet are not permitted. Please wear shoes appropriate for recess and playing on the playground. Always wear sneakers on PE days.
- Shorts may be worn by students in all grades if they fit appropriately. They must be no higher than the end of the child's fingertips when his/her arms are resting at the sides.
- A shirt should be long enough not to show the stomach. Sleeveless tops must have straps at least 2 inches wide. Undergarments should not be visible through clothes.
- Pants will be worn at the natural waist, with no sagging.
- T-shirts with advertisements or anything deemed inappropriate by school personnel are not allowed. If there is a question of whether it can be worn or not, please do not wear it.
- Hats or the hood of sweaters or jackets are not to be worn at school. A staff member will ask the child to remove either. The only exception is a spirit day when a hat can be worn. On very hot days, students may wear hats during outside recess but must take them off in the building.
- Unnatural or outrageous hair styles, hair coloring, designs, make-up, body piercing, or jewelry that might interfere with learning are not permitted.

- Students are not allowed to wear or carry bandanas or heavy chains to school.

Students at the primary grades often need a change of clothes during the school day. In an effort to keep parents or family members from bringing clothes to school during the day, we would appreciate you sending an extra set of clothing with the child to school daily, or bring a set to stay in his or her locker in case of an emergency.

DRILLS - FIRE, TORNADO, LOCKDOWN AND OTHER EMERGENCIES

YALE follows a comprehensive Campus Safety and Crisis Plan. Students, teachers, and staff will participate in drills of emergency procedures. Every room is equipped with the Campus Safety and Crisis Plan.

STUDENTS WILL BE DISMISSED DURING A TIME OF CRISIS ONLY TO THEIR PARENTS/GUARDIANS OR INDIVIDUALS DESIGNATED ON THE STUDENT’S EMERGENCY RELEASE CARD, WHO MUST CHECK THEM OUT THROUGH THE OFFICE AND THAT GUARDIAN MUST SHOW A PICTURE ID

EMERGENCY SCHOOL CLOSING INFORMATION

If, because of inclement weather, school is cancelled or a delayed opening is necessary, an announcement will be placed on the district website, radio stations and television channels. A district wide phone call will be made to the primary phone number on the student enrollment card the morning of a school closure or delay.

GOVERNMENTAL AUTHORITIES

Questioning of Students

Police officers are called to a school if there is a violation or suspected violation of the law or at any other time when police presence is needed to ensure school operations are not disrupted. Those officers will issue citations based on their investigations or observations, or arrest students if charges are filed against them. Police will be called when a controlled substance is found on school premises. Principal discretion is used in determining whether to call the police when there are other cases involving possible violations of the law. If a law enforcement officer requests to interview a student at school, staff will request that any such interview occur away from school to minimize disruption to the educational environment. However, it may sometimes be necessary to allow an interview during the school day. Before a student may be questioned by a law enforcement officer at school, the officer must state the reason why the student must be questioned during school. The officer’s photo identification, badge number, name and title will be obtained and recorded by school officials along with the time and date. The principal or designated adult will be present during questioning except in unusual situations and will make reasonable efforts to contact the student’s parent. Officials from Child Protective Services (CPS) may question students without the principal or designated person being present during questioning. The district is also required by state law to notify all instructional and support personnel who have regular contact with a student who has been arrested or taken into custody by a law enforcement agency.

GRADING

Homework Strategies

Teachers will create a system to assure that all homework assignments are valuable through clear communication to students and parents. Teachers will present homework, both verbally and in writing, using a consistent location for posting assignments. Teachers will provide modifications and accommodations when appropriate for students with special needs. Finally, assignments are given only for instructional purposes, not for disciplinary reasons.

In order for our students to have successful homework experiences, it is suggested that parents/guardians designate a place and time for children to study at home after school. Provide necessary tools for children to complete homework assignments. Help your children plan the completion of their assignments and how to use their time well. Make school associations positive by recognizing your children for their efforts. Creating good study habits and showing an interest in your children's education benefits them throughout their learning career.

Evaluation Guidelines

Grades reflect the alignment of curriculum (TEKS), instruction and assessment. ***Grades will be an average of class work, skills, projects, and classroom and homework assignments.***

Late Work

Students will be given an extra opportunity to complete late or missing assignments. Your child's teacher will inform you of his or her grade level policy at the beginning of the school year.

Make-up Work

Students will be permitted to make up assignments and tests after any absence and shall receive credit for work that is completed satisfactorily. Individual teachers will decide what work must be made up and will inform students of the time allotted for completing the work. The standard time frame is one (1) day for each day the student is absent. It is the responsibility of the student and the student's parents to ensure that all assignments to be made up are turned in to the teacher. When a student is suspended, the teacher will provide assignments that the student must complete and return to school on his/her first day back. Failure to complete the assignments will result in academic penalty.

Scholastic Penalties

Teachers will assess the academic penalty to be imposed for the following: cheating, plagiarism, and academic dishonesty. Academic dishonesty, as in cheating or plagiarism, is not acceptable. A student found to have engaged in academic dishonesty will be subject to loss of credit for the work in question, as well as disciplinary penalties, according to the Student Code of Conduct.

MEDICATION AT SCHOOL

Parents of any student who must take prescription or nonprescription medicine during the school day must complete a Parent Physician Request for Administration of Medication form. These forms are available in the clinic. The nurse or office staff will administer the medication.

1. All medication must be kept in the school clinic.

The first dose of a new prescription must be administered to the student by the parent who then must stay with the student for 30 minutes.

2. All prescription medication must have a prescription label bearing the student's name, the name of the drug, and instructions for dosage.
3. Non-prescription medicine must be in a properly labeled, original container including the student's name, the name of the drug, and explicit instructions for giving. Non-prescription medicine may be kept in the clinic for 10 days; after that, a note or fax from the doctor is required.
4. A medication request form signed by a parent or guardian must accompany all medications. Medication forms are available from the nurse. Medication must be brought to school by the parent not the student.
5. Any unused medication shall be destroyed two weeks after last dosage if not otherwise instructed by the parent. The parent may pick up medication in the clinic. **Medication will not be sent home with the student.**
6. In general, students may not keep inhalers in the classroom for usage. All inhalers must be kept in the school clinic and administered in the presence of a nurse or staff member in the clinic.

RISD administration has directed all school nurses in the District to strictly adhere to this policy. Medication brought to school without the proper authorization will not be given by school personnel and will be returned home with the student after school. A child who is ill or whose temperature is abnormal or has been abnormal in the last 24 hours should not attend school.

PARENTS LEAVING TOWN

When parents are to be out of town, they should notify the office and should leave the name(s) of the person or persons who will be in charge of their child while they are away, along with written permission for the person or persons to pick him/her up or to call in case of an emergency.

PARENT-TEACHER ASSOCIATION

The YALE Elementary PTA is a very important organization that provides monthly meetings, yearly projects, volunteer support, and fund-raising projects for the school. All adults are encouraged to join and support the YALE PTA. The membership drive begins the first day of school, but memberships are accepted any time.

PARTIES

There will be two parties during the school year. These are prior to the winter break and on Valentine's Day. Parties begin at 2:00 p.m. **If you plan to send treats please make sure they are store bought. Please also make sure the packaging is unopened and the ingredient list is on the package. We know some parents want to separate the treat in individual baggies, but this must be done in the classroom and the packaging must be in original form from the store.** While we know homemade is tastier, we cannot pass them out due to varying allergies across the building.

Birthdays

Parents may provide treats for the students in the class to celebrate their child's birthday. Prior arrangements should be made with the classroom teacher. **Treats are limited to individual cupcakes and cookies and must be store purchased. While we know homemade treats are tastier, we cannot pass them out due to varying allergies across the building. Please make sure all treats are store purchased and**

remain in the store bought packaging. Please do not open the package and put into separate baggies we need the treat to remain in the store bought package. Store bought cupcakes or cookies must be brought to the office. Staff will deliver the sweets to the classroom. All birthday cupcakes or cookies will be shared with the class at 2:45 p.m. **Birthday party invitations may not be passed out at school.**

Please do not send balloons, or flowers to your student at school. It causes a distraction in our learning environment. The delivery will also not be taken down to the classroom.

PERSONAL ITEMS AT SCHOOL

Students may not bring personal items to school without teacher permission. This includes electronics (as stated previously in this handbook), sporting equipment, toys, and games. It also includes items that may distract the learning environment such as trendy jewelry and trendy toys, playing cards, etc... Teachers may take the item causing a disruption. They will contact the parent. The parent must come to the school to retrieve the item from the teacher or the office.

PICKING UP CHILDREN

If it becomes necessary to pick up your child from school during the school day, please send a note to the teacher informing her of the time you plan to pick up your child. **The parent or guardian is required to show a picture id before signing the child out in the school office.** The student will not be released from the classroom until after the parent has arrived and presented the necessary identification. Teachers are instructed not to release any child from their classroom unless authorized by the school office. Please do not call your child's teacher and ask to have the student waiting in the office.

Students are not allowed to leave YALE with anyone unless that person is listed on the student's Emergency Card. Parents should not, under any circumstances, go directly to their son's/daughter's classroom and expect the student to be released. This procedure is followed to protect your child and to hold classroom disruption to a minimum.

SCHOOL BUSES AND TRANSPORTATION

When a student violates the rules of conduct on school transportation, parents will be notified, and the student will be disciplined as established in the *Student and Parent Guidebook and Student Code of Conduct*. Students may be warned, counseled, assigned seats, or denied bus services. Disciplinary sanctions and changes in transportation for a student with a disability will be made in accordance with the student's Individual Education Plan (IEP) or other individually designed program.

Please contact the Transportation at 469-593-5809 to: check on a bus running late, report an incident or driver problem, or to leave a message for the director.

STUDENT AWARDS

A HONOR ROLL

K (3rd and 6th six weeks), 1st and 2nd (all year)- All 4's in every subject, including specials and technology. Behavior grades are E's and no more than two S's including specials and technology.

3rd-6th grade-All A's in every subject, including specials and technology. Behavior grades are E's and no more than two S's including specials and technology.

A/B HONOR ROLL

K (3rd and 6th six weeks), 1st and 2nd (all year)- 3's and 4's in every subject, including specials and technology. Behavior grades are E's and S's including specials and technology.

3rd-6th grade-A's and B's in every subject, including specials and technology. Behavior grades are E's and S's including specials and technology.

STUDENT RECORDS

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. By law, both parents, regardless of marital status, have access to the records of their student. A parent whose rights have been legally terminated will be denied access to the records **if the school is given a copy of the court order terminating those rights.**

TELEPHONE USE

The school telephone in the office is to be used for business and in case of emergencies. Students who are requesting homework, lunches or other items from home are to contact their parent from their teacher's cellular or desk phone. **Students will not be allowed to use the telephone for personal business which could be taken care of before or after school. Arrangements for after-school activities and routine transportation should be made with parents prior to coming to school.**

TUESDAY FOLDERS

Students will take home a folder each Tuesday. Each teacher uses the folder as a means of communicating regularly with each parent. The folder should be returned to school each Wednesday. The student's graded papers and information about events at school are included in the Tuesday Folder. **It is the student's responsibility to take the folder and its contents home and return the necessary forms to the teacher on the next school day.**

TUTORING

Tutoring is available for students whose performance is falling below passing in a subject area. "Tutoring Recommended" will be checked on the student's report card if the teacher determines that the student needs intervention. In addition a letter will be sent home to the parent of the student needing tutoring. Tutoring will begin on September, 25, 2017. The hours of tutoring will be from 3:00-4:15pm on Mondays only.

RESCISSION OF TRANSFER

A transfer is a privilege. Approved transfers may be rescinded by the principal where the student is enrolled due to the following reasons:

- Student becomes a disruption to school operation and / or a detriment to the learning of other students and/or fails to maintain good conduct and behavior
- Student has excessive tardies and/or absences
- Lack of parental cooperation
- Change of the student's residence
- Falsification of residency, transfer, or enrollment documents; and or
- Other relevant reasons determined by the building principal.

TRANSPORTATION

Automobiles All automobile traffic should observe and obey the signs posted in and around the school zone. Obeying the speed limit is especially important. Parents should drive with extreme caution in the school zone. Drivers are subject to getting a citation from the Richardson Police Department for violating any traffic laws, including parking between the signs identifying the crosswalks, parking in fire lanes, speeding, etc.

Bicycles Students riding bicycles to school are expected to follow a few simple, important rules.

1. Park the bicycle in the bike rack. Lock it.
2. Each student must furnish his/her own lock. Do not lock it to another student's bicycle.
3. Walk your bicycle anywhere on school grounds and at crosswalks.

Traffic Safety Rules

1. Pull car as far forward as possible.
2. Use only the curb lanes to load and unload students.
3. Use the center lane only for leaving the driveway, NOT for loading.
4. Cross the driveway only at crosswalks.
5. Please cooperate with the Student Safety Patrol.
6. Please model patience and courtesy for our students.

VISITING THE SCHOOL – Please bring a picture ID form.

Parents and other visitors are welcome to visit. All visitors must first report to the school office to sign in and receive a nametag to be worn in the building. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. For student and staff security, teachers have been instructed to report the presence of any visitor not wearing a visitor or volunteer badge. Note: RISD policy requires visitors also sign out and return the badge. If parents come to school to bring lunches, books, etc., or to pick up a child for an appointment, they must handle this in the office. Parents **should not** go directly to the classroom. **Anyone entering the building is asked to register in the office.**

Pets can be unpredictable. Please be careful with them on school grounds. Pets are **not** allowed inside the building for any reason. Please help keep our kids safe.

VOLUNTEER PROGRAM

Volunteers must complete and pass an online background check before volunteering with students. There are NO Exceptions. Please apply early to be guaranteed the approval in time for an event you would like to attend. Parents are encouraged to become involved in school. There are many opportunities for parents to volunteer at Heights.

Richardson ISD has a strong commitment to keeping our schools safe. In order to advance this commitment, the Board of Trustees has adopted policies to ensure that school volunteers meet certain minimal qualifications. As a part of this project, the District will obtain criminal history background screenings on all persons who wish to serve as volunteers on any campus. Any parent wishing to volunteer at YALE must complete the online application so that they may be processed and approved by RISD. This includes parents wishing to accompany classes on field trips and helping with classroom parties. **You must go to www.risd.org to fill out these forms. They are not available at school.** Please complete the forms in advance of a field trip. It may take up to a week to process the criminal background check.

If a parent who has passed the RISD background check and wishes to attend a field trip with their student they will be welcome to. Siblings or other children under 18 years of age are not allowed to attend the field trip with the class. If parents meet their child's class at the field trip location, it is highly suggested that they do not bring other children with them that are under 18.

YALE'S NEWSLETTERS

The easiest and preferred way to receive the Principal's monthly newsletter and the Counselor's newsletter is through email. Go to Yale's website at www.risd.org/schools/yale and under the NEWS tab join Listserve. Follow the instructions and you are then signed up to receive newsletters and other YALE information.

