

YANKEETOWN ELEMENTARY SCHOOL



2017-2018 STUDENT HANDBOOK

Principal, Mr. David M. McConnell

Administrative office
Fax number
Attendance number

853-8500
858-1296
858-3422 (24/7)

YANKEETOWN ELEMENTARY SCHOOL HANDBOOK

GENERAL SCHOOL POLICIES

Book Rental

All book rental, art fees, and agenda book fees must be paid in full by the first week of school. Exceptions and payment plans, when necessary, may be arranged with the office. Information for online applications for textbook assistance are being sent home with students on the first day of school. If a textbook is lost, it is the responsibility of the student to pay the replacement cost. Damages to textbooks will also require reimbursement.

Daily Schedule

8:05 A.M.	Students enter the building
8:20 A.M.	Warning bell rings
8:25 A.M.	Tardy bell rings
8:30 A.M.	Morning announcements
11:00 A.M.	Lunch (K and 1 st Grades)
11:30 A.M.	Lunch (2 nd and 3 rd Grades)
12:00 P.M.	Lunch (4 th and 5 th Grades)
3:05 P.M.	Car and bus dismissal

School Hours and School Security

The normal school operating day is from 8:25 A.M. through 3:15 P.M. Parents and Students are not allowed to enter the building before 8:05 A.M. unless permission from the Principal has been received. All doors, except the administration office entrance, will be locked from 8:25 A.M. through 3:05 P.M. Parents/visitors **must**

enter through the office doors during these hours, sign in with the secretary, and obtain an identification badge. Please report any suspicious incidents to the office immediately. We thank you in advance for your help in these matters.

Dismissal

In order to ensure the safety of the children and improve traffic flow, we ask parents to follow these guidelines:

Parking Restrictions

The front side of the building is strictly for bus drop-off in between 8:00-8:25 A.M. and bus pick-up in the afternoon from 2:45-3:20 P.M. **THERE IS NO PARKING OR DROPPING OFF OF STUDENTS IN THIS AREA DURING THESE TIMES.** If you need to come into the building please park in the front lot and escort your student into the building to insure their safety.

Student Drop-off and Pick-up

The south side of the building is for parents to drop off their students in the morning and for car pick-up in the afternoon. Car riders should enter the school at this entrance. For afternoon student pick-up, please form one line and watch for the car dismissal teacher to start releasing students. **In order to maintain student**

safety, please be aware of the students getting into their cars—as you exit the car rider pick up area, please be careful going around the building towards the main entrance. Buses will be pulling out of the main bus lane at this time so please give them the right of way.

Transportation

All students who attend Yankeetown School are provided bus transportation. If a student is going to ride a bus that is different from the one assigned or get off at a different stop, the student must have a note from their parent. The note must be signed by the school principal. The student will then give the note to the bus driver when boarding the bus. If you have any questions concerning bus transportation, call the school office or the Transportation Department at 897-0495.

After School Day Care

Before and after school day care is provided by the YMCA. Hours are 6:30 A.M. to 8:05 A.M. and from 3:15 P.M. until 6:00 P.M. For more information please call 423-9622

Report Cards & Progress Reports

Report cards will be sent home with the students every nine-week grading period. Parents/guardians may keep the grade printout sheet but should **return the signature card** to the teacher each time report cards are issued.

A progress report is issued mid-way between any two report card dates to students doing unsatisfactory (D-F) work or achieving below their potential. This report may also be mailed home if the student is exhibiting unacceptable work habits or conduct.

Attendance Policy

(Refer to W.C.S.C. Handbook in Student Agenda Book)

- (1) Parents should call the school (858-3422) on the day of student absence for any reason. When a child returns to school after being absent, parents are asked to send written notice to the teacher or the school office explaining the student's reason for the absence. Doctor's notes should be attached if available.
- (2) Doctor or dental appointments are excused absences.
- (3) Any student who is absent or tardy (excused or unexcused) will not be eligible for perfect attendance.
- (4) Students may not leave the school grounds without permission of the principal.
- (5) Parents/guardians wishing to take a child out of school before regular dismissal time **MUST** sign out their child in the office.

Tardy Policy

Seeing that your child arrives on time is a very important matter. When a child enters a classroom late, the teacher must stop proceedings and attend to the child who is tardy. This disrupts the learning process for the other students and causes unnecessary delays in the education process, not to mention depriving the tardy student the opportunity to organize materials, socialize with friends, and receive all the needed information to develop the concepts of the lesson. Therefore, any student who has not reported to his/her homeroom by 8:25 A.M. shall be counted tardy. Being late from the cafeteria for breakfast is not an excuse for being tardy.

The following procedure will be used for those students with continuing instances of tardiness:

Times Tardy & Consequences

- 5 = Parent/Guardian contact made by the classroom teacher (Note/Documentation)
- 10=Phone call from School Social Worker/Home School Advisor to schedule a conference.
- 15=Letter from Principal documenting concerns about continued tardiness.
- 20=Principal requests assistance from the Warrick County School Corporation Director of Human Resources to help resolve the issue.

Lunch at Home or off-site

Students going home or out for lunch must have a parent notify the office, and the student must be picked up by the parent.

Students arriving back to school late from lunch off-site will be counted tardy. Students may enter the school grounds to participate in lunch recess activities but should use the front entrance upon returning to school to properly check-in with the office.

Homework/Absentee

When your child is absent and you will be requesting homework, please be sure to call the office at 858-3422 before 9:00 A.M. Please do not email teachers for homework requests. After you call we leave messages for teachers to read during their lunch breaks or planning periods. Please give us your child's name, reason for the absence, and how you want the homework handled, whether you will pick it up by 3:20 P.M., if it is to be sent home with another student, or if it will be placed on the table in the school foyer to be picked up by 6:00 P.M.

Change in Records

Please notify the school office immediately if any information on the student's emergency card changes during the school year. This would include a change of address, phone number, parent's employment, or emergency phone numbers and other contacts. You may also make changes in Parent Vue, be sure to get your log on information at the beginning of the school year.

Agenda Book

BACKGROUND CHECK. Please, check with the office for the proper form.

Phone Calls / Student Use of School Telephone

Students are permitted to use the telephone only for emergencies or by teacher direction. Teachers and students will not be called out of class for calls except in cases of emergency. Messages will be delivered to students at the earliest, least disruptive time.

Lost and Found

Valuable clothing and articles are found at Yankeetown Elementary each year and are never claimed. Owners could be notified easily if items such as coats, sweaters, caps, gym shoes, etc., were labeled with names. Encourage your child to check with his/her teacher and at the office if they have lost something. Items in lost and found will be publicly displayed by the front office. Those items not claimed by the end of the year will be donated to charity.

Every elementary student countywide receives an agenda book. In the front of the book you will find the Warrick County Handbook for all students. Parents of every student must fill out and return the medical records page and the acknowledgement of receipt and review page. In addition parents of students in grades 4 and 5 must fill out and return the health/family life page. These books are great for organizing homework and other activities, including messages to and from the teachers. Look for these books to come home daily with messages from your child's teacher. Use these books often.

Parent Conferences

You are encouraged to confer with your child's teacher periodically to discuss your child's progress and/or problems. We request that you make an appointment for a conference with a teacher before coming to school.

Visitors

Parents and other adults are welcome to visit the school in operation. However, any visitor during the school day must check in at the school office. Students are not allowed to invite a student from outside the school to visit their classroom during school hours. There is a computerized check-in program in the front office, please sign-in and out with this computer. If you are interested in volunteering in the school you must a CRIMINIAL HISTROY

Activity Calendar

A Breakfast/Lunch menu and an Activities Calendar will be sent home with students on a monthly basis.

Room Parties

The P.T.O. schedules two room parties during the school year. Students are allowed to bring in store bought only treats on their birthdays if their parents so desire. Please notify the student's teacher before

bringing the treats.

If your child wants to share a birthday treat with his/her classmates, please bring treats that can be taken out at recess or check with the classroom teacher. We appreciate your generosity, but please don't expect class time for a party. Students are not allowed to bring party invitations to be passed out during school time, unless the entire class is invited. This could cause hurt feelings to the students that are not invited.

Playground

The playground area is located north of the school. Playground equipment can be found in this area. Games such as tackle football, keep away, dodge-ball, and those games causing physical contact are strictly prohibited. Students should not bring any toys to school unless a written request in the agenda book comes from the teacher. Skateboards, rollerblades, and wheelie shoes are not allowed at school as well.

Playground Rules

1. Respect fellow students and property.
2. Use playground equipment properly. (For example—no standing or sitting on top of the monkey bars / no climbing to the top of the hamburger or newly installed equipment.)
3. No rocks in hands at any time.
4. No toys or equipment from home is allowed. Exception only for personal sports equipment such as basketballs.
5. No playing past the far side of the track.

6. No balls or other equipment (jump ropes, etc.) are allowed on the rock areas.
7. Students may use the restroom **one at a time** during recess after asking the teacher on duty for permission.
8. Line up quickly when the whistle blows.

Pets & Animals

Pets and animals may NOT be brought to school at any time unless permission is granted by the school principal.

STUDENT PROCEDURES AND GUIDELINES

Daily Rules & Regulations

All students at Yankeetown Elementary are expected to comply with the following rules and regulations on a daily basis as well as those stated in the WCSC student handbook:

- (1) Respect for ALL school personnel must be exhibited at all times by the students. Willful disobedience by a student—however expressed to any person supervising students—will be considered insolence or insubordination and may result in serious disciplinary action.
- (2) Any behavior by a student that interferes with the rights of other students to receive an education or which interrupts the educational process is strictly prohibited.

(3) Fighting on school grounds during school hours, on the way to and from school, or while attending school functions is strictly prohibited.

(4) No running, pushing, and other boisterous activity are permitted in the school at anytime.

(5) Any student knowingly possessing, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind:

(a) on school grounds during and immediately before or after school,

(b) on school grounds at any other time when the school is being used by any school group,

(c) off school grounds at a school activity, function, or event may be expelled from school, subject to the individual's right for due process under Public Law 128.

Students must treat **school property** with respect and abide by the rules and regulations governing the daily operations of the Yankeetown Elementary School:

(1) Possession of cigarettes, cigars, and tobacco products or smoking paraphernalia is strictly prohibited.

(2) Chewing gum is **not** permitted.

(3) Hats or caps are **not** to be worn in the building.

(4) Getting a drink and using the restroom should be done in a quiet and orderly manner.

(5) Gambling or games of chance are prohibited.

(6) Public displays of affection are prohibited.

(7) Gym shoes **must** be worn during P.E. classes.

(8) Students may **not** use the soft drink machines during school hours.

(9) Honor and respect to the American flag should be displayed at all times.

NOTE: This is not an all inclusive list. Please see the school board policy and the student agenda book. All rules and regulations are applicable to all students attending extra-curricular events, field trips or other school related functions.

Dress Code

Yankeetown Elementary School follows the Warrick County School Corporation Student Dress Code as stated in the student agenda book . Most questions arise regarding the **length of skirts and shorts:** These should be approaching the knee in length. The best rule of thumb is approximately a credit-card length from the hem of the skirt/short to the top of the knee. Please be advised that stricter rules are applied beginning in fourth and fifth grade. At these grades rules are applied as if they are in junior high or high school.

DISCIPLINE POLICY AND PROCEDURES

Discipline Policy

Yankeetown Elementary School administers discipline on a consistent basis with clearly stated expectations for proper behavior. Students can expect fair reprimands or punishment for violations of standards and rules.

Discipline Procedure

The staff and administration will make every effort to understand each student and behavior exhibited by them. As a means of gaining this understanding the following procedure will be followed:

- (1) Teacher will confer with student.
- (2) Teacher will phone parents and discuss behavior.
- (3) Teacher will confer with student and administrator.
- (4) Teacher and/or administrator will confer with students and parents.

The following measures may be administered during the discipline procedure:

- (1) A parent conference may be called to address discipline problem.
- (2) Incidents of extreme misbehavior or conduct may result in immediate disciplinary action by teacher or administrator.
- (3) Teachers and/or administrators may agree on corrective behaviors during the

discipline procedure.

- (4) Out-of-School Suspension may be administered by the principal.
- (5) Saturday school is an option for any **5th grade student** who commits a suspendable offense.
- (6) In-School Suspension may be administered by the principal.

Curriculum

The **kindergarten** curriculum shall include development activities in the following areas:

- (1) Language experiences, including oral, listening and visual activities;
- (2) Creative experiences, including music, dramatics, movement, arts and crafts;
- (3) Personal growth experiences, including motor skills development, health safety, nutrition, and self-concept development;
- (4) Social living experiences;
- (5) Environmental and science experiences;
- (6) Mathematical experiences.

The curriculum for **grades one, two, and three** shall include the following curricular areas:

- (1) Language Arts

- (2) Mathematics
- (3) Social Studies/Citizenship
- (4) Science
- (5) Fine Arts
- (6) Motor Skills Development and Health/Safety Education

The curriculum for **grades four and five** shall include the following curricular areas:

- (1) Language Arts
- (2) Mathematics
- (3) Social Studies/Citizenship
- (4) Science
- (5) Fine Arts
- (6) Health & Safety Education
- (7) Physical Education

EXCEL Program at Chandler or Oakdale

Yankeetown students may receive EXCEL services for the gifted and talented students in grades four and five at Chandler or Oakdale Elementary School. This program exists as a transfer program where students are assigned to a classroom with a gifted/talented instructor to work on units and projects as well as the regular curriculum. Student achievement test scores, cognitive skills index (I.Q.), current grade average, and teacher recommendation will be used to make the determination of

students who qualify for EXCEL services.

Field Trips

Educational field trips are planned for students. These chaperoned trips are held during the school day with transportation provided. If room mothers are asked to help chaperone, remember that the trip is only for the students in the class. Parental permission forms must be completed before a child can attend such trips. If you are interested in attending field trips you must a CRIMINAL HISTORY BACKGROUND CHECK. Please, check with the office for the proper form.

Academic Recognition

Yankeetown Elementary recognizes students who excel in academic areas as well as their overall conduct and work habits. Honor Roll students are recognized each nine weeks for their achievement.

To make the "Honor Roll", a student must attain A's, B's, S's, and I's. Additionally, he/she cannot receive any N's in the areas of Conduct or Study/Work Habits.

Any student receiving a U in any area will not be eligible for the Honor Roll.

Students who achieve Honor Roll status will receive a ribbon.

Athletic

If athletics are to be a part of the general education program of the student, then they must have clear, well-defined objectives. Interscholastic athletics should not have as their primary objective the *entertainment* of the community or student body or the *raising of funds* to support the program or any other phase of the educational process. Too often, these purposes outweigh the worthwhile objectives developed by the administrator and physical educator. The following are the objectives of Yankeetown Elementary athletic program:

1. Create an interest in athletics.
2. Provide an exposure to all types of athletics.
3. Provide the fun and enjoyment of participating in a team sport.
4. Help to develop constructive attitude, loyalty, and dedication.
5. Provide a sense of identification and belonging.
6. Provide a feeling of responsibility to your school and to yourself.
7. Provide for the recognition of effort and excellence.
8. Bring together students, parents, teachers, and the general public in the educational process.
9. Create an atmosphere and respect for hard work.

10. Develop fundamental skills in each sport.
11. Provide a clean and wholesome attitude and atmosphere in which to compete.
12. Provide a natural outlet for students desiring to participate on teams through the means of competition with other teams of similar ability.
13. Assist in the development of school and student morale.
14. Teach and develop good individual, team, school and community sportsmanship.
15. Provide a situation in which a physically-gifted student will have the opportunity to participate with students who have like gifts.

Sports

5th Grade Girls Volleyball—Aug/Sept
5th Grade Boys Basketball—Oct/Nov
5th Grade Girls Basketball—Jan/Feb
4/5th Grade Boys/Girls Track—April/May

Intramural Sports for Grades 4-5

Students in grades fourth, and fifth are invited to participate in informal, structured intramural activities arranged during the athletic off-seasons. The schedule for these intramural opportunities will be determined by the sponsor and school

principal. Sign-up information will be sent out during the school year.

Cafeteria Procedures

Students will be assigned a Meal Magic account to which they can deposit money to purchase breakfast, lunch, milk, juice, and snacks from the cafeteria. Students will make deposits to Meal Magic with the Cafeteria. Students may make Meal Magic deposits in any amount and as often as daily in order to keep a positive balance in their meal account. Students will be assigned a short account number, which they will key in when they reach the cafeteria cash register; doing so displays the student's picture and account information to the cashier in order to ensure accuracy.

If your child will not be at school on time but will arrive in time for lunch, it is imperative that you call the school cafeteria **before 9:00 A.M.** so that a lunch can be reserved for your child. Parents are more than welcome to eat lunch with their children. If you would like to have a school lunch with your child please call the cafeteria at 853-8500 at least one day in advance. **You may bring outside lunches (such as fast food or pizzas) for you and your child.**

If you feel that your child qualifies for free lunch, please fill out the free lunch online as soon as possible. Remember - fill out one form per family, not per student.

Important note about allergies - if your child has a food or milk allergy we must have verification from a doctor on file. A new verification is required each year. An appropriate location to eat in the cafeteria will be provided for your child's health.

Breakfast Program

The Warrick County School Food Services want to help the students start their day right by offering the breakfast program again this year. The cost for a paid breakfast is \$ 1.35.

Students who eat breakfast may enter the building at 8:05 A.M. Students who ride a bus should go directly to the cafeteria to eat and then report to their room. Being late to class from breakfast is not an excuse for being tardy.

The following are cafeteria prices for the 2017-2018 school year (tray price includes milk):

Elementary Breakfast Tray-----\$ 1.35

Elementary Lunch Tray-----\$ 2.00

Parents may choose to send lunch money with their children on a weekly, bi-weekly, or monthly basis if preferred. Additionally—if they desire, parents may contact the cafeteria manager to place purchase limits on their child's Meal Magic account—for

example, one extra entrée per day, one snack per day, no snack purchases, etc. The cafeteria manager can also provide parents a history of student purchases in necessary instances. You can also go to sendmoneytoschool.com and add money to your child's account.

Student Lunch Charges

Weekly charge slips are issued in the cafeteria for students who forget their lunch money. It is necessary to allow only ONE meal per student to be charged at a time. ****A charge must be paid the next day.****

Birthday Treats

Birthday treats are always fun for your child to share with classmates. The Food & Nutrition Department can prepare your child's birthday treat to make it easier on you. We have two different options available to help your child celebrate his or her special day.

- 1) You may choose to purchase birthday tickets for your child's class which will allow your child's classmates to select a special treat from our "birthday choices" at lunch!
- 2) You may purchase food from the F&N Department and we will deliver it to the classroom for the class to share. Classroom birthday party food orders and payment must be turned in **two weeks in advance**.

If you choose to purchase Birthday Tickets for the class, please send cash or check (checks payable to WCSC Food & Nutrition

Department) along with the Birthday Ticket Order Form below one week ahead of your child's birthday. The Food & Nutrition Department will deliver the Birthday Tickets to the class on the day specified below.

Cafeteria Rules

1. Use proper table manners.
2. You may talk quietly with students near you.
3. You may not return to your classroom or to your locker during the lunch period.
4. You must ask for permission to get up from your table.
5. You may go to the restroom **one at a time** after asking for permission.
6. Leave the cafeteria quietly.

Disclaimer

This student handbook is to be used as a guide to help answer everyday questions. All rules and regulations are subject to School Board Policy and are subject to change without notice.