

# YANKEETOWN ELEMENTARY SCHOOL



## 2021-2022 STUDENT HANDBOOK

Principal, Mr. David M. McConnell

**Administrative office**  
**Fax number**  
**Attendance number**

**812-853-8500**  
**812-858-1296**  
**812-858-3422 (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. There will be a way to pay online this year.

### **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 <sup>st</sup> Grades)
11:30 A.M.	Lunch (2 <sup>nd</sup> and 3 <sup>rd</sup> Grades)
12:00 P.M.	Lunch (4 <sup>th</sup> and 5 <sup>th</sup> 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** use the push call button for access. Secretary/Nurse greets guests, and identifies the individual through the surveillance system. May need to provide information about your visit. Once in the building guests will register in the computer system and obtain a badge. Badges should be worn at all times

while in the building, Please be sure to check out though the system when you leave. Please report any suspicious incidents to the office immediately.

\*\*At this time, one volunteer will be allowed in the office only.

### **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**

Morning drop off, for ALL students, will be at entrance 3 (car rider door). Student pick up will remain at entrance 5.

**In order to maintain student safety, please be aware of the students getting into their cars.** 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 parents. The note must

be signed by the school office. The note will then be given 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 812-897-0495.

### **After School Daycare**

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 812/423-9622

### **Report Cards & Progress Reports**

Report cards will be sent home with the students every nine-week grading period. Parents/guardians need to sign the report card and return it to school. Signed report cards will be returned to the student.

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. This phone number is a 24/7 voicemail line. When a child returns to school after being absent. Doctor's notes should be sent to the nurse if available.
- (2) Doctor or dental appointments are excused absences with a note.
- (3) Students may not leave the school grounds without permission of the office staff.

- (4) 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**

10=A letter will be sent home from the principal.  
20=Attendance Hearing  
30=Possible Expulsion/Retention/Turned over the prosecutor

Students who report to school or class late will receive a reasonable penalty (loss of recess time, etc.) as established by the school.

### **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 812-858-3422 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 after 3:00 P.M in the file cabinet at entrance 5, if it is to be sent home with another student. Homework can be picked up after hours in an outdoor file cabinet.

### **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**

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.

\*\* Conferences will be done by phone or by Google Meet.

### **Visitors**

Parents will be able to volunteer in the office ONLY. Only if needed.

### **Phone Calls / Student Use of School Telephone/Telephones at School**

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.

**Cell Phones-** Can be brought to school, but need to be turned off and left in the locker. If a student has their phone out during the school day, it will be taken to the office for the parent to pick up.

## **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, hats, 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 the 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.

## **Activity Calendar**

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

## **Room Parties**

No parent volunteers for parties this year.

## **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 activities 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 beverages, 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 rest-room 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. No carbonated drinks at lunch.
- (9) Honor and respect to the American flag should be displayed at all times.
- (10) The following items should not be brought to school: Slime, Fidget Spinners, Pokemon (or similar) cards.

**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

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 the 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 problems.
- (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 **5<sup>th</sup> 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 for grades 3-5**

Yankeetown students may receive EXCEL services for the gifted and talented students in grades three through five at Chandler 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**

Decisions on field trips will be made on a case to case basis.

## **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.

## **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 like gifts.

## **Sports**

5<sup>th</sup> Grade Girls Volleyball—Aug/Sept  
5<sup>th</sup> Grade Boys Basketball—Oct/Nov  
5<sup>th</sup> Grade Girls Basketball—Jan/Feb  
4/5<sup>th</sup> 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 Titan account to which they can deposit money to purchase extras when offered, juice, and snacks from the cafeteria. Students will make deposits to Titan with the Cafeteria. Students may make Titan deposits in any amount and as often as daily in order to keep a positive balance in their meal account. 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 lunch can be reserved for your child.

**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.

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.

### **Birthday Treats**

These can be bought from the cafe. No outside treats will be allowed.

### **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.

### **Free and Reduced**

Breakfast and Lunch will be free again this year. If you need help with textbook assistant or Holiday Help, follow these simple steps:

Visit <https://family.titank12.com/ZZZNEE>  
ANYTIME AFTER JULY 27, 2021

1. Click on the "Apply For Meals Today."
2. Read and follow the remaining steps for completing your application.
3. You will receive your eligibility letter by mail or email (if entered on application) within 10 business days.

### **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.