

RULES AND REGULATIONS

1. ATTENDANCE

In Texas, a child between the ages of 6 and 18--depending on when the child's birthday falls--is required to attend school unless otherwise exempted by law. On enrollment in prekindergarten (PK) or kindergarten, a child shall attend school. TEC ~25.085(c) PK and kindergarten students are subject to compulsory school attendance rules.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class, from required programs, such as accelerated reading instruction, or from required tutorials will be considered in violation of the law and subject to disciplinary action. These attendance requirements also apply to any District-required tutorial sessions.

To obtain credit for the school year, a student must attend at least 90% of the total school days for the year (No more than 18 days absent for the entire school year). **Please note that excused or unexcused is not part of the ruling.** A student who attends at least 75% but fewer than 90% of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, which allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

If a student attends less than 75% of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and if the student can regain the credit. **Attendance letters are mailed home to parents at the following intervals: 6 absences, 10 absences, 15 absences, and 18 absences.**

If an absence is necessary, you must send a parent or medical excuse with your child for each absence immediately upon their return to school. Only eight (8) parent excuse notes will be allowed for the school year. After eight parent notes, Y.E.S. will only accept medical notes to excuse an absence.

A student may be excused for temporary absence:

1. Resulting from any cause acceptable to the teacher, Principal, or Superintendent.
2. For the purpose of observing religious holy days, including for that purpose, if before the observance the parent submits a written request for the excused absence.
3. For treatment by health care professionals if the student begins classes or returns to school on the same day of the appointment or treatment.

A student whose absence is excused shall be permitted a reasonable time within which to make up work missed.

The District recognizes the following as extenuating circumstances for the purpose of granting credit for a class:

1. Excused absence.
2. Days of suspension.
3. Participation in court proceedings or child abuse/neglect investigation.
4. A migrant student's late enrollment or early withdrawal.
5. Days missed as a runaway.
6. Completion of a competency-based program for at-risk students.
7. Late enrollment or early withdrawal of a student under Texas Youth Commission.
8. Teen parent absences to care for his or her child.
9. Participation in a substance abuse rehabilitation program.
10. Homelessness, as defined in federal law.

Alternatives for a student to make up work or regain credit lost because of absences will be provided at the discretion of the attendance committee.

If the attendance committee finds that there are not extenuating circumstances for the absence or if the student does not meet the conditions set by the committee to earn or regain credit, the student will not receive credit for the class. If a petition for credit is denied, the student or parent may appeal the decision to the Board of Trustees by submitting a written request to the Superintendent.

Parents are required to call Y.E.S. (564-2252, ext 4) by 8:00 a.m. when their child is going to be absent. Early morning attendance messages can be left by parents on the school's voice mail (564-2252, ext 4) to notify Y.E.S. of student absences. Daily attendance phone calls and/or home visits are made by Y.E.S. personnel when the school is not notified of a child's absence.

When it is necessary for a child to be absent for an extended time for family emergencies, family trips out of town, etc. the absences must be approved in advance by the child's teacher and principal. Once approved all homework that the child would miss must be obtained. This homework will be due upon the child's return to school.

2. ABSENCES

Upon returning to school after an absence of less than three (3) days, the student must bring a **note signed** by his/her parent-guardian stating the name of student, date, and reason for absence. If absent three (3) days or more, the student must bring a **note from a physician** with the name of the student, dates absent, and reason for absence.

3. NONATTENDANCE

Nonattendance may result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

- Is absent from school on ten or more days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.

4. CHANGE OF ADDRESS/PHONE NUMBER

Any change of address, home number, or emergency numbers after registration should be reported **as soon as possible** to the elementary secretary (564-2252 ext 4).

5. DISMISSAL OF STUDENTS

A. **Before bell time-** Y.E.S. requests that students bring a note from a parent/guardian requesting early dismissal. The parent **MUST** come into the secretary's office to pick up their child, and sign the student sign-out sheet.

B. **At bell time-**

All students who are ***picked up out front*** will be taken to the car pick-up area for each specific grade level at one of the following dismissal times:

Dismissal Time 1

2:30 PK&K
2:40 1st & 2nd
2:45 3rd-5th

Dismissal Time 2

3:20 PK & K
3:30 1st & 2nd
3:35 3rd-5th

Dismissal Time 2 will be the only dismissal time used for all students for the first two weeks of school. After the first two weeks of school you will be informed of your child's specific dismissal time if they are ***picked up out front***.

All students who ***ride the bus home*** will be dismissed daily according to **Dismissal Time 2** listed above.

C. **Alternative way home-** When a parent/guardian directs their child to take an alternate way home from the usual/customary way, the **student is required to**

bring a note to his teacher designating an alternative pick-up person for that day or an alternative way home for that day.

6. PROCEDURES FOR GOING HOME AT THE END OF THE DAY

It is very important that you set up an everyday procedure for how your child is getting home at the end of the day. If your teacher does not have a note or has not received a phone call then the teacher is able to send your child home using the everyday procedure. This is vital information that needs to be communicated with your teacher.

If the method in which your child is going home needs to be changed then please send a note on that day. If it is an emergency and you were not able to send a note, please call the school office so a message can be sent to the teacher.

If a call is made for this information it is **vital** that you call before 2:00pm. Our goal is to have minimal interruptions to the teaching time your child is to receive and all notes are delivered at 2:00pm. Any calls that come in after 2:00pm will cause a second interruption into your teacher's classroom. Please abide by this rule to aid in the teaching process.

7. PERMANENT RECORDS

A student's records are confidential and are protected from unauthorized inspection or use. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 years of age or a dependent for tax purposes. 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 signed by the judge terminating these rights.

8. TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent. However, a student will be provided textbooks for use at school during the school day. Report cards will be held until all textbooks are returned or paid for.

9. MESSAGES FOR STUDENTS/TELEPHONE

The school telephone is a business telephone. Students are **not permitted** incoming calls on the school telephone. Students may use the telephone only in an emergency approved by the office of the principal's secretary. Students are not

allowed to call home for homework left at home. **Emergency messages from the parent/guardian** incoming to the school will be taken by the secretary and delivered to the student at a time not distracting the classroom instruction. In an effort to avoid unnecessary calls, parents are urged to plan going-home arrangements with their child/children prior to their leaving for school.

10. LIBRARY

Students are encouraged to use the library for reference needs and to select books for personal reading. Parents are urged to cooperate by encouraging their children to use our library facilities, help them to properly care for borrowed books and materials, and return them on time. Regular library books may be checked out for a period of five (5) school days. Books may be rechecked once for a period of five (5) more school days. The Librarian will notify the students when a library book is overdue.

When books are overdue, other people are prevented from checking out the missing book. The student will be charged the full price of any book lost or too badly damaged for further use.

11. CLASS TRIPS

Parents will be notified in advance whenever children will leave campus on a field trip.

12. CAFETERIA

The cafeteria **will not allow charging.**

Students & employees are encouraged to purchase tickets from 7:30 to 7:45A.M. at the lunchroom or anytime at the administration building. Tickets cannot be purchased during the lunch time. Parents and guests eating lunch in the cafeteria should call the cafeteria by 9:00 a.m. to reserve a lunch.

LUNCHROOM PRICES

Children need healthy meals to learn. YISD offers healthy meals every school day for the following prices:

Grades	Lunch	Breakfast	Reduced Lunch	Reduced Breakfast
PK-3	\$1.55	\$.80	\$.40	\$.30
4-5	\$1.65	\$.80	\$.40	\$.30
6-8	\$1.75	\$.80	\$.40	\$.30
9-12	\$1.85	\$.80	\$.40	\$.30
Adults	\$3.00	\$1.25		

In an effort to practice consistency with cafeteria items throughout our campus, Y.E.S. students are asked to adhere to the guidelines that follow: PK-5th grade students are to select from white milk, chocolate milk, vanilla milk, strawberry milk, or water as their drink choices. If your child's needs require something other than the above drink choices, a doctor's note is required stating the particular need. Pickles, cookies, and ice cream are sold daily in the cafeteria and students who eat 75% of their lunch (either brought from home or a cafeteria lunch) are allowed to purchase one of the above snacks. If your child chooses water to drink instead of milk, he/she will have to take another food item and will have to eat 75% of their food in order to purchase a snack. We encourage you to discuss these guidelines with your child. If your child's needs require something other than the guidelines listed above, please discuss the particular need(s) with your child's homeroom teacher.

13. CAFETERIA RULES

1. PK-K students will be seated at the round tables with individual seats. 1st grade will sit at tables closest to the west wall. 2nd grade will sit in the middle tables. 3rd grade will sit at the tables closest to the east wall. 4th grade will sit in the middle tables. 5th grade will sit in the tables closest to the west wall.
2. Students must eat 75% of their food before asking for a snack.
3. Please raise your hand to ask for permission to get up from the table for any reason.
4. Use quiet, inside voices and walk at all times.
5. Always use your good manners.
 - A. Clean up after yourself.
 - B. Use your napkin to clean your hands and face.
 - C. Sharing or playing with food or food containers is not appropriate.
 - D. Keep your hands, feet and objects to yourself.

14. BREAKFAST

Breakfast will be served in the cafeteria from 7:20 A.M. until 7:45 A.M. . Y.E.S. announcements begin promptly after the 7:50 A.M. tardy bell and students are expected to be seated at their desks by that time. Prices will be eighty (80) cents for regular and thirty (30) cents for reduced. Breakfast will be paid for in the cafeteria.

15. FMNV RULES / WELLNESS PLAN

FMNV Policy

The Texas Department of Agriculture (TDA) Foods of Minimal Nutritional Value (FMNV) policy includes three exemptions that give school districts flexibility to all FMNV on campus under certain circumstances.

- *School nurses may dispense FMNV to students on a case-by-case basis for medical purposes.*
- *Special-needs students whose Individualized Education Program (IEP) plans include using FMNV for behavior modification or other suitable needs may be given FMNV.*
- *School officials may select up to three holiday celebrations each school year during which students can receive FMNV during the school day. The three Y.E.S. holiday celebrations are the Christmas Party, Easter Party, and End of the Year Party. However, students cannot be given FMNV during meal times in areas where school meals are being served or consumed.*

For additional FMNV information please see www.squaremeals.com .

WELLNESS PLAN

****PHYSICAL ACTIVITY:**

All teachers will be encouraged to integrate grade/subject appropriate physical activity into instructional time whenever possible.

The elementary school currently uses the CATCH program which is included in the TEA Approved Coordinated School Health Matrix. This program coordinates physical education/physical activity, classroom health education, nutrition/cafeteria services, and parental involvement.

****NUTRITION:**

Information regarding the nutrition guidelines will be presented to the staff on each campus at the start of the school year. This information will also be given to parents at each campus during orientation. To assist parents in following these guidelines they will be posted on the YISD website along with helpful tips, suggestions and recipes to better enable them to provide healthy lunch and snack choices for students.

16. PARTIES

Classes are permitted to have three (3) parties each year.

1. Christmas Party
2. Easter Party

3. End-of-School Party

Birthday parties for students are not allowed in the classroom. In order to prevent hurt feelings, birthday party invitations may only be distributed at school if there's an invitation for each student in that child's homeroom class. The homeroom teacher must distribute the invitations.

17. VISITORS

All visitors to Yorktown Elementary School **must check in at the school office and obtain a visitor sticker.** Any classroom visitation must be prearranged and scheduled with the teacher or through the school's office. **Please do not go directly to classrooms.**

Student safety on campus is a high priority of Yorktown ISD. Required safety measures at Yorktown Elementary School include the following:

Required Security Measures

- Require visitors to obtain "Visitor" sticker upon entering the building
- Visitors not wearing a "Visitor" sticker will be asked to go to the office to obtain one
- All Y.E.S. adults will report "suspicious" individuals to the principal/secretary
- All Y.E.S. teachers will discuss our building security with all Y.E.S. students
- Remind Y.E.S. students and adults to not open the end doors for **anyone**; all visitors are to enter through the front door
- End doors are to be kept closed at all times; doorstops have been removed from the end doors in an effort to keep our building secure
- Teachers are to lock their classroom doors when accompanying their students to Library, Computer Lab, restroom breaks, etc. and at all other times when they are out of their rooms during lunch, conference, etc.
- Teachers are to double check their classroom doors to make sure they lock when leaving for the evening and on weekends
- All personal items (purses, etc.) are to be kept in a secure place (locked in filing cabinets, classroom closets, etc.)
- The orange security bars are to be kept in place on the end doors in the evenings

18. SCHOOL DELIVERIES

Deliveries made to Y.E.S. for students (flowers, balloons, toys, etc.) are given to the students at the end of the school day. Due to safety issues, balloons are not allowed on the YISD buses.

19. GRIEVANCE PROCEDURE

A grievance procedure exists to handle all grievances in the Yorktown I.S.D. for its personnel, students, and patrons. The process is fully described in Board Policy FNG (LEGAL) and FNG (LOCAL). <http://www.tasb.org/policy/pol/private/062904/>

A Board of Trustees recognizes that personnel and students, as well as patrons, need avenues through which they may channel complaints and grievances concerning district and/or school rules, policies, and regulations. The board shall respect complaints when they are made in a reasonable manner through appropriate channels.

In the event that a person or persons believes that there is a grievance, he/she will discuss it at the level in which the grievance lies (students to teacher, personnel to immediate supervisor), in an attempt to resolve the matter informally. All teacher-parent conferences shall be arranged through the office of the school their child is attending.

-If the complaint involves a problem with a teacher; the student/parent shall discuss the matter with the teacher before requesting a conference with the principal.

-A student/parent who has a complaint shall request a conference with the principal, who shall schedule and hold a conference with the student/parent.

-If the outcome of the conference with the principal is not to the student's/parent's satisfaction, the student/parent may request a conference with the Superintendent. Prior to or at the conference, the student/parent shall submit a written complaint that includes a statement of complaint and any evidence in its support, the solution sought, the student's/parent's signature, and the date of the conference with the principal.

-If the outcome of the conference with the Superintendent is not to the student's/parent's satisfaction, the student/parent may submit to the Superintendent a written request to place the matter on the agenda of the meeting of the Board of Trustees at least three (3) days before the agenda is prepared.

20. DRUG-FREE SCHOOL REGULATIONS

Students are prohibited from the use or distribution of illicit drugs and the unlawful possession and use of alcohol on the school premises or as part of any of its activities. Disciplinary sanctions (consistent with local, State, and Federal law), up to and including expulsion and referral for prosecution, will be imposed on students who violate the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

21. DRILLS

From time to time, students and staff will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

22. CELL PHONES

Y.E.S. students are discouraged from bringing a cell phone to school. If a cell phone is brought to school, it must be turned off and the student must turn it in to their homeroom teacher at the beginning of each day. Upon the student request, the cell phone will then be returned to them at the end of the day.

Any disciplinary action will be in accordance with the Student Code of Conduct and may include confiscation of the device. The school may charge the owner \$15.00 for the release of certain telecommunications devices (See policy FNCE).

23. COMPUTER USE

Students and parents are required to sign a computer use policy for access to the Internet. The computer use policy is distributed at the beginning of each school year.

ELECTRONIC COMMUNICATION AND DATA MANAGEMENT CQ (LOCAL)

The Superintendent or designee shall implement, monitor, and evaluate media resources for instructional purposes.

AVAILABILITY OF ACCESS

Access to the District's electronic communications system, including the Internet, shall be made available to students and employees exclusively for instructional and administrative purposes and in accordance with administrative regulations. Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with the District policies. Violations of the law may result in criminal prosecution as well as disciplinary action by the District.

ACCEPTABLE USE

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements, consistent with the purposes and mission of the District and with law and policy governing copyright.

MONITORED USE

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use for educational or administrative purposes.

DISCLAIMER OF LIABILITY

The District shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.

The Superintendent or designee will oversee the District's electronic communications system.

The District's system will be used only for administrative and educational purposes consistent with the District's mission and goal. Commercial use of the District's system is strictly prohibited.

The District will provide training to employees in proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the use of the District's system will emphasize the ethical use of this resource.

Copyrighted software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright. Only the owner(s) or individuals the owner specifically authorizes may uphold copyrighted material to the system.

INDIVIDUAL USER RESPONSIBILITIES-The following standards will apply to all users of the District's electronic information/communications system.

ON-LINE CONDUCT

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.

2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy.
3. System users may not use another person's system account without permission from the campus administrator or District coordinator, as appropriate.
4. System users must purge electronic mail in accordance with established retention guidelines.
5. System users may redistribute copyrighted programs or data only with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright law, District policy, and administrative regulations.
6. The District Internet access pass will be displayed prominently on top of the monitor for every student using or viewing the Internet.

VANDALISM PROHIBITED

Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of District policy and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, hardware, or software costs.

FORGERY PROHIBITED

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

INFORMATION CONTENT/THIRD PARTY SUPPLIED INFORMATION

System users and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material.

A student bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or revocation of privileges on the District's

system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

NETWORK ETIQUETTE-System users are expected to observe the following networking etiquette:

1. Be polite: messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. Use appropriate language: swearing, vulgarity, ethnic, or racial slurs, and any other inflammatory language are prohibited.
3. Pretending to be someone else when sending/receiving messages is considered inappropriate.
4. Transmitting obscene messages or pictures is prohibited.
5. Revealing personal addresses or phone numbers of the user or others is prohibited.
6. Using the network in such a way that would disrupt the use of the network by others is prohibited.
7. Parental permission must be on file before an individual student's work, name, or picture can be put on the system. At no time will the student be identified in such a way that would jeopardize his/her safety (no full name, address, phone #).

TERMINATION REVOCATION OF SYSTEM USER ACCOUNT

The District may suspend or revoke a system user's access to the District's system upon violation of District policy and/or administrative regulations regarding acceptable use.

Termination of a student's access will be effective on the date the principal or District coordinator receives notice of student withdrawal or revocation of system privileges, or on a future date if so specified in the notice.

DISCLAIMER

The District's system is provided on an, "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by,

or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.