

# SERVICES AND ACTIVITIES

## 1. COMMUNICATIONS

Various notes will be sent home with students during the school year. All printed material is approved by the school principal and deemed worthy of parent attention. Please take a moment to read each notice, return any requested part and/or make any necessary response.

## 2. GUIDANCE AND COUNSELING

Elementary guidance and counseling is a developmental program designed to assist all elementary students to become more self-directed in identifying and meeting needs through self-appraisal and self-acceptance.

Elementary guidance and counseling functions as an integral part of the total school program, contributes directly to the school purpose and philosophy, and involves every member of the school staff.

Elementary school guidance and counseling programs are based on the belief that children are unique individuals who are deserving of care and attention as they explore and begin to realize their social, emotional, physical, and mental potentials. This emerging understanding of self by children is fostered by a school atmosphere that encourages active participation in educational experiences. The elementary school guidance program becomes an important part of the developmental process through assessment of, and assistance to the child as he grows in self-understanding and self-acceptance in his relationship to society.

## 3. LOST AND FOUND

**All articles of clothing usually removed during the school day (jackets, sweaters, caps, raincoats, etc.) should be labeled with the first initial and last name of the student. Other personal items such as lunch kits, etc. should also be labeled.** "Lost and Found" items are located in a designated area near the elementary secretary's office. When a student finds a misplaced item, he/she should bring it to the designated area. Unclaimed items will be donated to charity at the end of the school year.

#### **4. SCHOOL PICTURES**

Each year individual pictures are taken in the fall, and individual and group pictures are taken in the spring. Notices are sent home regarding each. Picture retakes for fall individual pictures are at the discretion of the photographer (i.e. closed eyes). **NO** picture retakes are offered for spring pictures.

#### **5. BUS RIDING POLICY**

Children will be allowed to ride the bus either to their home address or ONE alternative address. If your child will be riding the bus a Bus Riding Policy form **MUST** be filled out and returned. The rules for requesting your child be delivered to an alternative address are as follows:

1. The request must be made in writing—no phone calls will be accepted.
2. Only one address other than the home address will be allowed.
3. That this is not a one-day change. You cannot ask your student to be dropped off at one address one day and another the second day. We want only two addresses; one of which is your home address and one of which is your alternative address.

Please contact Teresa Borgfeld (564-2252 ext. 102) for all bus transportation communications.

Please make arrangements with someone to pick up your child if you intend to be out-of-town or if your vehicle is broken down. It is very difficult (but necessary) for us to tell a student he/she cannot ride a certain bus because they do not live on that particular route. If an emergency arises, please contact Teresa Borgfeld at the Y.I.S.D. Administration Building. Some type of arrangement can be made with someone in the office to see that your child gets home. The phone number is 564-2252, extension 102, and this arrangement is for emergencies only. For those students who have never ridden a bus, especially the younger children, may we remind parents and guardians to make arrangements with Mrs. Borgfeld (at the number above) to assure your child rides the right bus. Please do this as soon as possible.

#### **Bus Discipline**

Objective: Safe, pleasant atmosphere on bus

Rules:

1. No fighting, hitting, throwing or profanity on bus at any time.

2. No excessive noise
3. No food or drink on buses unless authorized by the driver
4. Remain seated until bus comes to a complete stop at your residence
5. No vandalism is allowed on bus
6. Directions by driver should be followed the first time
7. Be respectful to the driver and all other riders.
8. All school supplies and personal belongings remain in backpack, purse, bag or other appropriate container. Exceptions: nap bedding, lunch kit, school projects (too large to fit in backpack or bag).
9. Balloons received at Y.E.S. by students who ride a bus must be picked up by an adult. As a safety measure, filled balloons are not allowed on buses

### **Consequences:**

- 1<sup>st</sup> offense: Verbal warning from bus driver
- 2<sup>nd</sup> offense: Conference with student and parent (either in person or phone call) and discipline form MAILED to parent
- 3<sup>rd</sup> offense: Suspension (length to be determined on an individual basis)

## **6. PESTICIDES**

This school periodically applies pesticides. Information concerning these applications may be obtained from the Y.I.S.D. Superintendent, 416 W. 4th St., Yorktown, TX (512)564-2252.

As required by the Asbestos Hazard Emergency Response Act of 1986, Y.I.S.D.'s buildings were inspected for the presence of asbestos. The original inspection was conducted in 1989 and subsequent required reinspections were conducted in 1991 and most recently in May of 1996.

The results of the inspections indicate that, whereas asbestos containing materials are present in some of our buildings, the materials do not pose a threat to human health or the environment. Some of the materials were removed in

1989 and those remaining have been placed on an aggressive program of in-place management. A formal Management Plan has been developed and is available in the Superintendent's office to anyone interested in seeing it.

The Administration will continue to monitor the asbestos-containing materials and the Superintendent will keep you informed of any activities involving these materials. The Superintendent will be available to address any questions you may have regarding our asbestos program.

## **7. CREDIT BY EXAMINATION**

Credit by examination with no prior instruction may enable students to advance to a higher grade. Individuals scoring at or above 90 percent mastery on Yorktown ISD's examinations will be eligible for advancement. To advance to a higher grade, elementary students will be tested in English language arts, mathematics, science and social studies. A score of 90% must be met for each of the four subject areas tested.

The Superintendent or designee shall develop procedures to allow a student not six years old at the beginning of the school year to be placed initially in first grade. Criteria for acceleration may include:

1. Scores on readiness test(s) and /or achievement test(s) that may be administered by appropriate District personnel.
2. Recommendation of the kindergarten or preschool the student has attended.
3. Chronological age and observed social and emotional development of the student.
4. Other criteria deemed appropriate by the principal and Superintendent.

The Region III ESC will be administering Credit by Examination and Examination for Acceleration tests for all districts in the Region III service area at the service center, 1905 Leary Lane in Victoria. The test sessions will meet the requirements of the new 74.24 TAC for students wanting to test out of a grade or subject. The ESC has gone into agreement with the University of Texas at Austin to administer the UT tests at Region III.

**2010 Tentative Exam Dates:** Next year's credit by Exam and Exam for Acceleration will be held for three days in June and three days in July.

A student planning to take an examination for acceleration shall be required to register with the principal no later than 30 days prior to the scheduled testing date on which the student wishes to take the test.