

# Yale Elementary

## STUDENT / PARENT HANDBOOK

### 2022-2023



This campus handbook contains information to help students and parents understand school specific expectations for our students at Yale. Students and parents also need to be familiar with the Student and Parent Guidebook and Student Code of Conduct, which are separate documents provided by the district, and used to make decisions at the campus level. These documents contain detailed information important to all families such as attendance, truancy, policies, school expectations, and bullying. Both handbooks are available on the [Student Services Policies Page](#). Please take time to read and discuss this information with your child/children. Thank you and I look forward to a great year!

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 16, 2022. The *Acknowledgement* portion is on the last page of the handbook.

Thank you and I look forward to a great year!

Sincerely,  
Carrie Greer, Principal

## SCHOOL HOURS

School hours are from 7:50 a.m. to 3:10 p.m. Doors open at 7:30 a.m. On Early Release days, students are dismissed at 1:00p.m. **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 and enter at the xPlore door. When school doors open at 7:30 a.m. students will go to the Cafeteria. The tardy bell rings at 7:50 a.m. and classes begin promptly. Students are dismissed at 3:10 p.m.

## ARRIVAL INFORMATION

Campus Doors will open at 7:30 a.m. The tardy bell rings at 7:50 a.m. We highly encourage students to be dropped off by car. Students who arrive between 7:30 a.m - 7:50 will enter through the back door by the Gym. All traffic will flow into the teacher's parking lot by Yale Park and around the back of the building. Please remain in your vehicle at all times. Students walking to school need to utilize the crosswalks at the marquee and at Bynum.

- Breakfast is available beginning at 7:30a.m. Breakfast concludes at 7:50 for all students.
- Children and adults on bikes or scooters must WALK with their equipment on school grounds at all times. It is strongly advised that all bikes are locked at the bike racks. Please bring all helmets inside to store in lockers/classrooms.
- If a parent needs to speak with the teacher during morning hours, an appointment must be made. If it is an emergency, the family will come to the office and the teacher will be called to the office. Teachers must return to class by the 7:30 a.m. bell to support their students.

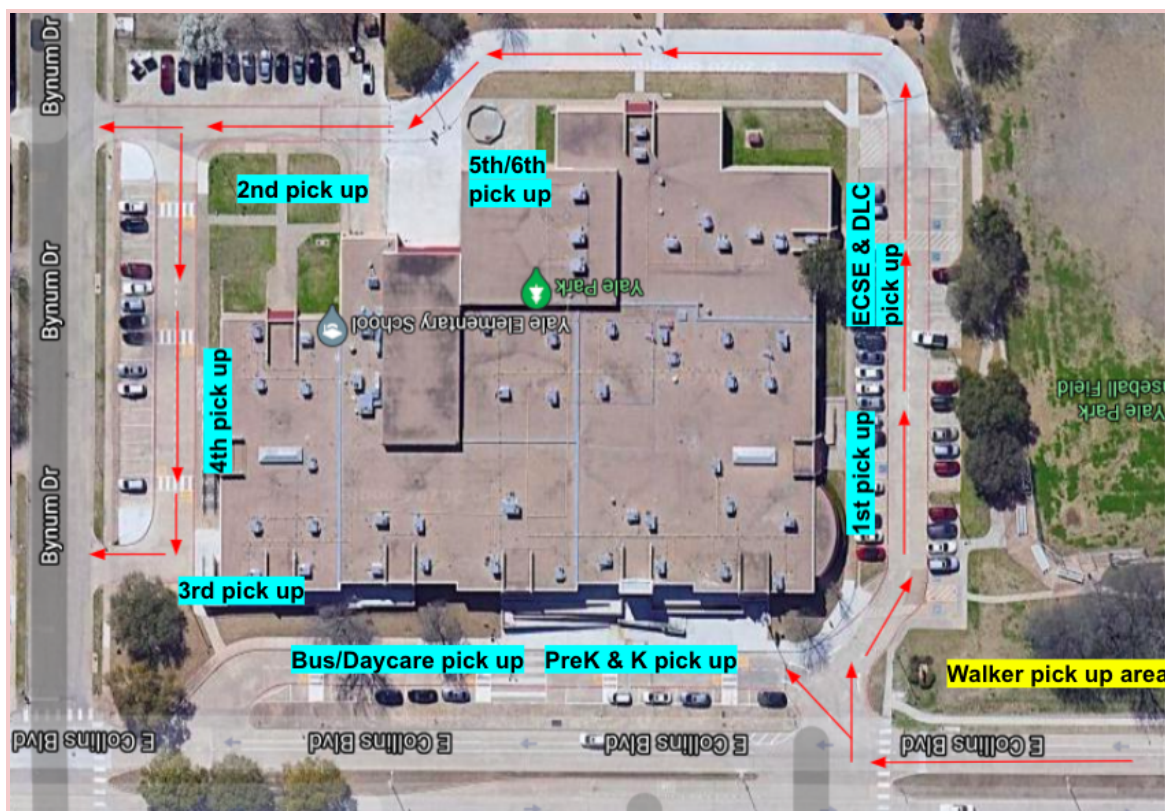


## DISMISSAL INFORMATION-

PreK/ECSE and DLC will dismiss at 3:00p.m. All other students kinder-6th grade are dismissed at 3:10 p.m. PreK and Kindergarten traffic will flow into the front circle drive. 1st-6th grade traffic will flow into the teacher's parking lot by Yale Park and around the back of the building, exiting by the Bynum crosswalk. Students who are walkers will be dismissed at the Marquee area.

All students must be picked up before 3:20 p.m. To ensure safety, students not picked up on time may be referred to the Richardson Police Department. If an emergency delays you picking up your child, please notify the campus office (469-593-8300). Students are not to re-enter the building after dismissal.

If your child's mode of transportation is changing for the day, you must notify your child's teachers no later than 2:00 pm via email.



## EARLY PICKUP

A picture ID is required to release a student from school early. Only adults listed on the child's enrollment form may take the child from campus. The student will be called to meet the parent in the office. Students will not wait in the office for a parent. When a child leaves school early, a **partial absence** is noted in the attendance system. **Students will not be dismissed from the office between 2:45 p.m. and 3:10 p.m.**

## ATTENDANCE

All students are required to be regular and punctual in attendance. *An excuse note is required within three days of an absence.* The excuse note should be dated, 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 7:50 a.m. Students arriving between 7:50 a.m.- 9:00 a.m. will be documented as tardy. Students arriving after 9:00 a.m. will be documented as absent.

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](http://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. All attendance excuse notes must come from the parent and include the following: Official full name (first and last), grade level, and teacher's name. Notes should be signed by the parent, scanned, faxed, emailed, or dropped off the front office.

**When a student is absent, the RISD automated line will call the primary telephone number on file 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

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 or excessive excused absences. 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. A conference will be scheduled with the family to discuss the student's attendance and the truancy prevention measures that will be implemented.

Please look at the 2022-2023 RISD calendar before planning vacations for the school year. The updated calendar is on the RISD website at [www.risd.org](http://www.risd.org).

Covid Protocols, including Covid absences, are updated regularly to ensure student and staff safety. The most up to date information regarding health and Covid protocols can be found at <https://web.risd.org/cv19/>.

## **BULLYING**

Texas law defines bullying as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct [which occurs in situations over which the school has jurisdiction] and

~has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or damage to the student's property;

~is sufficiently severe, persistent or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;

~materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or

~infringes on the rights of the victim at school; and includes cyberbullying. Cyberbullying is bullying that is done through the use of an electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.



At Yale Elementary, the administration and teachers will take immediate action to ensure student safety and investigate allegations of bullying in a timely manner. Families of both the alleged victim and alleged bully will be notified of the Bullying Report.

**ALL parents and guardians are encouraged to IMMEDIATELY alert classroom teachers, counselor, and the administrator for any actions of bullying. Bullying is not tolerated at Yale Elementary.**

#### **CAFETERIA SERVICES - [RISD Meal Viewer](#)**

If families would like to add money to their student's account for additional snacks, parents can pre-pay with a check, cash or credit card online at the website [PayPAMS.com](#) **You can also monitor your child's account through this system.**

Follow the link below to apply for free or reduced lunch:  
[Welcome to the Free and Reduced Priced Meal Application!](#)

#### **CAFETERIA EXPECTATIONS**

- Students will wash hands prior to lunch and utilize hand sanitizer during lunch if needed.
- Students will go through the lunch line one time only.
- Students will sit in a designated spot according to seating plans
- Students will use ID Badges for touchless transactions in the cafeteria
- 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 or backpack. 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**

##### **Richardson ISD Student Cell Phone Guidelines**

To promote the best possible learning and social environment in Richardson ISD, students will not use their cellphones during the school day, unless provided permission from an authorized district employee during the instructional day. The intent of the cell phone policy is to establish a cell phone-free environment and avoid cell phones distracting from learning as well as causing a loss of instructional time.

##### **Statement of Expectations**

Campus administrators will state expectations clearly and reinforce the importance of maintaining a cell phone-free environment at the beginning of the year. Administrators will monitor cell phone violations to inform the need for reinforcement and support. Also, any headphone usage will occur based on the approval and expectations set by individual classroom teachers. RISD's continued focus will be on the mitigation of educational distractions precipitated by the use of cellphones during instructional time.

## Consequences

If a student uses their phone during the school instructional day without the explicit permission of an authorized district employee, it will result in the confiscation of the cell phone and adherence to the following graduated offenses stated below. Authorized district employees who will be responsible for cell phone confiscation will include: administrators and teachers.

<b><u>1st Offense</u></b>	<ul style="list-style-type: none"><li>• Phone will be kept in the assistant principal's office for the day, parent is contacted.</li><li>• Student or parent can retrieve cellphone at the end of the day.</li><li>• Offense noted on Focus with cellphone violation action code chosen.</li></ul>
<b><u>2nd Offense</u></b>	<ul style="list-style-type: none"><li>• Phone will be kept in the assistant principal's office for the day, parent is contacted.</li><li>• Student or parent can retrieve cellphone at the end of the day.</li><li>• Offense noted on Focus with cell phone violation action code chosen.</li></ul>
<b><u>3rd Offense</u></b>	<ul style="list-style-type: none"><li>• Phone will be kept in the assistant principal's office for the day, parent is contacted.</li><li>• Warning to student and parent about additional consequences that will happen for non-compliance of cellphone-free environment.</li><li>• Offense noted on Focus with cell phone violation action code chosen.</li><li>• Student assigned school detention.</li></ul>

## CHANGE OF ADDRESS/ EMERGENCY INFORMATION

### **It is important that contact information and emergency cards are 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 SDS Karen Wiles at [karen.wiles@risd.org](mailto:karen.wiles@risd.org) 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 Elementary takes a positive approach to conduct through Positive Behavioral Interventions and Supports (PBIS). This plan establishes a consistent systematic approach to deal with both

appropriate and inappropriate student behavior. Students are 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.

**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 guidelines for behavior at school. School wide conduct guidelines are followed, 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. Families 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](http://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, 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.

Skateboards and other wheeled devices (scooters, wheely shoes, bicycles, etc) are not to be ridden on school property. Students will walk the items off campus before riding.

Your cooperation and support of Yale 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.

### **CLASSROOM VISITATIONS & CONFERENCES**

Communication between parent and teacher is an important phase of the individualized instruction program. Your students progress is communicated 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 7:30 a.m.) or after school hours (3:15 p.m).



Parents should contact the teacher to make an appointment for a conference. Teachers will be supervising students beginning at 7:30 a.m. Conferences may be held in person and scheduled in advance.

Parents and/or visitors who enter Yale must proceed directly to the office to sign in. You must bring a driver's license with you. All RISD schools use a system that scans your information and cross references a database to ensure the safety of our students. 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.

If visitors are lab confirmed with COVID-19, they must remain off campus until they meet the criteria for re-entry.

## **CLINIC PROCEDURES**

Covid Protocols are updated regularly to ensure student and staff safety.

The most up to date information regarding health and Covid protocols can be found at <https://web.risd.org/cv19/>. Contact Nurse Barner, school nurse, with any questions related to clinic procedures at 469-593-8358.

## **COMMUNICATION**

Open 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. Communication includes 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 family who wants to schedule a Zoom, phone conference, or in person conference with a teacher or counselor needs to call the teacher for an appointment. Generally, a teacher will be able to meet with parents or return calls within 24 hours during his/her conference period or after school. Each grade level will have a specific grading system and homework plan that will be communicated to you.

**Progress Reports** Student progress reports are sent every 3 weeks of each nine weeks grading period for all students. Progress reports are only sent to failing students the first 3 weeks of school. 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 report card. Parents will sign and return the report card envelope to the teacher the next day. If students have fines due to damaged textbooks or lost library books, they will not receive their report card until the fine has been paid.

## **COMPUTER ACCESS – Acceptable Use Plan (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 disrupting 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.

### **RISD Guidelines for Elementary Student Dress**

Clothes must be worn in a way that private areas are all fully covered. Undergarments, except straps and waistbands, should not be visible. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

Student must wear (while following the basic principles above):

- An opaque top with a sleeve or strap and must cover the stomach, back, and chest area
- An opaque bottom, such as pants, jeans or the equivalent of a skirt, sweatpants, joggers,
- leggings, dress, or shorts
- Closed-toe shoes

Students may wear, as long as these items do not violate basic principle above:

- Fitted pants, including leggings, yoga pants, and skinny jeans
- Ripped jeans as long as underwear and private body parts are not exposed
- Athletic shorts and athletic skirts
- Religious headwear

Students cannot wear:

- Images, language or symbols that depict tobacco products, drugs, drug paraphernalia, alcohol, violence, hate speech, profanity, pornography, gang symbols, or other illegal activities
- Images or language that creates a hostile or intimidating environment based on a protected class or group.

- Accessories that could be considered dangerous or could be used as a weapon

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 in their backpack to school daily 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**

When the campus is conducting any type of drills, including Lock Out and Lock Down, there is **no entry to campus by families or visitors** until the conclusion of the drill/event. Families will also receive notification when a drill is scheduled or completed.

## **EMERGENCY SCHOOL CLOSING INFORMATION**

If, because of inclement weather, school is canceled or a delayed opening is necessary, an announcement will be placed on the district website, social media accounts, 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

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 who receive them. Finally, assignments are given only for instructional purposes, not for disciplinary reasons.

### 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 an academic penalty.

### Scholastic Penalties

Teachers will assess the academic penalty to be imposed for the following: cheating, plagiarism, and academic dishonesty. Academic dishonesty (ie. 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.

## HEALTH SCREENINGS

Families are encouraged to monitor their student's health prior to coming to school each day. Students with a temperature of 100 degrees or higher in the previous 24 hours are required to stay home.

## 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 medications 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 out of town, they should notify the teacher/office 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, and on the Emergency Card, 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. More information about PTA and joining Yale PTA can be found at: <https://www.joinpta.org/>

#### **PARTIES**

There will be two parties during the school year; a Winter Party in December and Valentine's Day. **If you plan to send treats please make sure they are store bought and pre-packaged. Please also make sure the packaging is unopened and the ingredient list is on the package. Treats must be in original form from the store** 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 and remain in the store bought packaging.** Store bought cupcakes or cookies must be brought to the office. Staff will deliver the treats 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 unless they are for the entire class.**



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. Personal items are limited due to safety protocols and can only be used by the student who brought the item. This also includes electronics, sporting equipment, toys, and games that may distract the learning environment, such as trendy jewelry and toys, playing cards, etc...Teachers may take the item causing a disruption and 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, communicate with the teacher informing him/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 to not release any child from their classroom unless authorized by the school office.

**Students may only leave Yale with a person who 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.

**Students will not be dismissed from the office between 2:45 p.m. and 3:00 p.m.**

## **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 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.**

## STUDENT SAFETY

Due to heightened safety and security measures across all schools please be aware that we will be utilizing increased safety measures when buzzing visitors into the building, as well as using our Raptor system to print badges. During large school wide events, this may take longer than in the past for all to be checked in to our system. We appreciate your patience and support as we continue to work to keep our students and staff safe.

Air purifier/filtration systems are provided in every classroom. Hand sanitizer stations are located throughout the building. Handwashing time has been built into the schedule. Water fountains are accessible. Please consider sending your child with a reusable water bottle each day. All district procedures and protocols are outlined in the district's protocols located on the RISD website: <https://web.risd.org/cv19/>

## 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 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. Flyers and newsletters will also be sent virtually. The folder is to 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 will be 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. Students will continue to receive daily in-class interventions and small group instruction to support academic growth.

## 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. 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 phone use, parking between the signs identifying the crosswalks, parking in fire lanes, speeding, etc. Please stay in your car at all times in the carpool line.

**Bicycles** Students riding bicycles to school will abide by the following expectations:

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. Use the left lane to load and unload students.
2. Use the right lane only for pulling through the driveway
3. Stay in your car at all times.
4. Cross the driveway only at crosswalks.
5. Cooperate with the assigned staff.
6. Model patience and courtesy for our students.

## VOLUNTEER PROGRAM

We encourage you to **complete and pass an online background check. There are NO Exceptions for those who wish to volunteer, and this must be updated/completed each school year. Please apply on VOLY at <https://www.voly.org/>**

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 future field trips and classroom parties that may occur when safety measures deem these appropriate. **You must go to [www.risd.org](http://www.risd.org) and click on "VOLUNTEER ON YOUR CAMPUS" button to fill out these forms. They are not available at school.** Complete the forms in advance as it may take up to a week to process the criminal background check.

If a parent has passed the RISD background check and wishes to attend a field trip with their student, they will be welcome to attend. Siblings or other children under 18 years of age are not allowed to attend the field trip with the class.

## YALE'S NEWSLETTERS

A campus newsletter is sent to the Yale community through email. Please verify and update when needed your current email address to guarantee receipt of the Yale Newsletter.



## 2022-23 Yale Elementary Student/Parent Handbook

The Yale Student/Parent Handbook contains information and guidelines related to the general operations and expectations of our school. The Handbook is located on Yale's website: <https://schools.risd.org/YaleES>

In addition, it is expected that all students and parents review the RISD Student Code of Conduct and adhere to its guidelines and expectations. RISD's Student Code of Conduct is located on the main RISD.org website.

A hardcopy of either of these documents will be provided to families upon request.

Please review these documents carefully with your child(ren). You may contact your child(ren)'s teacher or the front office with any questions.

Also, please refer to the information throughout the school year. We are looking forward to a successful and positive year for all Yale students. Thank you for your cooperation and support as we work together to provide an optimum learning environment for all students.

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parent/guardian signature

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date

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student's name

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grade

My signature also acknowledges that I have reviewed the 2022-2023 Yale Student/Parent Handbook on the Yale Website, and RISD's Student Code of Conduct on the RISD website.