

# Yale Elementary STUDENT / PARENT HANDBOOK 2023-2024



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 15, 2023. 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.

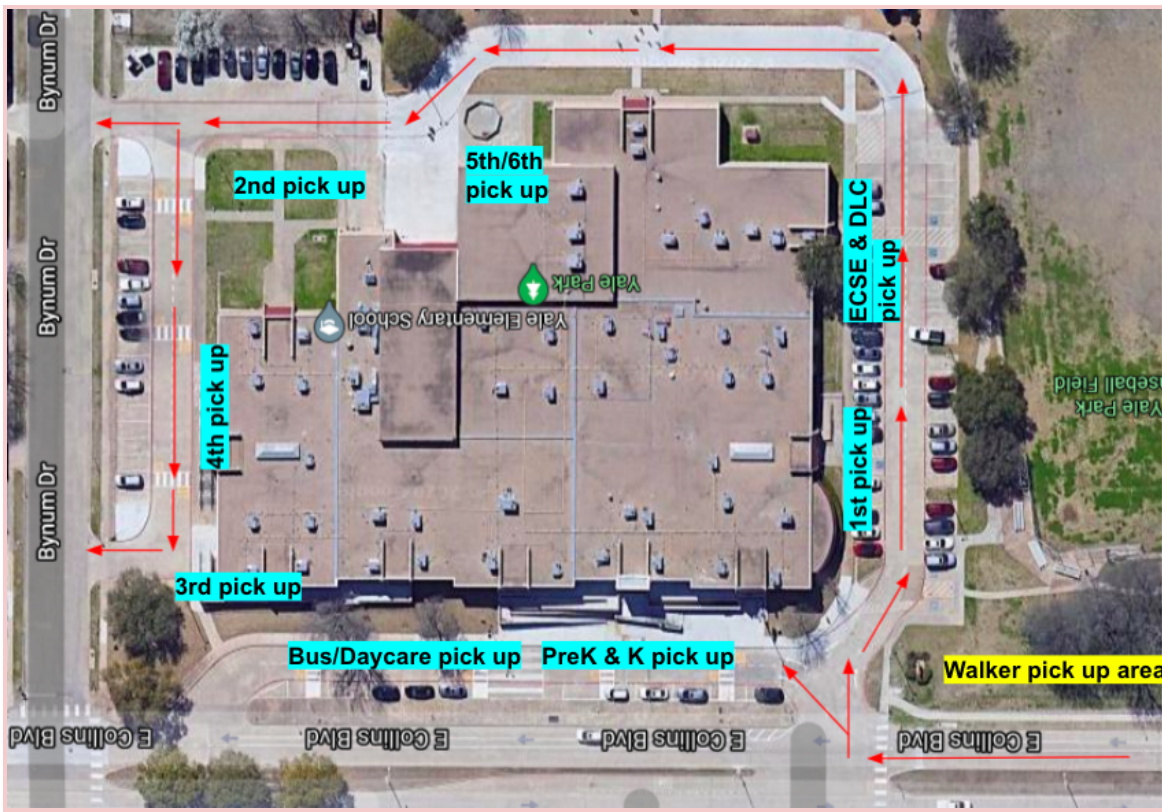


## DISMISSAL INFORMATION-

PreK and DLC/TLC 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. To receive credit or a final grade in a class, a student must attend the class at least 90 percent of the days it is offered. A student who attends at least 75 percent but fewer than 90 percent of the days may receive credit or a final grade if he or she completes a plan, approved by the principal, that allows the student to fulfill the class's instructional requirements. If a student is involved in a criminal or juvenile court proceeding, the judge presiding over the case must also approve the plan before the student receives credit or a final grade. If a student attends fewer than 75 percent of the class days or does not complete the principal approved plan, then the attendance review committee will determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade. With the exception of absences due to serious or life-threatening illness or related treatment, all absences, excused or unexcused, may be held against a student's attendance requirement. To determine whether there were extenuating circumstances for any absences, the attendance committee will consider:

- Whether the student has mastered the essential knowledge and skills and maintained passing grades in the course or subject.
- Whether the student or the student's parent had any control over the absences.
- Any information presented by the student or parent to the committee about the absences.

The student or parent may appeal the committee's decision to the board by following policy FNG(LOCAL).

Truancy. When a student ages 6–18 incurs three or more unexcused absences within a four-week period, the law requires the school to send notice to the parent. The notice will:

- Remind the parent of his or her duty to monitor the student's attendance and require the student to attend school;
- Request a conference between school administrators and the parent; and
- Inform the parent that the district will initiate truancy prevention measures, including a behavior improvement plan, school-based community service, referrals to counseling or other social services, or other appropriate measures.

The truancy prevention facilitator for the district is:

Executive Director Student Support Services  
1500 International Parkway, Suite 100,  
Richardson, TX 75081  
kim.sullivan@risd.org  
469-593-9138

For any questions about student absences, parents should contact their campus principal and/or the facilitator. A court of law may impose penalties against the parent if a school-aged student is deliberately not attending school. The district may file a complaint against the parent if the student incurs ten or more unexcused absences within a six-month period in the same school year. If a student age 12–18 incurs ten or more unexcused absences within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

## **BULLYING**

The district strives to prevent bullying, in accordance with the district's policies, by promoting a positive school culture; building healthy relationships between students and staff; encouraging reporting of bullying incidents, including anonymous reporting; and investigating and addressing reported bullying incidents.

Please see pages 41-44 of the RISD Student Parent Handbook for district bullying policy information.

**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](#)**

Richardson ISD is implementing a new school cafeteria payment system for 2023-24, called [SchoolCafe](#), and will no longer be using the PayPams service.

Existing balances in PayPams will automatically be moved when parents create a SchoolCafe account. [Please click here for more information about SchoolCafe.](#)

To receive free or reduced-price meal benefits for the 2023-2024 school year, families can [complete a meal benefit application via this SchoolCafe link](#). Parents at RISD campuses must sign up their family if they wish to receive school meal benefits.

Parents with questions or in need of assistance may [visit the RISD Child Nutrition website](#) or contact RISD Child Nutrition at 469-593-0109 or 469-593-0102.

## **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/air pods 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/air pod free environment and avoid cell phones/air pods 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 phones/air pods 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 cell phones/air pods during instructional time.

### **Consequences**

If a student uses their cell phones/air pods during the school instructional day without the explicit permission of an authorized district employee, it will result in the confiscation of the cell phones/air pods 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.

<p><b><u>1st Offense</u></b></p>	<ul style="list-style-type: none"> <li>● Phone will be kept in the assistant principal's office for the day, parent/guardian is contacted.</li> <li>● Parent/guardian <b>MUST</b> pick up cell phone (no students will be allowed to retrieve their phone)</li> <li>● Warning to student and parent/guardian about additional consequences that will happen for non-compliance of cell phone-free environment.</li> <li>● Offense noted on Focus with cell phone violation action code chosen.</li> </ul>
<p><b><u>2nd Offense</u></b></p>	<ul style="list-style-type: none"> <li>● Phone will be kept in the assistant principal's office for the day, parent/guardian is contacted.</li> <li>● Parent/guardian <b>MUST</b> pick up cell phone (no students will be allowed to retrieve their phone).</li> <li>● Student assigned school detention.</li> <li>● Offense noted on Focus with cell phone violation action code chosen.</li> </ul>
<p><b><u>3rd Offense</u></b></p>	<ul style="list-style-type: none"> <li>● Phone will be kept in the assistant principal's office for the day, parent/guardian is contacted.</li> <li>● Parent/guardian <b>MUST</b> pick up cell phone (no students will be allowed to retrieve their phone)</li> <li>● Offense noted on Focus with cell phone violation action code chosen.</li> <li>● Student assigned 1 day of ISS.</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.



## CLINIC PROCEDURES

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 virtual conference, 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. 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 of District Technology

See pages 62-63 of the RISD Student Parent Handbooks for information regarding acceptable use of district technology.

## DRESS CODE

The district's dress code teaches grooming and hygiene, prevents disruption, and minimizes safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

Students may not wear or display any article of clothing, accessory, or body art that:

- Includes images, language or symbols that depict tobacco products, drugs, drug paraphernalia, alcohol, violence, hate speech, profanity, pornography, gang symbols, or illegal activities.
- Includes images or language that creates a hostile or intimidating environment based on any protected class or group.
- Accessories that could be considered dangerous or could be used as a weapon.
- Secondary students may not wear bandanas of any color.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school and return to the classroom. If the problem cannot be corrected at school, the principal will work with the student and parent to

obtain an acceptable change of clothing for the student in a way that minimizes loss of instructional time.

Repeated or severe offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

## **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 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.

## **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 not be taken 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 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 3:10 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.

## 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.

### **WATER BOTTLES AND SNACKS**

Students are encouraged to bring water bottles to school for hydration. Water bottles must have a closing lid and only contain water-- no juice, soda, sports drinks, etc. Water bottle refill stations are available on campus.

Each grade level determines whether or not a snack time will be built into the daily schedule. If your child's grade level teacher has a built in snack time, all snacks must be small and healthy.

### **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.



## 2023-24 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.

\_\_\_\_\_  
parent/guardian signature

\_\_\_\_\_  
date

\_\_\_\_\_  
student's name

\_\_\_\_\_  
grade

My signature also acknowledges that I have reviewed the 2023-2024 Yale Student/Parent Handbook on the Yale Website, and RISD's Student Code of Conduct on the RISD website.