

Yoakum Primary School
Student Handbook
2018-2019 School Year



Students Taking a Right Step
Important – Please Read!

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Introduction

Dear Students and Parents,

On behalf of the staff of Yoakum Primary and Primary Annex, We would like to welcome you to the 2018-2019 school year. We are extremely excited about being your principals and we're looking forward to meeting and getting to know all the students and parents. Our goal is to create a solid educational foundation for all of our students. Although challenges continue to face us, we will rise to the challenge and meet the needs of our students and make them successful. With teachers, parents, students, administrators, and the community working together we will achieve great results.

This handbook is designed to assist you in becoming aware of pertinent information affecting the education of your child. Please read the handbook and return the parent acknowledgement form to your teacher. This year we decided to condense the handbook we pass out to students to make it more reader friendly. To view our complete version of our handbook, you can go to our website at www.yoakumisd.net. If at any time, a concern develops that is not covered in the handbook, please contact the administration.

We look forward to working with you and your children this school year. Have a great year!

Sincerely,
Pat Brewer, Primary Annex Principal
Darrin J. Stansberry, Primary Principal

People Who Can Help You at Primary and Primary Annex

Homeroom Teacher	Always a good 1st contact
Kim Kvinta	Counselor - Primary
Mary Gail Henneke	Counselor – Primary Annex
Rachel Owens	G/T Teacher & Coordinator
Melissa Schindler	Librarian
Amanda Klein	School Nurse
Debbie Randazzo	School Nurse
Janet Jiral	School Nurse
Kelle Stary	Primary School Secretary
Kelly Alvarez	Primary School TxEIS Clerk
Diana Nunez	Primary Annex School TxEIS Clerk
Angie Gomez	Primary Annex School Secretary
Darrin J. Stansberry	Principal - Primary
Pat Brewer	Principal – Primary Annex

Important phone numbers & addresses:

Central Office:	293-3535	315 E. Gonzales St.
Primary School:	293-2011	800 West Grand Avenue
Primary Annex:	293-3312	412 Simpson St.

Non-Discrimination Statement

Yoakum ISD does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education or providing access to benefits of education services, activities, and programs, including vocational programs. This is in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972 ; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

The District Title IX Coordinator and 504 Coordinator, Chad Rothbauer, is designated to coordinate compliance with these requirements.

The district will take steps to ensure that a lack of English language skills will not be a barrier to admission or participation in any educational, career and technology programs.

I. ATTENDANCE

Class Credit

Regular school attendance is essential for the student to make the most of his or her education to benefit from teacher activities, to build each day's learning on that of the previous day, and to grow as an individual. Therefore, parents and students should make every effort to avoid unnecessary absences.

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. The actual number of days a student must attend in order to receive credit will vary each year. A student who attends fewer than 90 percent of the days the class is offered cannot receive credit for the class or the year unless the attendance committee finds that the absences are the result of extenuating circumstances.

This law includes students in kindergarten & pre-kindergarten. School employees must investigate and report violations of compulsory attendance law. Therefore, a student absent without permission will be considered truant and subject to disciplinary action. Parent could be fined and could face court actions.

Extenuating circumstances are defined as follows:

1. Personal illness.
2. Death in the family.
3. Quarantine.
4. Weather or road conditions making travel dangerous.
5. Religious Holy Days under Ed. Code 21.035(f).
6. Family emergencies or unavoidable circumstances.
7. Required court appearances.
8. Extracurricular activity or public performance approved by the District Board of Trustees.
9. Required screening, diagnosis and treatment for Medicaid-eligible students.
10. Documented health care appointment - if the child begins classes or returns to school on the same day as the appointment.
11. Absence required by State welfare authorities.
12. Any other unusual cause acceptable to the principal or superintendent

Compulsory Attendance

The state compulsory attendance law requires that a student between the ages of 6 and 18 must attend school unless the student is otherwise legally exempted or excused. **It also applies to students below the age for compulsory attendance during any period that the student is voluntarily enrolled in pre-kindergarten or kindergarten.** School employees must investigate and report violations of the state compulsory attendance law. If a student is absent on three or more days or parts of days within a four-week period truancy prevention measures will be implemented. A school aged student deliberately not attending school may result in assessment of penalties by a court of law against both the

student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

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

Parent Note

On the first day following an absence from school, students are required to bring a note signed by the parent/guardian describing the reason for the student's absence. After showing the note to the teacher, he/she will bring the note to the office for an absence slip. **After returning to school, a student has 3 days in which to bring a note to the office, otherwise the absence will be listed as unexcused.** A campus committee or administrator will determine, based upon the reason of the absence, whether or not the absence was due to extenuating circumstances. If the absence was due to extenuating circumstances the absence will be excused.

When the student's absence is determined to be unexcused, the student may be allowed to make up the time in order to meet the 90 percent requirement. A new ruling allows your child to be counted present if he or she is in school for any part of the day, and has a doctor's note covering the time he/she was not in school. It is, therefore, always to your advantage to get a note any time your child sees a doctor, especially if he/she can attend school before or after the doctor visit.

After the 3rd absence, a parent or guardian must send a note to explain any absence not covered by a doctor's note. If the parent does not send a note, the absence will be automatically considered unexcused.

Tardy Policy

Excessive tardiness will result in consequences for students at Yoakum Primary School. If a student receives 5 or more tardies in a six weeks period, that student will be given a day of lunch detention. If a student receives 10 or more tardies over a semester, that student will be given a day of ISS. When a student is tardy a parent or guardian must check them in at the school office for a tardy slip.

RELIGIOUS HOLY DAYS

Students shall be excused from attending school for the purpose of observing religious holy days when it is a tenet of their faith that they must be absent from school during such time. A written request must be sent to the school in advance by the parent or guardian. Excused days for travel shall be limited to not more than one day for travel to, and one day for travel from the site where the student will observe the holy days. Students will be given make-up work when they return to school.

Arrival

The school doors open at **7:30 A.M.** **For the safety of our students, we ask that they arrive at school no earlier than 7:30 A.M.** However, they should arrive before 8:00. At the Primary and the Primary Annex the students will eat breakfast before going to class.

We encourage all students to ride the bus, both to and from school each day. Except for the 1st day of school, children may then enter the cafeteria for breakfast. Students will all be served breakfast at no charge. Primary students may then proceed to the slab. Children brought to school by parents should always use the circular drive-through on E. Hugo Street at the Annex and Cecelia Street at the Primary. Please remember that these are drive-through areas, and not parking areas. Bus students will be dropped off on Simpson St. at the Annex and Bovine St. at the Primary. After being dropped off, morning Pre-K and Kindergarten students will proceed to the slab area during good weather and the hallway during bad weather.

YOAKUM INDEPENDENT SCHOOL DISTRICT

CHRIS KVINTA
Asst. Superintendent
Administration

TOM KELLEY, SUPERINTENDENT
P.O. Box 737
Yoakum, Texas 77995
(361) 293-3162
Fax (361) 293-6678

CHAD ROTHBAUER
Asst. Superintendent
Curriculum & Instruction

PATRICK FRANK, Principal
Yoakum Junior High School

CHRIS WEGENER, Principal
Yoakum High School

DARRIN STANSBERRY, Principal
Yoakum Primary School

GABE ADAMEK, Principal
Yoakum Intermediate School

PAT BREWER, Principal
Yoakum Primary Annex School

Notice to Students and Parents Regarding the Use of Video Recorders on School Buses

The District has installed video recording equipment on all school busses to monitor school transportation, and will be videotaping bus routes at random during the school year. Each bus has been equipped with a video monitor box, in which a video recording device may be installed. Student will not be notified when a recording device has been installed on their bus.

Tapes shall be reviewed as needed, and will serve as evidence of student misconduct when reported by the driver. Students found to be in violation of the District's bus conduct rules shall be notified, and disciplinary action will be initiated.

Videotapes shall be treated as protected student records under the Family Educational Rights and Privacy Act. The following guidelines shall apply:

1. Tapes shall remain in the custody of the Transportation Supervisor.
2. Parents or students who wish to view a videotape in response to disciplinary action taken against a student may request such access under the procedures set out in the School Board Policy Manual, under section FL (Exhibit).
3. Persons unrelated to a disciplinary incident shall not be permitted to view bus videotapes.

Lunch Schedule

Pre-Kindergarten (A.M.)	11:00 a.m.
Pre-Kindergarten (P.M.)	12:00 p.m.
Kindergarten (Caka, Quilpas, Johnson)	11:15-12:15
Kindergarten (Koenig, Wenske, Thomas)	11:15-12:15
First Grade	11:30-12:15
Second Grade	12:15 - 1:00

School Day

Regular school hours are as follows:

Early childhood	8:00-10:00	
Pre-Kindergarten A.M.	8:00-11:00	
Pre-Kindergarten P.M.	12:30 - 3:30	
Kindergarten:	8:00 - 3:30	Buses run - 3:30
First and Second Grade:	8:00 - 3:25	Car Riders
	8:00 - 3:35	Bus Riders

Building Conduct

Any time students are in the building they are to conduct themselves in the proper manner, walking quietly on the right side of the hallway. According to teachers' instruction, they should walk (not run) hip/lip or with hands folded behind the back. When they enter the room, they should be seated quietly and await further instructions.

Inclement Weather

If weather conditions are so severe that conditions would be hazardous to students and staff, the superintendent may determine that school will not convene.

These stations will carry weather and school closing information:

ANAL	Amy	Victoria	576-9176
KVIC	Amy / 95.1 fm	Victoria	576-6111
CRY	Amy	Query	275-3430
KCTI	Amy /1450 am	Gonzales	672-3631
KRJH	Amy	Hallettsville	798-4333

KQTI	Amy	Edna	782-6681
KTSA	Amy 550 am	San Antonio	655-5500
KOOKS	Amy	San Antonio	684-0068
KYKM	94.3 fm	Yoakum, Shiner	594-8433
KTXM	99.9 fm	Hallettsville	798-4333

Picking Up Students during School Hours

We feel that it is important that students are in attendance the complete school day, as valuable instructional time is missed when they leave early. However, if it is absolutely necessary to take your child out of school before dismissal time, the following procedure must be followed:

1. Send a note to your child's homeroom teacher that morning specifying the time that you will pick up your child.
2. If someone else is picking up your child, we must have a note or phone call from you.
3. **Come to the office to sign your child out of school. Your child will then be called to the office. DO NOT go into the class area, cafeteria, or playground to get your child.** Going into the classroom does interrupt the teaching that is taking place. Please allow adequate time in your schedule (about 10 min.) to follow procedure.

Picking up Students Afterschool

Primary students who are picked up regularly by private car will be dismissed 10 minutes early at the circle drive. Please pick up your child promptly, since supervision is not provided after school has been dismissed.

On any special day, when students either **may** be picked up early by parents, or remain in a supervised group on the playground, please send a note if you wish to pick up your child.

Registration & Admission

At the beginning of each school year, it is necessary for parents to complete the registration materials. The information on the two enrollment cards is extremely important. Be sure to complete the forms legibly and sign all necessary spaces. Return the completed materials to your child's homeroom teacher the following day. New pre-kindergarten and kindergarten students who have preregistered will have already turned in their forms. It may, however, be necessary to fill out a new lunch application.

To be admitted, a parent must provide the student's birth certificate, immunization record, social security card, and proof of district residence or transfer.

Excused From Physical Education Participation

Physical education is an important part of a child's educational experience. A written excuse is required in the event a child needs to be excused from participation in physical education. If he or she cannot participate for a period of more than five days, a doctor's statement MUST be presented to the school.

Withdrawal of Students from School

A student may be withdrawn from school only by a parent. The school requests notice from parent at least three days in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the principal's office. On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to assure a clear library record; to the clinic for health records; to the teacher for the last report card and course clearance; finally, to the principal. A copy of the withdrawal form will be given to the parent and a copy placed in the student's permanent record.

Student Records Confidentiality

A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. Please see Local policy FL, addressing student records.

II. HEALTH

Medication Policy

Home medication, prescription or non-prescription, (over the counter drugs) can be given at school ONLY if specific requirements are met. Most medicines that are needed daily, twice a day, or three times a day can be given at home and SHOULD NOT be brought to school.

If your child has a specific health condition and requires medicine during school hours, then YOU MUST MEET with the school nurse.

The medication requirements to prescription and non-prescription drugs are as follows:

- A written request from parent or guardian.
- Medication must be in its original container, labeled with student's name, name of medication and directions for time and dosage.
- ALL medication should be brought BY THE PARENT to the school nurse or the student's homeroom teacher.
- Medication WILL NOT be sent home with students. It is the parent's responsibility to pick up the medication.

Medication will be given by the nurse when she is on the campus and by the secretaries when she is not.

Unused medication left for a period of two weeks or longer will be destroyed. Efforts will be made to notify parent/guardian prior to destroying any medication. At the end of the school year, all medication is to be picked up by the parent, or it will also be destroyed. If the requirements are not met, we will not give your child his/her medication. So, for your child's health and safety, we ask that you follow the stated requirements.

If you have any questions or concerns, please call the school nurse, at 293-3451. Thank you for your cooperation in this very important health matter.

Emergency and Illness

In an effort to provide for a child in case of sudden illness or an accident, it is essential that the following information be provided on the Emergency Care Form which is sent home with students at the beginning of each school year.

- Parent Signature
- Where to reach both parents (home, business, relative or neighbor's phone numbers). Notify school office immediately of any changes.
- Name, address, and telephone number of your family physician.
- Your choice of an emergency plan listed on the emergency form.

- Any physical ailment, such as convulsions, heart defects, diabetes, use of medication, etc. marked on the card. Information should be provided to the school nurse.

NOTE: If your child becomes ill or is injured at school, you will be notified, and a first aid procedure will be provided. For the health and safety of all students, a child obviously ill or with a temperature of 100 degrees or more, will not be allowed to remain at school. Parents are urged to keep ill children at home. Children must be free of symptoms and fever for twenty-four (24) hours before returning to school. Please do not keep your children at home if they are not ill, unless it is for one of the previously mentioned extenuating circumstances. **The District is not responsible for medical expenses associated with a student's injury.**

Immunization Requirements

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of Health, Immunization Division, can be honored by the District. The immunizations required are: **diphtheria, rubella (measles), rubella, mumps, tetanus, Hemophilia influenza type B, polio myelitis, hepatitis A hepatitis B, and variously (chicken pox)**. The school nurse can provide information on age-appropriate doses or an acceptable physician-validated history of illness required by the Texas Dept. of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. For further information, see policy FLAB.

Communicable Disease Policy

Parents of students with a communicable or contagious disease should phone the school nurse or principal so that parents or students who have been exposed can be alerted. In an effort to protect the health of all children, it may be necessary to exclude from school any children who are suffering from a communicable disease. The district's communicable disease policy stands in compliance with the Texas Civil Statutes, Article 4477. More common communicable diseases include chicken pox, pink eye (conjunctivitis), ringworm, impetigo, streptococcal infections (including scarlet fever) and pediculosis (lice). Children excluded from school because of a communicable disease may be readmitted when the school has received a letter from the attending physician, stating that the student is no longer contagious, **and when the child is free of symptoms and infection.**

Detailed information regarding symptoms, incubation period, and required length of exclusion for each communicable disease is available in the clinic at each school.

Bacterial Meningitis

What is Meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

What are the Symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How Serious is Bacterial Meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases, it can be fatal or a person may be left with a permanent disability.

How is Bacterial Meningitis Spread?

Fortunately, none of the bacteria that caused meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and causes meningitis or another serious illness.

How Can Bacterial Meningitis be Prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

What should you do if you think you or a friend might have bacterial meningitis?

Seek prompt medical attention.

YOAKUM INDEPENDENT SCHOOL DISTRICT

CHRIS KVINTA
Asst. Superintendent
Administration

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P.O. Box 737
Yoakum, Texas 77995
(361) 293-3162
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Asst. Superintendent
Curriculum & Instruction

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Yoakum Primary School

GABE ADAMEK, Principal
Yoakum Intermediate School

PAT BREWER, Principal
Yoakum Primary Annex School

Parent Reunion Areas

Yoakum Primary Annex
Yoakum Primary
Yoakum Intermediate

The corner of Hugo and Simpson streets
The corner of West May and Cecilia streets
The clearing on the corner of Antioch and Kennedy streets

Yoakum Junior High

Outside the back of the mall area on Goldman and Koether Drive #2 streets

Yoakum High School

The main gym parking lot at Baldwin and McKinnon streets.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

Sincerely,

Tom Kelley
Yoakum ISD Superintendent of Schools

Food Allergies

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at www.yoakumisd.net.

Pest Control Information

The District periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the District Pest Control Coordinator. Notices will be posted 48 hours before application, and application will be done when students are not at school.

As part of our commitment to provide your child with a safe, pest-free learning environment, the Yoakum ISD may periodically apply pesticides to help manage insects, weeds, or pathogens. Pesticide applications are part of our integrated pest management (IPM) program, which relies largely on non-chemical forms of pest control. Pesticide applications on Yoakum ISD property are made only by trained and licensed technicians. Should you have questions about the district's pest management program or wish to be notified in advance of pesticide applications, you may contact our IPM coordinator: Chris Kvinta at 293-3535.

III. GENERAL POLICIES

Communication - School/Home

When a parent contacts the school to talk with a teacher, the message will be placed in the teacher's box by the secretary. The call will be returned as soon as the teacher has time available. Calls may be returned during the teacher's scheduled conference time, after school, or in the evening. If the call refers to something of an immediate nature, the note will be delivered directly to the teacher.

Dress Code

We believe that a student's behavior is very much influenced by his/her manner of dress. Students who are neat and clean and properly dressed generally perform better in school. It is our hope that with your cooperation the dress code standards will be beneficial for your child. Students and parents may determine a student's personal dress and grooming standards, provided they comply with the following:

Appropriate shoes should be worn, (example tennis shoes). Please do not wear **flip flops**, or skate tennis shoes.

Tank tops, crop tops, and baggy pants **should not** be worn.

Shorts may be worn at the Primary School, however, no biking shorts, short shorts, or baggies, will be allowed. Shorts should not be rolled up.

Hair should be clean and neatly trimmed, out of the student's eyes and should be no longer than collar length on boys. Boys may not wear earrings to school. Good health and good hygiene should be practiced by all students. Care should be taken to ensure clean hair and bodies. Boys are not allowed to wear "tails" in their hair.

We also consider it to be a most important function of the school to develop qualities of leadership and citizenship. It is essential for the positive learning environment of the school that any mode of dress that tends to disrupt or distract be prohibited. This includes clothing containing tobacco, drug, or alcoholic beverage advertisements, or obscene, profane, or suggestive wording. Apparel and jewelry known to represent gangs are not allowed. Tattoos, temporary or permanent, are not allowed. Clothing that promotes violence (i.e. wrestling t-shirts) is not allowed. The school principal reserves the right to make judgment concerning the appropriateness of dress and grooming when necessary.

Visitors to the School

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office. Visitors will be given a visitors sticker by the office secretaries. Visitors to individual classrooms during instructional time are permitted only with approval of the principal and teacher so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Insurance for Students

Very reasonable school insurance is available for all students wishing to purchase such insurance. However, it is the parents' responsibility to read the policy to determine

coverage, its duration, and claim procedures. Special attention should be given to certain limitations stated in these insurance plans. The following plans are available:

Plan 1: At School Plan, Covers students during the school day as defined in the policy.

Plan 2: 24 Hour Plan, Provides 24 hour coverage for students as defined in the policy.

Teachers will have insurance forms available for students.

Note: Under state law, The Yoakum School District cannot underwrite the medical expenses of any student injured at school or at school functions. If your child is covered under other insurance, your primary insurance will be billed first, and any school plan you purchase will be secondary. Remember this is not insurance provided by the school. Every claim will be between you and the insurance company.

Except for the purchase of insurance against bodily injury while training for or engaging in interscholastic athletic competition or while engaging in school-sponsored activities on a school campus, the District, under state law, cannot pay for medical expenses associated with a student's injury.

Drills-Fire, Tornado, and Other Emergencies

Students, teachers and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or marshals quickly, quietly, and in an orderly manner.

Standard Response Protocol: Lockout, Lockdown, Evacuate, Shelter Drills.

Emergency Shelter Plan

Following are supervisory responsibilities for shelter opening and operation in the event of a hurricane or other disaster that would require the schools to provide shelter for in-town families.

Coordinator - Chris Kvinta

Jr. High School

Patrick Frank*
Pat Brewer
Karl Saenz
Tommy Linn
Daryl Kloesel
Rick Owens
Kyle Foster
Jay Quinney

High School

Chris Wegener*
Gabe Adamek
Bill Brittain
Ron Pekar
Darrin Stansberry
Anthony Bryson
Dewayne Arkadie
Bo Robinson

The Junior High School will be the first school to open. The High School would be the second school to open if needed. The personnel with an (*) asterisk will be in charge at each of the designated campuses.

Under the new mandatory evacuation procedures, all out-of-town evacuees should not stop in Yoakum, but continue on to the designated Red Cross Shelter. The schools will be opened only after a disaster has occurred.

RULES

1. Phone must be locked up and used only by the supervisor in charge.
2. Every person at the shelter must register his/her name and address. Include children of every age.
3. See that water and restroom facilities are provided.
4. Keep all persons out of classrooms.

Terms to Know

HURRICANE WATCH: Issued when a hurricane threatens, the watch covers a definite area and time period. A hurricane watch indicates conditions are a real possibility, usually within 24-36 hours, but it does not mean they will happen. When the watch is issued, everyone in the area should listen for advisories and be prepared to act quickly if a hurricane warning is issued.

HURRICANE WARNING: The hurricane warning is the action notice. This is the time take all necessary precautions and begin relocating. A warning is issued 24 hours before hurricane conditions are expected. When the hurricane path changes quickly, the warning may be issued 10 to 18 hours, or less, before the center of the storm makes landfall. Hurricane warnings identify where winds of at least 74 mph are expected. A warning may also say where dangerously high water or exceptionally high waves are forecast even though winds may be less than hurricane force.

STORM WARNINGS: Storm warnings may be issued when winds of 55-73 mph (48-63 knots) are expected. If a hurricane is expected to strike a coastal area, gale or storm warnings will not usually precede hurricane warnings.

TROPICAL DISTURBANCE: A moving area of thunderstorms in the Tropics that maintains its identity for 24-hours or more. A common phenomenon in the tropics.

TROPICAL DEPRESSION: Rotary circulation at surface, highest constant wind speed 38 mph (33 knots).

TROPICAL STORM: Distinct rotary circulation, constant wind speed ranges 39-73 mph (34-63 knots).

HURRICANE: Pronounced rotary circulation, constant wind speed of 74 mph (64 knots) or more.

SMALL CRAFT CAUTIONARY STATEMENTS: When a tropical cyclone threatens a coastal area, small craft operators are advised to remain in port or not to venture into the open sea.

GALE WARNINGS: May be issued when winds of 39-54 mph (45-47 knots) are expected.

FLASH FLOOD WATCH: A flash flood is possible in the area; stay alert.

FLASH FLOOD WARNING: A flash flood is imminent; take immediate action.

TORNADOES: Spawned by hurricanes, they sometimes produce severe damage and casualties. If a tornado is reported in your area, a warning will be issued.

Lost and Found

Articles not claimed by students are placed in a central location near the office. We strongly urge parents to label all articles of clothing that might be removed at school, as well as lunch kits and other personal belongings that could be misplaced.

Refreshments/ Snacks

Must be in compliance with the Texas Public School Nutrition Policy.

Student or Parent Complaints and Concerns

Usually student or parent complaints or concerns can be addressed simply-by phone call or a conference with teacher. For those complaints and concerns that cannot be handled easily, the District has adopted a standard complaint policy at FOG (LOCAL) in the District policy manual.

In general, the student or parent should first discuss the complaint with the campus principal. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

Some complaints require different procedures as listed below. Any campus office or the Superintendent's office can provide information regarding specific process for these complaints. Additional information can also be found in the designated Board policy, available in the Principal's and Superintendent's offices (or on the District's Web site at www.yoakumisd.net)

Specialized complaint procedures exist regarding:

- Identification, evaluation, or educational placement of a student with a disability: policies ELBA and FOB.

- Loss of credit because of excessive absences: policy FDD

- Removal of a student by a teacher for disciplinary reasons: policy FOAA and the Student Code of Conduct.

- Removal of a student to a disciplinary alternative education program: policy FOB and the Student Code of Conduct.

- Expulsion of a student: policy FOD and the Student Code Of Conduct.

- Discrimination on the basis of sex: policy FB.

- Harassment of a student on the basis of race, color, religion, or disability: policy FNCL and the student Code of Conduct.

Sexual abuse or sexual harassment of a student: policy FNCJ and the Student Code of Conduct.

Instructional materials: policy EFA.

On-campus distribution of non-school materials to students: policy FMA.

Complaints against District peace officers: policy CKE

Complaints by students or parents are addressed in Local Policy FNG as follows:

Harassment on the Basis of Race, Color, Religion, National Origin, or Disability

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student.

Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. The District encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about expectations in this area with a teacher, counselor, or designee. A student who believes he or she has been harassed by another student or by a District employee is encouraged to report to the principal or counselor. The allegations will be investigated and addressed. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct. The student or a parent may appeal the decision of the principal regarding the outcome of the investigation in accordance with policy FOG(LOCAL). See also policy FNCL.

Child Sexual Abuse and Other Maltreatment of Children (All Grade Levels)

The district has established a plan for addressing child sexual abuse and other maltreatment of children. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomach aches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems at school.

Education Code 38.0041; BQ(LEGAL);

District Improvement Plan;

[http://tea.texas.gov/Texas Schools/Safe and Healthy Schools/Child Abuse Prevention/Child Abuse Prevention Overview/](http://tea.texas.gov/Texas_Schools/Safe_and_Healthy_Schools/Child_Abuse_Prevention/Child_Abuse_Prevention_Overview/)

Sexual Harassment

Students shall not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a district employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct. All students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of all incidents of sexual harassment or sexual abuse by an employee.

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools.

To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the counselor, the principal or designee, or Mr. Chad Rothbauer, Asst. Superintendent, who serves as the District Title IX coordinator for students.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator. The first conference with the student ordinarily will be held by a person who is the same gender as the student. The conference will be scheduled and held as soon as possible within five days of the request. The principal or Title IX coordinator will coordinate an appropriate investigation, which ordinarily will be completed within 7 days. The student or parent will be informed of extenuating circumstances delaying completion of the investigation.

The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent within 7 days may request a conference with the Superintendent or designee by following the procedure set out in Board policy FNCJ (LOCAL). If the resolution by the Superintendent or designee is not satisfactory, the student or parent may present the complaint to the Board as provided by policy.

Bullying

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or –related activity, or in a district operated vehicle, and the behavior:

- Results in harm to the student or the student’s property,
- Places a student in reasonable fear of physical harm or of damage to the student’s property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student’s education or substantially disrupts the operation of the school.

Bully is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called “cyberbullying.”

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying. Any retaliation against a student who reports an incident of bullying is prohibited.

The principal may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom.

Notification under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collections and use of information for marketing purposes, and certain physical exams. Yoakum ISD adopted procedures to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Yoakum ISD will notify parents and eligible students of any substantive changes and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or part by the United States Department of Education.
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law.

Parents/eligible students who believe their rights have been violated may file a complaint with

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20020-4605

Protection of Student Rights

Parents may request information of the professional qualifications of their child’s teacher. In addition, the school will notify parents of the right to inspect all instructional materials to be used in connection with a survey, analysis, or evaluation as part of a federally funded program. Notice will be sent home before such a survey, analysis or evaluation is administered and parent consent will be requested if information regarding any of the following is part of the survey, analysis, or evaluation:

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental and psychological problems of the student or student’s family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating, and demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or parent; or
8. Income, other than as required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

Title IX Complaints

Complaints should first be presented orally to the student's teacher or principal within fifteen days of the time the student first knew of the situation occasioning the complaint. The teacher or principal and the student shall attempt to resolve the matter informally.

If the student is not satisfied with the action taken, the student shall within seven days after the first action taken, file a complaint in writing with the principal. If the student is not satisfied with the written decision rendered by the principal, the student shall within seven days file in writing with the Superintendent a notice of appeal. If the student is not satisfied with the written decision rendered by the Superintendent, the student shall within seven days file in writing with the Superintendent a notice of appeal to the Board. The student will be notified in writing of the date and time of a hearing before the Board.

The written complaint submitted to the Principal and Superintendent shall form the basis of the appeal before the Board. The failure of the student to attend in person the hearing before the Board shall be deemed as an acceptance by the student of the written decision rendered by the Superintendent. The Board will render a decision in writing to the student within fourteen days after the hearing.

Items not permitted at School

Physical education equipment is supplied by the school district. Items such as footballs, baseballs, etc. should not be brought to school.

Radios, tape decks, CD players, electronic games, other electronic devices, balls and toys should not be brought on the school campus unless they are used as part of a classroom project or requested by the teacher.

Knives or any other dangerous objects are not allowed.

Laser pointers and paging devices are not permitted (neither possession nor use) while on school property or while attending school sponsored events on or off school property or while using district transportation.

These will be confiscated, and the student will be punished according to the student code of conduct.

Violations of Law:

- Use or possession of alcohol, drugs, tobacco and weapons
- Involvement in disruptive activities
- Being a member of, or involved, with a gang
- Hazing activities.

Distribution of Non-school Materials:

- Unless a student (or non-student) obtains specific prior approval from the principal, written materials, handbills, photographs, pictures, petitions, films, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any campus. If the material is not approved within two school days of the time it was submitted to the principal, it should be considered disapproved.
- Disapprovals may be appealed by submitting the disapproved material to the Superintendent; materials not approved by the Superintendent within three days are considered unapproved. This disapproval may be appealed to the Board in accordance with policy MA (LOCAL). Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without this approval will be removed.

Governmental Authorities

Questioning of Students

- When law enforcement officers or other lawful authorities wish to question or interview a student at school:
- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection. The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

Students Taken into Custody

- State law requires the District to permit a student to be taken into legal custody:
- To comply with an order of juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.

- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court. To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in Family Code relating to the student's physical health or safety. Since the principal does not have the authority to block a custody action, notification will most likely be after the fact.
- Because the principal does not have the authority to prevent or delay a custody action, notifications to the Superintendent and parent will most likely be after the fact.

Notification of Law Violations

The District is also required by state law to notify: All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any offense or for any felony offense or for certain misdemeanors. All instructional personnel who have regular contact with a student who has been convicted or adjudicated of delinquent conduct for any felony or offense or certain misdemeanors. [For further information, see policy GRAY.

Telephone Use/Messages

The telephones in our buildings are business phones and may be used by students only on an emergency basis. In an emergency situation, messages will be relayed through the office to your child. Students may not leave class to receive a phone call.

Except in cases of emergency, we urge parents to make all arrangements for after-school plans before their children leave home in the morning. The school cannot assume responsibility for relaying messages regarding after-school plans, and students may not use the phone for permission for after-school activities. Students should also take responsibility for getting to school with the necessary supplies and materials. They should not have to call home for books, homework, and projects to be brought to school.

We appreciate your help in developing the responsibility in your child to be prepared for his/her day.

Textbooks and Library Books

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The

library is open for student use during the school day. Teachers and Librarian may determine times at the Primary and Primary Annex. Students have full responsibility for any library books they check out. Lost library books must also be paid for before reports and records can be released. Students have full responsibility for textbooks issued to them. No school records and reports can be released to students, parents, or other schools until textbooks are cleared. Lost or damaged textbooks must be paid for in full. Book covers are provided for all textbooks, and it is the student's responsibility to keep all textbooks covered at all times

Student Right to Pray

The school recognizes a student's right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt the instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

Fees

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his or her own supplies of pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits such as voluntary purchases, pictures, publications, yearbooks, materials for individual class projects, etc... In extreme cases a waiver of fees may be considered.

School Parties

There will be school parties during the year and at the end of school. Parents will be asked to assist with these parties.

Other party occasions, such as birthdays, etc. should not be celebrated at school. No birthday invitations are to be handed out at school.

Drug Prevention Policy

It is unlawful, wrong, and/or harmful for students to possess, use, transmit, or attempt to possess, use, or transmit, or be under the influence of any unlawful drugs or alcohol within a thousand feet of any school property or school sponsored activity, function, or event.

Students disobeying this policy must be prepared to suffer disciplinary sanctions by school officials as well as local, state, and federal authorities as the laws demand.

IV. ACADEMIC POLICIES

Conferences

We encourage conferences throughout the school year. Any time you desire a conference with your child's teacher and/or principal, please call the school office. Your child's teacher has a conference period scheduled daily. Parent conferences are **required** at the end of the 1st six weeks.

Grading Policy

Grades are believed to be a measuring device used to inform the teacher, parent, and the student of progress or lack of progress in a specific subject. Grades are also to be used as a basis for credit and promotion.

In Prekindergarten and Kindergarten progress is reported by checklist (s) of important skills. The First grade and Second grade achievement shall be reported to parents as number grades for language arts and math.

Non graded subjects (health, writing, music, art, physical education, social studies, science, and conduct) will use S (Satisfactory) and U (Unsatisfactory).

S = Satisfactory

U = Unsatisfactory

These grades will not be considered for determining the honor roll. All grades are given at six week intervals. In academic courses, grades are based on approximately three-fourths for daily work and one-fourth for the six weeks test.

Progress Reports

A progress report will be sent at the end of a three week period if the student is failing any subject. Parents are responsible for requesting any needed teacher conference at that time. Progress reports and report cards are to be signed by parents and returned to the classroom teacher by the next school day.

Honor Roll

In first and second grade the honor roll shall consist of grades of 90 or above, except that it will not include handwriting in grades two through five. There will be two honor rolls in grades 1-8. The distinguished honor roll shall consist of grades of 90 or above. The regular honor roll shall consist of grades of 90 or above and not more than one grade of 80 or above.

Testing

In order for students to do their best on any test, they must be comfortable and alert. Parents are encouraged to be aware of their child's schedule and to assure that the child comes to school every day-but especially on test days-after:

A good night's sleep;

A good breakfast; and

Dressing for the weather or for the temperature inside the testing center.

Promotion and Retention

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. To earn credit in a course, a student must receive at least a 70 based on course-level or grade level standards. To be promoted at the elementary grades, a student must pass with at least a grade of 70, three of the four core subjects of L.A., Math, Science, and S.S., and must have an overall passing average when all academic courses are averaged together.

Homework

Homework assignments are intended to reinforce skills and concepts being taught at school or to remediate individual skill weaknesses. Incomplete class work may also be continued as a homework assignment in addition to the specifically designated homework.

Homework assignments will be checked and graded and will be reflected in the overall six weeks report card.

We encourage parents to be involved in their children's homework--not as instructors, but as parents interested in their children's education.

Make-Up Work

A student will be permitted to make up and turn in projects due in any class missed because of absence.

For any class missed, the teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skill or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher. [See ETA]

A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

[For further information, see policies at EHBC, ETA, FDC, and FED.]

Computer Resources

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and to approve instructional purposes only. Internee services are available at the Primary & Annex. Students and parents will be asked to sign a student agreement regarding appropriate use of these resources; violations of this agreement may prompt termination of privileges and other disciplinary action.

Highly Qualified Staff – Every Student Succeeds Act:

Information regarding the professional qualifications of your child's teachers is available upon request. This includes the teacher's state qualifications, license status, degree major, and certification of undergraduate and graduate degrees. Qualifications of paraprofessionals are also available upon request.

V. SPECIAL PROGRAMS

Summer School

Summer school is offered each year for ELL students going into Kindergarten, First grade, and Second grade. Emphasis is placed on further language development, reading, and math skills.

A summer program is also offered for students (K-2) who need further preparations in reading, as is decided through teacher observation and assessment test scores.

Special Programs

The District provides special programs for gifted and talented students, bilingual students, dyslexic students, and for those with disabilities. A student or parent with questions about these programs should contact Chad Rothbauer at 293-3162; the coordinator of each program can answer questions about eligibility requirements and programs and services offered in the District or by other organizations.

Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due

date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Primary School (Grades 1 and 2)	Darrin Stansberry	293-2011
Primary Annex (Grades EE – KG)	Pat Brewer	293-3312

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Primary School (Grades 1 and 2)	Darrin Stansberry	293-2011
Primary Annex (Grades EE – KG)	Pat Brewer	293-3312

Additional Information:

The following websites provide information and resources for students with disabilities and their families.

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

Cómo ayudar a aquellos estudiantes que tienen dificultades de aprendizaje o precisan servicios de educación especial o de la Sección 504

Para aquellos estudiantes que tienen dificultades en el salón de clases normal, todos los distritos escolares y las escuelas autónomas de inscripción abierta deben contemplar servicios de tutoría y compensatorios, y otros servicios de apoyo académico o conductual que estén disponibles para todos los estudiantes, incluido un proceso basado en la Respuesta a la Intervención (RtI). La implementación de la RtI tiene el potencial de impactar positivamente en la capacidad de los distritos y escuelas autónomas de satisfacer las necesidades de todos los estudiantes con problemas.

Si un estudiante está experimentando dificultades de aprendizaje, sus padres pueden comunicarse con la(s) persona(s) mencionada(s) más abajo para obtener información sobre el sistema general de remisión o control de la educación general de la escuela para los servicios de apoyo. Dicho sistema vincula a los estudiantes con una variedad de opciones de apoyo, entre las que se encuentra la remisión para que se realice una evaluación de educación especial o una evaluación de la Sección 504 con el fin de determinar si el estudiante necesita asistencia, adaptaciones o servicios específicos. Los padres pueden pedir una evaluación para los servicios de educación especial o de la Sección 504 en cualquier momento.

Remisiones de educación especial:

Si los padres solicitan, por escrito, al director de servicios de educación especial o a un empleado administrativo del distrito escolar o de la escuela autónoma de inscripción abierta que se realice una evaluación inicial para recibir servicios de educación especial, el distrito o la escuela autónoma deben responder dentro de los 15 días lectivos después de haber recibido la solicitud. En ese momento, el distrito o la escuela autónoma deben entregar a los padres notificación previa por escrito respecto de si están de acuerdo o no en evaluar al estudiante, además de enviarles una copia de la *Notificación de salvaguardas procesales*. Si el distrito escolar o la escuela autónoma están de acuerdo en evaluar al estudiante, también deben darles a los padres la oportunidad de prestar su consentimiento por escrito para la evaluación.

Por favor tenga en cuenta que una solicitud para una evaluación de educación especial puede hacerse verbalmente y no necesita hacerse por escrito. Los distritos y escuelas “chárter” deben seguir cumpliendo con todas las notificaciones previas por escrito y los requisitos sobre las salvaguardas procesales de la ley federal para identificar, localizar y evaluar a los niños que se intuya puedan ser niños con alguna discapacidad y que necesite educación especial. Sin embargo, una petición verbal no requiere que el distrito o la escuela “chárter” respondan dentro del periodo establecido de los 15 días escolares.

Si el distrito o la escuela autónoma deciden evaluar al estudiante, deben completar la evaluación inicial y el informe de la evaluación dentro de los 45 días lectivos posteriores al día en que reciban el consentimiento por escrito de los padres para evaluar al estudiante. Sin embargo, si el estudiante se ausenta de la escuela por tres días lectivos o más durante el

período de evaluación, dicho período se extenderá la misma cantidad de días lectivos que el estudiante haya faltado.

Existe una excepción al plazo de 45 días lectivos. Si un distrito o una escuela autónoma reciben el consentimiento de los padres para la evaluación inicial entre los 35 y 45 días lectivos previos al último día de clases del año, deben completar el informe escrito y proporcionarles una copia del mismo a los padres, a más tardar, el 30 de junio de dicho año. No obstante, si el estudiante falta a la escuela tres días o más durante el período de evaluación, no se aplica la fecha límite del 30 de junio, sino que se aplica el plazo general de 45 días lectivos más prórrogas por ausencias de tres días o más.

Al completar la evaluación, el distrito o la escuela autónoma deben proporcionar a los padres una copia del informe de evaluación en forma gratuita.

Hay disponible información adicional sobre educación especial del distrito o la escuela autónoma en el documento complementario titulado *Guía para padres sobre el proceso de admisión, revisión y retiro*.

Persona de contacto para las remisiones de educación especial:

La persona designada para contactar en relación con las opciones para un estudiante que experimente dificultades de aprendizaje o en relación con una remisión a evaluación para recibir servicios de educación especial es:

Primary School (Grades 1 and 2)	Darrin Stansberry	293-2011
Primary Annex (Grades EE – KG)	Pat Brewer	293-3312

Remisiones de la Sección 504:

Cada distrito escolar o escuela autónoma debe tener estándares y procedimientos en vigor para la evaluación y colocación de estudiantes en el programa de la Sección 504 del distrito o la escuela autónoma. Además, los distritos y las escuelas autónoma deben implementar un sistema de salvaguardas procesales que incluya una notificación, una oportunidad para que los padres o tutores examinen los registros relevantes, una audiencia imparcial en la que puedan participar los padres o tutores y en la que haya representación por parte de un abogado, y un procedimiento de revisión.

Persona de contacto para las remisiones de la Sección 504:

La persona designada para contactar en relación con las opciones para un estudiante que experimente dificultades de aprendizaje o en relación con una remisión a evaluación para recibir servicios de la Sección 504 es:

Primary School (Grades 1 and 2)	Kim Kvinta	293-2011
Primary Annex (Grades EE – KG)	Mary Gail Henneke	293-3312

Información adicional:

Los siguientes sitios web ofrecen información y recursos para los estudiantes con discapacidades y sus familias.

- [Marco legal del proceso de educación especial centrado en el niño](#)
- [Red de colaboradores y recursos](#)
- [Centro de Información de Educación Especial](#)
- [Texas Project First](#)

YOAKUM INDEPENDENT SCHOOL DISTRICT

CHRIS KVINTA
Asst. Superintendent
Administration

TOM KELLEY, SUPERINTENDENT
P.O. Box 737
Yoakum, Texas 77995
(361) 293-3162
Fax (361) 293-6678

CHAD ROTHBAUER
Asst. Superintendent
Curriculum & Instruction

PATRICK FRANK, Principal
Yoakum Junior High School

CHRIS WEGENER, Principal
Yoakum High School

DARRIN STANSBERRY, Principal
Yoakum Primary School

GABE ADAMEK, Principal
Yoakum Intermediate School

PAT BREWER, Principal
Yoakum Primary Annex School

Gifted and Talented Handbook

The Yoakum Independent School District's Gifted and Talented Handbook is available online at <http://www.yoakumisd.net>. If you are unable to access the handbook online, you may request a copy from your student's campus principal at any time.

Please complete the information below as proof that you have been informed about the availability of the District' Gifted and Talented Handbook.

Name of Student

Signature of Parent/Guardian

Date

VI. SUPPORT SERVICES

School Facilities

Use by Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

These areas and times will depend on the activity and teacher sponsoring or leading the activity. Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave the campus immediately.

Cafeteria Services

The District participates in the National School Lunch Program and offers to students nutritionally balanced lunches daily. Free and reduced-price meals are available based on financial need. Information on this program can be obtained from Mr. Chris Kvinta, Asst. Superintendent.

Breakfast

Breakfast is offered every morning in the cafeteria. All students will be given the opportunity to eat (no charge) on both the Primary Annex and Primary campuses.

Lunch

Hot tray lunches are available for students in grades Pre-Kindergarten through Second Grade. There will be no charge for student lunches this year.

Prices are as follows:

Student Lunch	\$0.00
School staff	\$3.90
Visitor Lunch	\$4.00

Transportation

Students are assigned buses at the beginning of the school year. It is essential that we account for all students on each bus and that we do not overload any bus and hinder the safety of the students.

If an emergency situation arises making it necessary for the student to ride a different bus, a note from the parent or guardian is needed. We will not send your child home on a different bus or allow someone else to pick them up without a note from you. The note will be given to the teacher, and then to the bus driver. Please put the address on the note, since often younger students forget where they are to get off.

When riding school buses, students must:

- Follow the driver's directions at all times.
- Board and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep books, band instrument cases, feet, and other objects out of the aisle.
- Not deface the bus and/or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Not smoke or use any form of tobacco.
- Upon leaving the bus, wait for the driver's signal before crossing in front of the bus.

Misconduct will be punished in accordance with the Student Code of Conduct; bus riding privileges may be suspended.

The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity:

1. On the first Bus Conduct Report, the principal/asst. principal will conference with the student and administer whatever discipline they consider appropriate. Parents/Guardians will be notified by sending a copy of the Bus Conduct Report home with the student.
2. On the second Bus Conduct Report, the campus administrator(s) will conference with the student and administer whatever discipline they consider appropriate, and the student is placed on probation. Notification will be sent home with the student.
3. On the third Bus Conduct Report, the campus administrator(s) will conference with the student, and the student will be suspended from the bus for three school days. Parental notification will be sent home with the student.
4. On the fourth Bus Conduct Report, the campus administrator(s) will conference with student, and the student will be suspended from the bus for five school days. Parental notification will be sent home with the student.

5. On the fifth Bus Conduct Report, the campus administrator(s) will conference with the student, and the student will be suspended from the bus the remainder of the semester. Parental notification will be sent home with the student.
6. On the sixth Bus Conduct Report, the campus administrator(s) will conference with the student, and will be suspended from the bus for the remainder of the school year. Parental notification will be sent home with the student.
7. Any student who engages in serious misbehavior on the bus which threatens the safety of the driver or the other students, may be suspended from riding the bus on their first or second Bus Conduct report. Parental notification will be sent home with the student.

Videotaping of Students

For safety purposes, video/ audio equipment will be used to monitor student behavior on buses (and in common areas on campus). Students will not be told when equipment will be used.

The principal will view the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

A parent who wants to view a videotape of the incident to the discipline of his or her child may request access in accordance with policy FL in the District's policy manual.

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. If you wish for your child to meet with the Primary counselor, you should contact Kim Kvinta at 293-2011, or if you wish for your child to meet with the Primary Annex counselor, contact Mary Gail Henneke at 293-3312.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining a parents written consent, unless required by state or federal law for special education purposes

VII. PARENT INVOLVEMENT AND RESPONSIBILITIES

Parent Volunteers

Yoakum Primary School recognizes the value of volunteers with a volunteer program.

Some areas for volunteer assistance:

Library/Media Center Helpers
Playgrounds
Classroom

Special Education
Story Telling
Clerical

We encourage parent involvement with the learning program. We would like to see you get involved with our school and involved with what your child does at school. A student who gets this type of support from his parents learns that school is valued at home. Be a "Star Parent" to your school and volunteer your time and services. You will be appreciated.

To help insure the safety of each child, prospective school volunteers shall be required to sign a statement of consent allowing the District to obtain their criminal history record. Volunteers will be asked to sign in at the office and to sign out as they leave the campus.

Tips for Parenting

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Parents are partners with teachers, administrators, and the Board and are encouraged to:

Review the Student Handbook with your child prior to signing and returning to the school the written statement that you understand and consent to the responsibilities outlined in the Student Code of Conduct.

Encourage your child to put a high priority on education and to commit to making the most of the educational opportunities provided by the school. Become familiar with the academic program offered in the District and feel free to ask the principal any questions, including concerns about placement or assignment.

Attend Board meetings to learn more about ongoing operations of the District. Exercise your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.

Be aware of your right to temporarily remove your child from an instructional activity that conflicts with your religious or moral beliefs. However, such a removal cannot be for the purpose of avoiding a test and may not prevent the student from attending for an entire semester. Further, such removal does not exempt the student from satisfying grade level or graduation requirements as determined by the school and by the Texas Education Agency.

Review your child's school records when needed. You may review attendance records, test scores, grades, disciplinary records, counseling records, psychological records, applications for admission, health and immunization information, other medical records, teacher and counselor evaluations, reports of behavioral patterns, and state assessment instruments that have been administered to your child. Contact teachers as needed. Take advantage of all opportunities to stay informed

regarding your child's activities, as well as school activities and issues generally. Follow up on a matter not resolved administratively by presenting it to the Board for review according to policy. Become a school volunteer. For further information, contact:
Kelle Stary (Primary Secretary) 293-2011; Angie Gomez (Annex Secretary) 293-3312.

Participate in campus parent organizations. The activities are varied, ranging from band boosters to campus and District committees that assist the Board of Trustees in formulating educational goals and objectives for campuses and the District.

Credit by Examination (Advanced Placement)

Without Prior Instruction

A student will be permitted to take an examination to advance to a higher grade level (at the elementary level) for which the student has no prior instruction. The dates are scheduled annually during the summer. For questions contact the campus principal.

A student planning to take an examination for acceleration (or the student's parent) must register with the principal no later than 30 days prior to the scheduled testing date.

Fund-Raising

Student clubs and classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application must be made to the campus principal at least 14 days before the event.

Except as approved by the Principal, fund raising is not permitted on school property.

VIII. YOAKUM PRIMARY & PRIMARY ANNEX RULES

School Campus Rules

1. Obey all adults.
2. Walk quietly at all times.
 - a. Walk down the right hand side of all sidewalks and hallways.
 - b. Keep your hands to yourself.
 - c. Keep your hands off of pictures on the walls in the hallways.
 - d. Do not run, skip, hop, or jump in the halls or on the sidewalks.

- e. **Passes** will be used for children going to the rest room and special errands.
3. Respect other persons or property.
 - a. Turn in lost articles to the office.
 - b. Pick up trash (even if it is not your own) and put it in a trash can.
 - c. Do not call other students ugly or unkind names.
 - d. Do not push, shove, hit, etc. - keep your hands to yourself.
 4. Use bathroom facilities properly.
 - a. Use the toilets and urinals correctly.
 - b. Flush the toilets.
 - c. Put the paper towels in the trash cans.
 - d. Do not splash water on other students or on the floor of the bathroom.
 - e. Do not talk loudly or play around in the bathroom.
 - f. Do not spend a lot of time in the bathroom - do what you went inside to do and then go quickly and quietly back to your room.

Morning Slab Rules

1. Stay on the slab.
2. Do not go on the porch or sidewalk.
3. Do not run on the slab.
4. Do not play or jump where classes line up.
5. Play equipment such as ropes, balls, toys, etc. will not be allowed.
6. A child must ask permission to go to the rest room.
7. Students will sit out as punishment for breaking rules on the slab.
8. Duty teachers will blow the whistle to line up at 7:55 a.m.

Morning Rules for Hallway on Bad Weather Days

1. Stay against teacher's classroom wall.
2. Use a soft voice when talking.
3. No toys or school supplies should be played with.
4. Students that misbehave will be put by Mr. Brewer's office.

Playground Rules

1. Use equipment properly.
 - a. Slides -go up the ladder.
 - i. go down feet first.
 - ii. do not put rocks on the slide.

- iii. do not stand up on the slide.
 - iv. the student waiting for his/her turn must wait until the one ahead of him/her is down the slide
 - b. Swings -do not stand in the swings.
 - i. do not jump out.
 - ii. do not twist the swings around and around.
 - iii. one person in a swing at a time.
 - c. Monkey Bars - do not climb on the top.
- 2. Play in designated areas.
 - a. Stay away from the buildings.
 - b. At Primary, go directly to the playground after being dismissed from the cafeteria at lunch. Do not play around by the buildings or linger at the cafeteria door. Do not run.
 - c. Do not climb in the trees.
 - d. Do not get off of the slab in the morning, or on days when it has rained and the playground is muddy.
- 3. Line up when whistle is blown three times.
 - a. Line up immediately - do not stay and play when you see others lining up.
 - b. Students not responding to the whistle will lose their play privileges for several days.
- 4. Rocks, sticks, dirt, grass, etc. will not be thrown.
- 5. Students who misbehave on the playground will sit out and not be allowed to play.
- 6. Duty teachers will blow whistle and line children up at the end of the lunch period.

Cafeteria Rules

- 1. Talk softly.
 - a. Speak only to those immediately around you.
 - b. Do not talk to someone way down the table from you.
 - c. Do not turn around and talk to someone at another table.
- 2. Stay in line.
 - a. Stand quietly against the wall while waiting to receive your tray of food.
 - b. Do not play with the window coverings while waiting in line.
 - c. Stay very quiet when you are in the serving areas around the cafeteria ladies.
 - d. Do not touch on the serving compartments where the food is kept.
 - e. Do not complain about the food - the ladies do not want to hear your complaints.
 - f. Keep your feet off of the walls.
- 3. Clean your area.
 - a. Push your chair under the table when you get up to leave.
 - b. Pick up any paper, napkins, silverware, and milk cartons in the area where you were sitting.
 - c. Don't throw the silverware into the pan of water - gently lay it into the pan so the water does not splash out and onto the floor.
 - d. Do not take straws out of the cafeteria - put them into the trash can.

- e. Do not take food from the cafeteria.
4. Use good manners.
 - a. Use the silverware to eat - do not eat with your hands (unless the food is hamburgers, chicken, etc.).
 - b. Chew your food with your mouth closed.
 - c. Do not talk with your mouth full of food.

Snack Rules

1. No drinks will be bought at lunch - drink either milk bought in the cafeteria, bring a glass to get water, or bring a drink in the thermos of your lunch box.
2. No drinks will be bought after school is dismissed - do not buy drinks on the way to the bus lines.
3. Do not eat snacks left over in your lunch box while waiting in the bus line.
4. Eat snacks in the designated snack areas.
5. No open or closed snacks can be taken into the classroom - the snacks must be eaten at snack time - the leftovers must be thrown away.
6. Snacks only in accordance with the Texas Public School Nutrition Policy.

End of the Day

1. Each teacher will walk his/her class to the bus. Teachers on duty will then monitor bus lines.
2. At Primary, there will be two bells at the end of the day. The first bell will signal car riders to go to their pick-up point. The second bell will signal all remaining students to proceed to appropriate bus line. In case of inclement weather, bus students will proceed to appropriate location in first grade hallway.

Notice to Parents: Directory Information

Certain information about District students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Yoakum Independent School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September. Yoakum Independent School District has designated the following information as directory information: name, address, telephone listing, date and place of birth, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, honors and awards received in school, most recent previous school attended, e-mail address.

Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information

State law requires the district to give you the following information:

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Yoakum ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by within ten school days of your child's first day of instruction for this school year.

This means that the district must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the district in writing not to do so. In addition, you have the right to tell the district that it may, or may not, use certain personal information about your child for specific school-sponsored purposes. The district is providing you the following forms so that you can communicate your wishes about these issues. [See **Objecting to the Release of Directory Information** in the Yoakum ISD's Student Handbook for more information.]

For the following school-sponsored purposes: district, campus and organization social media sites, yearbook and other companies, newspapers, and athletic programs, Yoakum ISD has designated the following information as directory information. **Items in italics will not be released on social media.**

- Student's name
- *Address*
- *Telephone listing*
- *E-mail address of parent/guardian*
- Photograph
- *Date and place of birth*
- Major field of study
- Degrees, honors, and awards received
- *Dates of attendance*
- Grade level
- *Most recent school previously attended*
- Participation in officially recognized activities and sports
- *Weight and height, if a member of an athletic team*
- *Enrollment status*
- *Student identification numbers or identifiers that cannot be used alone to gain access to electronic education records*

Directory information identified only for limited school-sponsored purposes remains otherwise confidential and will not be released to the public without the consent of the parent or eligible student.

Parent, please circle one of the choices below:

I, parent of _____ (*student's name*), [**do give**] [**do not give**] the district permission to use the information in the above list for the specified school-sponsored purposes.

Parent's signature: _____ Date: _____

Please note that if this form is not returned within the specified time frame above, the district will assume that permission has been granted for the release of this information.

For all other purposes, Yoakum ISD has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- E-mail address of parent/guardian
- Photograph
- Date and place of birth
- Major field of study
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- Most recent school previously attended
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team
- Enrollment status
- Student identification numbers or identifiers that cannot be used alone to gain access to electronic education records

Parent, please circle one of the choices below:

I, parent of _____ (*student's name*), [**do give**] [**do not give**] the district permission to release the information in this list in response to a request unrelated to school-sponsored purposes.

Parent's signature: _____ Date: _____

Please note that if this form is not returned within the specified time frame above, the district will assume that permission has been granted for the release of this information.

Objecting to the Release of Directory Information

The Family Educational Rights and Privacy Act, or FERPA, permits the district to disclose appropriately designated “directory information” from a child’s education records without written consent. “Directory information” is information that is generally not considered harmful or an invasion of privacy if released. This directory information will be released to anyone who follows procedures for requesting it.

However, a parent or eligible student may object to the release of a student’s directory information. This objection must be made in writing to the principal within ten school days of your child’s first day of instruction for this school year. [See the *Notice Regarding Directory Information* and *Parent’s Response Regarding Release of Student Information* included in the forms packet.

The district has identified the following as directory information: student name; address; telephone listing; parent and student e-mail address; photograph; date and place of birth; major field of study; degrees, honors and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams. If you object to the release of the student information included on the directory information response form, your decision will also apply to the use of that information for school-sponsored purposes, such as the honor roll, school newspaper, the yearbook, recognition activities, news releases, and athletic programs.

Also review the information at *Authorized Inspection and Use of Student Records*.

IX. CORPORAL PUNISHMENT

In accordance with the Student Code of Conduct, spanking or paddling may be used as a discipline management technique. However, corporal punishment is used at Yoakum Primary and Annex as a last resort. Other manners of discipline are tried first. The Principal is the only person who will give swats at school. These will be administered in the presence of at least one adult witness.

As a parent you have the right to request:

1. No Corporal Punishment be given to your child.
2. That you be called before Corporal Punishment is administered to your child.

Important

In order to make these requests, you should come by the office to sign the proper form.

X. SURVEYS

Protection of Student Rights

No student will be required to participate without parental consent in any surveys, analysis, or evaluation-funded in whole or in part by the U.S. Department of Education-that concerns:

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of other individuals with whom the student or the student's family has a close family relationship.
- Relationships privileged under law, such as relationships with
- Lawyers, physicians, and ministers.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

Parents shall be able to inspect any teaching materials used in connection with such a survey, analysis, or evaluation.

XI. STUDENT SAFETY

Safety/Accident Prevention

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

Conduct

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy-even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school in maintaining safety, order, and discipline.
- Avoid violations of the Student Code of Conduct.

Applicability of School Rules and Discipline

To achieve the best possible learning environment for all our students, Yoakum Primary and Yoakum Primary Annex rules and discipline will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student:

- During the regular school day or while a student is going to and from school on District transportation.
- During lunch periods in which a student is allowed to leave campus.
- Within 300 feet of school property.

- While a student is in attendance at any school-related activity, regardless of time or location.
- For any school-related misconduct, regardless of time or location. This includes school social events to which a student brings a guest.

Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest.

- A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.
- When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
- When a student commits a felony, as directed by Texas Education Code 37.006.
- When criminal mischief is committed on or off school property or at a school-related event.

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior-both on and off campus-and consequences for violation of standards.

Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

Disruptions

In order to protect student safety and sustain an educational program free from disruption, state law permits the District to take action against any person-student or nonstudent-who:

- Interferes with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator.
- Interferes with an authorized activity by seizing control of all or part of the building
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats to cause disruption during an assembly.
- Interferes with the movement of people at an exit or an entrance to District property.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- Disrupts classes while on District property or on public property that is within 500 feet of District property. Class disruption includes making noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization, and disrupting the activity with profane language or any misconduct.
- Interferes with the transportation of students in District vehicles.

Conduct Before and Afterschool

Teachers and administrators have full authority over student conduct before or after school activities on District premises and at school-sponsored events off District premises. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or conduct established by the sponsor in accordance with Board policy.

Vandalism

The taxpayers of the community have a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended-both this year and in the coming years-littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with Student Code of Conduct.

Searches

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

YOAKUM INDEPENDENT SCHOOL DISTRICT

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Asst. Superintendent
Administration

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CHRIS WEGENER, Principal
Yoakum High School

DARRIN STANSBERRY, Principal
Yoakum Primary School

GABE ADAMEK, Principal
Yoakum Intermediate School

PAT BREWER, Principal
Yoakum Primary Annex School

Notification of Asbestos Reinspections

TO: Parents and Staff of Yoakum Independent School District

FROM: Tom Kelley, Superintendent of Schools

In compliance with the U. S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), school districts performed inspections of their buildings for asbestos-containing building materials in the Fall of 1988. The inspection findings and asbestos management plans have been on file in each school administrative office since that time.

The EPA requires school districts to perform reinspections of the asbestos materials every three years. During the month of August 2016, accredited asbestos inspectors performed these reinspections. An accredited management planner reviewed the results of the reinspections and recommended that due to the fact all asbestos material in the Yoakum schools is in good condition, the school district should continue to manage it in place.

The results of the reinspection are on file in the management plan in the school's administrative office at 315 E. Gonzales Street. The public is welcome to view these results during normal school hours (M-F, 8:00 a.m. - 4:30 p.m.). The Asbestos Program Manager, Chris Kvinta, is available to answer any questions one may have about asbestos in school buildings.

Students' Desks and Lockers

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of assigned desks and lockers. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. The parent will be notified if any prohibited items are found in the desk or locker. At the elementary school this will include backpacks and "cubbies".

Suicide Awareness

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access the following Web sites or contact the school counselor for more information related to suicide prevention and find mental health services in your area:

- <http://www.texassuicideprevention.org/>
- <http://www.dshs.state.tx.us/mhservices-search/>