

BEFORE AND AFTER SCHOOL HOURS

(a) School hours are from 7:50 a.m. until 3:15 each day. The school doors will open at 7:20 a.m. each morning. Children should NOT arrive earlier than 7:20 a.m. or remain on the campus later than 3:15 p.m., unless they are participating in a supervised activity. Students entering the building each morning in grades PreK-3 should immediately report to the library and students in grades 4-8 should report to the gym. The students will remain in their assigned locations until the 7:50 bell rings to report to their classroom.

(b) If a student is not in their homeroom by 7:50, they will be considered tardy. The front door will automatically lock at 7:50 a.m. Students will need to ring the buzzer to enter the building and sign in at the office. When a student is tardy, he/she must have a parent/guardian to report to the main office to sign the student in for the day. Once on campus, NO student shall leave without permission until the end of the school day.

(c) Students who become ill or are injured while at school shall be dismissed only after parents/guardians have been notified. Exceptions to this policy shall be made only in case of emergency. Students shall be dismissed before the school day officially ends only when a parent/guardian sends a written request, calls the school office to explain the reason for early dismissal, or appears in person requesting the student's dismissal. Parents/guardians must report to the office, sign the child out, and wait there while your child is sent from the classroom. Do not go directly to your child's classroom to pick them up. All requests are subject to verification. When your child has to leave early for any reason he/she will be counted absent for the time he/she is away from the school. Keep in mind, this time can add up to days. All of the above procedures are designed for the safety and well-being of your children.

(d) ***Parents/guardians may walk your children to the library in the mornings. No one is allowed past the library doors without first receiving a visitor's pass from the office. Do not walk your child to the classroom. Parents/guardians who are picking up their children in the afternoon must wait outside the school building for dismissal. Car riders will be dismissed daily at 3:10 p.m.

(e) When you think school may be out or dismissed early due to weather conditions, please listen to 97.7 FM radio station, WBBJ channel 7 in Jackson, or channel 3 in Memphis. Please do not call the school or stations. Classroom and homeroom teachers will enact the "Emergency Dismissal Procedure", therefore; phone lines need to be kept open so we can get in contact with parents who pick up their children. It is important for us to have the numbers where you, or other responsible persons, may be reached. In case of early dismissal have a plan made for

your child and be sure he/she know what to do. If you want your child delivered to an alternate place in case of early dismissal please notify our office as soon as possible. Make sure our contact lists are up to date.

ATTENDANCE

(f) The Gibson County School District adopted a policy which recognizes that good attendance is considered a necessity to achieve at the elementary/middle school level. Therefore, the following policy regarding absenteeism and tardiness has been adopted.

Each student will be allowed to submit a maximum of 5 parent notes (that represents 5 days or one note per day missed) throughout the school year to be considered excused absence. After these 5 parent notes, only a doctor, dentist, or funeral note will be accepted as an excused absence. A dentist note will NOT be accepted for an entire day unless there was extensive work done and the note must state the extent of the work. After the third unexcused absence, a phone call to the parent or a certified letter through the mail will indicate a warning of truancy danger. Upon the 5th unexcused absence, a child will be reported to the Gibson County Truancy Board. High absenteeism is not allowed for ANY student unless they are seriously ill and/or hospitalized. Student CAN and WILL be retained for high absenteeism.

(a) The principal has the authority to waive any case that violates this policy due to unusual or exceptional circumstances. Any administrative decision regarding attendance may be appealed to the director of schools and ultimately to the Board. The appeal shall be in writing to the director of schools within five (5) days following the action or the report of the action, whichever is later.

A parent/guardian MUST phone the school (643-6598) on the day of the absence no later than 10:00 to inform the secretary/principal of the reason the student is absent. When the child returns to school, he/she is required to bring a note to the office explaining the absence in order to receive an admit slip to enter the classroom.

(b) Make up work will only be allowed for excused absences. In order to receive an excused absence, the above procedures must have occurred on the day of the absence and the reason must be one that is acceptable. A phone call may be made to the office requesting make-up work and can be picked up the next day in the office or sent home with a sibling.

Students who have a perfect attendance record for the entire school year may skip 'one' semester exam, mid-term and final.

SCHOOL BREAKFAST AND LUNCH

(c) Lunch money is collected on Mondays. To expedite the breakfast and lunch procedures, we request that each child send their check or money in a sealed envelope to the cafeteria on Monday mornings between 7:30a.m. and 7:50 a.m. for the entire week. If writing a check for more than one child, list each child's name on the envelope. If a child is absent during the week, the unused days will be applied to the next week. Students, staff members, or visitors are not allowed to charge lunches. This is necessary as only 3 types of student lunches are authorized: free, reduced, and paid. Forms for free or reduced lunches are available throughout the year.

Meals may be purchased on a daily basis. The money will be taken up as the student travels through the lunch line with each meal. It is requested that if a student pays by the day, he/she remains at the end of the lunch line (of their assigned class) to expedite the line process.

If paying by check, please make separate checks for breakfast and lunch. We cannot and will not accept the check if anything else is added on. Please send ice cream/snack money separately as this is handled separately from the breakfast and lunch accounts. If we have 2 of your checks returned due to insufficient funds, then only cash will be accepted for payment of school lunches and/or school fees.

The cost for school meals will be \$.75 for breakfast and \$1.50 for lunch each day. Free and reduced breakfast and lunch prices are available to students who qualify. The cost for a student who qualifies for reduced breakfast will be \$.30 and reduced lunch will be \$.40 each day. Adult lunches will be \$2.50 per day. Other optional items to purchase are: additional milk-\$.30, ice cream- \$.50. Students are not allowed to bring soda drink cans inside the cafeteria.

Breakfast is served for K-3 at 7:40 each morning, 7:20 a.m. for grades 4-8. Any child arriving after 7:50 in the morning will not be served breakfast. Lunches begin at 11:00 for K-3rd grades and 11:55p.m. for grades 4-8.

(a) Grades K-4 are offered a snack time each day. Gibson County School District uses the G.C.S.D. Wellness Plan as a guide for a healthy environment. Grades 5-8 are offered snacks sold from our bookstore. Various healthy snacks are available at \$.50 each; flavored bottle water, \$.75; fruit drinks, \$.75; and orange juice, \$.75.

CODE OF CONDUCT

- (b) When a student misbehaves, disciplinary action will be taken. The type of punishment will depend on the nature of the misbehavior with the philosophy of being fair to each student at all times. Punishment will never be given for the sake of punishing alone, but in hopes of teaching the student responsible behaviors. On behalf of the faculty and staff members, we look forward to your cooperation if any encounter occurs that involves disciplinary actions with your child. The punishment is selected depending on the nature of the behavior, age of the student, and the number of prior incidents.

- The methods of punishment are listed in no particular order:

Parent Notification

Breaks and/or privileges taken away for a period of time

A written report/assignment given in a subject area

Corporal punishment (paddling)

In-school detention/suspension

Out-of-School suspension

Assigned to an alternative school setting (Alternative or Behavior School)

- From time to time, a student's behavior may require that a paddling be administered. This will be only after other methods of punishment have proven ineffective.

1. A conference (by phone or in person) with the parent.
2. The student will be paddled with another teacher present to serve as a witness.
3. The paddling will be documented by the principal.

If you do not wish for your child to receive corporal punishment, we must have written notification on file in the office. If you have submitted a request in the past, please resubmit notification for your request each new school year. These parents/guardians and students must understand by refusing a paddling when deemed necessary to correct a behavior, other means will be taken possibly leading to the parent/guardian picking up the student immediately from the school grounds resulting in an UNEXCUSED absence.

GENERAL SCHOOL RULES

(c) To ensure that students have a positive learning environment, it is necessary to enforce rules. These rules must be simple, clearly defined, and understood by all students, parents, and staff members. When a student violates one of these rules, the above disciplinary measures will be taken. Disruptive behavior takes away from

instructional time and infringes upon the rights of others. Therefore, each child's behavior should reflect self-respect and consideration for the rights, feelings, and property of others.

- -Be prepared and on time for class each day--bring books, paper, pencil and completed assignments. Parents should check periodically to ensure your child has the supplies necessary.
- -Show respect and be courteous to all teachers, staff members, substitute workers, classmates, and any guests who visit the school. Treat others the way you want to be treated.
- -Respect the teacher's right to privacy. Do not look in their desk, grade books, or files. Do not sit at their desk or be in the copy room without written permission from a teacher.
- -No running or unnecessary noises in the hallway. This disrupts all classes.
- -Do not have possession of or the use of drug(s) and/or tobacco products at school. The possession or use of such items by a minor is in violation of state law and will result in strict punishment.
- -Disorderly conduct; the illegal possession of weapons; and the illegal use, possession, distribution and sale of tobacco, alcohol, and other drugs by students is prohibited.
- -No foul language. The use of profanity or making obscene gestures is a serious rule violation and will not be tolerated. No inappropriate books or magazines are allowed at school.
- -No threatening, fighting, (This includes horseplay which ultimately leads to fighting.) or extortion will be tolerated at any time.
- -No verbal threats. To say to a student "I am going to kill you" or "I'll hurt you" is taken by the school as serious and will be treated as if the student had the intent to harm someone. Students even in fun cannot use these words.
- -Bullying will not be allowed and will be handled under the direction of the principal.
- -Bullying is defined as: 1. physical bullying: harm to another's body or property 2. emotional bullying: harm to another's self-worth 3. social bullying: harm to another's group acceptance
- -No CHEWING GUM in the building. No eating candy or food during classes.
- -No CD players, ipods, cell phones, radios, etc., toys, collector cards, and the like are allowed in the building unless specified by a teacher. These items will be taken from the student and held in the office for a parent to pick up. If brought, the school will not be held responsible for any lost or stolen item. Students may have cell phones for use after school hours only. They must be turned off during the school day. If there is a problem with a student using his or her cell phone during the day, the phone will be taken to the office for a parent to pick up.

- -Students will be RESPONSIBLE for keeping up with their own belongings. All textbooks and materials are to be placed in their assigned locker when not in use. DO NOT LEAVE ITEMS IN THE GYMNASIUM, HALLWAYS, ETC. The lockers must remain neat and orderly at all times. NO STICKERS are to be placed on the inside or the outside of the lockers. You may purchase a lock for your locker, but it MUST be a lock opened by a key and not a combination lock. the student must report to the office that he/she has a lock and the spare key will remain in the office. All lockers may be searched or inspected at any time.

- -Students will be required to take pride in the school building and with the use of school equipment. Students will be expected to pay for unnecessary damage to the school building and equipment.

BUS PROCEDURES AND CONDUCT

(a) Buses are considered as a privileged means of transportation for your child to the school. All students must show respect for others while riding on the bus. Any problems on the bus should be reported immediately to the bus driver. Students must obey the bus driver and abide by the following rules at all times.

1. Remain seated at all times while the bus is in route.
2. Arms and feet should remain inside the bus.
3. No horse playing (hitting, pushing, etc.)
4. No loud or foul language used at any time.
5. No smoking or using tobacco products.
6. No drugs or alcohol.
7. No destructive damage to the bus while riding (writing on the seats, tearing the seats, etc.)
8. No food or drinks are allowed to be eaten on the bus.

Failure to follow school bus rules may result in your child receiving appropriate disciplinary actions. The time your child rides on a school bus, whether morning or afternoon, is considered “school time”. Students must ride their assigned bus only, unless a note signed by a parent/guardian giving permission to ride another bus to a designated place other than their home is given to the principal and a copy given to the bus driver.

DRESS CODES

Yorkville School dress code restrictions include but are NOT limited to the following:
STUDENTS ENTERING GRADES 5-8

- Shorts and/or skorts can only be worn during the following time periods:
- August 7, 2007 through September 29, 2007 and again starting

- April 3, 2008 through the end of school
- Shorts must be as long as the student's arms when stretched down to their side. They may be no shorter than the fingertips.
- Skirts must also follow the fingertip rule.
- Tank tops, tops with spaghetti straps, halter tops, or tops that are excessively low cut or tight are not allowed at any time.
- Tops/Blouses must be long enough so that the child's belly is not showing at any time.
- Rule of Thumb If a child raises his/her arm and their belly shows, their shirt is too short.
- Pants must be worn with the waistband around the waist and not hanging below the waist.
- Flip flop sandals or sandals without a back strap **MUST** remain on the student's feet at all times. If problems occur with such, the student will **NOT** be allowed to wear such shoes again.
- No skate shoes allowed.
- On scheduled P.E. days the student should come prepared by wearing tennis shoes. Other types of shoes will damage the gym floor.
- Hats or caps are **NOT** allowed at any time unless specified "HAT DAY".
- Clothing that advertises drugs, alcohol, or displays profane or suggestive language may not be worn.
- No earrings worn in body piercing or boy's earrings are allowed.
- Anything that is distracting to the normal school day will not be allowed. This includes large chains, large necklaces, and excessive earrings.

STUDENTS ENTERING GRADES PreK - 4

If your child is entering grades PreK-4, he/she may wear shorts/skorts and tank top style shirts any time during the school year. They do not have to be knee length as long as they are acceptable in their appearance. However, they are not allowed to wear shirts with unapproved advertising in the opinion of the principal.

VISITORS

It is **STATE LAW** that anyone (including parents) visiting the school are required to come in the office to receive a visitor's pass and sign a log book. Everyone, except school employees and students, must have a visitor's pass to enter the classrooms, go on the playground, or anywhere else in the school building. Please abide by this law and do not go directly to your child's classroom when entering the building. If you need to speak with a teacher, you may make an appointment with the teacher. Should you need to phone a teacher for some reason, please leave a message in the office and

the teacher will return your call during their planning time. It is very important we do not disrupt instructional time.

TEXTBOOKS

The Gibson County School District furnishes textbooks to all students on a loan basis and should be treated as borrowed property. These textbooks are the responsibility of each student. If textbooks are damaged or lost in the course of the school year, the student is required to pay the noted amount. No books shall be issued to a student until all books previously issued to him/her have been returned or paid for, including payments for damaged books. The student's report card or transcripts will not be issued until restitution is made. This policy also includes any books checked out of the library.

HOME AND SCHOOL COMMUNICATIONS

(a) From time to time, notes are given to students to take home to their parents. Please stress upon your child that it is important that notes be brought home and given to you. Have a specific place for your child to put notes and papers to be signed on a daily basis. In addition, check backpacks regularly and pockets for notes children have forgotten. We place great emphasis and efforts in informing you of any change in schedule and/or special school events taking place. **Students in grades 5-8 are required to buy a school planner.**

(b) **Children will not be allowed to take incoming phone calls** while in class unless upon emergency. We consider an emergency a sudden illness. Please stress to your child that the telephones are for school business only. If an emergency arises and a student needs to use the office phone, he/she must obtain permission from the secretary or principal.

(c) Please make your child aware in the morning whether he/she will be a bus rider or a car rider and who they will be riding with. Only in case of emergency should this ever change. No phone calls!!! If your child is going home with someone else or in a manner other than usual, please make the office aware by sending a note with your child.

PARENT /TEACHER CONFERENCES

(d) The date for Parent-Teacher conference has been set for the 2007-2008 school year. On Friday, October 12th, parents/guardians of children in grades K-8 will have the opportunity to meet with their child's teacher from 11:30a.m. until 5:30p.m. to discuss educational/behavioral issues within the classroom setting. Please make note

on the school calendar that the children will NOT attend school on this day. We encourage ALL parents to attend this conference even if your child is making satisfactory progress. Parents of children who are having difficulties are especially urged to attend.

If you feel that you need a conference at any time, please call or e-mail the teacher for an appointment. If there is a classroom problem, please ask for a conference with the teacher(s) involved. If conflicts remain, a conference may be scheduled with the principal.

During the school year, teachers will contact parents of children who are experiencing difficulties in order to seek a solution before the child is in danger of failing for the year.

BOOKSTORE

(e) School supplies are available in the office bookstore. They may be purchased before school, between classes, lunch time, or after school. The following items are available for purchase: composition notebooks, loose-leaf paper, pencils, posterboard, 3 prong folders and pocket folders.

MEDICATION

(f) In the event a child receives minor injuries at school, hydrogen peroxide will be available to cleanse the wound. Should the injury be considered by the teacher serious enough to need a doctor's attention, a parent will be notified at that time. It is vitally important that the information on your child's emergency form be correct so that we may notify you in case of emergency. Please notify the office immediately should any of your information change.

If at all possible, medicines should be given at home. Should it be necessary, however, for the student to take any prescription or other medicine at school, the parent/guardian must contact the school to complete an **AUTHORIZATION FORM** from the office giving permission for the school to administer or assist in giving medications to the student. This includes over-the-counter medications, such as: Tylenol, Benadryl, or cough medicine. When sending medicines, prescription drugs must be in the original prescription bottle and OTC medication must be in an unopened bottle. Any changes in prescription medication such as dosage or time will require a new form to be signed. Unless the office has the form completed and signed, the student will not be allowed to take any medication during the school day. (This procedure is from the Gibson County School Board Policy Manual.)

At no time should a student have any kind of medication on their person. Parent/guardians should bring the medication to school. All unused medications must be claimed at the end of the school year or they will be discarded.

HEAD LICE

(a) If your child is sent home from school with head lice or you see any head lice infestation, he/she must be **NIT FREE BEFORE RETURNING TO SCHOOL**. We require proof of treatment after a child has been determined to have head lice. Proof of treatment can be the box top or a note from a doctor or health department. Head lice are very contagious and we encourage you to talk to your child about sharing other students' personal items. Periodic checks may be conducted. If a student reaches an excessive amount of days missed due to head lice, he/she can be referred to the Truant Board of the Gibson County Juvenile Judge. We appreciate your cooperation.

ATHLETICS

(b) Athletic teams are an important part of the total education of students. We encourage students to take part and be involved. For a student to participate in a sport or cheerleading we require them to pass all academic subjects with an acceptable grade. If a student fails to meet this criteria, it is possible that they serve a probationary period where he/she will concentrate on improving academic areas. During this probationary period, students are ineligible to "participate" in any sporting event. However, the student will attend games and sit with the team. If the student is successful in meeting the criteria at the end of his/her probationary period, he/she can resume play!

All students planning to tryout for athletics must have a current physical on file with the coach before tryouts begin.

Admission to basketball games is \$3.00 for children school age through 12th grade and \$3.00 for adults.

Children grades K-4 should be supervised by a parent/guardian when attending school events, especially ballgames. They should be kept in the gym and not be allowed to run the hallways or play in the restrooms.

Junior Pioneer athletics includes boys' and girls' basketball, cheerleading, softball and football. Football practice is held at Yorkville and home football games are played at Gibson County High School. Basketball, cheerleading, and softball practice and

games will be split between Yorkville and Spring Hill.

STUDENT PERFORMANCE/EVALUATION

(c) During each 6 week grading period, every student 5-8 will bring home a “Mid-Six Week” progress report to their parents. This is a means of communication to parents about their child’s progress in each subject area during a six-week grading period. Parents must sign these progress reports for their children to bring back to their teacher. Please feel free to contact your child’s teacher if you have a concern regarding the progress report.

In addition to the Mid-Six Week progress reports, Report Cards will be sent home at the end of each (6) week grading period. Students in grades K-1 are evaluated on a checklist format that is non-graded. Their progress, or lack of, is noted by letter grades ONLY. Their grading system is as follows:

E = Excellent
S = Satisfactory
I = Improving
U = Unsatisfactory
N = Needs to Improve

Students in grades 2 - 8 are graded by a number system that reads as follows:

A = 93-100
B = 85-92
C = 75-84
D = 70-74
E = 0-69

Conduct shall be marked as follows:

E = Excellent
S = Satisfactory
U = Unsatisfactory

Report Cards will be sent home on the following dates for each grading period K - 8.

1st Six Week grading period - October 1, 2007
2nd Six Week grading period - November 7, 2007

3rd Six Week grading period - December 18, 2007

4th Six Week grading period - February 13, 2008

5th Six Week grading period - April 2, 2008

6th six Week grading period - May 21, 2008

HONOR BANQUET

(a) At the end of each school year students are recognized with an honors banquet. The following is a list of guidelines to establish eligibility for attendance:

1. The Honor Banquet is open for students in grades 2-8 only.
2. Honors will be based strictly on averages in core courses. P.E., band, music, writing and art, etc., will not count in the averaging.
3. The average will come from the first 5 six weeks grading periods.
4. "A" Honor Student
5. "B" Honor Student

8th Grade Class Trip Student Evaluation Process

This trip is a reward and a privilege, not a right. Each student will be evaluated prior to the 8th grade trip by the staff at Yorkville School. (This includes the principal, classroom teachers, office staff, teacher assistants, coaches, art teacher, physical education teacher, band director, guidance counselor, etc.)

- 1. overall attitude
- 2. preparation for class (homework, etc.)
- 3. tardiness/absenteeism
- 4. adheres to general school rules (c/o student handbook)
- 5. adheres to general bus rules (c/o student handbook)
- 6. adheres to dress code (c/o student handbook)
- 7. subordinate with teachers and staff
- 8. hygiene issues (students with head lice or nits 2-3 days prior to the trip will automatically be a NO GO)
- 9. conduct at school related functions (ballgames, band competitions, etc.)
- 10. grades

PARENT-TEACHER ORGANIZATION (PTO)

(b) Over the past few years, our hard work in this area and others has enabled us to cancel school sales and fund-raisers. We feel very good about this and know that you appreciate this fact also. In the past, our PTO has purchased and installed such things

as new playground equipment, a lighted sign, extra funding for classroom teachers and is currently fully funding an art program.

To become a member of our PTO, you must only donate \$1.00 to our annual membership drive. We have monthly meetings and encourage your attendance. PTO is largely responsible for the organization and success of our one and only school-wide fund-raiser, the Harvest Festival. This year's Harvest Festival has been scheduled for November 9, 2007. We, at Yorkville School, believe that our parents are the best. We are partners in the important job of educating the children of this community. Working together, we will be able to reach our collective and individual goals.

MISSION STATEMENT & BELIEFS

Our mission at Yorkville School is to equip each student with the opportunities necessary for success, by providing a positive educational experience in a safe and disciplined environment.

We believe:

- *All students can experience success in the classroom.
- *All students should be taught in a safe, positive, and friendly environment.
- *Lines of communication should remain open between students, parents, and teachers.
- *Promotion of positive student self-esteem is pertinent to the learning process.
- *Discipline and appropriate classroom behavior are critical to the learning process.
- *Faculty and staff display a genuine concern for students.
- *Community should be active in the support and success of the educational process.
- *Technology should be an integral part of the learning process.