

# York Elementary School

## School Day

### Entering the Building:

- Children not being transported to school by school bus should not arrive at school in the morning before 7:30 am.
- All outside doors will remain locked at all times.
- Safety and supervision of the playground are not provided before school. Students who are planning to participate in the school's breakfast program should arrive no earlier than 7:50.
- Breakfast is served from 7:50-8:10.
- Students arriving between 8:00-8:15 should go to their grade level's designated walking area (K-1 in the gym; 2-5 outside). If weather conditions include low temperatures or high winds, all students will enter through the front doors to sit with their grade level.
- Students arriving late (after 8:20 a.m.) are to go to the office for a late slip.
- Students that are dropped off at school will enter the school through the front east doors.
- Students that ride the school bus in the mornings will be let into the north gym doors by a YES staff member or a designee.
- Anyone that needs to enter the building will need to approach the east facing front doors and there they will access the buzzer & video monitor system. This system will alert office staff that someone needs to enter the building. Once visitors have identified themselves and have been allowed to enter the building they will need to check into the office.
- Visitors will be required to sign in and wear a visitor's badge if they plan to stay in the building. Visitors will also need to check out in the office before they leave the building.

### Dismissal:

- Students after school plans should be clearly articulated to the homeroom teacher, as well as the student.
- If those plans would need to change, the office will need to be notified no later than 3:00 on Monday, Tuesday, Thursday and Friday and 1:45 on Wednesday. This will allow us time to make sure we get the message to both the student and homeroom teacher. We understand that there could be emergencies and in those cases we will, of course, work with you.
- Students are expected to go home as soon as possible after dismissal at 3:25 p.m. or check into the after school program.
- Supervision is provided for fifteen minutes after dismissal. After 3:40 p.m., students will be sent to the afterschool program; this program will run from 3:25-5:30 on designated days. The school and school grounds are not supervised for children's safety after 3:40 p.m. Children are not to be on the playground after 3:25 p.m.
- In order to attend the after school program, students must be pre-registered. Parents and other adults that are picking students up at dismissal time are encouraged to wait outside of the building.

### Reporting Attendance Absences:

- Normal school hours for students are from 8:20 A.M. to 3:25 P.M. Parents should call the school office between the hours of 7:30 A.M. and 9:30 A.M to report the absence of their child.
- In the event a call is not possible, a written note will be required.
- Attendance is taken daily; if a student is absent and we have not heard from a parent/guardian, we will begin making calls to all numbers listed, including emergency contacts, for that student. If we are unable to verify the absence, we will notify local law enforcement and ask for a well-child check. This is an important safety measure so that we are able to ensure the safety of all students.
- Before reporting to any class after any absence, students must report to the Office to obtain an admit slip to class.

#### General Building Safety

- Parents and others transporting students to and from school are encouraged to identify a pick up - drop off point which does not expose the student to dangerous traffic movement.
- Walking students are encouraged to walk the shortest and safest route to and from school.
- The kindergarten loop north of the building is for pick up of kindergartners only. Kindergartners accompanied by older siblings should be picked up in the front of the building or another alternative pick up point.
- The north parking lot and bus loop are reserved for bus traffic; no students should be picked up or dropped off in that area.
- The southeast loop is for picking up and dropping off any student. Please pull to the inside (right) lane; students will not be allowed to go to vehicles stopped in the passing lane.
- If you are entering the building, please park in the parking lot; parents of handicapped students may be picking up their students during school hours, and they need access to the inside (right) lane.
- Some parents pick up and drop off their students on 14th Street between Pennsylvania and Indiana or between Wisconsin and Washington. Other parents circle around the cul-de-sac on Washington and park on the west side of Washington, or use the 16th and Pennsylvania location. It is imperative for the safety of everyone that we are not asking/allowing students to cross any streets to get to cars. We have buses and kindergarten parents driving to the back of the building, and cars picking up in the front of the building; we all need to remain diligent in our efforts to be safe. YES Staff members will be out front and in the kindergarten loop to help direct students and parents. Everyone, parents/guardians, staff members and students are expected to follow the process and be respectful of the rules that have been. We all want our children to be safe.
- It is assumed by the school that either parent or either parent's designee may pick up a child after school, unless a court order that specifically prohibits an individual from picking up a child is on file in the school office.

- Students in grades 2 through 5 are welcome to ride bicycles to school.. Students in kindergarten and first grade are discouraged from riding bicycles to school, in the interest of safety for the child.
- The school furnishes appropriate equipment for playground use. Other items may cause a safety hazard or disrupt the learning environment. Students should not bring toys or other personal possessions, electronics or sports equipment (bats and balls) for use or play at school. Roller blades, skateboards, roller skates or roller shoes used by the student to travel to school may not be used while at school.
- Student cell phones are to be left at home or kept in backpacks, turned off; from the time the student reaches school until the student leaves for the day. Items observed by staff will be brought to the office to await retrieval by a parent.
- Birthday treats may be provided for classes after consultation with the class teacher. Teachers will exercise judgment as to the most appropriate time to celebrate. Because of health issues, including but not limited to food allergies, all treats given out at school must be purchased items with a contents label, prepackaged in individual serving are strongly encouraged. Please remember that some students are even sensitive to treats that are prepared and packaged by groceries and bakeries in a facility where allergenic foods are also prepared.

#### Picking Up Students During School

- When someone other than a parent is going to pick up a student during school, a note should be sent by the parent to the teacher or communicated to the office.
- Adults picking students up during school must sign the student out and in. There is a register in the office for this purpose.
- It is assumed by the school that either parent or either parent's designee may pick up a child from school, unless a court order that specifically prohibits an individual from picking up a child is on file in the school office.
- If you desire greater security, please communicate with administration and a plan will be put into place.

#### Requests to Contact Students

- Any person, other than a school employee, who comes to school to talk with or remove a child, must first obtain permission from an administrator before contacting the student. Permission shall be granted if there is a clearly valid reason and if there is no court order to the contrary on file at the school.
- Ordinarily, such contacts will be restricted to parents of the student, close adult friends of the family when an emergency exists; the family's designated emergency contact person, or a law enforcement official.
- Any visitor wishing to see a student must stop at the school office and notify the secretary of his/her presence in the building. The school will use extreme caution when excusing students from school during the school day. Parents should instruct students never to leave school with a stranger. If a stranger does call for him/her it should be reported to the school administration immediately.

#### Visiting School

- Parents and grandparents are encouraged and welcome to visit school. Anyone wishing to visit a classroom will need to contact the student's teacher and set up a visitation date and time.
- Visitors are expected to report to the office upon arrival at school, sign in and receive a name tag before going to the classroom. A visitor will be recognized and introduced by the classroom teacher either upon entering the classroom or at an appropriate break in classroom activity.
- If a visitor wishes to join a student for lunch he/she will need to check into the office prior to going to the lunch room.
- If parents/guardians are at school for a program, volunteering or for another student's field trip they are not allowed to pull their other student(s) from class. For example, if a parent goes to a kinder program that ends at 2:30 and they have a 4th grader in the building, they are not allowed to pull the student from 4th grade to leave early.

#### After School Program

- York Elementary School will provide after school programming on designated days throughout the school year. Boost will be for current 2nd - 5th graders and YES Daycare will be for current Kindergartners and 1st graders.
- This program will provide a healthy snack, academic activities and community presenters. More specific information is available in the school office.
- In order to attend the before/after school programs, students must be pre-registered.

### **Academic Information**

#### Progress Report Forms

- The school year is divided into two reporting periods, 1st and 2nd Semester.
- K-5 report forms are completed and shared with parents at the end of each semester.
- Through the report form, we attempt to convey student effort and academic progress.
- Parents should contact the teacher if there are questions concerning the report form.
- Progress reports will be mailed to non-custodial parents when requested, unless prohibited by court order.

#### Promotion and Retention

- Promotion is advancement from one grade level to the next. Retention is giving a student a second opportunity for success at a grade level by having the student repeat that grade level.
- Promotion will be determined upon the basis of school work accomplished, academic growth, attendance, and the welfare of each individual student.
- If a student is absent from school for more than twenty days during a school year, it may be a factor in considering promotion or retention. Extenuating circumstances may be considered by the superintendent upon the recommendation of the principal.
- A student should be retained only when there is evidence that the child will benefit significantly from retention.
- Students are rarely retained more than once during the elementary years.
- Parents will be notified of concerns which may contribute to a possible retention as early during the school year as practical.
- Parents are requested to let teachers know of their concerns which may contribute to a possible retention as early during the school year as practical, also. Parental consent for

retention or promotion is desirable, and all concerned parties will be asked for input and involvement in the decision process; however, the school does have the authority to retain or promote a child without parental consent.

#### Assignment to Class Section

- Class assignments will be made on the basis of creating balance of gender, behavior, and ability. Grade level teachers will meet together with administrators, specialists, etc., to create class rosters.
- Parents may give input in regard to their knowledge of their child's needs, interests and learning styles; parents and teachers may also indicate that placement of a child in a particular section may cause discomfort or conflict. Parent input should be given to the child's current teacher during parent-teacher conferences in the spring or shared with school administration.

#### Transfer of a Student From One Class Section to Another:

##### Parent Initiated:

- All steps should occur, but may occur in a different order than listed.
  1. Parent talks with current teacher.
  2. Parent talks with principal.
  3. Parent submits written request for transfer to principal.
  4. Principal presents request to grade level team.
  5. Grade level team presents recommendation to principal.
  6. Principal acts on recommendation.
  7. Principal informs all parties of his/her action.
- Key principles:
  - Is the transfer in the best educational and psychological interest of the student?
  - All parties are to keep details of any transfers confidential.

##### Teacher Initiated:

- All steps should occur, but may occur in a different order than listed.
  - Teacher talks with parent.
  - Teacher talks with principal.
  - Principal talks with parent.
  - Teacher presents request to grade level team.
  - Grade level team presents recommendation to principal.
  - Principal acts on recommendation.
  - Principal informs all parties of his/her action.
- Key principles:
  - Is the transfer in the best educational and psychological interest of the student?
  - All parties are to keep details of any transfers confidential.

## Support Services

### ICU & Book Club

- At YES-"Every Student Does Every Assignment"; in an effort to support that goal and to provide students and their families with options we have put in place the following options:

- ICU is a program for current 3rd-5th Graders. If a student gets put on ICU for not getting an assignment or an activity done for class, parents will be notified via text message or an email.
- Our ICU “Lifeguard” will work with the student to determine a time when they can complete what they have missing or incomplete.
- Book Club is held every Wednesday of the school year unless otherwise specified. Weekly Book Club is a place for 2nd-5th graders to go to be able to get some reading done so that they do not fall behind in their assigned reading. The Book Club will meet in the Media Center and students will have time to independently read, read to staff members and work on reading skills.
- When students are on the ICU List, invited to attend Book Club on Wednesday or asked to stay with teachers to work on their school work, the parent/guardian will be notified and a plan between the student, parent and teacher will be made.