

YOAKUM INDEPENDENT SCHOOL DISTRICT

District Administration Building
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Yoakum, Texas 77995
361-293-3162

District Administrative Personnel:

Superintendent:	<u>Tom Kelley</u>
Assistant Superintendent for Curriculum:	<u>Brenda Westmoreland</u> Curriculum & Instruction, Title I, Title II of the American with Disabilities Act, Title IX, 504, G/T, Bilingual Coordinator, Homeless Liaison
Assistant Superintendent for Administration:	<u>Chris Kvinta</u> Transportation/Maintenance, Federal Programs, Lunch Program Coordinator, Asbestos Coordinator
High School Principal:	Vicki Houston
Junior High School Principal:	Patrick Frank
Intermediate Principal:	Gabe Adamek
Primary Principal:	Pat Brewer

YISD School Board of Trustees

President:	Mr. Gary Colman
Vice-President:	Mr. Glen Kusak
Secretary:	Mr. Terry Boening
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Non-Discrimination Statement

Yoakum ISD does not discriminate on the basis of race, 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.

District Mission Statement

The Yoakum Independent School District has high expectations of its students and dedicates its efforts and resources to assure that every student will learn. This district occupies a position of public trust and it shares with the parents and the community the responsibility for training students in becoming useful, self-supporting, and productive citizens. The district will provide an educational environment conducive to the maximum intellectual, physical, social, and emotional growth of all students by providing a course of study that will function in the life of students and in the school community.

Campus Mission Statement

It is the belief at Yoakum Intermediate School that each child has the potential to excel. The students at the Intermediate Campus will be taught a well-balanced curriculum in a positive environment. This curriculum, along with effective teaching practices, will help all students realize their learning potential and prepare them for productive lives.

Helpful Contacts at Intermediate

Homeroom teacher	Always a good first contact
Gabe Adamek	Principal
Mary Gail Henneke	Counselor
Christy Garrett	Peims Clerk
Karen Behrens	Secretary
Stephanie Lerch	Registered Nurse
Debbie Randazzo	Nurse's aide
Katherine Kornegay	Nurse's aide

Intermediate School Slogan

A.C.E. All Can Excel

Intermediate Campus Pledge

**I will do well
I cannot fail
I'm proud to tell
I can excel**

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The student handbook contains information needed by both students and parents throughout the school year. It is organized alphabetically by topic.

POLICIES, PROCEDURES, RULES, REGULATIONS, AND GUIDELINES

Admission

A student (or the student's parent) seeking enrollment in the District for the first time or following attendance in another Texas district, out-of-state attendance, or private school attendance, should contact the principal. (FDA)

Art Program- Extra-Curricular

All students at Yoakum Intermediate receive art class in their homeroom classes. Students in the 5th grade will be eligible to participate in an extra-curricular art program. The program is an enrichment program for students who are interested in improving their art skills and who meet the following criteria.

1. *Received a commended rating on the Reading, Writing, or Math TAKS test, and passed the two other TAKS test
2. No discipline referrals or after school detentions
3. Maintain at least an 85 average in all of their classes during their 5th grade year
4. Met their AR goal

The principal/teacher reserves the right to remove a student from the program if a student's grades in Math/Reading/Science/ or Social Studies start to decline. If a student is removed, he or she will be placed in the STARR preparation classes.

*There will be 38 slots available in the Art Program. If there are more than 38 students interested in the program, and have met the above criteria, then we will take an average of their 4th grade reading, math, and writing TAKS test. The students with the 38 highest averages will be allowed to participate in the program.

Assemblies

Assemblies will be held for special programs, awards, and speakers. Students are expected to display courtesy, maturity and respect toward guests, other students, performers or speakers.

Attendance – General Information

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. Supervision is not provided for students arriving earlier. We encourage all students to ride the bus both to and from school each day.

Upon arriving children should go to the cafeteria to eat breakfast or proceed to the playground area. Every Monday students may purchase a lunch ticket from the cafeteria.

Classes begin promptly at 8:00 a.m.

Any child arriving after 8:00, MUST check in at the office BEFORE going to class. The school secretary will issue the student a tardy or excuse slip, which the student will give to the teacher.

General Rules

Regular attendance is important and expected of all students in order to make normal progress throughout the school year. The Texas Attendance Law mandates that each student be in attendance 90% of the school year or lose credit.

Students with a doctor's note or a note from the school nurse will be excused and it is at the principal's discretion if the absence will count as an extenuating circumstance of the 90% attendance requirement.

Students who cannot attend 90% of the school year due to extenuating circumstances will have to apply to the attendance committee and have their parents meet with the committee. The attendance committee will review with the parents the student's absences. If the committee determines that the parents and students have abused absences due to extenuating circumstances, the committee may:

1. deny class credit
2. require a doctor's note
3. complete additional assignments, as specified by committee
4. satisfy time-on-task requirements, as specified by committee
5. attend make-up classes

Extenuating circumstances will include:

1. Religious holy days under Ed. Code 21.035(f)
2. Medical or dental appointments
3. School-sanctioned extracurricular or unavoidable instances requiring immediate attention
4. Family emergencies or unforeseen or unavoidable instances requiring immediate attention
5. Participation in substance-abuse rehabilitation program
6. Required appearances in court or in legal proceedings
7. Absences related to being a migrant student
8. Days of suspension, provided required assignments are satisfactorily completed
9. Absences due to being a runaway under Family Code 51.03(3)
10. Approved college visitations
11. Personal illness
12. Death in immediate family
13. Quarantine
14. Weather or road conditions making travel dangerous
15. Any other unusual reason acceptable to the Principal or Superintendent
16. Activities related to obtaining United States citizenship
17. Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders

When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. If a note is not received within 3 days the absence will be

considered unexcused. Students who are absent from school or from any class without permission will be considered truant and will be subject to disciplinary action. Truancy may also result in assessment of penalties by a court of law.

Tardies

Students arriving after **8:00 a.m.** are considered tardy and **are to report to the office for a tardy note BEFORE entering the classroom.** Repeated instances of tardiness shall result in disciplinary action.

Accelerated Instruction Program

A student in grades 3-5 will be **required** to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area.

Exemptions to Compulsory Attendance

1. Activities related to obtaining United States citizenship
2. Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders
3. Religious holy days
4. Required court appearances

Closed Campus

Students in grades K-5 are not allowed to leave campus during the school day (including the lunch hour) unless they are signed out and picked up by their parents/guardian. A parent may designate an individual to pick up the student in special emergency situations.

Any student picked up during the school day must be signed out in the school office before he/she will be allowed to leave class.

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 **3:22**, the following procedure must be followed:

1. Send a note to your child's homeroom teacher specifying the time for your child to be picked up
2. **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 this procedure.
3. Students begin loading buses at 3:25. If it is necessary for you to pick up your child, you must come to the office by 3:15 to allow time for your child to be called to the office. No student should be taken off the bus once he/she has boarded.
4. Instruct your child concerning the exact person authorized to pick him/her up. An authorized person is one whose name is listed on the emergency procedure card. Brothers, sisters, aunts, uncles, etc. will not be allowed to pick your child up unless you have sent a note to designate that person.

Picking Up Students After School

Students who are picked up regularly by private car should be promptly picked up at 3:22 p.m. in the semicircle in front of the 4th grade building. **Parents are to stay in the cars and follow the directions of the duty teachers – driving up to where they direct you.**

Change of Address

It is imperative that addresses and phone numbers of student and parents are up-to-date at all times. These will be our source for contacting you in case of an illness or emergency with your child. **Please notify us of any changes** by calling the office or sending a note to the office each time there is a change in address or phone number.

Registration

At the beginning of each school year, it is necessary for parents to complete the registration materials. The information on the two registration cards and the emergency care card are extremely important. Be sure to complete the forms legibly and fill in all necessary spaces. Be sure to list the phone number where you or someone can be reached if your child becomes ill at school. Return the materials to your child's homeroom teacher the following day.

Religious Holidays

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 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.

School Hours

The school day begins promptly at 8:00 a.m. and classes dismiss at 3:22 p.m.

Withdrawal

1. A student may be withdrawn from school before the end of the school year only by parents/guardian.
2. Please notify the school office **in advance** to prevent a lengthy waiting period while the withdrawal papers are being prepared. This may also save an unnecessary trip to return library books or textbooks.
3. It is desirable that the parent or guardian withdraw the student at the **end of the school day**.
4. Textbooks and all library books must be turned in and cleared of fines or lost books.
5. Lunch charges must be cleared prior to withdrawing the student.

Awards and Honors

Six Weeks Awards

At the end of every six week period, honor roll, perfect attendance, music and the AR awards will be presented.

End of year Awards:

- Presidential Awards (5th grade only)
- Perfect Attendance
- Honor Rolls
- Citizenship - PRO Awards (People Respecting Others)
- AR Reading Awards

Rewards Program

Students at Yoakum Intermediate will have a chance to participate in a Champs Rewards Program. The purpose of this program is to reward and honor students who strive to be the best that they can be. A student will be a Champs if they receive no ISS/Corporal Punishment or after school detentions for a six weeks period.

Cafeteria

Meals

Students will be supervised by the cafeteria monitors. Students will behave in a manner that allows others present to have a pleasant atmosphere in which to eat their meal.

Breakfast

Breakfast is offered every morning at 7:45 in the cafeteria.

Lunch

Hot tray lunches are available for students in grades 3 - 5. Lunch tickets may be purchased every **Monday in the cafeteria.**

We ask that a child purchase lunches for a week at a time (5 lunches) or for the month (20 lunches). Any day the child does not eat, that amount is carried forward.

Prices are as follows:

Student lunch (including beverage)	\$2.25
Reduced lunch (including beverage)	\$.40
One week ticket.....	\$11.25
Reduced one week ticket	\$2.00
20 day ticket.....	\$45.00
Reduced 20 day ticket.....	\$8.00
Adult lunch.....	\$3.00

Please note:

Lost or forgotten money for lunches Students that lose or forget a lunch or lunch money, may call home for someone to bring their lunch or money to school.

Cafeteria Charges:

We encourage students to assume responsibility for handling their lunch or lunch money

arrangements. **Students may not charge more than 3 times consecutively so therefore please send the needed money or have him/her bring a lunch.**

Refreshments/Snacks/Juice

Snacks, juice and water are available for purchase.

- Students may be given candy items during the school day for up to 3 different events each school year - Christmas, Valentine's Day, End of Year
- **Chewing gum is not allowed on the Intermediate Campus.**

Cellular Phones and Pagers

Cellular phones and pager devices are **not permitted** on campus during the school day. The use of cell phones in locker rooms or restroom areas at any time while at school or at a school-sponsored event is strictly prohibited. Phones and pagers being displayed or used during the school day will be confiscated. Any disciplinary action will be in accordance with the Student Code of Conduct and TEC 37.082. **This includes a \$15.00 recovery fee and the release of the communication device to a parent or guardian.**

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

Dress and Grooming Code

All Students in Intermediate School

- **Shirts**
Buttoned oxford (western-style permissible) or polo shirts/blouses will be worn. All shirts will be free of words and/or pictures, etc. Logos (Izod, Polo, Dockers, etc.) may not be any larger than 1-inch square. All shirt buttons, except the collar button, must be buttoned at all times. All shirts will have a collar and sleeves. An approved, Yoakum Bulldog, school-spirit shirt (including t-shirts) may be worn on any day of the week. The original construction of the Yoakum Bulldog spirit shirt cannot be modified or altered. No oversized t-shirts or shirts/blouses will be allowed. Shirts must be tucked in.
- **Bottoms**
Male students shall wear either pants or shorts.
Female students will be allowed to wear pants, shorts, skorts, or skirts.

All bottoms must fit appropriately at the waist, be neatly hemmed, and be free of oversized logos, words and decorations. Company logos on back pockets are permitted. Pants with

holes/tears may not be worn. Pants, trouser, or slacks shall not be overly tight, baggy, and/or low riding. Pants must be hemmed and not frayed. Nylon, athletic, wind pants or sweatpants are not acceptable. Boxer or spandex shorts are not acceptable as outer wear. If pants have belt loops, a belt is required.

- **Sweaters, Sweatshirts, Jackets and Coats**

Sweaters, sweatshirts, jackets and coats may be worn as outer wear over standardized shirts. This includes hooded sweatshirts. These garments will not be limited other than restriction of offensive words or logos. These garments may not hang lower than the back pockets. **School administrators reserve the right to make judgment calls concerning restriction of outer garments.**

Male Students:

- Boys are not allowed to wear earrings or posts.
- Boys are not allowed to wear sagging pants.
- Boys must be clean-shaven. Distracting hairstyles are not acceptable. Hair should not cover the eyes or extend beyond the top of a polo-style shirt collar. The hair on the side may cover the ear to the bottom of the ear lobe, but must be trimmed and neat. Boys may not wear beads in their hair or have ponytails.

Female Students:

- Proper undergarments and/or foundation garments must be worn.
- Transparent blouses are not allowed. Dresses or tops cannot be cut lower than the armpit. Modest necklines are required for the front and back of garments. Spaghetti straps are not permitted.
- The length of the shorts, skirts, and dresses must be no shorter than the tip of the middle fingers of the hand, with arms down beside the body and shoulders straight. The slit of a skirt must not extend beyond the fingertips. Shorts must be loose fitting. Cut off jeans, gym shorts, and spandex/cycling shorts will not be allowed.

****Additional Dress/Grooming Guidelines for Intermediate ****

Each student is expected to have an appearance that does not take away from the education/learning process. Dress and grooming that is not considered reasonable in standards of health, safety, modesty, and decency will not be allowed.

Parents will be requested to bring a change of clothing if the student arrives at school in unacceptable attire.

- Caps/hats: Hats and caps will not be worn at school.
- Cleanliness: Daily baths and deodorant (if applicable) are essential for health standards.
- Clothing:
 - Leotards or skin tight pants are not permitted.
 - Skulls are not permitted on any clothing.
 - Flannels or other jackets can **only** be worn on cold weather days.
- Cologne/After-shave/Perfume: None is permitted.
- Hair/Nails/Tattoos: Offensive or distracting designs cut into the hair, pony tails, barrettes or distracting, grotesque or freakish hairstyles are not acceptable. No unusual hair color is

permitted. Sideburns should be neatly trimmed and should not extend below the ear. Fake fingernails and tattoos will not be permitted.

- **Jewelry/Earrings:** Earrings may be worn by girls but only permitted on the **bottom lobe of the ear**. No large or dangling earrings. No earrings will be worn by boys, including temporary posts. Grills are also not permitted. Long jewelry chains or long key chains will not be permitted.
- **Shoes:** Shoes must be worn. **NO Flip-flops**. Shoes must be free of steel taps. Heelys may be worn **but wheels must be taken out and the hole must be covered**.

Health Care Policies

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.

Emergency and Illness

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

1. Where to reach both parents (home, business, relative, or neighbor's phone numbers). Notify school office immediately of any changes.
2. Name, address, and telephone number of your family physician.
3. Your choice of an emergency plan listed on the emergency form.
4. Any physical ailment, such as convulsions, heart defects, diabetes, use of medication, etc. marked on the card. More 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°** 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.**

Physical Education

Physical Education is an important part of a child's educational experience. A written excuse is required in the event a child cannot participate in physical education. In the event a child needs to be excused from participation in physical education for a period of more than **two consecutive days**, a doctor's statement **must** be presented to the school office.

Immunizations

The following immunizations are required of all students in kindergarten through grade 5. All immunization records must be validated by a physician or public health clinic.

Vaccine	Required Doses	Last Dose
Polio (oral)	3	On or after 4th birthday
Diphtheria, Tetanus (DPT or TD)	4	On or after 4th birthday
MMR	2	2nd dose by age 12
Hepatitis B	3	By age 3
Varicella (chicken pox)	1	By age 12 or verification of disease
HIB	1-4 doses	On or before 4th birthday

On June 10, 2003, the Governor signed House Bill 2292, which included an amendment allowing an exemption to immunization requirements for reasons of conscience, including religious beliefs. Effective September 1, 2003 exemptions from Texas immunizations requirements may be granted by school officials provided the parent or guardian has submitted an official Texas Department of Health affidavit requesting the exemption.

A student must be fully immunized against certain diseases or must present a certificate of 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, rebeola (measles), rubella, mumps, tetanus, Haemophilus influenza type B, poliomyelitis, hepatitis A, hepatitis B, and variella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician of public health clinic with a signature of 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 FFAB.)

In summary only official forms developed and issued by the Texas Department of Health, Immunization Division will be accepted. No other forms or reproductions will be allowed.

All requests for an official Texas Department of Health form must be submitted, in writing, to the Texas Department of Health, Immunization Division, 1100 West 49th Street, Austin, Texas 78956.

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 pecculosis (lice).

Children excluded from school because of communicable disease may be re-admitted:

1. When the school has received a letter from the attending physician stating that the student is no longer contagious
- and**
2. 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.

When a child is sent home with head lice, he/she is **only excused for one school day**. The child should return free of head lice.

If this is reoccurring situation, the 1st absence will be counted as unexcused. **No more than one day will ever be excused for an occurrence of head lice.**

Cough drops are not allowed at school due to children easily becoming choked.

Medication Policy

It is the belief of the Health Services that medication should be administered at home. However, under certain conditions, it is in the best educational and health interest of the child to take prescribed medications during the school day.

Under the following conditions, school nurses and other school employees will administer medication to students during school hours should medication be necessary to keep a student in optimum health and to maintain maximum school performance. Students will not be allowed to carry medication.

We are asking for your cooperation regarding giving medication in the schools. Because of the responsibility placed upon the staff for giving the correct medications, we ask that you comply with the following guidelines:

1. All medication must be brought to the school nurse/office **by the parent**. Medication **will not** be sent home with student. It is the parent's responsibility to pick up the medication.
2. All prescription medication prescribed by your child's doctor, other than short term (less than 2 weeks) antibiotics, must have a written doctors order (consent for giving medication at school) form signed and returned to the school before that medication will be given by school personnel. Forms may also be faxed between the doctor's office and the school office.
3. Medications to be given two and three times a day are **not** administered at school unless specifically ordered by the doctor to be given during the school day. Medication to be given four times a day can be given at school (if necessary).
4. A new written order form must be presented for any changes of medication.
5. **Parent or guardian must sign the request form for their child to be given medication.**
6. The medication must be brought to school in the original labeled container from the pharmacy, labeled with student's name, name of medication, and directions for time and dosage (amount given). You may want the pharmacist to label two containers - one for the school and one to keep at home.

7. The **student** is responsible for coming to the nurse or to the designated person to take the medication.
8. Nonprescription medicines will be dispensed by the nurse or office personnel to students who have written permission from a parent or guardian to receive medication at school, as needed, for a **maximum** of five consecutive days. This ensures that use of this medication is not masking symptoms of a serious condition in the student; a doctor's order must be submitted to the nurse for administration beyond this five day period.
9. A student **may not** carry or administer his/her own medication. This includes prescriptions and over-the-counter medications, such as Tylenol. State mandates require all medication to be in a locked cabinet when on campus. Disciplinary action will be pursued for violators of this rule.
10. We would appreciate it if you would please pick up your child's medication no later than the last day of the school year. Any medication that is not picked up at the end of the school year will be discarded.
11. A new permission form is required for each school year. If you have any questions, please contact the School Nurse.
12. Cough drops are not permitted at school.

If you have any questions regarding the policy, please contact the School Nurse at 293-3451 or your child's school office.

Meningitis

Senate Bill 31, which was recently passed by the Texas Legislature, requires public schools to annually provide all students and parents with information relating to bacterial meningitis. The information below is to educate parents about the symptoms of this disease and what to do in the event that a student is diagnosed with bacterial meningitis.

The Texas Department of Health stresses that this disease is not a widespread problem with children who are in public schools. The population most at risk for contracting bacterial meningitis is college freshmen that live in dormitories. However, the Legislature did intend that all public school students and parents be made aware of this disease.

What is Meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord --- also called the meninges. It can be caused by viruses, parasites, fungi, and bacteria. Viral (aseptic) meningitis is common; most people recover fully. Medical management of viral meningitis consists of supportive treatment and there is usually no indication for the use of antibiotics. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

There are two common types of bacteria that cause meningitis:

- *Streptococcus pneumoniae* causes pneumococcal meningitis; there are over 80 subtypes that cause illness
- *Neisseria meningitidis*-meningococcal meningitis; there are 5 subtypes that cause serious illness-A, B, C, Y, W-135

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:

- Severe headache
- High temperature
- Vomiting
- Sensitivity to bright lights - neck stiffness, joint pains
- Drowsiness or confusion

**In both children and adults, there may be a rash of tiny, red-purple spots or bruises caused by bleeding under the skin. These can occur anywhere on the body. They are a sign of blood poisoning (septicemia), which sometimes happens with meningitis, particularly the meningococcal strain.*

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, such as deafness, blindness, amputations or brain damage (resulting in mental retardation or paralysis) even with prompt treatment.

How Is Bacterial Meningitis Spread?

Fortunately, none of the bacteria that cause 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. Being a carrier helps to stimulate your body's natural defense system.

The bacteria rarely overcomes the body's immune system and causes meningitis or another serious illness.

What is the Risk of Getting Bacterial Meningitis?

The risk of getting bacterial meningitis in all age groups is about 2.4 cases per 100,000 population per year. However, the highest risk group for the most serious form of the disease, meningococcal meningitis, is highest among children 2 to 18 years old.

How Is Bacterial Meningitis Diagnosed?

The diagnosis is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood. Spinal fluid is obtained by a lumbar puncture (spinal tap).

How Can Bacterial Meningitis be Prevented?

- Do not share food, drinks, utensils, toothbrushes, or cigarettes.

- Limit the number of persons you kiss.
- Vaccines against pneumococcal disease are recommended both for young children and adults over 64. A vaccine against four meningococcal serogroups (A, C, Y, W-135) is available. These four groups cause the majority of meningococcal cases in the United States. This 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.

For More Information

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.

Child Sexual Abuse

The district has established a plan for addressing child sexual abuse.

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. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under stat 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 stomachaches and headaches. Behavioral indicators may include verbal references to 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 in school.

A child who has experienced sexual abuse should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling program. To find out what services may be available in your county see:

<http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available In Your County/default.asp>.

The following Web sites might help you become more award of child sexual abuse:

<http://www.tea.state.tx.us/index.aspx?id=2820>
<http://sapn.nonprofitoffice.com/>
<http://www.taasa.org/member/material2.php>
http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml
http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml

Reports may be made to: The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1-800-252-5400 or on the Web at <http://www.txabusehotline.org>).

Internet Policy

Acceptable Use Policy (AUP)

1. Overview:

The Yoakum Independent School District Network (YNET) is now making Internet access available to the staff and students in the Yoakum Independent School District. We are very pleased to bring this access to Yoakum ISD and believe the Internet offers vast, diverse, and unique resources. Our goal in providing this service to Yoakum ISD is to promote educational excellence in the Yoakum schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world to millions of individual subscribers who have access to electronic mail communication with one another; information and news from research institutions, colleges and libraries; public domain software, as well as discussion groups on a wide variety of topics.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network, it is impossible to control all materials, and an industrious user may discover controversial information. Yoakum ISD firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a YNET user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

2. YNET Regulations and Guidelines:

The Superintendent or designee will oversee the District's electronic communications system.

The District's system will be used only for administrative and educational purposes consistent with

the District's mission and goals. Commercial use by individuals of the District's system is strictly prohibited.

The District will provide training to employees in proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the use of the District's system will emphasize the ethical use of this resource.

System Access

Access to the District's electronic communication system will be governed as follows:

- a. Upon agreeing to the District's Acceptable Use Policy and approval of the Superintendent or designee, District employees will be granted access to the District's system.
- b. A teacher may apply for a class account and, in doing so, will be ultimately responsible for use of the account. Teachers with accounts will be required to maintain password confidentiality by not sharing the password with students or others.
- c. Students completing required course work on the system will have first priority for use of District equipment after school hours.
- d. Any system user identified as a security risk or having violated District and/or campus computer-use guidelines may be denied access to the District's system.

**Campus-Level
Coordinator
Responsibilities**

As the campus-level coordinator for the electronic communications system, the principal or designee will:

- a. Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the District's system at the campus level.
- b. Ensure that all users of the District's system complete and sign an agreement to abide by District policies and administrative regulations regarding such use. All such agreements will be maintained on file in the principal's office.
- c. Ensure that employees supervising students who use the District's system provide training emphasizing the appropriate use of this resource.

**District-Level
Coordinator
Responsibilities**

As the district-level coordinator for the electronic communications system, the superintendent or designee will:

- a. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of the system.
- b. Be authorized to establish a retention schedule for messages on any electronic bulletin board and to remove messages posted locally that are deemed to be inappropriate.
- c. Set limits for disk utilization on the system, as needed.
- d. Deny, revoke, or suspend specific user accounts, with or without cause or notice, for lack of use, violation of network regulations, or as a result of other disciplinary actions against the user.

**Individual User
Responsibilities
On-Line
Conduct**

The following standards will apply to all users of the District's electronic information/communications system:

- a. The individual in whose name a system account is issued will be responsible at all times for its proper use.
- b. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy.
- c. Use for commercial, income-generating or "for profit" activities, product advertisement, or political lobbying is prohibited by users. Sending unsolicited junk mail or chain letters is prohibited.
- d. System users may not use another person's system account without written permission from the District coordinator, as appropriate.
- e. System users must purge electronic mail in accordance with established retention guidelines.
- f. System users may redistribute copyrighted programs or data only with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
- g. System users may upload public domain programs to the system. System users may also download public domain programs for their own use or may non-commercially redistribute a public domain program. System users are responsible for determining whether a program is in the public domain.

**Vandalism
Prohibited**

Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of District policy and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, hardware, or software costs.

**Forgery
Prohibited**

Forgery/attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the Electronic mail of other system users are prohibited.

**Information
Content/Third
Party Supplied**

System users and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material. A student knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies.

Network

System users are expected to observe the following network etiquette:

Etiquette

- a. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
- b. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
- c. Pretending to be someone else when sending/receiving messages is considered inappropriate.
- d. Transmitting obscene messages or pictures is prohibited.
- e. Revealing personal addresses or phone numbers of the user or others is prohibited.
- f. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

Termination/ Revocation of System User Account

The District may suspend or revoke a system user's access to the District's system upon violation of District policy and/or administrative regulations regarding acceptable use.

Termination of an employee's account or of a student's access will be effective on the date the principal or District coordinator receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

Disclaimer

The District's system is provided on an "as is, as available" basis. The district does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that information or software contained on, the system will meet user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communication system.

Items Not Permitted At School

Skateboards, electronic games and devices, IPODS, MP3 Players, pagers, cell phones (without special permission), **lasers, balls, sports cards, and toys** are not allowed at school and should not be brought to school unless they are used as part of a classroom project or requested by the teacher.

Dangerous objects are not allowed. Gum is also not allowed at school.

Balloons, flowers, gifts, etc. are not to be sent to students at the Intermediate campus. Deliveries for

students are to be sent to their home.

Law Enforcement Agencies

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 the parents unless the interview 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.
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Lost And Found

Articles not claimed by students are placed in a central location in or 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. Due to the lack of storage space, these items will be donated to a charitable organization after a reasonable period of time. Students may go to the Lost and Found during the homeroom period with permission from their homeroom teacher. Parents may also check for lost items.

Parent Issues

Parental Involvement

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. The Parent Involvement Coordinator, who works with parents in

Title I programs is Mrs. Tita Mercer and may be contacted during the school day at 361-293-2741.

The school asks parents to:

- Review the Student's Handbook with your child prior to signing and returning to the school the written statement that you understand and consent to the responsibilities outline in this handbook.
- To encourage their children to put a high priority on their education.
- To stay informed on school activities and issues.
- To monitor their children's progress and contact teacher as needed.
- To become a school volunteer. For further information contact the principal.

Communication between School and Home

Establishing and maintaining open and clear communication between school and home is of great importance. Please help us in promoting responsible behavior of your child to deliver notices between school and home.

We feel that communication between home and school should be a two-way endeavor. If at any time you have questions or concerns, please contact the appropriate school personnel by telephone or written note. Never hesitate to ask about school policies or procedures when you are in doubt.

Accommodations for Children of Military Families

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district.

Parent/Teacher Organization (A.C.E. Booster Club)

The purpose of the A.C.E. Booster Club is to develop a closer relationship between home and school, to provide support to school using parent volunteers and to assist in fund-raising events. The Yoakum A.C.E. Booster Club will hold four meetings during a school year at the Intermediate campus.

The A.C.E. Booster Club is composed of the executive committee, Intermediate teachers and staff, and **all** parents of the Intermediate School students. The basic policies of the club are to be non-commercial, non-sectarian, and non-partisan and to assist the school in providing quality education for all students. Any activity using the A.C.E. Booster Club name should be presented to the Executive Committee and approved of before any action is taken involving the organization.

Committees will be set up to help organize our activities. (Volunteer Parent, Fund Raising, and Program Committees)

Goals for use of the money will be determined before the start of a fund-raising event. To best serve the school as a whole, a survey will be taken of Intermediate staff to determine the needs of campus. Results of survey will be presented to the Booster Club officers and prioritized according to most immediate need. Prompt action will be taken to dispense the money from the fund-raiser without depleting all club funds.

Parent Volunteers

Yoakum Intermediate School recognizes the value of volunteers with a volunteer program. 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 real "PAL" to your school and volunteer your time and services. You will be appreciated.

If you are interested in volunteering at Yoakum Intermediate please make an appointment with the principal.

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.

Parent Complaints

A parent who has a complaint shall request a conference with the principal within 15 days of the time the student or parent knew, or should have known, of the event or series of events causing the complaint. The principal shall hold a conference with the parent within seven days of the request. The principal shall have seven days following the conference within which to respond. If the principal does not respond or the outcome of the conference with the principal is not to the parent's satisfaction, then the parent may request a conference with the Superintendent within seven days. If the outcome of the conference with the Superintendent is not satisfactory, then follow Board Policy FNG (Local).

Reviewing Instruction Material

As a parent, you have a right to review teaching material, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to you child.

Physical Education

Students in elementary and middle school are required to participate in physical activity 30 minutes per day minimum; 225 minutes for a two-week period. Yoakum Intermediate students engage in physical education 45 minutes per day; 225 per week.

Pledges/Prayer

Section 25.082, Education Code directs school boards to require all students to recite the pledges to the United States and Texas flags once each school day. A district shall excuse a student from reciting a pledge on request of the student's parent or guardian.

All students are to be provided a minute of silence following the pledges during which students may reflect, pray, meditate, or engage in another silent activity that is not distracting to other students. School employees are required to see that students remain silent and do not distract other students

Safety

Accident Prevention

Student safety on campus and at school-related events is a high priority of Yoakum Intermediate. 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 to a teacher or the principal safety hazards, such as intruders on campus and threats made by any person toward a student or staff member.
- 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.

Drill-Fire, Tornado, and Other Emergency Drills

School personnel and students shall participate in frequent drills of emergency procedures. When the alarm is sounded, students must follow the direction of teachers **quickly, quietly**, and in an **orderly** manner.

3 bells	fire: leave the building
1 bell	halt; stand at attention
2 bells	Return to room
4 bells	disaster procedure

For storm emergencies, the signal will be a continuous bell alarm.

Gang-Free Zones

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and location in, on, or within 1000 feet of any district-owned or leased property or campus playground.

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.

The following stations will carry weather and school closing information:

KAVU TV	ABC	Victoria
KYKM	92.5 FM	Yoakum
KIXS	107.9 FM	Victoria

If weather conditions worsen during the day, the superintendent will determine if an emergency early dismissal is to be conducted. Unless otherwise informed, buses will follow the usual daily schedule when early dismissal is set. All decisions regarding school closings will be made by the superintendent. If the decision is made with school in session, it will be communicated to directors and principals who will in turn communicate to their staff.

Insurance for Students

School insurance is available for all students wishing to purchase it. However it is the parents' responsibility to read the policy to determine coverage, its duration, claim procedures and must be mailed by the parent.

Note: The Yoakum School District will not underwrite the medical expenses of any student.

School Facilities

Asbestos

In compliance with the U. S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), school districts performed inspections of their school 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 June, 2010, 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 materials 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 102 McKinnon Street. The public is welcome to view these results during normal school hours (M-F, 8:00a.m.-4:30p.m.). The Asbestos Program Manager, Chris Kvinta, is available to answer any questions one may have about asbestos in school buildings.(Appendix I)

Pest Management

As part of our commitment to provide your child with a safe, pest-free learning environment, the Yoakum Independent School District 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 Independent School District property are made only by trained and licensed technicians. Should you have any 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 or at 102 McKinnon St. Yoakum, Texas 77995

School Parties

There will be three parties during the year -Christmas, Valentine's Day, and End of Year. Students may be given candy items during the school day for up to 3 different events each school year. Parents will be asked to assist with these parties. **Other party occasions, such as birthdays, etc. can not be celebrated at school. No birthday invitations are to be handed out at school.**

School Supplies

The district-wide supply list is provided to meet the students needs in the most economical and efficient manner possible. Due to scheduling, some of the material brought by the child will be used collectively. A student is responsible for having the necessary supplies each day for each of his/her classes.

-  Please **label all school supplies** with the child's name before they are brought to school.
-  Additional supplies may be requested by the homeroom teacher.

- + Check with your child often to see that he/she has adequate school supplies and purchase more before your child runs out.
- + Clear backpacks preferred

Visit the district website or stop by the office for a current list of school supplies.

Special Programs

The District provides special programs for gifted and talented students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program and the principal can answer questions about eligibility requirements.

Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services.(Appendix II) Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date of the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Gabe Adamek (principal) at (361)293-2741.

Student Behavior

At Yoakum Intermediate all staff members attempt to use a positive approach in working with students concerning their behavior. We value the dignity and self worth of each child. Teachers and administrators work with the students to nurture the value of good citizenship and to help each child apply self-discipline and accept responsibility for his/her actions. We want each child to consistently strive for recognition through positive, constructive means.

Students will be involved in determining acceptable standards for our school and their classes. The

basic guidelines for conduct that students are asked to follow include:

1. conforming to classroom and school conduct rules
2. showing respect for adults and peers
3. showing respect for the property of others
4. cooperating with adults and peers
5. showing self-control

When a student fails to comply with accepted standards, teachers and administrators will work with the child to find effective discipline management techniques (p.26,27) to correct the situation. Such actions for the child might include a conference with school personnel, separation from the group, making a verbal or written contract, accepting logical consequences, having a privilege removed, having parents involved by telephone or conference, or accepting corporal punishment. Corporal punishment is used only after other forms of student control have failed to achieve the desired effects.

We have a trained counselor on our staff that may be consulted to help deal with continued discipline problems. The counselor may give recommendations for the student, teachers, and/or parents in dealing with the situation.

Discipline Management Plan

In order to guarantee your child the excellent learning climate he/she deserves, we are utilizing the following Discipline Management Plan at Yoakum Intermediate School.

Our School Philosophy

We believe all students can behave appropriately. We want to provide each student the best learning opportunity; therefore, we cannot allow any student to stop a teacher from teaching and/or student from learning.

School Expectations

1. Be respectful!
2. Do your best!
3. Follow teacher/classroom expectations.

Positive Consequences for Students Who Follow the Rules

1. Students will be praised
2. Students will receive positive notes to take home
3. Class-wide reinforcement programs will be used
4. Individual students and classes will be recognized by the principal

Lunchroom Rules

1. Eat only your own food
2. Speak quietly
3. Use good manners
4. Raise hand to speak
5. Follow procedure
6. Raise hand to be released

Students who follow the lunchroom rules will retain the privilege of eating with their class and having free time after lunch.

Severe Clause:

A child will be sent immediately to the principal for any major or serious offenses as outlined in the student handbook.

1. Verbal or physical abuse of a staff member or another student
2. The possession, use, delivery, dispensing or sale of prohibited substance
3. Possession or use of any dangerous instrument which may be used to inflict bodily harm to any student or other individual
4. Damaging or destroying school equipment, school property, or the property of any individual
5. Persistent misbehavior that threatens to impair the educational efficiency of the school
6. The committing of any minor offense that the principal determines is serious misbehavior
7. Illegal abuse violation

If a Student Is Sent to the Principal

The principal shall implement or initiate one or more of the discipline management techniques below (as described in the Student Handbook):

- | | |
|------------------------|--------------------------------|
| Student conference | Restitution |
| Parent conference | In-School Suspension |
| Noon Detention | Suspension |
| After school detention | Corporal punishment |
| Reassignment | Involvement of law enforcement |

It is in your child's best interest that we work together in relationship to his/her schooling. We will, therefore, be in close contact with you regarding your child's progress in school. Any time a serious infraction occurs (assignment of an ISS or more) the parent will be contacted.

I understand that I may request in writing that corporal punishment shall not be administered to my child and I agree to be available to pick up my child should he/she need this type of punishment.

When Students are in ISS

Students are expected to complete their assignments and to follow directions given by the ISS Teacher.

Student Progress

Conferences

We encourage conferences throughout the school year. Officially, two conferences a year will be scheduled; one being a phone conference and the other being a personal contact. Anytime, however, if you desire a conference with your child's teacher and/or principal, please call the school office. Your child's teacher has a daily conference period.

Promotion and Retention

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district. To earn credit in a course, a student must receive a grade of at least 70 on a scale of 100 based on course-level or grade-level standards in three of the following areas: language arts, mathematics, science, and social studies.

Parents of a student in grades 3-5 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school day.

Promotion to the next grade is based on:

- Teacher considerations
- Student performance on state assessments
- Student's grade in the course
- Any other necessary academic information as determined by the district

Grading/Reporting To Parents

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 course. Grades are also to be used as a basis for credit and promotion.

In elementary grades 1-5 achievement shall be reported to parents as number grades for language arts, math, science, and social studies. Non-grade subjects in the elementary schools (health, writing, music, art, physical education, and conduct) will use the following letter symbols:

- S Satisfactory
- NI Needs improvement
- 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.

In elementary schools the honor roll shall consist of grades of 90 or above. There will be two honor rolls in grades Kindergarten-8; the Distinguished Honor Roll shall consist of grades of 90 or above and the Regular Honor Roll which shall consist of grades of 90 or above and not more than one grade of 80 or above.

Homework

Students at Yoakum Intermediate School will have regular homework assignments to be completed at home and returned to school. It helps a student develop responsible work habits and organizational skills that can be applied throughout his/her school career.

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. Late homework will not be accepted. Failure to turn in assigned work will result in a zero (0) for that assignment. Students may come in for re-teach and to do enrichment work for extra credit.

Make-Up Work

Students are responsible for getting make-up work immediately upon returning to school. The student should ask his/her teachers for detailed assignments covering the work that was missed. This is the student's responsibility, not the teacher's. This work should be completed promptly and returned to his/her teachers.

Students will be able to make up work when they return to school. They will be allowed the same number of days as they were absent to complete their work. Exceptions are made in cases of prolonged illness; however, students are expected to make arrangements to keep up with school assignments. **The student is responsible for getting their work from the teacher in all their classes.**

Testing

Every year a state achievement test called the TAKS will be given to all 3 grade levels in the following subjects:

- Math: grades 3,4,and 5
- Reading: grades 3,4,and 5
- Writing: grade 4
- Science: grade 5

Tutorials

Special tutorial sessions will be provided during the day for students in grades 3-5 who score below 70 (or are in jeopardy of scoring below 70) in reading, language, mathematics, science, or social studies. A progress report will be sent at the end of a three week period if the student is failing any subject.

After-school and Summer School Programs are offered at the recommendation of the teacher and with the approval of the parent.

Student Leadership Team

Criteria to be a member of the Student Leadership Team:

- Passing average in all classes
- AR goal met
- No ISS
- Able to attend meetings after school once a month (3:22 – 4:00)

Fifth Grade Officer Positions:

President
Vice-President
Secretary
Treasurer

Any 5th grade student that is campaigning for an office will present speeches to the students. After the speeches, the classes vote individually for officers and then elect their own representative.

Each classroom (3rd-5th) will have one class representative and an alternate to take their place in the event they cannot be part of the Student Leadership Team

Campaigns may be with posters or homemade campaign items (stickers). NO FOOD items can be given out.

Student Records

The Yoakum ISD maintains all records of its students as prescribed in the Texas Open Records Law, Articles 6252-17a and the Federal Family Educational Rights and Privacy Act of 1974. These laws basically guarantee parents access to all the educational records maintained on their children and provide for the confidentiality of these records with access only to those with legitimate educational purpose.

General information about Yoakum ISD students is considered “directory information” and will be released to anyone who follows procedures for requesting it. That information includes:

- a student’s name, address, telephone number, and date and place of birth
- the student’s photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams
- the student’s dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school attended previously
- the student’s e-mail address

A parent or eligible student may prevent the release of any or all directory information regarding a student. This objection must be made in writing to the principal within ten school days after you have been provided this notice.

Virtually all information pertaining to student performance is considered a confidential educational record and may be released to:

- the parents-whether married, separated, or divorced-who will generally have access to the records. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.
- district staff members who have what federal law defines as a “legitimate educational interest” in a student’s records. Such persons would include school officials (such as Board members, Superintendent, principals), school staff members (such as teachers, counselors, diagnosticians), or an agent of the district (such as a medical consultant).
- various governmental agencies or in response to a subpoena or court order.
- a school to which a student transfers or in which he or she subsequently enrolls.

Release to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

The principal is custodian of all records for currently enrolled students at the assigned school, and for students who have withdrawn or graduated.

Records may be reviewed during regular school hours. If circumstances effectively prevent a parent or eligible student from inspecting the records, the District shall either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

The address of Intermediate's Office is: Yoakum Intermediate, PO Box 737, Yoakum, Texas 77995

The parent's or eligible student's right of access to, and copies of, student records do not extend to all records. Materials that are not considered educational records—such as teachers' personal notes on a student that are shared only with a substitute teacher and records of former students after they are no longer students in the District—do not have to be made available to the parents or students.

A parent may review and inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the requester has the right to request a hearing. If the records are not amended as a result of the hearing, the requester has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process.

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Student's Rights

Harassment

Students **shall not** engage in harassment. The term "harassment" includes repeated, unwelcome, and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual's race, color, religion, national origin, or disability that creates an intimidating, hostile, or offensive educational environment. A substantiated charge of harassment against a student shall result in disciplinary action.

Bullying

Bullying is written or oral expression or physical conduct that a school district's board of trustees or the board's designee determines:

- To have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm at the student's person or of damage to the student's property; or

- To be sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment for a student.

All students are expected to treat one another courteously, with respect for the other person's feelings; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student. This prohibition applies whether the conduct is by word, gesture, or any other intimidating sexual conduct, including requests for sexual favors, that the other student regards as offensive or provocative.

Sexual Harassment

A student or parent who has a complaint alleging sexual harassment of offensive intimidating conduct of a sexual nature may request a conference with the principal. The first conference with the student ordinarily shall be held by the principal or a designee who is the same gender as the student. The student shall not be required to have a conference with the person who is the subject of the complaint. The principal shall schedule and hold a conference with the student and or/parent within seven days and shall be responsible for coordinating an appropriate investigation of the complaint. The investigation shall ordinarily be completed within seven days. The student or parent shall be informed in the event of extenuating circumstances delaying the investigation.

If the outcome of the investigation is not to the parent's satisfaction, a conference may be scheduled with the Superintendent within seven days after the results of the investigation are made known to the parent.

Notification Under The Protection Of Pupil Rights Amendment (PPAR)

PPAR 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 Independent School District adopted procedures to use personal information for marketing, sales, or other distribution purposes. Yoakum Independent School District 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 examination 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 scholastics screenings, or any physical exam or screening permitted or required under State law.

Parent/eligible student who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 US Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-4605

Protection of Student Rights

Information on 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 paraprofessional are also available upon request.

Telephone

1. Telephones are **business phones**
2. Students may use them **ONLY** on an **emergency basis**
3. In an **emergency situation** only, messages will be relayed through the office to your child
4. Students **may not leave class** to receive phone calls
5. After school plans and arrangements must be made **BEFORE students leave home in the morning**. School cannot assume responsibility for relaying messages regarding after school plans.
6. Students may not call home for books, homework, projects, or parents to sign papers. Students should take responsibility for getting to school with necessary supplies and material.

Textbooks/Library Books

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 textbooks must be paid for in full. Damaged textbooks must have the assessed fine paid. Book covers are provided for all textbooks. It is the student's responsibility to keep all textbooks covered at all times. Do not tape book covers directly to the inside of the book. This results in damaged to the book therefore you will be responsible for payment of the damaged book.

Students have full responsibility for any library books they check out. Lost library books and fines must also be paid for before reports and records can be released.

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 required, signed by the parent/guardian. The student must bring the note to the office for the principal's signature.**

Rules for Riders

1. **The bus driver is in charge** - obey him/her promptly at all times. Disobedience and disrespect will not be tolerated.
2. **Stay seated at all times** except when loading and unloading. When seats are assigned, each student must ride in his/her assigned seat. Everyone must stay seated, unless all seats are taken, until the bus has reached the child's school or stop.
3. Arms and head must never be extended, even partially, out a window and there is to be no shouting through windows or throwing items out of windows.

4. Students should take care to keep litter off the floor and seats.
5. Students should sit and carry on a conversation in a normal tone of voice. No one should yell to people outside the bus, and there should be no loud noise of any kind to distract the driver's attention from the road. Strictly prohibited activities include use of tobacco, alcohol, drugs, or using any device that creates a spark or flame, sitting sideways or backwards, shoving, slapping, throwing any item, fighting, water pistols, rubber bands, or having any other item that endangers others.
6. **Respect other riders** - do not bother them either by what you say or what you do.
7. **Take care of your bus.** Report any abuse that you see to the driver.
8. You are to board and leave the bus only at the regular assigned stop.
9. If you must cross the road when you are taken home, you must cross **only** in front of the bus and **only** on a signal from the driver.
10. You must wait for the bus only on the side of the road on which it stops. Fatalities show the crucial need for strict attention to this regulation.
11. **Ride only the assigned bus.**
12. **Be on time at the bus stop.** You are to be at the stop when the bus arrives. If you are not, it is dangerous to you and others using the roads, and it is unfair to the other passengers (especially to those still to be picked up) due to tight, but necessary, bus time schedules.
13. The driver is not permitted to let students get off the bus at any other place other than their regular bus stop, at home, or at school unless he/she receives proper authorization from the principal upon request of the parent.

The same rules and behavior that apply to the classroom and school campus will also apply on the school bus. Accidents occur when drivers cannot pay full attention to the responsibility of driving the bus safely due to pupil misbehavior.

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/assistant 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. Parental 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 off 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 the student, and the student will be suspended off 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 off the bus for 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 the student will be suspended off 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.

Video Recorders on School Buses

The District has installed video recording equipment on all school buses 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. Students 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.

Visitors

We welcome parents to visit the school throughout the year. However, **all parents/visitors must report to the principal's office when arriving on our campus.** Parents/visitors to individual classrooms during instructional time shall be permitted to enter the class **only** with a pass from the office or a written pass with principal approval. This policy is for your child's protection as well as that of the other students in the classroom. Teachers have been reminded and instructed not to allow anyone to interrupt the class, talk to a student, or take a student out of school without an **OFFICE PASS**. Please remember to allow **plenty of time to go to the office first before picking up your child or to schedule a conference time.**

Waiver of Fees

Upon receipt to the District of reliable proof that a student and his/her parent or guardian are unable to pay a fee or deposit required by the school, such fee or deposit shall be waived. Such student and his/her parent or guardian must present evidence of their inability to pay to the appropriate principal who shall determine eligibility for a fee waiver.

Yearbook/School Pictures

Individual school pictures and group/class pictures will be taken in the fall, with these pictures being used in the yearbook.

In the spring individual pictures will be taken.

Yearbooks will also be sold at Yoakum Intermediate School. Notes will be sent home to inform

parents/guardians of dates and the cost if you desire to purchase the yearbook.