



# YOCUM ELEMENTARY

*#YocumBears*

*#LetMeHearYouGROWL*

## Academic Information

### Communication Folders

Students in 2nd grade will receive a navy parent communication pocket folder. In this folder, you will find homework assignments, newsletters, graded work and other important information, including a behavior report. This will come home with the students daily.

Students in grade 3rd and 4th will receive a planner and a navy parent communication folder. Our goal with planners is to teach students responsibility of writing down assignments, test dates, and other important information.

It is the responsibility of the student to have a parent/guardian check the planner and/or folder each night. It is the responsibility of the student to keep up with the planner and/or folder. If lost, a replacement should be purchased through the office, as these are specific planners the school purchases for each student once a year.

### Arrival

The front doors facing Wesson Street will be opened at 7:20. For safety, the front doors facing College Avenue will not be open for arrival. Students will need to walk to the glass doors facing Wesson Street.

Staff are not scheduled or required to be at Yocum until 7:20 for student supervision. Please **DO NOT** drop your child off to wait outside. Adult supervision is NOT available prior to 7:20. Car riders should use the car line on College Avenue to drop students. Buses use Wesson Street to unload.

If your child arrives after 8:00 am an adult MUST sign them in.

### Attendance, Early Check-outs, and Tardies

Students are expected to attend at all times when school is in session. The school district does recognize that absences are sometimes unavoidable. Please see pages 13-15 of the El Dorado Student Handbook for attendance policies.

Please do not pick your child up from school early unless it is absolutely necessary. We teach from bell to bell at Yocum. Your child misses valuable instruction when they arrive late or leave early. Additionally, the entire classroom is disturbed when we interrupt to call a student to the office. Students are recorded as tardy if they check out of school early. Tardies add up to absences.

Whenever a student exceeds 7 unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law. If you have a special health circumstance, please contact the building principal.

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In the event you must check out your student, it must be before 2:45pm on Mon., Tues., Thurs., and Fri. On Wednesday it must be prior to 1:15pm. You must come to the office, present your drivers' license (government issued ID) to sign the student out. Anyone checking a student out must be listed on the student's emergency card.

### **Conferences**

Every teacher at Yocum has a 40-minute conference period each day. To schedule a conference with a teacher, please contact the school secretary or your child's teacher. Teachers often have obligations during their conference period.. Therefore, it is imperative that parents schedule conferences in advance. Two formal conferences are scheduled each year in October and February. (You must attend at least one of these during the school year to be considered as a parent-volunteer for Field Day.)

### **Discipline**

All discipline issues are handled according to the El Dorado Public School Policies for Discipline and Safety as stated in the Student Handbook. Classroom rules/expectations will be sent home by the teacher for parent review.

### **Cafeteria**

#### **Breakfast**

Breakfast is served each day in the cafeteria from 7:30-7:50. Please make every effort to have your child to school before 7:40 if you want them to eat breakfast at school. Outside breakfast food is not allowed for the safety of other students.

#### **Cafeteria Behavior Expectation**

Students are allowed to talk quietly to those students who are seated close enough for conversation. Food items may NOT be shared among students. No outside food will be delivered to students during the school day for lunch. Lunch should be brought to school with the student at the start of the day.

#### **Meal Payment**

All elementary students eat FREE this school year due to a grant received by the El Dorado School District. No form is required to complete.

### **Items Brought to School**

#### **Birthdays**

Children are not allowed to pin money on their clothing on their birthday. This is a distraction for other students. Also, we are **NOT allowed to celebrate student birthdays with food at school.** Do not send edible treats with



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your child to share with the class. This includes bringing in donuts in the morning for a special treat. Arkansas Law holds schools to a specific number of food events per school year.

### **Money, Toys, and Personal Items or Items not allowed at school**

Students should never bring large sums of money to school. If a student needs to purchase something sold at school, they should give their money to their teacher as soon as school is in session. Students are not to bring toys, electronics, Heelys (with wheels), pets (unless permission is given in advance), gum, candy, trading cards, or anything of value to school. The school is not responsible for items lost or damaged.

### **Party Invitations**

Please **do not send birthday invitations to be passed out at school unless there is one for each child in the class.** If your child has an invitation for a student in another class, he/she will need to have an invitation for all the students in that classroom or find an alternate way to deliver the invitation. This causes hurt feelings and puts the teacher in an awkward position. Additionally, the school cannot provide parents with addresses or phone numbers of students.

### **Lost and Found**

Please encourage your child to look through the lost and found frequently. Parents are welcome to come look also at any time. To prevent loss of your child's clothing, **LABEL** any removable items (jackets, hats, mittens, etc.) with your child's first and last name. Items not claimed at the end of each semester will be donated to charity.

### **Student Safety**

#### **Office Check-In**

ALL VISITORS to Yocum are REQUIRED to stop at the office window and check in through our Hall Pass system. Your cooperation with this assists us in keeping your child safe. Visitors must bring their driver's license/government identification the first time when visiting our campus for the first time.

#### **Custody/Court Orders**

It is the parent's responsibility to let the school know and provide any legal documentation required stating a legal guardian should not have contact with a student (court orders, custody papers, etc.). It is the responsibility of the parent/guardian to provide accurate information regarding ways to reach parents should an emergency occur. The school should have several phone numbers on record at all times.

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### Medication

Prior to the administration of any medication, a written request from both the lawful custodian and a person who is licensed to practice medicine or dentistry is required. Medication Consent Forms may be obtained from the school nurse. The EL DORADO SCHOOL DISTRICT is not responsible for any reaction caused by medications which are properly administered. For the safety of all students, children shall never transport medication to or from school.

### Transportation

Your child will go home the regularly scheduled way unless the the teacher or front office is notified. If your child normally rides the bus, he/she must have your permission (in writing or by phone) to go home another way. Transportation changes need to be called in to the secretary prior to 2:45 pm M, T, Th, F and 1:15 on Wednesday to ensure the change is announced in time. A note with a parent/guardian signature can also be sent to the teacher. Please do not text the teacher during the school day, as they do not always have access to their device.

### Dismissal

If your child rides home in a car in the afternoon, arrangements should be made to have them picked up **no later than 3:45 on M, T, Th, F and 1:45 pm on Wednesday. Teachers go off duty at 3:45/1:45. If your child is left late habitually, local law enforcement will be asked to transport your child home.**

### Drop off and Pick up

If you bring your child to school, please drop him/her off in front of the school (College Avenue – Elementary / Please pull your car as far forward as possible. DO NOT get out of your car. **DO NOT DROP OFF AT THE SIDE OF THE SCHOOL (Wesson Street- Glass Door – Elementary.** This area is for buses ONLY. Please follow the same procedure for picking up after school. This is for the safety of students.

### Volunteers

We welcome volunteers at our school. If you are interested in volunteering at our school, please contact your child's teacher or parent coordinator, Brooke Sneed. You will need to complete a three hour volunteer training at the Administration Office prior to volunteering.

FIELD DAY 2023 – Field Day is for students and volunteers only. If you plan to sign up to volunteer for this year's field day, you MUST have attended at least one of the two parent/teacher conferences held in October and February. Volunteers will be assigned to run the game stations. They will NOT be allowed to follow the class around. Siblings or other children will not be allowed to attend.

**Have a great year at YOCUM!**