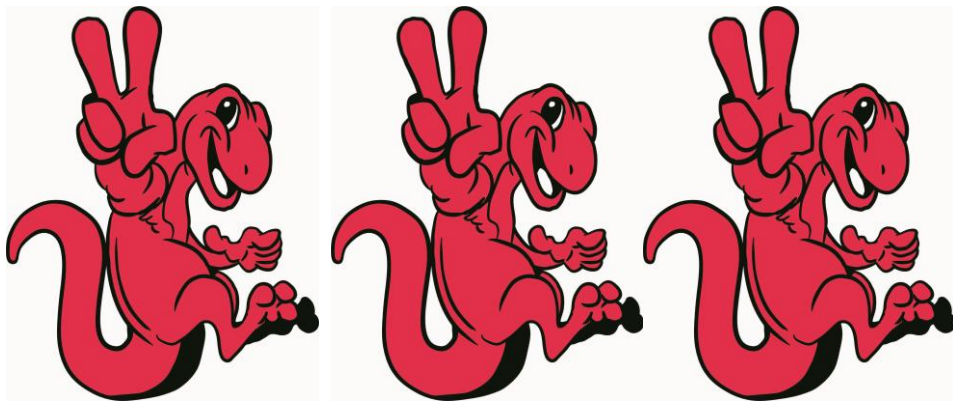


DARDANELLE  
PRIMARY  
SCHOOL  
PROCEDURES  
MANUAL  
2017-18



# DARDANELLE PRIMARY SCHOOL

1376 N. Liberty Road  
DARDANELLE, AR 72834  
479-229-4185

Website: [dardanelle.k12.ar.us/primary/](http://dardanelle.k12.ar.us/primary/)

Dear Parents/Guardians:

Welcome to Dardanelle Primary School. I hope that this student handbook provides you with the necessary information to assure that everyone have a successful year. Please review this policy booklet with your child. Please pay particular attention to the areas listed below.

**Please sign and return this form to your child's teacher.**

Arrival Time, Dismissal Time, Attendance and Tardiness pages 8-10

Bus Conduct and Bus Information pages 15-17

Discipline Policy pages 10-13

Food Service Information page 15

Grading Policy page 23

Promotion, Retention, Remediation and Academic Improvement Policy pages 19-22

**I have received and read a copy of the  
2016-17 Dardanelle Primary School Handbook.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

By law we are required to have documentation that both students and parents have received a copy of the handbook. Please sign on the blank above indicating that you have received a copy of this booklet. This form should be returned to your child's teacher by the date required.

This document is prepared in accordance with Arkansas statute 6-18-502. Any policy changes voted by the Board of Education or laws passed by the legislature after the printing of this book will supersede the policies in this book.

The Dardanelle School District does not discriminate on the basis of race, color, national origin, sex, age, qualifying handicap, or military status in admission or access to its programs and activities.

On occasions, we have the opportunity to take your child on a short field trip to one of the other schools here in town for special learning opportunities. We also take our students on short walking trips to the library, or other places in town.

Please sign this form giving us permission to take your child on one of these local field trips. We will always let you know of these in advance.

I, \_\_\_\_\_ give permission for my child  
\_\_\_\_\_ to go with his/her class to a local site  
for an educational opportunity.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

The Primary School has a Facebook page as do numerous teachers. We like to use this format to showcase things happening at our school. We also use pictures in the newspaper, etc. Please sign this form giving us permission to use your child's name and picture on these pages.

\_\_\_\_\_ You have my permission to use the name and picture of my child  
\_\_\_\_\_ in different ways to showcase school events.

\_\_\_\_\_ You do not have my permission to use the name and picture of my  
child \_\_\_\_\_ in different ways to showcase school events.

\_\_\_\_\_  
Parent/guardian's signature

\_\_\_\_\_  
Date

# DARDANELLE PRIMARY SCHOOL

1376 N. Liberty Road  
Dardanelle, Arkansas 72834  
479-229-4185

Website: [dardanelle.k12.ar.us/primary/](http://dardanelle.k12.ar.us/primary/)  
Like us on Facebook! Dardanelle Primary School

## ...Our Staff

<b>Administration</b>	Sue Ann Jernigan, Principal Charles Rector, Asst. Principal	Lizza George Teri Merritt
<b>Secretaries</b>	Susie Howell Jamee Young	Ashley Pledger Sheri Sykes
<b>Nurse</b>	April Hunt	Iva Taylor
<b>Kindergarten</b>	Wendy Chancellor Linda Gibson Marlene Graves Lynne Higginbotham Theresa Keen Lisa Lawrence Heather Meeker Carina Ortiz Christie Talley Kristen Weatherall	Emily Wesley <b>Interventionists</b> Jill Walker Terri Fox Tera Farnam
		<b>ESL</b> Jan George Magaly Caballero
		<b>P.E.</b> Anthony Ross Don Earnest
		<b>Librarian</b> Cheyenne Lott
		<b>Music</b> Julie Evans
		<b>Art</b> Sheila McCarty
		<b>Counselor</b> Shawn Hettinga Debbie Murphy
<b>First Grade</b>	Diana Adaire Rebekah Avila Gail Bradley Annette Childress Tammy Gentry Vandy Moore Melissa Scott Karen Solomon	<b>Special Education</b> Lori Baker Joy Cain Margie Ennis Misty White Rachelle Brown
<b>Second Grade</b>	Denise Adkison Jennifer Barnes Sarah Hardaway Jared Higginbotham Teena Kelly Shannon McGuire Terry Thone Britney Warren	<b>Speech</b> Patsy George <b>G/T</b> Rebecca Roberds <b>Migrant</b> Ashley Carter <b>Computer Lab</b> Jodi Coffman <b>Para-professionals</b> Linda Hall
<b>Third Grade</b>	Tiffany Alexander Jade Davis	<b>Custodians</b> Donald Mallory Mary Miller David Ragsdale

# **Dardanelle Primary School Mission Statement**

**In collaboration with students, parents and the community, Dardanelle Primary School is committed to building a strong foundation for every student in both social and academic disciplines as evidenced by proficient learners.**

## **...OUR CORE BELIEFS**

- \* We believe in a positive and safe school climate where all students, staff and visitors feel important.**
- \* Students are involved in hands on, developmentally appropriate, and meaningful lessons and activities.**
- \* Our curriculum is standards driven, aligned both horizontally and vertically, and meets the needs of all learners.**
- \* Our instruction will be meaningful, engaging and motivating, as well as standards based & assessment driven.**
- \* Student assessments will be a standards-based, on-going guide for instruction.**

**DARDANELLE PRIMARY SCHOOL  
PARTNERSHIP FOR LEARNING**

**The Dardanelle Primary is committed to the belief that all children can learn. We also believe that children can achieve the high standards of conduct and accomplishment that parents and staff member's desire. Each participant has a role in the child's education. As a team, we must devote ourselves to the goal of the education of our children.**

**Parent/Guardian Agreement**

Since I want my child to achieve, I will encourage him/her by doing the following:

- See that my child is punctual and attends school regularly.
- Support the school in its efforts to maintain proper discipline.
- Establish a time for homework and review it regularly.
- Provide a quiet, well-lighted place to study.
- Encourage my child's efforts and be available for questions.
- Stay aware of what my child is learning.
- Read with my child and let my child see me reading.
- Attend parent/teacher conferences and maintain frequent communication with the teachers.

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student Agreement**

Because it is important that I work to the best of my ability, I will strive to do the following:

- Attend school regularly and on time.
- Bring all materials necessary for class.
- Complete all class and homework assignments on time.
- Follow the rules.

**Student Signature** \_\_\_\_\_

**School Staff Agreement**

Because it is important for my students to achieve, I will strive to do the following:

- Maintain a safe, positive learning environment.
- Show respect, love and encouragement to all children in the school.
- Maintain and promote high standards of academic achievement and behavior.
- Communicate regularly with parents regarding their child's progress in learning and behavior.
- Create an atmosphere of openness by communicating regularly with parents and students.
- Actively and consistently work toward building a strong foundation for life-long learning for everyone at the Dardanelle Primary School.

**Teacher Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Principal Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**...School Hours**

School begins – 8:00 a.m.

School dismisses – 3:15 p.m. for bus riders; 3:20 for car riders

## **...Arrival and Dismissal**

The building will be opened to the students at 7:20 a.m. The school day ends at 3:15. Teachers are to be informed of a student's typical transportation home.

**\*\* If your child's transportation is to differ, please notify the teacher in writing.**

At the Primary School, the following procedures will be used for students being picked up by cars. Our primary concern is safety. There will be two places to pick up students. The front drive through is for Kindergarten and 1<sup>st</sup> Grade students. The back entrance from Hilltop Road is for 2<sup>nd</sup> Grade and 3<sup>rd</sup> Grade students. If you have students in K-1 and 2-3, they will need to be picked up in the front.

When you pull onto Liberty Road, there will be a turning lane for the front entrance and one for the Hilltop entrance. Please pull into these lanes and wait your turn to pick up your child. All students will be delivered to vehicles.

**PLEASE REMAIN IN YOUR CAR AND ALLOW US TO BRING YOUR CHILD TO THE VEHICLE. THIS IS STRICTLY FOR YOUR CHILD'S SAFETY. IF YOU NEED TO PICK UP YOUR CHILD FOR A DOCTOR'S APPOINTMENT, PLEASE DO SO BEFORE 2:45. Walking up to the front to pick up your child will not be allowed. There will be staff to supervise the dismissal. When you leave, please turn back toward Hwy. 22.**

## **...Attendance Policy**

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement. In recognition of the need for students to regularly attend school, the district's policy governing student absences is as follows.

Students shall not be absent, as defined in this policy, more than 10 days in a semester. When a student has 5 absences, his/her parent, guardian, or person in loco parentis shall be notified that the student has missed half the allowable days for the semester. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds 10 absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or person in loco parentis shall be subject to a civil penalty as prescribed by law.

Students with 10 absences in a course in a semester shall not receive credit for that course. If the student fails to receive credit for a sufficient number of courses and at the discretion of the principal after consultation with persons having knowledge of the circumstances of the absences, the student may be denied promotion or graduation. Excessive absences, however, shall not be a reason for expulsion or dismissal of a student.

It is the Arkansas General Assembly's intention that students having excessive absences due to illness, accident, or other unavoidable reason be given assistance in obtaining credit for the courses. Therefore, at any time prior to when a student exceeds the number of allowable absences (unless unable to do so due to unforeseen circumstances), the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee. Unless a student's excessive absence is due to an unforeseen circumstance, the District will not accept a doctor's note for a student's excessive absence.

Days missed due to in-school or out-of-school suspension shall not count toward the allowable number of days absent.

### **Additional Absences**

Additional absences that are not charged against the allowable number of absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement upon his/her return to school from the parent, guardian, person in loco parentis, or appropriate government agency stating such reason:

1. To participate in an FFA, FHA, or 4-H sanctioned activity;
2. To participate in the election poll workers program for high school students;
3. To serve as a page for a member of the General Assembly;
4. To visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting; and
5. For purposes pre-approved by the school administration such as visiting prospective colleges, to obey a subpoena, or to attend at an appointment with a government agency;
6. Due to the student having been sent home from school due to illness.

The District shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and Administration is required to suspend the former student's operator's license unless he/she meets certain requirements specified in the code.

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall



present proof of a "C" average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record.

Last revised: July 11, 2011

### **... Absentee Procedure**

On the day that your child is absent, you will need to call the office before 8:30 a.m. You will need to be prepared to identify yourself and tell the secretary your child's name, the name of the teacher, and the reason why your child is absent. When your child returns to school, you will need to write a note to explain your child's absence from school. The note will need to include the following information:

- child's full name
- Date of absences
- Teacher's name
- Reason for being absent
- Parent/guardian's signature

Your child will be responsible for giving the note to their teacher. The teacher in turn will give it to the office. Keep in mind that if your child had to miss school due to a medical appointment, you should have the medical provider fax an excuse to the school at 1-479-229-5036, or send it with your child when they return to school.

### **... Student Checkout Procedures**

Students can be checked out during the school day only on request of either a parent or a legal guardian. **If parents are separated or divorced, the child will be released to either parent unless legal documentation prohibiting access to the student is delivered to the building principal by the parent who has legal custody of the student.**

If your child is picked up before 12:00, they will be counted absent one full day. If your child is picked up anytime after 12:00, they will be considered one half of a day absent unless we are provided with a doctor's excuse. Students who are checked out after 2:30 will receive a tardy notation. **ALL ABSENCES AND TARDIES WILL BE USED IN CALCULATING PERFECT ATTENDANCE. NO CALLS REGARDING CHANGE OF TRANSPORTATION WILL BE TAKEN AFTER 2:30 UNLESS THERE IS A MEDICAL EMERGENCY.**

### **...Tardiness**

Students will be considered tardy for school if they arrive after 8:00 a.m. Students who arrive late must report **with their parent** to the office for a tardy slip before going to their classroom. The child will then take the tardy excuse to the teacher for admission to class. A child's first tardy, regardless of reason, will be considered excused. Other tardies will be considered unexcused. The

exception to this is a late bus, an act of nature, or personal emergency situation (as determined by the principal).

Action: 1 <sup>st</sup> Tardy	This will disqualify the student from a perfect attendance award.
3 <sup>rd</sup> Tardy	Constitutes 1 absence. Note to parent reporting 3 unexcused tardies.
4 <sup>th</sup> Tardy	Parents will be contacted immediately and a conference held with the principal.

When total tardies equal to 10 days absence in a semester, the parent will be notified of the excessive absenteeism, and the Prosecuting Attorney will receive a copy of the report.

Students arriving after 8:45 but before 12:00 will be considered ½ day absent.

## ...Visitors

Parents/guardians are invited to visit the school at any time that you might have questions or would like to view the operation of the school system. However, **the law requires that all visitors check in at the office before going to other parts of the building and are required to wear a visitor's badge** issued from the office for security purposes. This will allow us to assist you and will avoid interruption of the normal educational process.

## Discipline Policy

The premise behind the discipline program at the Dardanelle Primary School is that teachers are the authority figure in their own classroom. The following are guidelines:

- Teachers will immediately recognize and reinforce a student who chooses to behave appropriately.
- Teachers will not tolerate:
  - students preventing them from teaching
  - students preventing others from learning
  - students engaging in any behavior that is not in his/her best interest and in the best interest of others.

The rules for conduct at the Dardanelle Primary are as follows:

1. Keep hands, feet, and hurtful words to yourself.
2. Complete assignments on time.
3. Use and handle supplies and school property as intended.

Our behavior program includes recognition programs to reward good behavior. We take pride in fostering a positive climate in the classroom. Good behavior is awarded individually and as a group. Teachers and administration use a variety of ways to reward this behavior.

Negative consequences include the following and are listed in order from least serious to most serious:

- teacher warning
- conference with parent
- loss of privileges
- time-out in the classroom
- time-out outside of the classroom
- in-school suspension
- corporal punishment
- out of school suspension
- expulsion

Parents will be notified any time a student's behavior is unacceptable. Records will be kept as to the consequences of a student's actions. These are kept only as a benefit to students, teachers, and parents. Discipline records are purged annually. Additional information regarding discipline can be found in the District K-12 Student Handbook.

### **...Grievances**

A student or parent with a grievance should initiate the grievance process at the level at which the grievance occurred by first discussing the problem with the immediate teacher or principal involved. If the problem is not resolved to the satisfaction of the student or parent, he/she may file a written grievance with the superintendent. If the superintendent is unable to resolve the situation, the student or parent may request that the superintendent schedule a hearing before the Board of Education. A copy of the formal school district grievance procedure is available upon request.

### **...Dress Code**

It is our desire to establish an environment in which all of our students are able to focus on learning. School board policy states that any student wearing an article of clothing or manner of hair style or make-up determined by the teachers and/or principal to be disruptive to the learning environment or hazardous to the health and safety of the child and/or the teacher shall not be allowed. In order to facilitate this goal, we would ask that you follow these guidelines for your student's dress for school.

#### **Students should not wear:**

- **Dresses, skirts or shorts that are too short.**
- **Clothing with inappropriate language, advertising, or suggestive markings. This includes any wrestling apparel, skulls and cross bones, etc.**
- **Shirts that are see-through, show a bare midriff, or halter tops.**
- **Hats in the building. (unless deemed appropriate for a school event)**
- **Shoes or boots with cleats, Wheelies.**
- **Mohawks, colored hair, etc.**

### **...Transportation**

Boundary lines have been set up for students who are eligible to ride buses. If additional information is needed, contact Mr. Ed Vestal, Director of Transportation, at 229-4111.

Any changes from a child's normal mode of transportation for that day should be made as early as possible. **Any requests made after 2:30 p.m. are extremely difficult to deliver in a timely**

**manner.** Should your child need to ride a different bus, please send a note stating the reason. This note must be approved by the principal prior to your child being allowed to ride a different bus.

## **...Bus Conduct**

While the Board of Education offers a system of pupil transportation, it also requires parents of students to accept responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the day.

**Once a child boards the bus and only at that time does he/she become the responsibility of the school district. Such responsibility shall end when the child is discharged at the regular bus stop at the end of the school day.**

Since the bus is an extension of the classroom, the Board shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. When a child does not demonstrate proper conduct on a bus, such instances shall be brought to the attention of the building principal by the bus driver. The building principal shall inform the parents immediately of the misconduct and require their cooperation in controlling the child's behavior. The principal shall discipline guilty students as deemed appropriate.

### **\*Basic Bus Rules**

- 1. Follow the directions of the bus driver at all times.**
- 2. No eating or drinking is allowed on the bus.**
- 3. Keep bus aisles clear of books, bags, feet, legs, etc.**
- 4. No rude, vulgar, obscene language, or actions are allowed.**

**1<sup>st</sup> OFFENSE – Student Conference**

**2<sup>nd</sup> OFFENSE – Parent contact by Discipline Note or Telephone**

**3<sup>rd</sup> OFFENSE – Three (3) days bus suspension**

**4<sup>th</sup> OFFENSE – Days of suspension to be determined**

### **\*\*Safety Rules**

- 1. Keep hands, feet and other objects to yourself at all times.**
- 2. Stay in your seat facing forward.**
- 3. No balloons, live animals of any type, or any items too large to hold in student's lap or place under the seat are allowed.**
- 4. Use proper boarding and departing procedures.**
- 5. Keep your hands and head inside the bus windows at all times.**
- 6. No vandalism to personal or school district property is allowed.**

**1<sup>st</sup> OFFENSE – Parent contact by discipline note or telephone.**

**2<sup>nd</sup> OFFENSE – Three (3) days bus suspension and parent contact.**

**3<sup>rd</sup> OFFENSE – Ten (10) days bus suspension and parent contact.**

**4<sup>th</sup> OFFENSE – Twenty (20) days bus suspension and parent contact.**

**5<sup>th</sup> OFFENSE – LOSS OF BUS RIDING PRIVILEGES.**

**Children will be instructed concerning proper behavior as bus riders. Strict observation of the rules of behavior is required of all passengers. The bus drivers**

**have the same authority over the children while they are on the bus as the teacher has over them while they are in school.**

\* The administration reserves the right to modify these consequences as needed to address misconduct on the bus and at bus stops

Parents should see to it that their children observe the rules of good behavior and courtesy. This will make a more pleasant and safe trip for all children. If you need to make a change in your child's transportation, please send a note to the office stating the change that needs to be made.

**...Field Trips**

Field trips are an integral part of the curriculum at Dardanelle Primary. The educational activities broaden the experiences of our students and help them learn more about their community and their world.

These activities may include:

- walking trips around the campus or within a few blocks of school
- bus trips to other school campuses in Dardanelle, area businesses, family farms, the hospital, or nursing home
- field trips to areas outside our region to view plays, historical sites, etc.

We seek your permission to involve your child in activities that are planned throughout the course of the year. Information about trips and other events will be provided to parents prior to each trip. Transportation to and from field trips outside our immediate area will be provided by the district. Students participating in such activities will be required to ride in district vehicles.

A parent or legal guardian may request that their child be permitted to return in their own vehicle. This should be done prior to the trip and by personally visiting with the sponsor or the principal to make the request. The request will then be approved or denied. This request is limited only to the parent or legal guardian's child. Students still need to be signed out through the office by the parent or guardian.

**...Extracurricular Activities**

All students in the Dardanelle School District are eligible to participate in extra curricular activities. A student may lose his/her eligibility to participate in these activities when, in the opinion of the school's administration, the student's participation adversely jeopardizes his/her academic achievement. Students may also be denied permission to participate in extracurricular activities as a consequence of disciplinary action taken by the administration for inappropriate behavior.

**...Food Service**

Student meals are available at a cost of \$2.00 for lunch and \$1.00 for breakfast. Money should be placed in a sealed envelope and clearly marked on the outside with the students:

1. FULL NAME (first AND last)

2. Amount of money
3. Meal account number

Students are asked to purchase at least five lunches at one time. Free and reduced lunches are available to qualifying families. Applications will be distributed on the first day of school. Failure to complete the necessary forms by the due date may result in lunch charges.

Regular	1-Day	1WK	2WK	3WK
<b>Breakfast</b>	<b>\$1.00</b>	<b>\$5.00</b>	<b>\$10.00</b>	<b>\$15.00</b>
<b>Lunch</b>	<b>\$2.00</b>	<b>\$10.00</b>	<b>\$20.00</b>	<b>\$30.00</b>
<b>Both Meals</b>	<b>\$3.00</b>	<b>\$15.00</b>	<b>\$30.00</b>	<b>\$45.00</b>

Reduced	1-Day	1WK	2WK	3WK
<b>Breakfast</b>	<b>\$0.30</b>	<b>\$1.50</b>	<b>\$3.00</b>	<b>\$4.50</b>
<b>Lunch</b>	<b>\$0.40</b>	<b>\$2.00</b>	<b>\$4.00</b>	<b>\$6.00</b>
<b>Both Meals</b>	<b>\$0.70</b>	<b>\$3.50</b>	<b>\$7.00</b>	<b>\$10.50</b>

Subject to change based on board decision.

### ...Charging Meals

Students are expected to maintain a positive balance in their meal account during the school year.

**STUDENTS ARE NOT ALLOWED TO CHARGE MEALS. Parents will be notified when they have one day's worth of money in their account.** They will receive toast for breakfast and a peanut butter sandwich for lunch when they have a zero balance in their account. When possible, paying for lunch or breakfast in advance will help eliminate this problem.

**Sodas in the Cafeteria:** Students who bring their lunch may include a soda but **these drinks must NOT be opened until the student is seated and the drink may not leave the cafeteria once opened.** Any remaining beverage must be disposed of before leaving the cafeteria.

### ...School Parties

Any special parties are held on the holiday being celebrated if possible. On this day, parents may schedule party snacks with the classroom teacher. They must be store bought. A list will be sent at the first of each year informing parents of dates for these parties and appropriate snacks for other snack times. **We ask that parents not send invitations to individual birthday parties with their child. When there isn't an invitation for every child, hurt feelings occur.** Thank you for your consideration of our students.

## Student Health

### ...Medical Problems

It is important for parents to bring to the school's attention any medical problems or allergies that might affect the student's academic or behavioral performance. The nurse can communicate with the teacher and modify activities or excuse him/her from activities if necessary.

## **...Administering Medications to Students**

As a rule, no drug or medicinal preparation will be administered to a student on school premises by school personnel. Exceptions to this rule are as follows:

- 1) Medication approved for first aid by the Arkansas School First Aid Guidelines.
- 2) The student requires the medication as a condition of attendance. In these instances, the medication shall be accompanied by a current, valid doctor's prescription including instructions and a written request from the student's parent or legal guardian.
- 3) Emergency first aid drugs such as epinephrine should be administered in accordance with a "standing order" from a physician authorizing administration of the medication in the event of an emergency.

When the administration of medication at school cannot be avoided, the following guidelines shall be followed:

- 1) The medication to be given must be in a container that is from a pharmacist and labeled with the student's name, the doctor's name, and date of the prescription, name of the drug, and the dosage and directions for administration.
- 2) A Medication Administration release Form must be completed by a parent or legal guardian before the medication can be administered. Forms are available in the school office.
- 3) Medication to be given three times daily or less will not be administered at school if it can be administered before and after school without interfering with the therapeutic effect.
- 4) Over-the-counter medications will not be stocked by the school. Any medication needed by a student must be brought from home with a Medication Administration release Form complete with specific instructions.
- 5) Over-the-counter medication will be dispensed through the health office for a maximum duration of one week without a doctor's written instructions.
- 6) All medication must be dispensed through the health room unless authorization is granted by the parent(s) and school nurse for a student to self-administer the required medication.
- 7) Medication will be kept in a locked cabinet and under the supervision of the nurse, except as noted in item #6, as being self-administered.
- 8) ALL MEDICATIONS, OVER-THE-COUNTER AND PRESCRIPTION MUST BE BROUGHT TO SCHOOL BY THE PARENT OR GUARDIAN.

## **...Communicable Diseases and Parasites**

Students with communicable diseases or with parasites shall demonstrate respect for other students by not attending school while they are contagious. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

The parents or legal guardians of students found to have live lice or nits will be asked to pick their child up at school. The parents or legal guardians will be given information concerning the eradication and control of head lice.

Before students may be readmitted following an absence due to head lice, the school nurse or designee shall examine the student to make sure they are free of any lice or nits.

Each school may conduct screenings of students for head lice as needed. The screenings shall be conducted in a manner that respects the confidentiality of each student.

## **...School Wellness Policy**

The School Wellness Policy does not restrict foods provided by parents for their own child's lunch or snacks. Parents may provide "Foods of Minimal Nutritional Value" or candy items for their own child's consumption, but they **MAY NOT** provide food items to other children at school. It is recommended that the guidelines set forth by this policy be followed so that each student's nutritional health is at an optimum level.

Our Wellness Policy encourages you to provide healthy snacks during classroom functions. Hopefully, this list of healthy snacks will be beneficial in assisting you.

Granola Bars  
Multigrain Bars  
Sunflower or Pumpkin Seeds  
Famous Amos Oatmeal Raisin Cookies  
Fresh Fruit  
Fresh Veggies  
Baked Doritos  
Baked Potato Chips  
Pretzels  
Chex Mix  
Morning Mix  
Nature Valley Bars  
Nabisco Corn Nuts

Kudos Milk Chocolate Granola Bars, Chocolate  
Chip and M & M's Flavored Bar  
Trail Mix  
Almonds  
Cheese and Crackers  
Pop Tarts  
Soy Nuts  
Melba Toast  
Rice Cakes  
Natural Fruit Leathers (Roll Up's) Apricot,  
Peach, Raspberry, Strawberry

## **General Information**

### **...Physical Education**

Physical Education is offered for all students. If a student's participation has some limitations, it will be necessary to submit a written note to the nurse to be excused from physical education activities. Continued limitation will require a medical doctor's written excuse on file. Regular school clothing is satisfactory for activities. However, activities do require tennis shoes.

### **...Recess**

All students will go outside for recess unless a note is provided by the parent. If it is necessary for a student to remain inside during recess for more than three days consecutively, a note from the child's physician is required.

### **...Identifying Student Belongings**

Students, not the school, are responsible for their personal property. Articles of clothing and personal belongings need to be marked with student's name.



## **...Toys**

**Students should not bring toys unless requested by the teacher for Show & Tell or other special purposes. This includes toys, video games and trading cards of any kind.**

## **...Clothing**

We ask that you send a change of clothing to keep at school for your child in case of an accident. It is difficult to keep all sizes needed here in the office.

## **...Severe Weather**

School will not be in session when the weather makes it dangerous for school buses to run. In case of inclement weather, closing information may be attained from the following stations:

KARV-610 AM radio   KCJC-100.9 FM radio  
KFSM channel 5, T.V.   KATV channel 7, T.V.

## **...Promotion & Retention**

Promotions and retentions are based on an evaluation of academic, physical, social and emotional growth. The primary reasons for considering retention are: (1) Not completing grade level academic requirements. (2) indifference or lack of effort on the part of a capable student, (3) physical or social immaturity, and, (4) frequent or long absences. Retention is usually considered as a more positive alternative during the primary years.

Determination will be made by the parent-teacher conference in the 3<sup>rd</sup> quarter whether or not retention should be considered. A conference with the parents, teacher, and principal or designee will be held in which samples of the student's work and reasons for considering retention will be discussed.

During the conference efforts will be made to: (1) acquaint all parties with the advantages and disadvantages of retention, (2) discuss progress need to be made to preclude retention, and (3) a clear understanding will be established regarding when a final decision would be made if delay is suggested.

If the data collected shows that a student shall be retained, the parents will be informed accordingly for verification of the action. Parent agreement is strongly encouraged.

Parents may appeal the decision to the Superintendent.

**...Remediation** In accordance with Act 35 of the 2<sup>nd</sup> Extraordinary Session of 2003, students in grades kindergarten through twelve (K-12) who do not demonstrate proficiency on the Arkansas Comprehensive Assessment Program exams, including those who are not present for testing, shall participate in an intense remediation program. The building principal and the director of instruction

will determine the length and type of remediation. Credit will not be given for the remediation course. Any student failing to achieve at the proficient level on the State mandated exams shall be evaluated by school personnel, who shall develop a student Academic Improvement Plan (AIP) to assist the student in achieving the expected standard in subject area(s) the student was not proficient in. The AIP shall describe the consequences for the student's failure to participate in the plan. Parents will sign and be provided a copy of the student's AIP.

Participation in the testing and remediation program is mandatory. Beginning in the 2005-2006 school year, students in grades one through eight, identified for an AIP who do not participate in the remediation program shall be retained.

### **...Homework/Independent Study Skills**

Homework is an extension of the regular school day. Whenever homework is given, it should supplement, compliment, reinforce, and relate to the mastery of a subject. Homework is a vital part of the learning process. Students must assume responsibility for their class work just as they will assume job responsibility in the future. Students and their parents/guardians have a responsibility for the student's mastery of the subject matter. The learning process is a joint effort. Homework and/or individual study units will be discussed fully in the classrooms. Parents are not required to give instruction. Parents can do their part to improve homework by:

1. Cooperating with the school to make homework effective.
2. Providing their children with suitable study conditions (desk or table, light, books, and supplies.)
3. Reserving a time for homework and turning off the television.
4. Encouraging their children, but avoiding undue pressure.
5. Showing interest in what their children are doing, but not doing the work for them.
6. Understanding that the school expects homework to be completed and returned on time.

The student's responsibility is to complete all homework assignments and to turn them in on the designated due date. Parents shall be notified when a student repeatedly fails to complete home study assignments. The teacher's responsibility is to provide instruction to each student so that mastery of the subject matter can occur.

The following statements serve as guidelines for classroom teachers as they make decisions about homework:

1. Homework must be relevant to the instruction in the classroom.
2. Skills taught in the classroom should first be guided and practiced in the classroom under the teacher's supervision.
3. Homework assignments of newly learned material should be as short as possible and still retain meaning.
4. Classroom assignments not completed by the student during the instructional day can be required homework.
5. Teachers should present copied materials that can be seen clearly and have instructions to be used in completing them.
6. Homework may be considered in the grading of students.
7. Homework should provide immediate feedback to the teacher on areas of weakness in the students' understanding of concepts and/or acquisition of skills.

8. Teachers should not use unrelated homework as a disciplinary measure.

The following are recommended guidelines for giving homework assignments:

Kindergarten – Students may be assigned homework with an average of no more than 20 minutes per night.

First Grade – Students may be assigned homework with an average of no more than 30 minutes per night.

Second Grade – Students may be assigned homework with an average of no more than 40 minutes per night.

Third Grade – Students may be assigned homework with an average of no more than 50 minutes per night.

## **Communication with Parents**

### **...Reports**

Information on the educational progress of children will be reported on a regular basis. Report cards will be issued every nine-week period. In addition to progress reports, other methods of assessment, such as portfolios, are also used to track each child's progress. Mid-quarter reports may also be sent to you by teachers during the fifth week of each term. Some grade levels use **+'s** to show mastery of skills, or **-'s** for unsatisfactory progress in learning the skills.

Other grade levels use the following grading scale:

A= 90-100

B= 80-89

C= 70-79

D= 60-69

F=59 and below

Grades assigned to students reflect educational objectives only.

### **...Parent-Teacher Conferences**

In order to discuss student progress with parents, conferences are held with each parent at the end of the first and third nine weeks. If a parent is unable to attend the conferences, the teacher will either make phone contact or a home visit to make sure the parents are aware of the child's educational progress.

If at any other time you feel the need to meet with your child's teacher, please feel free to send a note or contact the school at 229-4185. If you call during the school day, the office will leave the teacher a note to return your call. If you wish to have a conference with your child's teacher, please call ahead to make an appointment, as our teachers' schedules do not allow time for drop-in conferences.

### **...Conferencing with the Administration**

The principal is always pleased to conference with parents. We ask that all conferences be scheduled. This assures that your concerns will be given proper time and attention.

### **...Volunteers**

Please take time to look over the Parent Volunteer Survey and consider giving your time and talents. It will be our children who will benefit the most from your involvement. We have two programs – “Watch Dog Dads” and “Cool Cat Mom’s”. These programs provide a structure to our volunteer program. If you would like to participate, please fill out the survey that you will receive from your child’s teacher.

### **...Parent Center**

Our Parent Center is located in our library. Please feel free to stop by and browse through all the various materials that are available for you to check out.

### **...Student Handbook**

It shall be the policy of the Dardanelle school district that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this district. In the event that there is a conflict between the student handbook and a general board policy or policies, and the student handbook is more recently adopted than the general board policy, the student handbook will be considered binding and controlling on the matter.