



Baker Elementary School

**Student and Parent Manual
2022-2023**

Welcome to Baker Elementary School! We take great pride in the work that our students and teachers do each and every day. To ensure a continuation of the commitment to equity and excellence for all students, we have specific policies and procedures in place. Please read through this school handbook to ensure familiarity with these policies that help us each to play our part in protecting and educating our students. Thank you for doing your part to keep our students and staff safe so they are able to focus on the exceptional teaching and learning activities occurring throughout the instructional day.

ARRIVAL AND DEPARTURE PROCEDURES

School begins at 7:45 a.m. when all students should be in their classrooms. Tardies are written after 7:50 am. Students are permitted to enter the school starting at 7:15 a.m. There is not an assigned staff member on duty prior to 7:15 am, so students are not allowed to be dropped off before 7:15 am. **The front entrance is one way in the morning for student arrival and in the afternoon for after-school dismissal.** In accordance with Arkansas law, parents are not permitted to use cell phones in a school zone. For the safety of all students, please be sure to be fully attentive to movement in the school zone during arrival and afternoon dismissal.

Kindergarten-5th Grade Morning Drop Off

Duty teachers serve from 7:15 – 7:30 a.m. daily. All cars must enter through Baker Lane. No student is to be dropped off in any area other than the front driveway. This includes students in portable classrooms. No cars will be permitted to park and walk students to the school doors or into the school building. Students must remain in their cars until a duty teacher, or other Baker team member opens the car door. Students are not allowed to be dropped off and then walk up the sidewalk. **All K-5 car riders must drive through the car rider lane.** Duty teachers will be stationed along the sidewalk and throughout the school to make sure students get to their classrooms. These rules are for the safety of all teachers and students and help to ensure efficiency in the drop off routines.

If you are arriving late, you must accompany your child into the building to sign them in and ensure they receive their tardy slip for entry into their class.

Afternoon Pick-Up

In the afternoon, bus riders are dismissed at 2:45 p.m. **The circle drive is for buses only from 1:45 through bus dismissal.** Car riders are dismissed after the buses depart. Due to the last scheduled recess, the back gate will not be open for dismissal until 2:00. Parking is not allowed in the circle drive from 2:00 – 3:10 p.m. even during school activities, i.e. assemblies, parties, etc. Parents are not allowed to park and walk to the building to pick up students. **The only students who will exit from the front doors will be walkers. These are students whose parents walk the entire distance from their home to Baker Elementary School.** This is to avoid confusion, ensure student safety and keep the dismissal process smooth and efficient for staff and students.

If parents are unable to be at school before 2:45 p.m. to pick up students, parents should make other transportation arrangements or apply for admission to the Extended Day Program. **All students must be picked up by 3:10 p.m. Parents of students who are not picked up on time will be billed \$25.00 for each late pickup.** Parents who pick their child(ren) up in the afternoon are asked to follow the flow of traffic on Baker Lane when entering the campus. **The front entrance is one way in the afternoon during dismissal.** You will receive a tag with your child's name on it to leave in your car. Please ensure that the tag is visible during dismissal. It will help us identify that the person is authorized to pick up your child. In addition, it will help us expedite the dismissal process.

Pre-K Morning Drop Off/Pick-Up

PreK is the only exception to the above described procedures. PreK parents are required to parallel park on Baker Lane, and enter the side gate to wait by the multipurpose door for student sign-in for drop-off and pick-up. PreK students should be checked in at their designated entry area starting at 7:25 am. PreK students are tardy beginning at 7:45 each day. If you have a K-5 student, you will need to sign out your

PreK students, load them into the vehicle and **then join the car rider line on Baker lane to pick up your K-5 student. The only students who will exit from the front doors will be walkers. These are students whose parents walk from their home to Baker.**

All changes in transportation need to be put in writing to your child(ren)'s teacher(s). You may also email Ms. Woodley, at twoodley3110@pcssd.org. **Our policy is that students will be transported home according to the information initially submitted in writing unless we have received a written note from you.** This is for the safety of all students. Please refrain from calling the office to make changes in transportation unless it is an emergency. The office will need all changes in transportation in writing. Please help us by making certain that your child knows what he/she is to do at the end of the day before he/she leaves home in the morning.

Arkansas Code 27-51-1609 prohibits the use of cell phones in a school zone.

AFTER SCHOOL PROGRAM

Before and After School programs are coming to 6 schools in Pulaski County Special School District for the 2022-23 school year. **Right At School** is the company PCSSD will be using. Before school care starts at 7:00 am. After-school care ends at 6:00 pm. For more information or to apply, please visit <https://www.rightatschool.com/districts/pulaski-county-ar/>

ABSENCES AND TARDIES

The school and the school district encourage good attendance. When it is necessary for your child to be absent, you should call the school in advance, when possible. When your child is absent due to a medical or dental appointment, please provide a doctor's note to the office upon their return to school.

Attendance at school is critical. Every day's instruction is important. Some funding for our school, as well as school improvement status, is determined by student attendance. Please notify your child's teacher or the office if your child is absent or if you know in advance of planned absences. PCSSD absentee and tardy policies are outlined in the PCSSD Student Handbook. **It is important for your child to be present on time daily. School begins at 7:45 am. Students who arrive after 7:50 will be marked as tardy. If students are checked out prior to the end of the school day, they will receive an afternoon tardy.**

CLASSROOM ASSIGNMENT

Classroom assignments are made by the school administrators with the intent of providing a quality learning experience for each and every child. The characteristics considered for each classroom are academics, personalities, ethnicity, and gender. Assignments are made after careful consideration of the recommendations of our classroom teachers, counselor, and specialists, all of whom interact with your children on a daily basis. We hope parents and students will support and respect the assigned teacher.

For these reasons, requests from parents for specific teachers cannot be honored. We ask that you please accept the teacher assignment each year. Our staff has thoughtfully considered a variety of factors to meet the needs of our diverse student population and the welfare of each student.

HEALTH PROTOCOLS

A designated area will be used to isolate any student who becomes sick. The student must be fever-free for 24 hours prior to returning to school.

If students or staff test positive, PCSSD will follow the [protocol](#) developed by ADH and staff will be in direct contact with ADH. If you or your student test positive for COVID-19, please contact the [PCSSD COVID Hotline](#) for specific and current guidance. In the event that there is a positive case in a building, the ADH and ADE will advise on steps to be taken to support the health and well-being of students, staff, and families. If school closure is required, all professional staff and students will work remotely until

directed by ADH and ADE to reopen. During the closure, the school will undergo additional cleaning and sanitizing.

Personal Protective Equipment (PPE)

The PCCSD School Board has determined that PPE wearing is optional for staff and students.

Hydration Procedures

For ensured student wellness, all water fountains have been modified into water bottle-filling stations. All students are required to bring their own reusable water bottles for refilling as needed.

Classroom Procedures

Students will be physically distanced in accordance with PCSSD district policy. Personal supplies and belongings are not to be shared unless absolutely necessary.

BEHAVIOR MANAGEMENT SYSTEM

In keeping with the Baker economics theme, our PBIS behavior management system rewards students for good work habits and behavior. Specific grade level guidelines are sent home with each student at the beginning of the school year. Look for documentation of student earnings in the online PBIS Rewards Program. Parents may download the Parent PBIS Reward app to stay current on student behavior.

INCLEMENT WEATHER

Baker Elementary is a part of the Pulaski County Special School District. The district will make decisions about school closure and schedule make-up days for closure due to bad weather. Listen to local radio stations, and television stations, or visit the district website (www.pcssd.org) to find out if the PULASKI COUNTY SPECIAL SCHOOL DISTRICT is canceling classes. Please ensure that all contact information is updated in the office as we will use our call-out system – Alert Now - to notify parents of district decisions as well.

BAKER ELEMENTARY SCHOOL DRESS CODE

Monday through Thursday, we follow the uniform policy as outlined by PCSSD with specific details below.

- Shirts/tops can be any solid color shirt with a collar. No visible logos nor t-shirts should be worn (with the exception of Baker t-shirts on Fridays).
- Navy, black, or khaki bottoms are acceptable for all students. Uniform style walking shorts, pants, jumpers, skirts, or skorts. All shorts, skirts, and dresses should be 3 inches to the bend of the knee.
- Any color shoes may be worn. Students should not wear sandals or open-toed shoes. All students must wear enclosed shoes.
- Coats or jackets may be any color with no visible logos.
- Tights must be solid colored and worn under uniform bottoms.
- Jeans (no leggings or athletic pants) may be worn on Fridays with a Baker T-shirt.

Baker Spirit Day

Fridays are reserved for jeans (no leggings or athletic pants) and a Baker shirt in lieu of uniform pants. If you would like to purchase a Baker shirt, please email our PTO at bruncobunchpto@gmail.com.

Students not adhering to the Baker dress code may receive a minor referral and lose the privilege of wearing jeans on Friday.

COMMUNICATION

Communication between school and home is very important for the success of your student. Every parent will be scheduled for a conference with the teacher at the end of the first and third nine-weeks, as required by state law. Teachers communicate with parents through weekly reports, which include

information on students' educational performance and behavior. Teachers are available to visit with parents as needed during scheduled conference times. Please communicate with your teacher to schedule these conferences as needed.

Interim reports are progress reports that are sent home between grading periods every nine weeks. These are used to inform parents about the progress of their child. Please maintain open communication with your child's teacher to ensure accurate knowledge of your child's academic standing.

Report cards are sent home at the end of every nine-week period. If you feel you need a conference before the end of the nine-week period, you may email your child's teacher. Teachers should respond to these requests within 24 business hours.

Thrillshare and School Status are communication systems that will be used throughout the year. Thrillshare is used to notify you of important activities at our school. SchoolStatus is the primary method of communication from teachers to parents via text and phone calls. Please make sure that we always have your updated phone and email information as both systems rely on the contact information that you have provided during registration.

Electronic Grade Book – In order to further facilitate the home/school connection, Baker Elementary teachers utilize an electronic grade book and record grades via Home Access Center, HAC. Grades and assignments are posted weekly on this site. Each teacher's email address is also posted on the site and is used as a means of communication with parents and students. HAC access information will be sent home after school begins.

Baker Elementary Webpage – Please visit the Baker Elementary website at <https://baker.pcssd.org/o/baker-elementary>. As the school year progresses, you will find helpful information on the site including announcements, the school calendar, links to important information, photos of school events, etc.

CELEBRATIONS

Celebrations at school are monitored by the teachers and principals as well as covered under state law. Due to the policies regarding Foods of Minimal Nutritional Value, classroom parties, and student allergies, food may not be sent to classrooms. **The District only authorizes two classroom parties each year during designated times.** Balloon bouquets, floral arrangements, cupcakes, gifts, etc. may not be delivered to the school for any students.

VOLUNTEERS/VISITORS

Anyone who wishes to volunteer at a PCSSD school must complete a volunteer application prior to any assignment. This includes a background check conducted online at no cost to the volunteer. When completing the application online, please make sure that your information is accurate and current. Once your background check is complete we will review and notify you by email when you have been approved. Please visit <https://www.pcssd.org/page/volunteer-info> for more information and to fill out the volunteer application.

PERSONAL ITEMS

Toys distract students from learning when brought to school. **Students are not allowed to bring toys to school.** They will be confiscated and a parent will be personally required to retrieve them from school. Please put your child's name inside coats, jackets, sweaters, and any other clothing so that we can return them when they are left on the school grounds.

LUNCH

Lunch and breakfast meals are no longer free for all students. Students may purchase meals at the following costs:

MEAL PRICES:

Student (Elementary & Secondary) Breakfast = \$2.50

Elementary Student Lunch = \$3.50

Students who forget to bring their lunch may order a tray from the cafeteria. **No glass bottled beverages for your child's lunch.**

Free & Reduced Lunch Application

The Pulaski County Special School District operates a meal assistance program, which complies with federal guidelines. It's easy to apply for meal assistance, free or reduced price meals, for the breakfast and lunch programs.

Fill out the Free & Reduced Price Meal [application online](#) OR:

Pick up a Free & Reduced Price Meal application from your school office at registration,
OR

Pick up a Free & Reduced Price Meal application from your Cafeteria Manager two days before school starts.

Fill out the application and return it to the school's Cafeteria Manager or mail it to the Student Nutrition Department at: Pulaski County Special School District Student Nutrition Office 1101 A. East Dixon Rd, Little Rock, AR 72206.

Once the application is received, a determination will be made within ten (10) days to see if your student(s) qualifies for Free or Reduced Priced Meals. Qualification is based on household income and family size. A complete application will include income information by source, social security number and the signature of an adult household member.

Please keep a copy of application for your reference.

Until you receive a written notification letter from the Student Nutrition Department that your student is eligible for free or reduced priced meals, full payment must be made for each meal received. Notification from any other source, or any means other than written, is not valid.

If your student(s) were eligible for the Free or Reduced Priced Meals the previous school year, you have thirty (30) days after the first day of school to fill out a new application and for it to be approved. Otherwise the student(s) will be classified as a "Full Pay" student. After the lapse of thirty (30) days, full payment will be required if the new application has not been received and approved by the Student Nutrition Department.

Please visit <https://www.pcssd.org/o/pcssd/page/free-and-reduced-lunch> if you have any other questions or call our cafeteria manager Ms. Stephona Williams at 501-234-3103.

Having Lunch With a Student:

We love when you come have lunch with your student/s. When you join us for lunch, please stop at the office, fill out a visitor sticker, and wait in the front hall area for your child's class to come to the cafeteria. We have a visitors table at the back of the cafeteria where you can sit with your student and enjoy lunch together.

For the safety of all students, please review our cafeteria procedures and expectations.

1. Have your child stay with you at the table. Please do not allow your child to travel back and forth from the guest table to their class's table.
2. Some students have allergies to certain foods. Please do not share food with anyone except the child you are here to have lunch with.
3. Not all parents have granted permission for their child to be photographed. Please do not take and/or post photographs of other Baker students.
4. Once your child's lunchtime is over, be sure to say goodbye before they leave for recess to rejoin their class.

Again, thank you for playing your part in making this an awesome year for Baker staff and students!