

# ***LOUISE DURHAM***



## ***ELEMENTARY SCHOOL***

### ***STUDENT HANDBOOK***

#### ***2023-2024***

The Mena School District does not discriminate on the grounds of race, color, religion, national origin, sex, sexual orientation

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Louise Durham Elementary  
106 North Reine Street  
Mena, AR. 71953  
Telephone Number: (479) 394-2943  
Fax Number: (479) 394-2979

### **SCHOOL OFFICE HOURS**

7:30 am. – 3:45 p.m.

Monday – Friday

We are honored that you have chosen to trust us with the education of your child. Louise Durham Elementary strives to make everything we do all about the kids.

### **“Imagine Greatness, Be a HERO!”**

The mission of LD is to provide our HEROES with a learning environment where all students will succeed, are a valued part of the community, are prepared for their future, and become lifelong learners.

Vision: At LD our learning environment will be positive, respectful, encouraging and nurturing to individual needs with a goal to create lifelong learners. Our HEROES will be able to think critically, communicate effectively, and collaborate with one another.

### **LD HERO Code**

**Helpful** - I help others without being asked.

**Encouraging** – I say only nice words.

**Respectful** – I respect all school adults, other students, others belongings, and use my manners.

**On Task** – I am doing what my teacher asks and I do my best.

### **LD HEROES believe:**

- All students can grow and learn.
- Everyone has a right to be treated with respect and dignity.
- Everyone is responsible for his/her own actions.
- An educational environment with high expectations inspires all to acquire the knowledge, skills and attitudes to succeed in life.
- All students have the right to learn in a safe, nurturing environment that provides for a high level of personal safety and success. Education is a shared responsibility of the faculty, staff, parents, students, and community.

August 16, 2023

Dear Parent/Guardian,

Please **initial beside** each item below; **sign** and date at the bottom of the page. Your initials and signature indicate that you have been directed to the online handbook or received the following documents.

\_\_\_\_\_(Parent) **PUPIL PERSONNEL & DISCIPLINE POLICIES AND HANDBOOK**

\_\_\_\_\_(Parent) **LOUISE DURHAM HANDBOOK**

Student Name: \_\_\_\_\_

ParentSignature\_\_\_\_\_Date\_\_\_\_\_

\*Parental signature acknowledges direction to the online copies or receipt of a copy of the Handbook, Student Discipline Policies of the Mena Public Schools. Signature acknowledges receipt of, not agreement with, stated policies of the district.

## **Mena School District School Calendar 2023-2024**

August 7-15.....	Teacher Professional Development
August 16.....	First Day of School
September 4.....	Holiday: No School
September 25.....	Non Instructional Day/No School
October 16.....	End of 1 <sup>st</sup> Nine Weeks
October 17.....	First Day of 2 <sup>nd</sup> Nine Weeks
October 23.....	Non Instructional Day/No School
November 20-24.....	Thanksgiving Break
December 20.....	End of 2 <sup>nd</sup> Nine Weeks
December 21-January 5.....	Christmas Break
January 8.....	Teacher PD Day: No School
January 9.....	First Day of 3 <sup>rd</sup> Nine Weeks
January 29.....	Non Instructional Day/No School
February 26.....	Non Instructional Day/No School
March 12.....	End of 3 <sup>rd</sup> Nine Weeks
March 18-22.....	Spring Break
March 25.....	Teacher PD Day: No School
March 28.....	First Day of 4 <sup>th</sup> Nine Weeks
March 30.....	P/T Conferences
April 8.....	Non Instructional Day/No School
April 29.....	Non Instructional Day/No School
May 22.....	End of 4 <sup>th</sup> Nine Weeks

## Conduct Contract

Category	Examples of Infractions	1st Referral	2nd Referral	3rd Referral	4th Referral	5th Referral
<b>A</b> Minor Misconduct	1-Making excessive noise 2-Disturbing, insulting, or harassing other students 3-Public display of affection (PDA) 4-Littering 5-Any action that causes disturbances or distractions	Oral/Written Warnings	½ day up to 5 days In School/Out of School Suspension or Corporal Punishment	Up to 10 days In School/Out of School Suspension or Corporal Punishment	Up to 20 days In School/Out of School Suspension or Corporal Punishment	Suspension or Expulsion
<b>B</b> Serious Infractions	1-Failure to comply (disrespectful, talking back, lying) with teacher or other adult's instruction 2-Horseplay and spitting 3-Throwing objects at, within, or outside of classroom 4-Damage, theft, or pilfering <\$100 5-Spraying or application of cologne/fragrances 6-Using profane or obscene language or gestures including flipping off.	½ to 5 days In School/Out of School Suspension	Up to 10 days In School/Out of School Suspension	Up to 20 days In School/Out of School Suspension	Suspension or Expulsion	
<b>C</b> Severe Offenses	1-Full or partial nudity 2-Fighting/Assault (or hitting, biting, pushing) 3-Vandalism, damages, or theft > \$100	Up to 10 days In School/Out of School Suspension	Up to 20 days In School/Out of School Suspension	Suspension or Expulsion		
<b>D</b> Criminal or Illegal Acts	1-Any action that leads to an accident 2-Possession or use of weapons or other prohibited items (including laser lights) 3-Lewd or indecent acts 4-Possession of illegal substances 5-Threatening or causing injury to another person (bullying and/or harassment)	Suspension/Expulsion Proceedings Initiated Discipline Report Submitted				

1. All rule infractions are cumulative in most cases for the school year. A series of minor infractions may result in serious consequences.
2. All misconduct must be evaluated on a case by case basis. The administration reserves the right to escalate the consequences due to the severity, frequency, or previous warnings.
3. Possession of weapons, prohibited items, controlled substance or representations of controlled substances, alcohol, or other serious incidents will be reported to the appropriate authorities and may result in suspension or expulsion from school in addition to loss of privileges.
4. Restitution may be required for all damages resulting from student action including but not limited to vandalism, fighting, theft, throwing objects or other damages.
5. All above discipline is at the discretion of the principal.

# A

## ALTERNATIVE LEARNING ENVIRONMENTS

The District shall provide an eligible alternative learning environment (AE) for each eligible AE student enrolled in a District school. The AE shall be part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic problems. Placement of a student in an AE shall not be punitive in nature.

The superintendent or designee shall appoint an Alternative Education Placement Team which shall have the responsibility of determining student placement in the AE. A student may be enrolled in an AE only on the referral of the Alternative Education Placement Team. The team's placement decision is final and may not be appealed.

The team is to be comprised of the following:

- a school counselor from the referring school;
- the AE administrator and/or AE teacher;
- the building principal or assistant principal from the referring school;
- a parent or legal guardian (if they choose to participate);
  - The District shall document its efforts to contact the student's parent or guardian to schedule a meeting or a phone call for a placement meeting at the parent or guardian's convenience, and maintain such documentation in the student's Student Action Plan (SAP).
- LEA special education/504 representative (if applicable);
- at least one (1) of the student's regular classroom teacher(s); and
- if the District so chooses, the student.

Students who are placed in the AE shall exhibit at least two of the following characteristics a through l:

- a.) Disruptive behavior;
- b.) Dropping out from school;
- c.) Personal or family problems or situations;
- d.) Recurring absenteeism;

For the purposes of the AE, personal or family problems or situations are conditions that negatively affect the student's academic and social progress. These may include, but are not limited to:

- e.) Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics
- f.) Abuse: physical, mental, or sexual;
- g.) Frequent relocation of residency;
- h.) Homelessness;
- i.) Inadequate emotional support;
- j.) Mental/physical health problems;
- k.) Pregnancy; or
- l.) Single parenting.

No later than five (5) school days after a student begins alternative education interventions, the Alternative Education Placement Team shall develop a signed agreement between the AE, the parent or legal guardian (if they choose to participate), and the student, outlining the responsibility of the AE, parent or legal guardian, and the student to provide assurance that the plan for each student is successful.

No later than one (1) week after a student begins alternative education interventions, the Alternative Education Placement Team shall assess the student's current functioning abilities and all relevant social, emotional, academic, career, and behavioral information and develop an SAP outlining the intervention

services to be provided to the student that is in compliance with the Arkansas Department of Education (ADE) Rules. The SAP may be revised from time to time by the AE placement team and a positive behavior or transitional plan shall be developed and added to the SAP prior to a student's return to the regular educational environment.

The district's AE program shall follow class size, staffing, curriculum, and expenditure requirements identified in the ADE Rules.

## **APPEARANCE AND STUDENT DRESS CODE**

The Mena Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the District has a responsibility to promote an environment conducive to student learning. This requires limitations to student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, unsafe, could cause property damage, or are offensive to common standards of decency.

Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female. This prohibition does not apply, however to a costume or uniform worn by a student while participating in a school-sponsored activity or event.

If there is confusion about what is considered appropriate, please use the following guidelines:

1. No see-through (mesh) shirts.
2. No midriff, halter tops, tank tops, cut-off shirts/tops. **Tops/shirts must be long enough to tuck in.** Basketball jerseys are permitted with a T-shirt underneath.
3. No short-shorts or minidresses. **Clothes must be finger-tip length or longer.**
4. Spandex (or biker's shorts) must have shorts over them.
5. No hats, caps, visors, or bandannas. This includes **over-sized** clothing, any gang related dress or related paraphernalia.
6. Clothing that has been intentionally ripped, torn, or cut in *inappropriate places* is not permitted.
7. Clothing with vulgar words, inappropriate pictures, alcohol or tobacco advertisements, sexually suggestive, or drug related messages are not allowed.

*Final Decision Of Any Inappropriate Apparel Will Be At The Discretion Of The Principal.*

## **ARRIVAL TIME**

Students should not arrive at school any earlier than 7:30 A.M. At 7:35, they will be released to Hero Hikers until 7:50 a.m. Teachers and staff will be at various points in the hallways and building to monitor this socialization and exercise. At 7:50 a.m. students will be dismissed to their class for breakfast in the classroom. All students eating breakfast need to be at school before 7:50 a.m. Breakfast will be served in classrooms from 7:50 a.m. until 8:10 a.m.

## **ATTENDANCE POLICY**

### **Absences Excused**

Absences are excused for personal illness, serious illness in the immediate family, death in the



immediate family, medical appointments, or emergency circumstances. A phone call from parent/guardian will also be accepted. If any student's Individual Education Plan (IEP) or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence:

After an absence, a doctor's note or a written note from the parent may be presented upon your child's return to school. You will have five business days to provide this information, otherwise it will be coded as an unexcused absence.

If at any time during the school year, your student will be absent for more than one week, you must contact our district administration office to make the appropriate arrangements for the absence at (479) 394-1710.

### **Unexcused Absences**

Without a note, phone call, or returned doctor's note, an absence will be marked unexcused.

- **3 unexcused absences-** The student's homeroom teacher will contact the parent/guardian via phone to discuss the absence and a plan moving forward.
- **6 unexcused absences-** A letter will be sent home to set up an in person meeting with the building administrator, teacher, counselor, and parent/guardian.

Whenever a student **exceeds 12 excused absences** in a semester or **6 unexcused** absences, a second letter will be sent. Parents will have one week after the second letter has been mailed to contact the school concerning causes for the absences. If the parents do not contact the school, a Family In Need of Services (FINS) petition may be filed with the Juvenile Services.

### **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 parents call or 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 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

For purposes pre-approved by the school administration.

## **B**

### **BAD WEATHER**

During inclement weather, if there is a question as to whether or not school will be in session, the local radio station, Mena Public Schools social media platform(s), teacher platform(s) (i.e. SeeSaw), and text messages via Thrillshare will announce school closure.

## BEHAVIOR AT BALL GAMES AND OTHER SCHOOL SPONSORED EVENTS

Students will behave at school functions just as they do during a regular school day. Student handbook guidelines will be followed. The Arkansas Activities Association holds the schools responsible for the behavior of all fans at school ball games and activities, whether they are students or adults. Each individual should act in an exemplary manner, to be courteous and well-behaved and to conduct themselves in an appropriate manner. Students shall not walk around during the National Anthem or Alma Maters to show respect for the U.S. Flag, the National Anthem, and School.

Students should attend ball games to watch and support our teams. Ample seating is available for everyone to be seated in the bleachers. Congregating under the stands and playing is prohibited.

## BULLYING

**HEROES strive to be BULLY FREE!** Our school district has an obligation and is committed to providing a safe learning environment for each of our students. Student achievement is best attained in an atmosphere that is free from fear of emotional and physical intimidation and threats. Bullying is a destructive behavior and our school will take the necessary steps needed to eliminate such behavior.

### Definitions

“Attribute” means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation;

“Bullying” means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

- Physical harm to a public school employee or student or damage to the public school employee's or student's property;
- Substantial interference with a student's education or with a public school employee's role in education;
- A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment;

Examples of "Bullying" include, but are not limited to, *a pattern of behavior* involving one or more of the following:

1. Cyberbullying;
2. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
3. Pointed questions intended to embarrass or humiliate,
4. Mocking, taunting or belittling,
5. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
6. Demeaning humor relating to a student's actual or perceived attributes,
7. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
8. Blocking access to school property or facilities,
9. Deliberate physical contact or injury to person or property,
10. Stealing or hiding books or belongings,
11. Threats of harm to student(s), possessions, or others,
12. Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or

13. Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual or transgender (Examples: "Slut", "You are so gay.", "Fag", "Queer").  
(See District Policy 4.43 for further information.)

***Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.***

## **BUS DISCIPLINE**

The safety of all students on the bus is at risk when a student does not follow the safety rules. Mena Public Schools takes the safety of our students very seriously and will not allow a student to jeopardize the safety of other students by misbehaving on the bus. State law requires all students to remain seated while the bus is moving. Please review the bus discipline matrix for consequences on rule infractions.

# **C**

## **CAFETERIA**

Your student may qualify for free or reduced price meals. To see if a student qualifies, parents are required to return a completed meal application with the necessary information. The student is responsible for any meal charges incurred until the meal application has been processed. Parents are strongly encouraged to pay in advance for meals. You can set up an account on My Payments Plus (<https://mypaymentsplus.com/welcome>) and get email updated when accounts are running low. This is an efficient way to keep to date with your child's account and keep it current. You will receive a letter or a phone call if your balance has fallen under \$5.00. **No charges on meal accounts after May 1st.**

### **Unpaid Meal Access**

In accordance with Arkansas law, the District allows students whose accounts do not have enough funds to purchase a meal to receive an unpaid reimbursable meal at no charge.

- When the student's prepaid account balance has dropped to the point that the student will begin receiving unpaid meals;
- Each time the student receives the first unpaid meal after money has been deposited into the student's prepaid account; and
- After the student has received five (5) unpaid meals.

Students who have submitted proper documentation to receive a meal modification in accordance with Policy 4.50—SCHOOL MEAL MODIFICATIONS shall receive the same type of modification for an unpaid meal. (See District Policy 4.51 for further information.)

## CAR RIDERS

We ask that all cars in the car rider line **please have the official car rider tag hanging from your mirror when picking up children**. Students will be automatically organized in a line that corresponds to the child's car rider tag. **Those who do not have a tag will be asked to pull over and wait while we go get their child.** This will increase the safety for our students and also make the traffic move much faster.

Please watch closely and follow instructions from staff when leaving the car rider line. Student safety is our main goal. Car Rider Line will begin at 7:30 a.m. and close at 8:00 a.m. Students that arrive after 8:00 a.m. will need to be accompanied to the office to check in. The afternoon car rider line will be open from 3:15-3:35p.m. Students that have not been picked up will be taken to the office and parents will be called.

## CELL PHONES AND OTHER ELECTRONIC DEVICES

For the purpose of this handbook, "remotely activated, or activating communication devices" are defined to include portable two-way telecommunication devices, including but not limited to cellular telephones, with or without cameras, beepers, walkie talkies, other hand-held computing devices used as a communication device, any portable electronic device capable of storing and transmitting or receiving images, such as cameras, as well as any new technology developed for similar purposes.

**At Louise Durham Elementary, remotely activated or activating communication devices are not allowed.**

**1st Offense:** The device will be kept in the office and given back to the student at the end of the school day. It is the student's responsibility to stop in the office and pick up the phone or other electronic device.

**2nd Offense:** The device will be kept in safe keeping until the student's parent/guardian comes to school to pick up the device.

**3rd Offense:** The device will be kept in the principal's office for the remainder of the quarter. Parents may retrieve the device from the principal or designee at the end of the quarter.

Inappropriate use of electronic devices, cell phones with cameras, smart watches and other portable remotely activated, or activating communication devices capable of storing, and transmitting or receiving images are banned from being used anywhere at school or on school buses.

## CHANGE IN INFORMATION

It is very important for the school to be able to contact parents. Notify the school immediately of any change of address, telephone number, or email address.

## CHANGE IN TRANSPORTATION

If you need to change your child's means of afternoon transportation from school, please send a note to their teacher. If you forget to send a note, please call the office and inform them of the change.

Transportation changes must occur by 2:00 p.m. so that the office has adequate time to get the message to your child's teacher.

## CHECK-IN POLICY

The intent of the tardy policy is to ensure that students are in the classroom so the teacher can begin teaching and begin classroom activities without undue delay or interruptions. **School hours are from 8:00 a.m. to 3:20 p.m.** Therefore, students shall be considered tardy if they are not in their class by 8:00 a.m. each morning. Excessive tardies will be reported to the Polk County Prosecuting Attorney through absentee Family in Need of Services petitions. **Louise Durham Elementary School day begins at 8:00 a.m. The car rider line gate and breakfast will close at 8:00 a.m.**

## CHECKING STUDENTS OUT OF SCHOOL

At times it will be necessary for parents to take their children from school during school hours. **FOR THE PROTECTION OF YOUR CHILD, COME TO THE OFFICE TO CHECK YOUR CHILD OUT OF SCHOOL.** You may call once you are in the parking lot and come to the door if you do not need to come in and we can send your child to you. You will need to sign your child out in the office if you come in. If not, we will sign them out for you. For safety and security reasons, students may not check out during transition times. **Students are not allowed to check out early after 2:30 p.m.** Valuable learning occurs all day long. Please do not pick your child up early unless it is an emergency. (See District Policy 4.7 & 4.9)

## CONCERNS OR COMPLAINTS OF PARENTS AND GUARDIANS

Meeting the needs of students is a team effort between teachers and parents. All parental concerns are important and will be resolved when possible. The process should follow these steps:

1. The parent/guardian should inform the child's teacher of the concern and work together for a solution. The teacher may be contacted by sending a written note to school, calling the school during office hours of 7:30-3:45 email, or messages through the Seesaw App.
2. If needed, the school counselor, Building Manager, or principal may be advised to assist in solving the concern.
3. In the event that an agreeable solution is not obtained, the district superintendent may be informed
4. Some issues may require the school board's attention, but should be addressed through the proper channels listed above so that all involved are informed of the concern and given ample time to resolve the issue. In order to address the Mena School Board, one must contact the superintendent to be added to the monthly school board agenda.
5. The Mena Public School System is committed to addressing parental concerns to better serve all students.

## COMMUNICATION

Communication with your child's teacher is very important. Share your concerns, what you feel is working well for your child, and ask for clarification if something is unclear. Please check your child's backpack and any digital communication account every day and return papers as needed to ensure that

everyone involved is on the same page.

## COMMUNITY ENGAGEMENT

It is very important to our school to have our parents and community involved in all we do. It truly takes a village to get our children where we want them. Therefore, we seek the involvement of everyone to help us provide the best experiences for our students. If you have ideas or time to help us please call our School Counselor, Avanlea Chaney at 479-394-2943 or contact her via email at [avanlea.chaney@menaschools.org](mailto:avanlea.chaney@menaschools.org).

### **Louise Durham Parent and Family Engagement Plan**

The Louise Durham Parent and Family Engagement Plan has been collaboratively created in an effort to engage families and the community in the educational development of our students. The plan outlines the various events and manners in which staff, family and community members collaborate and communicate with each other to foster a culture of pride in self and community. The plan can be found at the Mena Public Schools website.

## CONFERENCES

Conferences for parents are held in **November** and **March** when report cards go home. This is a perfect time to get a glimpse of how your child is performing in school. Teachers will have testing reports along with report cards to go over with you. Parents can sign up for a time to meet their child(ren)'s teacher. We hope to see all our parents during both of these most important times of the year.

Teachers are also available other times during the year to meet with parents. Please contact your child(ren)'s teacher if you wish to meet with them.

## CRISIS PLAN

It is the goal of Louise Durham Elementary to ensure that our students are kept safe at all times. In order to prepare our students for crisis situations, Mena Public Schools will conduct Fire Drills, Tornado Drills, and Emergency Crisis Drills. Students will be taught how to safely exit the building and how to be as safe as possible during severe weather. Students will also be taught the BLOCK acronym shown in the table below.

B	Behind Locked Door
L	Lights Off
O	Out of Sight
C	CALM
K	Keep Quiet

In the case of an actual emergency our school will go into lockdown. All doors will be locked and no one will be allowed to exit or enter the premises until law enforcement gives the all clear. Parents will be notified of any emergency via the radio, the Remind App, and social media outlets. Once cleared, students will be released from the primary location at the gymnasium or the secondary location at the

South of the building. Maps of these areas are posted on the Mena Public Schools Website. If you have any questions please feel free to call the school and speak with the principal.

Parents will be asked to NOT call school during an emergency because this will tie up the phone lines that will be needed to communicate with law enforcement. As difficult and stressful as the situation might be, it is imperative to cooperate with law enforcement as they work to secure the building and move children and staff to a safe place.

Our hope is that we never will have the need to implement any one of these plans for a real emergency but being prepared is critical to everyone's safety. Please help us carry these plans out by noting your role in these crisis situations.

## CUSTODY ISSUES

If there are legal custody matters regarding access to students during the school day, **please make sure the teacher, principal, and school secretaries are aware of this**. Please remember that public schools cannot be entangled in custodial matters. We must provide any biological parent with any information requested, unless specifically directed by a court petition not to do so. When you enter the building, please come to the office for assistance. If you need your child or need to see a teacher, the school secretaries will call for your child.

# D

## DISCIPLINE

It is the shared obligation of home and school to accomplish the goal of providing a safe educational environment. Discipline and responsibility are the training that develops self control, character, orderliness, and efficiency. They are the key to good conduct, proper consideration for others, and good work habits. In order to guarantee your child and all students in our classrooms the excellent learning climate they deserve, all **LD HEROES** strive for excellence in behavior.

Continuous disruptive behavior is not tolerated. Our vision and behavior expectations are posted in every room and hallway and will be visible to all students. These rules will be discussed at the beginning of each year to help ensure that each student has heard our expectations. **Each student has the ability to earn our Citizenship HERO Award at the end of year for good behavior.**

## DISCIPLINE RULES

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system and not infringe on the rights of others. To ensure the presence of a proper learning atmosphere and the safety of students and school staff, the following rules have been developed. These rules and our HERO Code apply to students on all school property, including buses, and at all school-sponsored events. No student shall disrespect, abuse, assault, or threaten any student or school employee.

1. No student shall be truant or excessively tardy.

2. No student shall disrupt the educational environment by inappropriate behavior. This includes, but is not limited to fighting, pushing and shoving, obstinate, vulgar, abusive, or threatening language.
3. No student shall cause willful and intentional damage or destruction to school property or property belonging to another student or staff.
4. No student shall steal school property.
5. No tobacco or alcohol product or related paraphernalia is to be brought on school property.
6. No student shall possess a weapon, anything that can be used as a weapon on school property or any toy or facsimile resembling a weapon.
7. No electronic devices used for gaming or communication. If they are collected from the student, they will be returned at the discretion of the teacher and/or principal to the guardian. If these items are stolen or broken, the school cannot be responsible.

The Mena Board of Education has a responsibility to protect the health, safety, and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. (See District Policy 4.17 for further information.).

## **PROHIBITED CONDUCT**

All pupils are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system and not infringe on the rights of others. To assure the presence of a proper learning atmosphere and the safety of students and school staff, the following rules have been developed. These rules apply to students on all school property, including buses, and at all school-sponsored events. No student shall disrespect, abuse, assault, or threaten any student or school employee.

1. No student shall disrupt the educational environment by inappropriate behavior. This includes, but is not limited to fighting, pushing and shoving, obstinate, vulgar, abusive, or threatening language.
2. No student shall cause willful and intentional damage or destruction to school property or property belonging to another student or staff.
3. No student shall steal school property.
4. No tobacco or alcohol product or related paraphernalia is to be brought on school property.
5. No student shall possess a weapon, anything that can be used as a weapon on school property or any toy or facsimile resembling a weapon.
6. If sports equipment is brought from home (basketballs, footballs, soccer balls, etc.), and collected from the student for misuse, it will be returned at the discretion of the teacher/and or principal. If these items are stolen or ruined, the school cannot be responsible.
7. No student shall be truant or excessively tardy.

Students that violate the Prohibited Conduct Policy must be subject of a verbal reprimand or parent conference at a minimum or a maximum penalty of expulsion.



## DISMISSAL TIME

School will dismiss at 3:20 P.M. **Parents, please do not pick your child up early unless it is an emergency.** Students are expected to leave the school grounds when dismissed from classes at the end of their school day. The school district cannot assume the responsibility for the safety of students who remain on the school grounds or play on the school ground equipment after school hours.

# E

## ENTRANCES

All doors to the school building **will remain locked** at all times for the safety of our students and staff. When you arrive at the school please push the doorbell to enter the building. The secretaries will release the door. All visitors that plan on entering the building will need to bring their driver's license to enter on the School Check-In System. Only officers with a badge may enter the building with a weapon.

## EQUAL EDUCATIONAL OPPORTUNITY

No student in the Mena School District shall, on the grounds of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District. The District has a limited open forum granting equal access to the Boy Scouts of America and other youth groups.

Inquiries on non-discrimination may be directed to the assistant superintendent, who may be reached at 501 Hickory Avenue, Mena, AR 71952 or 479-394-1710.

For further information on notice of non-discrimination or to file a complaint, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>; for the address and phone number of the office that serves your area, or call 1-800-421-3481.

## EXTRACURRICULAR ACTIVITIES – ELEMENTARY

### Definitions

“Extracurricular activities” are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, inter/intra-scholastic athletics, cheerleading, band, choral, math, or science competitions, field trips, and club activities.

“Field Trips” are when individual students or groups of students are invited to programs or events when there is no competition and the students are not interacting with each other for the purpose of planning, qualifying, or arranging for future programs or for the purpose of receiving recognition.

“Interscholastic Activities” means athletic or non-athletic/academic activities where students compete on a school vs. school basis.

“Intra-scholastic Activities” means athletic or non-athletic/academic activities where students compete with students from within the same school.

### Extracurricular Eligibility

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student’s educational experience. At the same time, the Board believes that a student’s participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity (tournaments or other similar events excepted with approval of the principal). All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

A student may lose his/her eligibility to participate in extracurricular activities when, in the opinion of the school’s administration, the student’s participation in such an activity may adversely jeopardize 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.

Any student who refuses to sit for a State assessment or attempts to boycott a State assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following state mandated assessment, as applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. The superintendent or designee may waive this paragraph’s provisions when the student’s failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

A student who enrolls in the district and meets the definition of “eligible child” in Policy 4.2—ENROLLMENT shall be eligible to try out for an extracurricular activity regardless of the date the student enrolls in the District so long as the student meets all other eligibility requirements and the extracurricular activity is still ongoing.

## ENROLLMENT

Students may enter kindergarten if they attain the age of five (5) on or before August 1 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District.

Any child who will be six (6) years of age on or before October 1 of the school year of enrollment and who has not completed a state-accredited kindergarten program shall be evaluated by the district and may be placed in the first grade if the results of the evaluation justify placement in the first grade and the child’s parent or legal guardian agrees with placement in the first grade; otherwise the child shall be placed in kindergarten.

## ENROLLMENT COMPULSORY ATTENDANCE REQUIREMENTS

Any child may enter first grade in a District school if the child attains the age of six (6) years during the school year in which the child is seeking enrollment and the child has successfully completed a kindergarten program in a public school in Arkansas.

Any child who has been enrolled in the first grade in a state-accredited or state-approved elementary school in another state for a period of at least sixty (60) days, who will become age six (6) years during the school year in which he/she is enrolled in grade one (1), and who meets the basic residency requirements for school attendance may be enrolled in the first grade.

Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been as signed in their previous school. Home-schooled students shall be evaluated by the District to determine their appropriate grade placement

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy (RESIDENCE REQUIREMENTS), within the District shall enroll and send the child to a District school with the following exceptions.

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (4.6—HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/ her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A.

The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the District and to all persons between those ages who have been legally transferred to the District for educational purposes.

Prior to the child's admission to a District school:

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
  - A birth certificate;
  - A statement by the local registrar or a county recorder certifying the child's date of birth; An attested baptismal certificate;
  - A passport;
  - An affidavit of the date and place of birth by the child's parent or guardian;
  - United States military identification; or
  - Previous school records.

3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. . The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.

4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age.

# F

## FUNDRAISERS

LDDES will conduct fundraisers throughout the year. These fundraisers provide materials and supplies for incentives and awards.

## FOOD AT SCHOOL

Arkansas state law does not allow students to be served non-nutritional treats and foods outside of the cafeteria provided meals except on the designated 9 food days per year. However, teachers may incorporate learning through the utilization of food items to enhance instruction if it is included in their lesson plans.

# G

## GIFTS DELIVERED TO SCHOOL

If gifts, flowers, and/or balloons are sent to school, please have the child and homeroom teacher's name on the item. Balloons and glass vases/products **are not allowed on the buses**. Students must be a car rider if they are receiving balloons or glass products. \*\*\***No balloons are allowed on the buses**.

## GRADES/REPORT CARDS

Parents or guardians shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher

conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation which may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue a progress status for each nine-week progress period to keep parents/guardians informed of their student's progress.

The evaluation of each student's performance is done on a regular basis and serves to give the parents/guardians, students, and the school necessary information to help affect academic improvement. Students' progress reports shall reflect only the extent to which a student has achieved the expressed educational objectives of the Arkansas Standards. The progress reports of a child in foster care shall not be lowered due to an absence from school due to:

- (1) A change in the child's school enrollment;
- (2) The child's attendance at a dependency-neglect court proceeding or
- (3) The child's attendance at court-ordered counseling or treatment.<sup>17</sup>

Kindergarten, first grade, and second grade will use standards based report cards to show a student's progress. A rubric of the skill will accompany the report card and reflect the scales listed below.

### Report Card Rubric

3.0 (Target)	The student will: Keywords: understand, apply. Explain Explain on paper, poster, video, etc. Without Error
2.5	No major errors or omissions regarding score 2.0 content, and partial success at score 3.0 content
2.0	The student will recognize or recall specific vocabulary (for example....) and perform basic processes such as: Direct Instruction is given on this level  This is the content they need to know in order to go to higher levels Keyword: know, recall, identify
1.5	Partial success at score 2.0 content, and major errors of omissions regarding 3.0 content
1.0	With help, partial success at score 2.0 content and score 3.0 content
.5	With help, partial success at score 2.0 content but not at score 3.0 content
0.0	Even with help, no success
N/A	This standard has not been taught this quarter or mastery is not expected

All grades assigned to students reflect the mastery of educational objectives only.

Students in grade K scoring delayed on either written language or oral communications and scoring delayed in mathematics on the state-mandated uniform readiness screening and students in grades 1 and 2 not scoring proficient on the state mandated NRT shall be evaluated by school personnel, who shall jointly develop a remediation plan with the student's parents. The remediation plan (IRI or if appropriate RTI) will assist the student in achieving the expected standard and will describe the parent's role and responsibilities as well as the consequences for the student's failure to participate in the plan.

# H

## HEALTH SERVICES AND SCHOOL NURSE

Nurses are available at each elementary to aid with medical issues children experience **during the school day**. If you feel that your child has a fever in the morning, please check the child's temperature BEFORE coming to school. If you feel that your child is in need of medical attention, please seek the advice of a medical doctor. In addition to being available for serious illness and injury, our nurses supervise hearing and vision screening and body mass index programs each year. Students will have their hearing and vision checked as mandated by Arkansas State Law. Parents will be notified if the child fails the hearing or vision screening. Please send your child clean and well-groomed so that they will be capable of learning. If it is reported that your child does not have their basic physical cleanliness needs met, the child may be required to shower and to have clothing washed to proceed in the school day. Parents will be contacted if the problem persists. On the third occasion, the principal may ask for assistance through the Department of Health and Human Services or file a Family in Need of Services (FINS) petition with the Polk County Prosecuting Attorney.

## MEDICATION POLICY

If it is essential that a student receive **non-prescription medication at school**, please deliver the medication to the nurse in the original container with an attached parental note giving permission for the nurse to administer. You will need to provide the date, student's name, time to be given, amount to be given, and also the last dosage given. If it is essential that a student receive **prescription medication at school, this must be delivered by a parent/guardian or other appointed adult**. Medication must be properly labeled with the date, student's name, name of medicine, strength, dosage of medication, and doctor's name. Whether the medication is non-prescription or prescription, a parent must submit a written request for the medication to be administered during the school hours. If at all possible, medications should be regulated so that students do not have to take them during school hours.

If a student has a prescription from his/her doctor stating dosage times and amounts, then he/she may use CBD at school. Under this circumstance, the parent or guardian of the student may meet with the school Nurse, provide a copy of the prescription, and provide medication to be kept at school to be administered by the Nurse.

The school nurse reserves the right to opt out of administering CBD/OTC medications.

## EMERGENCY ADMINISTRATION OF ALBUTEROL

The school nurse for each District school shall keep albuterol on hand. The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol to those students who the school nurse, or other school employee certified to administer albuterol, in good faith professionally believes is in perceived respiratory distress. (See District Policy 4.35F5 for further information.)

## COMMUNICABLE DISEASES AND PARASITES

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable

of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to, being picked up by their parent or guardian. Specific examples include, but are not limited to: Varicella (chicken pox), measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant Staphylococcus aureus), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis A, B, or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

To help control the possible spread of communicable diseases, school personnel shall follow the District's exposure control plan when dealing with any blood borne, food borne, and airborne pathogens exposure. Standard precautions shall be followed relating to the handling, disposal, and cleanup of blood and other potentially infectious materials such as all body fluids, secretions and excretions (except sweat).

In accordance with 4.57--IMMUNIZATIONS, the District shall maintain a copy of each student's immunization record and a list of individuals with exemptions from immunization which shall be education records as defined in policy 4.13. That policy provides that an education record may be disclosed to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

A student enrolled in the District who has an immunization exemption may be removed from the school at the discretion of the Arkansas Department of Health during an outbreak of the disease for which the student has not been vaccinated. The student may not return to school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health.

The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment will be asked to pick their child up at the end of the school day. The parents or legal guardians will be given information concerning the eradication and control of human host parasites. A student may be readmitted after the school nurse or designee has determined the student no longer has live human host parasites that are transmittable in a school environment.

Each school may conduct screenings of students for human host parasites that are transmittable in a school environment as needed. The screenings shall be conducted in a manner that respects the privacy and confidentiality of each student.

### **(Head Lice) Policy and Procedure for Pediculosis**

1. Once a classroom has been targeted as having a problem with head lice either by notification from a parent or other source, by note, or by telephone, or if the teacher suspects infestation of a child in the room, the school nurse will be notified and all students in the room will be checked within 24 hours.
2. All students having live lice will be sent home as soon as arrangements can be made for the child to either be picked up by a parent or emergency contact person designated by the parents.
3. The parents of all students with nits who have previously been identified as having lice will be notified. If the child has not been treated, the parents will be informed of the need to treat and remove

all nits but these children will not be sent home. Parents may pick up if so desired. If the child returns to school without being treated or if the parents have not attempted to remove the nits, the parents will be asked to pick the child up and will have to show proof of nit treatment and the nits will have to be removed before the child will be allowed to return to school.

4. The parent will be asked to accompany the child to school after the treatment and the school nurse will check the child before they will be allowed to return to class, the parent must bring proof of treatment such as an empty container or sales slip. Students must be treated with an approved treatment for lice.

5. All efforts will be made to contact someone to pick up students with live lice. However, if no one can be contacted, due to the circumstances, the school nurse will send home written notification for the parent to treat the child at home and also for parents to check and treat, if necessary, all other persons in the home.

6. The school nurse will check any siblings and the classrooms where students with live lice are placed and will notify parents. If there are siblings attend another campus, that campus nurse will be notified.

## **SCREENINGS**

The following special health services are administered by Louise Durham Elementary:

1. Vision and hearing tests are done on all children each year.
2. All children are weighed and measured each year. Your child's body mass index is available upon request.

## **HERO CODE**

**Helpful** - I help others without being asked

**Encouraging** – I say only nice words

**Respectful** – I respect all school adults, other students, others belongings, and use my manners

**On Task** – I am doing what my teacher asks and I do my best

All our conduct plans are based on the LD HERO Code. We are teaching our LD HEROES the basics of respect and proper behavior in order to become good citizens. We use a ticket system in conjunction with our HERO Code. Some of the tickets that you may see are listed below.

**BLUE** HERO TICKET

**YELLOW** WALKING TICKET-5 minutes

**RED** WALKING TICKET-10 or 15 minutes



I

## ILLNESS-RETURNING TO SCHOOL AFTER

Students who have been ill should be kept home until the temperature has returned to normal for 24 hours without medication and is no longer symptomatic. When the child is well enough to return to school, the parent needs to send a note to the teacher explaining the absence. If the parent does not send a note the absence will be counted as unexcused. **A doctor's note may be required for a student to return to school**

## IN-SCHOOL SUSPENSION / SEVERE CLAUSE

The following severe clause actions may result in a principal visit, immediate I.S.S., or suspension/expulsion: A student who commits or threatens to commit physical harm to another person, damages property, and acts in a behavior that keeps the class from functioning, or refuses to obey an adult. In-School Suspension (ISS/WEBB ROOM) provides an alternative to suspending students from school.

This program has been developed to reduce corporal punishment and provide an appropriate setting for those students that find maintaining proper behavior in the classroom difficult. Each student assigned to time in ISS will be asked to copy our 4 Vision Statements before beginning the required classroom work. For purposes of attendance policy, days assigned to ISS will not be counted as absences from school. Notes will be sent home advising parents of ISS attendance.

J

K

L

## LITTLE CATS ACADEMY

The district shall provide an eligible alternative learning environment (AE) for each AE student enrolled in a District school. The Little Cats Academy will be a part of an intervention program that is designed to promote guidance, counseling, and academic support to students who are experiencing emotional, social, or academic problems. Placement of a student in Little Cats will not be a punitive measure.

## LOST AND FOUND

All lost and found items are kept in two large boxes in the hall. Please put the student's **full name on his/her items** so they can be returned quickly. (Coats, jackets, lunch boxes, etc.) Please check or have your child check lost and found for missing items. Each year we have many items that are never claimed. Items left unclaimed will be donated to a local charity at the end of each school year.

## LUNCH VISITS

We always want you to feel welcome to come to support your child here at school. We will have many opportunities for caregivers to do so. However, lunch visits WILL NOT be allowed at school due to a lack of space and food allergy issues that can go along with visitors bringing outside food and sharing. Thank you for your understanding and cooperation.

# M

## MAKE-UP WORK

The parent should contact the school to discuss the student's illness and ability to complete school assignments at home. Teachers need at least **24 hours notice** to gather materials and assignments. Students may prefer to wait and make up missed work after returning to school. Students shall have two class days to make up their work for each class day they are absent up to five consecutive absences. Students who are absent for 5 or more consecutive days must adhere to the make-up schedule prescribed by the Principal according to the provisions of District Policy 4.7.

## MEAL CHARGE POLICY

Please keep your student's meal balance account current. When a negative balance is reached, parents will be notified. **NO charging for A la Carte items. Any item purchased (such as a milk or juice) is considered A' la Carte if it is in addition to the one included with the meal or if a meal is not purchased, regardless of the student's eligibility status.**

Mena Schools will not refuse a meal to any student, but will not allow purchase of extra items without a positive balance.

Payments can be sent to the school office, cafeteria or made online with [mypaymentsplus.com](https://mypaymentsplus.com)

You can access account information by visiting the [mypaymentsplus.com](https://mypaymentsplus.com) website and setting up an account using the student last name and student ID number. [mypaymentsplus.com](https://mypaymentsplus.com) is **FREE** to use to monitor meal purchases and balances.

## MEDICATION POLICY

- The Medication must be in the original container with the child's name on the prescription.

- Your pharmacy will provide an extra bottle for you to take to school if you will let them know.
- If over the counter medication, it shall be in the original container with written instructions as to how much medication is to be given and time it is to be given.
- If medication is to be given on a daily basis, you will be required to fill out a medication release form.
- Permission for long-term medication must be renewed at the beginning of each semester. See Board Policy 4.35

## MONEY

All money sent to school for lunch, school pictures, field trips, parties, books, etc. should be placed in an envelope with the child's name, teacher's name, amount, and purpose written on the outside. **Large amounts of money should be brought to school by parents.** The school is not responsible for lost money.

# N

## NATIONAL ANTHEM

The Star-Spangled Banner will be played at least one time each week during school hours. Students shall not be compelled to participate in the performance of The Star-Spangled Banner, but students who choose not to participate in the performance of The Star-Spangled Banner shall not disrupt those students choosing to participate in the performance of The Star-Spangled Banner. Students choosing not to participate in the performance of The Star-Spangled Banner who do not disrupt the participation of performance of The Star-Spangled Banner shall not be subject to any comments, retaliation, or disciplinary action.

## NOTES HOME

Periodically, children bring home notes from school announcing important activities or other information. Children should be encouraged to bring these notes home immediately and deliver them to parents. [Please check your child's backpack and Seesaw account daily for messages from the teacher or the office.](#)

## NUTRITION PROGRAM

Mena School district provides a breakfast and lunch program. A hot lunch is served daily in the school cafeteria. The school strives to provide a nutritious and healthy lunch. Children may bring sack lunches. We encourage students to bring healthy lunches and a nutritious drink in a box, pouch, plastic bottle, or thermos but please no cans or glass containers. **Please do not send canned or bottled sodas.** Please send items that your child can open on their own to help promote fine motor skill development. They may also purchase milk from the cafeteria. Students will be served an alternate drink with lunch if they have a physician's statement on file in the office saying they are allergic to milk.

Students may qualify for free and reduced breakfast and lunch. Applications may be picked up in the office. If they qualify, they must always take the full meal. If they want extra milk, they will be charged. If your child brings their lunch and does not bring a drink, please send **\$.40** for milk. Students on free lunch do not get free milk if they bring their lunch.

# P

## PARENT TEACHER INVOLVEMENT ORGANIZATION (PTI)

We have a Parent/Teacher Involvement organization at Louise Durham School. We hope all parents and staff will join the PTI. The main PTI leadership committee will consist of the room parents from each classroom and classroom teachers. Membership in the PTI is a way to show your support for the school. We hope that all parents will be involved in helping the school in this way. Dates of meetings will be sent home in a note. Our Parental Involvement Plan is posted on the school website and is available in a paper copy upon request.

## PARENT CENTER

Our School Counselor, Avanlea Chaney, works with parents and teachers in providing materials to help a student master the skills being taught. Parenting materials are also available. Call the office for times the center is open or email [avanlea.chaney@menaschools.org](mailto:avanlea.chaney@menaschools.org).

## PARTIES

Classroom parties will be held at various time throughout the year counting as our nine (9) approved food days for the students:

Teachers will inform parents if supplies are needed from home. Families will not be allowed to attend parties in the school building. **Students may not wear costumes, mask, or make up** for school parties. There will be a meeting during the first month of school for room parents as our PTI board. Party dates and rules for parties will be explained.

## PROMOTION/RETENTION

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria. Promotion of pupils in grades K-2 will be on the basis of ability to do the work in the next grade and with the welfare of the pupil considered. The classroom teachers will be responsible for making recommendations for promotions and retention to the principal. A committee will decide retention. This committee will include teachers, counselors, parents, and the principal.

## PHOTOS

Parents and visitors to the school may not take photos of any students other than their own children. We have parents and guardians who do not want their child's picture to be taken. We will only publish and post photos of students with parent/guardian permission as indicated on enrollment forms.

# R

## RECESS

Our behavior plan uses a WALKING TICKET instead of taking away recess time. All children need time to get outside and move around. Exercise is an important “brain break” and this consequence allows students to move around during recess time. Changes to recess during inclement weather may be made at the principal's discretion. K-2 students will receive 40 minutes of recess time each day.

# S

## SCHOOL LUNCH SUBSTITUTIONS

The district only provides substitute meal components on menus to accommodate students with handicapping conditions meeting the definition of a disability as defined in USDA regulations. A parent/guardian wishing to request such a dietary accommodation must submit to the district's Director of Child Nutrition a Certification of Disability for Special Dietary Needs Form completed by

- Physicians, including those licensed by:
  - o The Arkansas State Medical Board;
  - o The Arkansas State Board of Chiropractic Examiners (Chiropractors);
  - o The Arkansas Board of Podiatric Medicine (Podiatrists);
- Nurse Practitioners (APRNs in family or pediatric practice with prescriptive authority);
- Physician Assistants (PAs who work in collaborative practice with a physician); and
- Dentists.

The district will not prepare meals outside the normal menu to accommodate a family's religious or personal health beliefs.

## SCHOOLWORK/ HOMEWORK POLICY

Parents are a child's first teacher. Homework is an extension of the regular school program and a responsibility the student undertakes independently for self-improvement. Homework will be assigned:

- To complete unfinished class work
- For independent study, research
- Special projects

Assigned homework is an extremely important part of our instructional program. Students need to practice the skills they learn each day. Teachers structure time during each class for students to do their schoolwork. Therefore, most of the work assigned can be completed within the school day.

**Assignments that students do not complete at school are taken home to be completed as homework and returned the next day, if the student would like credit for the work.** Parents can help by arranging a quiet, comfortable place to work and by monitoring and seeing that assignments are completed.

## SCHOOL SUPPLY LISTS

Louise Durham Elementary understands how hard it can be to provide everything a child needs to start a new school year. We are therefore pleased to announce that we will provide all school supplies. Parents will only be responsible for a backpack.

## SEESAW

Teachers will communicate daily in the SeeSaw app. The school will also communicate concerning school activities. Parents are encouraged to check this app daily.

## STUDENT SAFETY WITH MISCELLANEOUS ITEMS

As a safety measure, the following items are not permitted at school:

- Glass containers of any kind
- Backpacks with rollers
- High heeled or cleated shoes
- Shoes with roller blades
- Skateboards

Radios, hand held computer games, cell phones, iPods, smart watches, remote control vehicles, fidget spinners, Pokemon or other trading cards, etc. are not permitted.

## T

## TARDY/EARLY CHECKOUT POLICY

The intent of the tardy policy is to ensure that students are in the classroom so the teacher can begin teaching and begin classroom activities without undue delay or interruptions. **School hours are from 8:00 – 3:20.** Therefore, students shall be considered tardy if they are not in their class by 8:10 a.m. each morning. Excessive tardies will be reported to the Polk County Prosecuting Attorney through absentee Family in Need of Services petitions.

## TOYS

Appropriate playground equipment (balls, jump ropes, etc) will be provided by the school for students to use during recess and P.E. **NO OTHER TOYS WILL BE ALLOWED ON THE PLAYGROUND DURING RECESS.** The classroom teacher will discuss toys and their appropriateness for share time/show and tell only. *When permitted*, toys must be small enough to fit in a backpack. Any toys out of the backpack at times other than when allowed by the teacher will be confiscated. Parents may pick

up the toys in the office.

## TELEPHONE

The telephone is for official use only. Students who use the phone must have permission from their teacher and from someone in the office. Calls to make arrangements for ball practices or going to someone else's house is not permitted. Such matters should be taken care of before coming to school.

# U

## UPDATES

Please update the teacher and the office if there are things going on that are affecting your child. Kids react to separations, friends moving away, and the loss of a pet. The school counselor is available to help your child deal with a loss or issue.

# V

## VISITORS

When you approach the building, please push the "call" button to gain entry. Once in the office, someone will help you. If you need your child or need to see a teacher, the secretary will get them for you.

## VOLUNTEERS

Volunteers are valued members of our school team. If you are interested in volunteering, please contact our School Counselor, Avanlea Chaney at 479-394-2943 or [avanlea.chaney@menaschools.org](mailto:avanlea.chaney@menaschools.org).

# W

## **"WEBB" (We Expect Better Behavior) ROOM**

**We are goal-oriented to prepare students to become responsible citizens and take their places as productive members of the community.** Webb Room will only be assigned by the building principal

or assistant principal. Depending on the severity of the incident, the WEBB Room may be assigned as a half day or a full day. This is at the discretion of the administrators following our behavior matrix. Each student will be asked to copy or draw our **HERO Statements** and complete the WEBB Sheet before beginning the required daily classroom work. Students will be isolated from their peers to realize that **there are expectations that** they are not meeting. Students will receive full grades for work completed.

If your child is assigned to the WEBB room, you will receive a WEBB Sheet that will come home in your child's folder that afternoon. Please sign and return the sheet the next school day. If we do not receive the sheet you will be contacted by phone to ensure that you were informed concerning your child's behavior. Please call the office or contact your child's teacher if you ever have any questions or concerns.

*Section 4 and 5 of Mena Public Schools Student Policies are over 100 pages of very small print. They are available on the Mena Public Schools website and in print upon request.*