



Paragould School District
SCHOOL OF THE 21st CENTURY
Student Handbook
2023-2024

Elmwood Campus

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Last Revised June 2023



School of the 21st Century Mission Statement

The School of the 21st Century is dedicated to the healthy growth and development of all children through continuity of support from birth to age three. We promote exceptional child care and other support services for children and families by linking school, home, and community resources to build an environment that values children.

PROGRAM DESCRIPTION

HOURS OF OPERATION

Monday through Friday

ELMWOOD 6:15 a.m. - 5:30 p.m. - Regular Childcare/Preschool Day Hours*

PARAGOULD PRIMARY/PRE-K 6:15 a.m. – 5:30 p.m. – Paragould School District hours (8:00 a.m. – 3:00 p.m.) and calendar apply unless before and/or after care has been requested. *Not to exceed 9 1/2 hours daily.

Daily Schedule

The daily schedule for each classroom is posted and followed, although slight variations may be made due to weather, special activities (such as parties, special visitors, etc.) and the mood of the children. S21C\PPK follows an appropriate schedule that follows accreditation guidelines and is considered best practice for children.

Preschool Program

The preschool program for three and four year olds emphasizes developmentally appropriate activities that address the child's individual needs. The program offers full day sessions as follows:

- ❖ Infant/Toddler Paid Child Care Program - Monday - Friday operating year round
- ❖ Three/Four Year Old Paid Program - Monday - Friday operating year round
- ❖ ABC and Federal Pre-K
- ❖ Special Needs (ages 3-5) integrated into the three - five classrooms Monday - Friday (8:00 a.m. - 3:00 p.m.) based on Paragould School District calendar.
- ❖ Paragould Primary Pre-K Students – Full time limited slots to qualifying children operating Monday - Friday (8:00 a.m. - 3:00 p.m.) based on Paragould School District calendar.

Before/After Care fees (see page 10) will be charged if your child is here before 7:45 a.m. or picked up later than 3:00 p.m.

Other Services

As a School of the 21st Century, we also provide: health and nutrition programs; transition into the Paragould School District Kindergarten program); Before/After Care for School Age children (5-12 years); and Foster Grandparent Program. S21C also has a partnership and works in collaboration with the Department of Human Services , Arkansas WORKFORCE, PACES, Arkansas Northeastern College, Black River Technical College, Arkansas State University Childhood Services, Partners in Education, Healthy Families AR, Senior Bees, NEA Continuum of Care, and HIPPY (Home Instructional Program for Preschool Youngsters).

SNOW DAYS AND HOLIDAYS

The School of the 21st Century is in operation year round with the exception of holidays and in the case of severe inclement weather. Please check the local TV and radio stations, SchoolWay App, and the Ram Channel for a list of school closings. When the Paragould School District is CLOSED, School of the 21st Century will close, as well as, all before and after care programs. If the closing is announced in the middle of the day, please pick up your child immediately. The Paragould Primary follows the PSD calendar unless ABC/Federal Pre-K funds are available for summer months.

ENROLLMENT PROCEDURES

1. Schedule a visit for you and your child.
2. Pay the annual registration fee, \$30.00 per child for a paid spot or using before/after care. This fee is non-refundable.
3. Submit BIRTH CERTIFICATE, IMMUNIZATION RECORD, SOCIAL SECURITY CARD, INSURANCE CARD, WELL CHILD VISIT/PHYSICAL, 30 consecutive days of income for both parents, and PROOF OF ADDRESS to be copied for file.
4. Read the parent handbook.
5. Completed forms and your child's documents must be returned to the office before your child enters the program.
6. In order to be considered for ABC/Federal Pre-K at School of the 21st Century, or for entrance into Paragould Primary Pre-K, income verification is needed.

WITHDRAWAL FROM THE PROGRAM

Parents must give one week written notice regarding the withdrawal of a child from the program. Withdrawing a child for reason of vacation and requesting re-admittance will not be allowed. There will be a drop fee in the amount of one week's tuition.

CHANGING DAYS OF ATTENDANCE

(School of the 21st Century and Before and After Care programs) Parents must give one week written notice regarding the change of scheduled days of attendance. This is allowable on available space. ABC/Federal Pre-K is only offered full time – 5 days a week.

ABSENTEEISM POLICY

The person who signs the registration agreement is responsible for paying all fees for the days that have been contracted, including any days the child misses for any reason. Parents are asked to notify S21C if a child will be late or absent. Regular attendance and proper arrival is strongly encouraged. ABC/Federal Pre-K students refer to the ABC/Federal Pre-K appendices.

HEALTH AND SAFETY POLICIES

FOR YOUR CHILD'S SAFETY

1. Parent(s) must sign the child in and out each day. In case of fire, tornado, or other emergencies, the sign in/out sheets will be used as a roll call.
2. A child shall be released from the facility only to persons authorized on the permission to pick-up form. A copy of each person's driver's license must be on file in the office. If needed, the office will require a secret code to discuss or release student information over the phone. If there are legal documents containing information on who a child is allowed to see, be with, or go home with, we must have a copy on file.
3. In the event of illness, vacation, or other absences, school should be notified by 8 a.m.
4. Our school is equipped with two-way radios. Each radio has an emergency channel and is available to all administrators in the Paragould School District.
5. Teachers and staff (at least half per shift) are CPR/First Aid trained.
6. Transportation is ONLY offered to Special Needs children that have no other means of travel. Transportation for field trips are ONLY for 3 and 4 year olds. Buses used to transport preschoolers must be equipped with seat belts and safety restraints. This service must be included on the child's IEP.

FOR YOUR CHILD'S HEALTH

1. All children must meet the minimum immunization levels required for children in childcare. For the health and safety of all children enrolled, the immunization levels shall be met.
2. If any child shows signs of illness, parents will be notified and expected to pick up the child. Children shall be checked each morning on arrival for contagious or infectious disease. Also, no child shall be admitted who displays any of the symptoms listed below. Parents or guardians shall be notified to pick up the child if he/she exhibits any of the following symptoms:
 - a. Fever: (at present or within the past 24 hours) A child cannot be at S21C while taking Tylenol or other fever reducing medication, unless a doctor's note has been presented to the office. Children with a fever of 101 degrees (100 degrees during the flu season) or greater will not be allowed to stay at school; Taking temperature: at S21C, temperatures are taken by the axillary method (under the arm) or the temporal method with a digital thermometer. Temperature reported to parents is axillary. A child will be sent home if the temperature is over 100

degrees. If other symptoms exist, a child may be sent home with a lower temperature than those stated above. Rectal or axillary methods are recommended for parents. Fever strips used on the forehead are not considered accurate. If fever is suspected at the time of arrival, parent(s) will be asked to wait for a thermometer reading before leaving the child.

- b. Diarrhea: Two (2) or more watery stools in a 24 hour period, or 2 watery stools not contained within the diaper in a 24-hour period.
 - c. Vomiting: Vomiting on two or more occasions within the past 24 hour period;
 - d. Rash: Body rashes, not obviously associated with diapering, heat or allergic reactions to medications; or
 - e. Skin Conditions which have not been diagnosed as non-contagious by a physician; including but not limited to: Yellow (jaundiced) eyes or skin Contagious stages of chicken pox, measles, mumps, or rubella, untreated scabies, or head lice, untreated impetigo
 - f. Sore Throat: If associated with fever or swollen glands in the neck.
 - g. Generally not feeling well or severe coughing: If your child is listless, excessively crying or having difficult or rapid breathing associated with coughing.
 - h. Head Lice: If a live louse is found or nits are found, the child will be sent home immediately. All children are checked on a regular basis as well as spot checks when suspicious. Child must be treated with medication including house, clothing, and bedding. S21C will also treat the room. Please do not bring your child back to the center until he/she is free of nits. Head Lice Treatment Form will be provided by S21C.
 - i. Red swollen eye(s) and/or eyes with white or yellow discharge: until on antibiotics for at least 24 hours or until a physician gives a release.
3. If your child has been exposed to a communicable disease, you will be notified by a posted letter. Please update our center if your child is exposed or diagnosed with any contagious disease (examples, chickenpox, scarlet fever, strep throat, etc.)
 4. A child must be free of fever for 24 hours and fully recovered from an illness before coming back to the School of the 21st Century/Paragould Primary Pre-K. This helps to control infection in our school.
 5. Immediate treatment shall be obtained for a child who sustains a minor injury, (scratches, scrapes, insect bites, etc.) An "ouch report" will be given for you to sign.

IN THE EVENT OF AN EMERGENCY

The program prides itself on being a safe and healthy place for children. All staff members present are certified in CPR/First Aid; all staff are trained in emergency first aid procedures. If a major injury to a child occurs, the staff will immediately call for professional help. Parent designated emergency contact person or the child's doctor will be notified immediately. If the emergency is such that immediate attention is necessary, the staff will call an ambulance to take the child to the hospital. A staff member will follow until a parent or guardian arrives. Parents will be responsible for all medical expenses. Parents are required to sign a Medical Emergency Form, included with the registration forms.

ADMINISTRATION OF MEDICATION

It is sometimes necessary for children to receive medication for illnesses and infections. Should your child require medication while attending the program, you will be required to meet the guidelines below.

Prescription Medication - fill out the appropriate authorization for medication form, medication must be in the original container (containing the child's name, medication name, dosage, time interval/duration, doctor's name, date)

Non-Prescription Medication - (i.e.. Tylenol, cough medicine) fill out the appropriate authorization for medication form, provide a physician's written instructions including child's name, dosage, time interval, and duration for administration.

Topical Medications - (i.e.. calamine lotion) fill out the appropriate authorization for medication form completely.

Medication for Chronic/Allergic Conditions - if your child has a chronic or life-threatening allergy or condition (i.e.. asthma, bee stings, peanut allergy), prescriptions and procedures for treatment should be kept at the program as long as the child is enrolled. Procedures for medication must be followed. Expired medication will be returned to the parent.

Emergency Medication - at least one staff person is present who is trained in first aid and CPR. Should an emergency situation result that we are asked by a physician or poison control to administer a medication, we would do so under their professional instruction. Medications will be administered and documented by staff. All medication will be in a locked cabinet. S21C recommends asking pharmacists for an additional labeled bottle to leave at the program and to ask the doctor to write a "prescription" for any over the counter medications he/she may suggest. Please be advised that staff will not administer medication to mask or alleviate symptoms (such as fever) to allow a child to stay at the program. Please share any medical concerns or conditions regarding your child with the director upon enrollment into the program. Parents should administer the morning, late afternoon, and night time dose. Prescription medication will be administered at noon or midday only at S21C.

ALLERGIES/SPECIAL DIETS

Parent(s) should provide specific information concerning allergies and/or special diets. A doctor's prescription will be needed. Staff members will adhere to requests.

PERSONAL BELONGINGS

Your child may bring a favorite soft toy, security item, or small blanket for nap time. No pillows please. Children are encouraged to leave their toys at home. We promote a constructive play environment, therefore any toys that contribute to destructive or violent play will not be allowed at the center. Your cooperation and understanding in this area is greatly appreciated. If your child has a special item that they would like to share, please discuss it with the staff before bringing it to the program. Our children have a 15 min limit of technology screen time every day.

EQUAL OPPORTUNITY/NON-DISCRIMINATION

The S21C program admits children and hires staff to its program regardless of race, age, gender, disability, religious, cultural heritage, marital status, and political belief. All S21C preschool teachers are certified Arkansas P-4 Licensed Teachers. Each teacher must have 30 hours of professional development. Leads and assistant teachers vary from AA degree, CDA (Child Development Associate Credential), or some college hours. The center initiates a background check on every new employee, which is required by current licensing requirements. In addition, references from previous employers are required.

COMMUNICATION BETWEEN PARENTS AND THE CENTER

Communication between parents and the centers is carried out in several ways. Please check the bulletin boards, and signs near the entrance door for general information, which might be posted. Newsletters are printed periodically and should be read by all parents. Files by the child's door contain daily materials including notes about upcoming events. Parents are invited and strongly encouraged to attend parent meetings. A variety of meetings and times for convenience are offered each month. Feel free to let the director know if you are dissatisfied with any aspect of your relationship with S21C, or if you have suggestions for improvement. Surveys will be used during the year to provide added opportunities for suggestions. Advisory committee meetings will be held during the year in which parents are invited to participate and offer suggestions. Every class will have two designated parent/teacher conferences during the school year. Individual conferences can be scheduled as needed. Our district has a new app to offer information quickly to parents. Our school district also utilizes Facebook and Twitter. The district has a website (<https://www.paragould.k12.ar.us/>) which will allow parents to travel to the S21C page.

REPORTING OF CHILD ABUSE/NEGLECT

As a mandated reporter, we are required to report any suspected case of child abuse or neglect. We, as a center, will fulfill this obligation by making reports, as necessary, to the Department of Social Services. Please understand that we are legally bound to comply with these guidelines. If there is any question about this policy, please contact the director.

SUPPLIES NEEDED

Supplies are to be brought on the first day of attendance:

1. Infant/Toddlers (everything should be labeled)
 - a. 2 labeled bottles (infants only; specific infant formula provided by S21C)
 - b. supply of diapers
 - c. COMPLETE change of clothing to stay in child's cubbies (This should change with the seasons) Note: Only two brands of formula will be provided, one regular and one soy.
2. Preschool
 - a. COMPLETE change of clothing to stay in child's cubbies (This should change with the seasons)
3. Primary Pre-Kindergarten

- a. COMPLETE change of clothing to stay in child's cubbies (This should change with the seasons)

CURRICULUM

Our school's activities are planned around your child's individual needs, abilities, and interests. Because children learn through their senses and by moving, it may not look like school to you! Teachers use play experiences to help children learn skills and concepts. The staff works with children to enhance their learning and development in all areas: social-emotional, physical, language/literacy, and intellectual. S21C has chosen to use Reggio Inspired curriculum, Creative curriculum, the Mutt-i-gree and Adventures in Learning curriculums.

OUTDOOR PLAY

Outdoor play is not just recess, but is an extension of our indoor learning opportunities. State Licensure Standards state that, weather permitting, (cold; wind chill and temperature above 32 degrees F, heat;-as deemed appropriate by staff) all children shall play outdoors for at least 30 minutes in the morning and at least 30 minutes in the afternoon. Please dress your child appropriately for the change of seasons as well as vigorous play. For example: a lightweight shirt, sweater, and coat. During cold weather, head covering is a must. Please remember we sometimes get dirty, so don't let your child wear "Sunday best". Please make sure your child's clothing is clearly labeled.

DISCIPLINE POLICY

It is the policy of Paragould School District/School of the 21st Century/Paragould Primary Pre-K to use a positive means of managing children's behavior. The staff recognizes that as a childcare provider, we share with the parent the responsibility for the development of self-discipline and self-control in the child. Specific behavioral techniques which will be utilized are reinforcement of good behavior, modeling good behavior, redirection of activities, talking through the problem to aid the child in identifying and expressing their feelings and frustrations appropriately, and the use of time out. Children will spend no more than one minute per year of age in time-out and will remain in full view of staff. Our program has been structured to encourage acceptable behavior. Discipline will be consistent and individualized for each child, as well as appropriate to the child's level of understanding. The method of discipline will not be humiliating, frightening or physically harmful to any child. It will not be associated with food, rest, toilet training or isolation. A child will not be labeled as "bad" or "naughty". Parents will be notified of any problematic behavior exhibited by their child which has not responded to positive behavioral techniques. Their assistance will be requested in establishing an appropriate behavior modification program. An additional parent/teacher/director conference may be held if needed. PLEASE NOTE: PHYSICAL PUNISHMENT SHALL NOT BE ADMINISTERED TO CHILDREN. EACH CLASSROOM TEACHER HAS BEEN TRAINED IN CONSCIOUS DISCIPLINE. On July 1, 2016, the Division of Child Care and Early Childhood Education implemented a new system called BehaviorHelp to assist with behavioral challenges in young children. Project Play from Arkansas State University also assists in the classroom for challenging behaviors.

BITING POLICY

Since biting is a common occurrence in a program that serves children under three years of age, and since biting is a common concern of parents of infants and toddlers, S21C policies relating to biting are addressed in a separate section. The following procedures are followed at S21C:

1. First of all, the victim receives the first response. Attention and any necessary first aid are immediately available.
2. The biting child is dealt with firmly but kindly and briefly. He/She is told that biting hurts and that biting cannot be allowed at S21C.
3. Further response or action would depend on the reason for the biting incident.
 - a. If the biter is an infant, usually the child is biting just as he/she would bite a toy. He gets a response, so he bites again. Careful supervision is used to prevent bites and many chewable toys are provided.
 - b. If the biter is biting things as well as people and seems to have a need to bite, a substitute object such as a teether is provided and the child is told that he can bite that object any time he wants to.
 - c. If the biter is verbal and communicating with a bite rather than using language to get results, the biter is encouraged to use words instead. Appropriate words should be given to the child who needs them. The teacher can say, "Susie, use your words; 'No, that is mine.'"
 - d. If a certain child seems to be often chosen as the victim, the child is encouraged to be more assertive.
 - e. If the child seems to be biting for attention, teachers focus on other times during the day that this child can be given extra attention to meet that need.
 - f. If the child is old enough to understand, a time is chosen later at a calm time (such as diaper changing) to tell the child why we do not want anyone to bite.

If the child is biting repeatedly, we discuss the matter with the parents of the biter in order to assure that the child is being dealt with in a consistent way. After a child has been bitten, the name of the biter is not given to other parents. The child must be protected from any negative reactions from others. Biting is normal behavior for toddlers, but some people look at a biter in a negative way. Toddler bites and infant bites are not intentional. The S21C staff supervises very closely at all times. Everything possible is done to keep all of the children in the infant area safe and secure. Just as all toddler falls cannot be prevented, all bites cannot be prevented. Parents who have further questions about biting are invited to discuss the matter with the director. Parental information about biting can be given to both sets of parents. Accident reports are filled out on all bites that leave a mark. If the bite should break the skin, the parent will be notified. Some doctors prescribe a small dosage of an oral antibiotic if the bite breaks the skin and is located on the hand, foot, or head. (Very few bites break the skin.) After a child has bitten 3 times in a day, the parents will be called and asked to participate in a conference.

DISCHARGE

School of the 21st Century reserves the right to discharge a child on the following basis:

1. Non-adjustment
2. Disciplinary problems (refer to Discipline Policy) with approval from ABC Administration
3. Failure of payment
4. Non-cooperation of parents with policies

Regulation 14.01: No child in ABC shall be dismissed or expelled from the program for behavior without approval from the ADE-ABC Administration.

NUTRITION

Breakfast, lunch and one snack will be provided for the day program. Breakfast will be served from 8:00 a.m. - 8:30 a.m. only. Please be prompt. The Child Nutrition Program closely monitors our breakfast, lunch and snacks, therefore we ask that parents not bring food to school with their child. For those special once a year days we ask that you speak with the child's teacher one week in advance of your desire to bring a special snack for your child and his class. Only snacks purchased from a store or bakery will be accepted. A caregiver sits at each table for meals and snacks and eats lunch with all children. Children are never forced to eat or drink. They are required to keep food at the table. Every child who can drink milk and eat solid foods will be offered all foods on our menu. Menus are posted weekly on the bulletin board by your child's room as well as the office and hallway. If your child has a food or milk allergy, or there is another reason that he/she cannot have milk or a food, it must be noted on the medical report that is signed by a physician. If a problem arises during the semester, we must have a signed statement from the physician. The physician must also designate a suitable substitute (especially for milk). Since we participate in the Child Nutrition Program, we must have a form filled out on Income Eligibility for each family. These forms are kept confidential and monitored by the state. This allows our program to keep the weekly fee at a reasonable rate by receiving funds back for children that qualify for free and reduced lunches. If your child will be arriving after 9:00 a.m., please notify the office in order for the correct number of snacks and lunch to be prepared. Parents are always welcome to eat lunch, but must inform the child's teacher or office in advance in order for enough food to be prepared.

SPECIAL TIMES

BIRTHDAYS/PARTIES

Your child's birthday is a special day to be shared with friends. If you wish to bring a special treat for a child's birthday, you may do so. We ask that you talk to your child's teacher about your plans so that they can give you the number of children in your child's class. (This is to prevent someone from being left out.) We will have several parties throughout the year. You are welcome to come to any of our parties.

DROP-IN VISITS AND TELEPHONE CALLS

During any of the time your child is enrolled at the School of the 21st Century, please feel free to drop in and visit. We encourage parents to volunteer to read to the children, attend field trips, eat lunch with your child, and help with parties, etc. A visitor tag must be worn. Feel free to call

at any time and talk to your child's teacher or the director. If the teacher is unavailable, a message will be taken and your call returned or you may speak to the director. Thank you for giving your trust with the School of the 21st Century staff to care for your child.

At the Paragould Primary a visitor tag must be worn. The preschool gate is locked at 8:00 AM. All parents visiting after 8:00 AM must be signed in through the front office. All classroom doors are locked for safety. At S21C, a security lock is on the front door. Parents should buzz and state their name into the speaker. Doors are locked at all times as well as classroom doors for safety.

PAYMENT SCHEDULE

Fees are due on a per week basis and payable in advance on the first day of attendance each week. At critical times during the year (Dec. and June), all books must be closed out without outstanding balances before the school closes for any holidays. Please make preparations for this. A note will be posted in advance. Checks should be made to the School of the 21st Century or S21C. If fees are not paid and become two weeks past due, the child will be removed from the program. For example, tuition is due on Monday. If payment is not made during that week, the parent owes for two weeks on the following Monday. If payment is not made, the student will not be able to attend. The person who signs the registration agreement is responsible for making sure the 21st Century program payments are up to date.

FEE SCHEDULE

Birth up to 2 years: \$125.00 weekly

2 years to Preschool: \$90.00 Weekly

ABC Children

Before School Care: (before 7:30 a.m.) \$6.00 daily

After School Care: (after 3:00 p.m.) \$6.00 daily

Both Before and After Care (M-F): \$10.00 daily

School Age Child Care

Before School Care: \$6.00 daily

After School Care: \$6.00 daily

BOTH Before & After Care (M-F): \$10.00 daily

Early Dismissal Days or Half Day Care: \$10.00 daily

Full Day Care: \$15.00 daily

LATE FEES

A \$1.00 per minute additional fee will be added to the daily cost of child care for each child picked up after 5:30 p.m. We use our clock to determine if a parent is late. Example: Parent

arrives for child at 5:33 p.m.; a fee of \$3.00 is assessed. Parent arrives for a child at 5:47 p.m.; a fee of \$17.00 is assessed. Parents shall sign late fee forms. Fee must be paid with the next childcare payment. An additional charge of \$5.00 will be assessed if the child is in attendance more than 9 1/2 hours each day. **A \$10.00 LATE FEE WILL BE ASSESSED AFTER TWO WEEKS OF NON-PAYMENT AND WILL BE MONITORED CLOSELY.** All accounts must be kept current or the child will be dropped from the program.

SCHOOL CLOSINGS

WILL FOLLOW PSD SCHEDULE EACH YEAR

We will be closed on the following holidays:

New Year's Day

Spring Break

Memorial Day

July 4th WEEK

Labor Day

Thanksgiving Break

Christmas Break

School of the 21st Century & Paragould Primary Pre K will post notices regarding attendance the week of Spring Break, Thanksgiving, Christmas, and any other closings. NO FEE IS ASSESSED WHEN THE SCHOOL OF THE 21ST CENTURY/ PARAGOULD PRIMARY PRE-K IS CLOSED.

ENROLLMENT

We are looking forward to having your child in our program. In order for us to complete our intake process, we need the following items:

Every S21C Student:

- Social Security Card
- Birth Certificate
- Immunization Record
- Completed S21C Enrollment Packet
- Current Physical (Well Child Visit)

ABC/CCDF Students

- Proof of Income
- Program Application
- Program Agreement
- Proof of Residency

Paragould Primary Pre-Kindergarten

- Social Security Card
- Birth Certificate
- Immunization Record
- Current Physical (Well Child Visit)
- Proof of Residency

- Proof of Income (30 days of check stubs for both parents, if applicable)
- Completed Enrollment Packet
- Copy of Child's Insurance Card

Additional information must be on file before the 1st day of attendance. A child is not considered enrolled until all paperwork is complete.

Paragould School District Absentee Policy:

The school day is from 8:00 until 3:00. We allow drop off between 7:45 a.m. and 8:00 a.m. and pick up between 2:30 p.m. and 3:00 p.m. The doors and gate will lock promptly at 8:00. Any student entering after this time will have to check in at the front office and is considered tardy. All students should be in attendance by 9:00 a.m. any student coming after this time should have a doctor's note. Excessive absences and tardies may result in dismissal from the program.

If any student's Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence. Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement. Excused Absences Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement to the principal or designee upon his/her return to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than two (2) school days prior to its presentation will not be accepted.

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal;
7. Participation in an FFA, FHA, or 4H sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student 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. The number of additional excused absences shall be at the discretion of the superintendent or designee.

10. Absences granted, at the Superintendent's discretion, to seventeen (17) year old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).

11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date. Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page. Unexcused Absences Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with ten (10) unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student. When a student has five (5) unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day. Whenever a student exceeds ten (10) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law. It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee. Students who attend in-school suspension shall not be counted absent for those days. Days missed due to out-of-school suspension or expulsion shall be unexcused absences. The District shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and Administration is required to suspend the former student's operator's license unless he/she meets certain requirements specified in the statute. Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present proof of a "C" average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record.

Legal References:

A.C.A. § 64302

A.C.A. § 618209

A.C.A. § 618220
A.C.A. § 618222
A.C.A. § 618229
A.C.A. § 618231
A.C.A. § 618507(g)
A.C.A. § 618702
A.C.A. § 74116
A.C.A. § 928113(f)
A.C.A. § 2716701

Date Adopted: October 17, 2011

Last Revised: June 4, 2015

Paragould School District Tardy Policy:

Promptness is an important character trait that District staff are encouraged to model and help develop in our schools' students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement.

Date Adopted: April 15, 2013

Transition

At the end of the school year, students in Pre-K will tour other areas of the building in order to become familiar before their transition into kindergarten. Students at the School of the 21st Century are bussed to Paragould Primary in the spring in order to visit pre-k classrooms and tour the building. Summer Care is also offered, which gives students an easier transition into the new building and/or new grade level during the summer months when school is not in session. Open House will also be scheduled before the beginning of the next year for parents and students to tour the building and meet their new teacher.

Separation of Church and State

ABC Program Code 23.04.5

"To assure that no religious activity is paid or subsidized by public funds or occurs in any manner suggesting governmental endorsement of any religion or message: ABC funds must be used exclusively to support allowable ABC program costs incurred to provide non-religious instruction and activities during the ABC day; and no religious activity may occur during any ABC day regardless of the source of funds used to support the activity."

POLICIES AND PROCEDURES FOR REPORTING SUSPECTED LICENSING VIOLATIONS

The facility has a written procedure for reporting suspected licensing violations. Serious licensing violations are reported to the Licensing Unit. (ML 201.2)

POLICIES AND PROCEDURES FOR REPORTING OF CHILD ABUSE AND/OR NEGLECT

According to the Child Abuse Prevention and Treatment Act, child abuse and neglect is defined as the physical or mental injury, sexual abuse, negligent treatment, or maltreatment of a child under the age of eighteen (18) by a person who is responsible for the child's welfare under circumstances which indicate that the child's health or welfare is harmed or threatened thereby. The staff and volunteers at Paragould Primary are required by law to report all suspected cases of child abuse and/or neglect. All staff and volunteers are mandated reporters under the Child Abuse Law. Suspected cases will then be reported to the Hotline (1-800-482-5964) and to the Child Care Licensing Unit. Also any suspected licensing violations will be reported to Child Care Licensing Unit. Children may be subjected to interviews by licensing staff; child maltreatment investigators and/or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes. (Child interviews do not require parental notice or consent.) (ML 201.4)

Kindergarten Readiness Skills Checklist can be found at:

<http://humanservices.arkansas.gov/dccece/Pages/KindergartenReadiness.aspx>

Period of Purple Crying Information can be found at:

Purplecrying.info

Shaken Baby Syndrome Information can be found at:

www.dontshake.org > learn-more

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.