

COSSATOT RIVER SCHOOL DISTRICT

Umpire Elementary School

Vandervoort Elementary School

Wickes Elementary School



Student Handbook 2021-2022

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

Board Adopted: Jul 27, 2021

ADMINISTRATION

Tyler Broyles	Superintendent	870-385-7101
Judy Joiner	Vandervoort Elementary	870-387-6923
Jana Richardson	Wickes Elementary	870-385-2346
Grover Hill	Umpire K-12	870-583-2141

SECRETARIES

Wanda Dean	Vandervoort Elementary	870-387-6923
Diann Wise	Wickes Elementary	870-385-2346
Yvonne Pate	Umpire K-12	870-583-2141

BOARD OF EDUCATION

Mark Duggan	President
Nick Strother	Vice-President
Alex Wade	Secretary
Josh Tadlock	Disbursement Officer
Leona Scott	Member
Debbie White	Member
Rusty Youngblood	Member

TABLE OF CONTENTS

PARENT SIGNATURE.....	4, 5
CONDUCT CONTRACT.....	7
BUS CONDUCT CONTRACT.....	8
ARRIVAL TIME.....	9
ATTENDANCE POLICY AND ABSENCES.....	9, 10
BEHAVIOR AT BALL GAMES.....	10
BULLYING.....	10, 11
CHANGE OF CONTACT INFORMATION.....	11
CHANGE OF TRANSPORTATION.....	11
CONCERNS OR COMPLAINTS.....	12
CUSTODY ISSUES.....	12
DISMISSAL TIME.....	12
GIFTS DELIVERED TO SCHOOL.....	12
GRADING.....	12, 13
HEALTH SERVICES.....	13
MEDICATION POLICY.....	13
COMMUNICABLE DISEASES.....	13, 14
IMMUNIZATIONS.....	14
HEAD LICE.....	14
NOTES HOME.....	15
PARENT/TEACHER CONFERENCES.....	15
PROMOTION & RETENTION.....	15
SCHOOLWORK/HOMEWORK POLICY.....	15
TARDY/EARLY CHECKOUT POLICY.....	16
VISITORS.....	16

SIGNATURE PAGE

To: Parents, Guardians and Students

Please read the information contained in this student handbook.

The student discipline, homework, attendance, and drug free policies are included in the handbook. By signing this form, you certify that you have received a copy of the handbook including the discipline, homework, attendance, and drug free policies.

In regards to the drug free policy, you are aware that the unlawful manufacture, distribution, sale, dispensation, possession or use of alcohol or a controlled substance on Cossatot River School property, or at school-related activities/events is prohibited. By signing this form, you also certify that you are aware of the consequences of any violation of this policy. Any student in violation of this policy will be subject to discipline up to and including expulsion and that when the situation warrants the superintendent shall communicate all available information promptly to the proper law enforcement agency (ies) and offer the full cooperation of the Cossatot River School District.

Parents who are disruptive at any school function could be charged with disorderly conduct and banned from all school functions for one full calendar year.

If you have suggestions or comments concerning this handbook, please feel free to call the school or include them on this sheet.

I have received the policies and information contained in the Student Handbook.

Student Signature_____Date_____

Parent Signature_____Date_____

The following pledge is optional.

I, _____, a student at the Cossatot River School District, Elementary campus pledge that I will not use drugs during my attendance at school or in my leisure time.

CRSD ELEMENTARY SCHOOL

PÁGINA DE FIRMA

Para: Padres, Tutores y Estudiantes

Por favor lea la información contenida en este manual del estudiante.

Las políticas de disciplina de los estudiantes sobre la tarea, asistencia y libre de drogas están incluidas en el manual. Al firmar este formulario, certifica que ha recibido una copia del manual que incluye las políticas de disciplina, tarea, asistencia y libre de drogas.

Con respecto a la política libre de drogas, usted es consciente de que la fabricación, distribución, venta, dispensación, posesión o uso ilegal de alcohol o una sustancia controlada en la propiedad de la Escuela Cossatot River, o en actividades / eventos relacionados con la escuela está prohibida. Al firmar este formulario, también certifica que conoce las consecuencias de cualquier violación de esta política. Cualquier estudiante que viole esta política estará sujeto a medidas disciplinarias que pueden incluir la expulsión y que, cuando la situación lo amerite, el superintendente deberá comunicar toda la información disponible a la (s) agencia (s) de cumplimiento de la ley y ofrecer la plena cooperación del Distrito Escolar de Cossatot River.

Los padres que interrumpen cualquier función escolar podrían ser acusados de conducta desordenada y prohibido de todas las funciones escolares por un año calendario completo.

Si tiene sugerencias o comentarios sobre este manual, no dude en llamar a la escuela o incluirlos en esta hoja.

He recibido las políticas y la información contenida en el Manual del Estudiante.

Firma de los padres

Firma del estudiante

Fecha

La siguiente promesa es opcional

Yo, _____, un estudiante del Distrito Escolar de Cossatot River, escuela primaria, prometo que no usaré drogas durante mi asistencia a la escuela o en mi tiempo libre.

ESCUELA PRIMARIA de CRSD

**COSSATOT RIVER SCHOOL DISTRICT
SCHOOL CALENDAR
2021-2022**

August 11-12.....Teacher Professional Development
August 17..... First Day of School
September 16..... Parent/Teacher Conferences
October 15..... End of 1st Nine Weeks
October 19..... First Day of 2nd Nine Weeks
November 23-26..... ..Thanksgiving Break
December 17..... End of 2nd Nine Weeks
December 20-January 3..... Christmas Break
January 4..... First Day of 3rd Nine Weeks
February 3..... P/T Conferences
March 11.....End of 3rd Nine Weeks
March 15..... First Day of 4th Nine Weeks
March 22-25..... Spring Break
May 19..... End of 4th Nine Weeks

Cossatot River Public Schools
Conduct Contract

Category	Examples of Infractions	1st Referral	2nd Referral	3rd Referral	4th Referral	5th Referral
A Minor Misconduct	1-Making excessive noise 2-Disturbing, insulting, or harassing other students 3-Public display of affection (PDA) 4-Eating, drinking, chewing gum 5-Littering 6-Any action that causes disturbances or distractions	Oral/Written Warnings	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 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-Misuse of electronic devices, cell phones, cameras etc. 7-Using profane or obscene language or gestures	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	
C 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 or Corporal Punishment	Up to 20 days In School/Out of School Suspension or Corporal Punishment	Suspension or Expulsion		
D 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.

Cossatot River Public School

Bus Conduct Contract

Category	Examples of Infractions	1st Referral	2nd Referral	3rd Referral	4th Referral	5th Referral
A Minor Misconduct	1-Boarding or exiting the bus unsafely (includes crossing in front of or behind the bus) 2-Standing while bus is in operation or not being properly seated 3-Obstructing an employ seat, door, stairs, or aisle 4-Making excessive noise 5-Disturbing, insulting, or harassing other students 6-Public display of affection (PDA) 7-Eating, drinking, chewing gum 8-Littering 9-Any action that causes disturbances or distractions	Oral/Written Warnings	Up to 5 days Bus Suspension or ISS	Up to 10 days Bus Suspension or ISS	Up to 20 days Bus Suspension or ISS	Suspension of riding privileges for remaining school year or ISS
B Serious Infractions	1-Failure to comply (disrespectful, talking back, lying) with bus driver or other adult's instruction 2-Horseplay and spitting 3-Throwing objects at, within, or out of bus 4-Sticking objects or body parts out of the window/door 5-Damage, theft, or pilfering <\$100 6-Spraying or application of cologne/fragrances 7-Misuse of electronic devices, cell phones, cameras, etc. 8-Using profane or obscene language or gestures 9-Opening the back door on the bus	Up to 5 days Bus Suspension or ISS	Up to 10 days Bus Suspension or ISS	Up to 20 days Bus Suspension or ISS	Suspension of riding privileges for remaining school year or ISS	
C Severe Offenses	1-Full or partial nudity 2-Sitting in driver's seat/tampering with controls or equipment 3-Interfering with driver 4-Fighting/Assault(or hitting, biting, pushing) 5-Vandalism, damages, or theft >\$100	Up to 10 days Bus Suspension or ISS	Up to 20 days Bus Suspension or ISS	ISS or Suspend riding privileges remainder of school year		
D Criminal or Illegal Acts	1-Any action that leads to a bus 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)	School 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 or 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 bus 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

ARRIVAL TIME

Doors are unlocked each morning at 7:15 a.m. and students arriving early will go to the cafeteria. We urge students to be at school on time each morning. Please support us by allowing yourself plenty of time to get to school by 7:55 a.m. Anyone arriving after 7:55 will be counted tardy. Students who ride a bus are excused if the bus is late.

ATTENDANCE POLICY

In order to be in compliance with the Cossatot River School District attendance policy students shall abide by the following guidelines and will be coded accordingly:

SCHOOL BUSINESS (SB)

1. Participation in any school related event during school hours. (It is the school official's responsibility to communicate to the office the list of participants)
2. 4-H sanctioned activities. (Students are responsible for providing documentation regarding the activity)

MEDICAL (MD)

In order to be coded as a medical absence the student, parent, legal guardian, or person having lawful control of the student; or person standing in loco parentis must provide a medical note from the following:

1. Medical Doctor or hospital
2. Dentist
3. Eye Doctor
4. Counselor
5. Or any establishment that pertains to the health and well-being of the student
6. School Nurse (the absence can only be coded MD if the nurse has sent the student home. The School Nurse shall communicate with the office in this case.)

COURT (C)

Anytime a student has a legal obligation he/she must provide the appropriate documentation.

EXTENUATING CIRCUMSTANCES (EXC)

The student's absence will only qualify for this code if the parent, legal guardian, or person having lawful control of the student; or person standing in loco parentis has met with the principal or designee about the situation in which the absence pertains. It will then be at the discretion of the principal or designee.

ABSENCES

Absences WILL NOT be coded as excused or unexcused. Any absence not defined by the above attendance guidelines shall be considered an absence and will be coded (A) for absent.

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.

Students with (8) absences in a course in a semester **WILL NOT RECEIVE** credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has (4) absences, his/her parents, legal guardians, persons with lawful control of the student, or persons standing in loco parentis shall be notified. Notification shall be by telephone, email, or letter.

Whenever a student exceeds (8) absences in a semester, the District shall file an AFFIDAVIT IN SUPPORT OF PETITION FOR DETERMINATION OF FAMILY IN NEED OF SUPPORT. Also notify the prosecuting authority and the parent, legal guardian, person having lawful control of the student, or persons standing 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 absences permitted by this policy, the student, or his/her parent, legal guardian, person with lawful control of the student, or person standing in loco parentis may petition the school or district's administration for special arrangements to address the student's absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent; legal guardian; person having lawful control of the student; or person standing in loco parentis, and the school or district administrator or designee. 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.

Attendance and curricular/non-curricular activities:

When a student exceeds the (8) allotted attendance days in a semester he/she will no longer be allowed to participate in any curricular/non-curricular activities (i.e. Archery, 4-H, etc.)

****In case of school closure, attendance will be taken based on communication between teachers and students as well as completion of assignments.****

B

BEHAVIOR AT BALL GAMES & OTHER SCHOOL SPONSORED FUNCTIONS

Students will behave in a manner at school functions just as they do during the 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, be courteous and well-behaved, and conduct themselves in appropriate behaviors. Students should attend ball games to watch and support our teams. Ample seating is available for everyone to be seated in the bleachers. Standing along the sidelines and playing games is prohibited.

BULLYING

Our school district has an obligation to and is committed to providing a safe learning environment for each of its 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.)

C

CHANGE OF CONTACT INFORMATION

Please notify the school office immediately if there is a change in your address, telephone number, babysitter, or person to contact in case of an emergency. This information is very important in case your child becomes ill or gets hurt.

CHANGE OF TRANSPORTATION

If you need to change your child's means of transportation home 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. It is advised that you call before 2:00 p.m. so that the office will have adequate time to get the message to your child's teacher.

CONCERNS OF COMPLAINTS OF PARENTS AND GUARDIANS

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 7:30-4:15, email, or texting through the REMIND or Class Dojo Apps.
2. If needed, the school counselor or principal may be advised to assist in solving the concern.
3. 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 Cossatot River School Board, one must contact the superintendent to be added to the monthly school board agenda.

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 secretary will call for your child.

D

DISMISSAL TIME

When the bell rings at 4:10 p.m., we will dismiss our first group of students who are car riders. Students who are bus riders will be dismissed at approximately 4:30.

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. Thank you for understanding the safety issues involved.

GRADING

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 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 grades for each nine (9) week grading period to keep parents/guardians informed of their student's progress.

The evaluation of each student's performance on a regular basis serves to give the parents/guardians, students, and the school necessary information to help affect academic improvement. Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

The grading scale for all schools in the district shall be as follows:

A= 100-90

B=89-80

C=79-70

D=69-60

F=59 and below

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 be 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).¹

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

Students suspected of having head lice will be sent to the nurse. If lice or nits are found, the student will be sent home with instructions for the parents to treat the student. The student may return after being treated and the school nurse confirms no live lice are found. The child will not be allowed to return to school until they have been cleared by the school nurse to be lice free. We request your child return to school no later than 24 hours after treatment.

STUDENTS WHO BECOME SICK AT SCHOOL

We will notify you! If your child is sent to the nurse, a determination will be made whether or not your child needs to be sent home.

N

NOTES HOME

Periodically, children bring notes home 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 daily for messages from the teacher or the office.

P

PARENT-TEACHER CONFERENCES

Schoolwide Parent-Teacher Conferences are held twice a year, once during the Fall and again in the Spring. Conferences can also be arranged during a teacher's daily conference time. Parents are asked to call the office to arrange a conference time with an individual teacher. If parents have questions or problems, we encourage you to contact the office. There will be someone in the office from 7:45 a.m. until 4:30 p.m. each day.

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-6 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 retentions to the principal. A conference will then be held to communicate this retention recommendation. With your input, a decision will be made at the discretion of the school.

S

SCHOOLWORK/HOMEWORK POLICY

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 classwork
- 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 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 ensuring that assignments are completed.

T

TARDY/EARLY CHECKOUT POLICY

The intentions of the tardy procedures are to ensure that students are **promptly** in the classroom so that the teacher can begin teaching and the student will be included in all classroom activities without undue delay or interruption. School hours are from 7:55-4:10. Therefore, students shall be considered tardy if they are not in their class by 7:55 each morning.

Any student arriving after 7:55 shall report to the office with their parent/guardian for sign-in and excuse verification.

A student leaving school before 4:10 must be signed out in the office by a parent/guardian.

V

VISITORS

When you enter the building, please stop in the office for someone to help you. If you need your child or need to see a teacher, the secretary will get them for you.