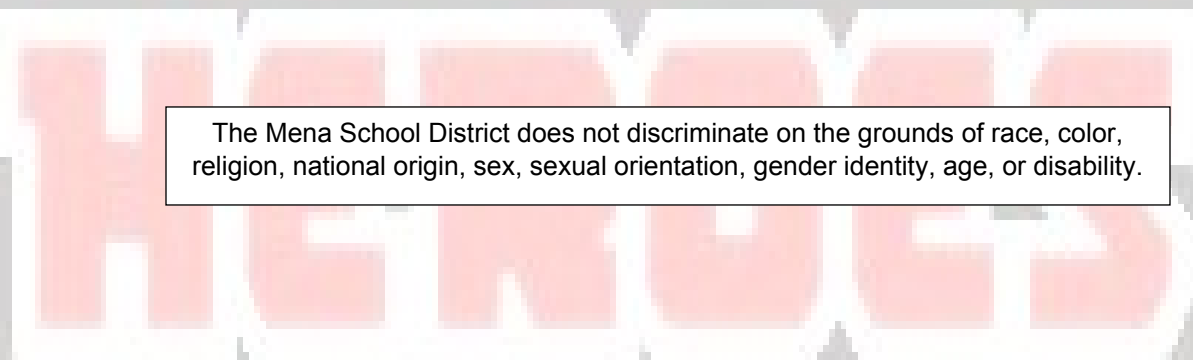


Welcome to Louise Durham Elementary. This handbook contains most everything you need to know about our school. If you have any questions, feel free to call our office at 394-2943. We will be happy to help you in any way we can. If we work together, we can ensure that your child will have a ridiculously amazing school year!

The ABCs of Being an LD



The Mena School District does not discriminate on the grounds of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

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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.**

“Training Future HEROES!”

LD HEROES

Helpful - I help others without being asked

Encouraging – I say only nice words

Respectful – I respect all school adults, other students, other’s belongings, and use my manners

On Task – I am doing what my teacher asks

Excelling – I do my best.

Super Students –I am sweet, kind, and I listen and obey.

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.

**Louise Durham Elementary
2018-2019 School Calendar**

First Day of School	August 15, 2018
Labor Day Holiday	September 3, 2018
1st Grading Period Ends	October 12, 2018
Fall Break	October 22, 2018
Parent Teacher Conferences	October 18, 2018
Thanksgiving Holiday	November 19-23, 2018
2nd Grading Period Ends	December 21, 2018
Semester Ends	December 22, 2018
Christmas Holiday	Dec. 24-January 4, 2019
Students Return to School	January 7, 2019
President's Day Holiday	February 18, 2019
3rd Grading Period Ends	March 8, 2019
Parent Teacher Conferences	March 14, 2019
Spring Break	March 18-22, 2019
April Break	April 19, 2019
4th Grading Period Ends	May 23, 2019
Inclement Weather Days	May 24-28, 2019

A

ADDRESS CHANGES

It is very important for the school to be able to contact parents. Therefore, it is imperative that parents notify the school immediately of any change of address or telephone number.

AMI DAYS

The District has been approved for 5 Alternative Method of Instruction days. These days will be used in the case of bad weather or other emergency situation that will not allow students to be at school. Our students may log into their Google Classroom account to access their alternate lessons for that day. Students that do not have internet access will receive their assignments when they return to school.

APPEARANCE AND DRESS CODE

The School recognizes that it is both the prerogative and the responsibility of parents to determine how their children shall dress, wear their hair, and otherwise present themselves in public. We assume that what a student wears to school has the approval and reflects the attitude of his/her parents as to what is proper and fitting. We take pride in our students and feel that their individual dress and appearance may indicate their attitude toward school, their desire to learn, their quality of work and their conduct. Therefore, all students are expected to present a neat, well-groomed appearance suitable for school.

The school will not permit students to attend when their cleanliness, clothing, or hairstyles are determined to be bizarre or in any way **distracting** or **disruptive** to the normal and reasonable atmosphere of the school. Clothing items considered inappropriate are those, which advertise, display or represent items such as alcoholic beverages, obscenities, sexual connotations or insulting. Also, students shall not wear flip flops, crop tops, spaghetti straps, or shirts not covering mid-drift.

ARRIVAL TIME

Students should not arrive at school any earlier than 7:30 A.M. At 7:35, they will be released to go the cafeteria for breakfast or to wait quietly for the beginning of school. **All students eating breakfast need to be at school before 7:50.**

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. **There are two options for your child's absences to be excused.** **Prior** to an absence, a parent may fill out and sign an *Attendance Extension Contract* which is located in the principal's office.

After an absence, a doctor's note or a written note from parent may be presented upon your child's return to school. A phone call from parent/guardian will also be accepted. All other absences will be **unexcused**.

-

Students shall not be absent more than 12 excused or 6 unexcused, as defined in this policy , a semester. When a student has 6 excused absences or 3 unexcused absences, his/her parent, guardian, or person in loco parentis shall be notified that the student has missed half the allowable days for the semester. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student **exceeds 12 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.

Parents may submit to the principal, a request for an extension for the number of absences allowed. The Attendance Committee will determine whether an extension is to be granted based on their review of the total attendance record of the student. An extension will not be granted for unexcused absences. If the parents do not contact the school, a Family In Need of Services (FINS) petition will be filed with the Juvenile Services 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:

- To participate in an FFA, FHA, or 4-H sanctioned activity;
- 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.

If any student's 504 or IEP plan conflicts with this policy, the requirements of the student's IEP or 504 plan will take precedence.

Students are counted absent 1/2 day if they arrive after 9:45 a.m. If students leave prior to 1:45 p.m., they are counted absent 1/2 day.

COMPULSORY ATTENDANCE REQUIREMENTS

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.
4. A kindergarten waver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
5. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
6. 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.
7. 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.

B

BEHAVIOR AT BALLGAMES AND OTHER SCHOOL SPONSERED EVENTS

Students will behave at school functions just as they do during 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 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. (See District Policy 4.43 for further information.)

BUS DISCIPLINE

The safety of all students on the bus are 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.

Consequences to not following the directions of the Driver:

1st incident – Driver warns student and documents warning.

2nd incident – Driver reports student to principal. Parents are contacted, punishment at the discretion of the principal.

3rd incident – **WEBB** Room for 1 day

4th incident – 3-day suspension from bus

5th incident – 5-day suspension from bus

6th incident- 10-day suspension from bus

7th incident – Bus suspension for rest of the semester.

The administration has the authority to adjust the bus discipline at any time deemed necessary without prior notification of parents for the safety of all passengers on the bus.

The following inappropriate behavior could result in suspension of transportation privileges on the first offense:

- Physical harm to another student
- Physical harm or threat of physical harm to driver
- Property damage
- Refusal to obey driver
- Possession of alcohol, drugs, or tobacco products
- Total disruption

C

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 called to the line when you enter the school grounds.

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 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 will need to be accompanied to the office to check in. The afternoon car rider line will be open from 3:00-3:30 p.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.

First Offense - Upon the first offense, the student’s remotely activated, or activating communication device(s)

will be confiscated by a staff member and taken to the principal's office. After reviewing the policy with the principal or principal's designee, 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 before going home.

Second Offense - Upon the second offense, the student's remotely activated, or activating communication device(s) will be confiscated by a staff member and taken to the principal's office. After reviewing the policy with the principal or principal's designee, the device will be kept in safekeeping until the students parent/guardian comes to school to pick up the device.

Third Offense - Upon the third offense, the student's remotely activated, or activating communication device(s) will be confiscated by a staff member and taken to the principal's office. The principal or principal's designee will review the cell phone policy with the student. 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 ADDRESS

It is very important for the school to be able to contact parents. Therefore, it is imperative that parents notify the school immediately of any change of address or telephone number.

CHANGE IN 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. **YOU MUST CALL BEFORE 2:00 P.M. SO THAT THE OFFICE WILL HAVE 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 – 3:10.** Therefore, students shall be considered tardy if they are not in their class by 8:00 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 will close at 8:00 a.m.

Students on late buses are not required to check in at the office.

PARENTS, please help us! 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)

CHECKING STUDENTS OUT OF SCHOOL

At times it will be necessary for parents to take their children from school during the school hours. **FOR THE PROTECTION OF YOUR CHILD, COME TO THE OFFICE TO CHECK YOUR CHILD OUT OF SCHOOL.**

You will need to sign your child out in the office. Students will not be released to parents from the classroom. The office will call for the child and check him/her out to you. For security reasons students may not check out during transition times. Therefore, **we do not allow students to check out early after 2:30 p.m.**

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 7:30-4:00, email, or texting through the REMIND App.
2. If needed, the school counselor 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.

CONTACT INFORMATION

It is of utmost importance that we always have current contact information for your family. Unfortunately, children do occasionally get hurt or become ill during the school day and parents need to be contacted. Please call us with any changes in contact information.

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 every day and return papers as needed to ensure that everyone involved is on the same page.

COMMUNITY

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, Linda Collins at 479-394-2943.

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 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 or issue a visitor's pass.

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 HERO Code and Classroom rules 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. We even start each day with our "LD HEROES" Vision Song. **Each student has the ability to earn our Citizenship HERO Award at each semester and 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 nor the property of others.
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.

DISMISSAL TIME

School will dismiss at 3:10 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. _

PARENTS, please help us! 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)

E

EMERGENCY DRILLS

The school staff is responsible for preparing students for emergency situations. Students will practice procedures given by their teacher. All drills will be performed in an orderly manner.

Fire Drill

Fire drills are held once a month. The fire drill signal states that there is a fire in the building and instructs everyone to leave the building. Our goal is to get all students out of the school in one minute. After all students exit the building, the bell will ring one time for them to re-enter the building.

Tornado

The signal for a tornado drill instructs everyone that a tornado is in the area and to go to the safe place. The teachers will take the students to the hardened safe halls. The students are taught how to position themselves in the hall. After the drill is conducted, a short ring will signal the students to return to their classroom.

Actual Disaster

Should we actually have a fire, tornado or any other natural disaster, the students will be kept in a safe area at school parents arrive to pick up their child or the child is sent on the school bus.

ENROLLMENT

Students may enter kindergarten if they will 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 will attain 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 assigned 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 District¹ 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.

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.

F

FUNDRAISERS

LDES will conduct fundraisers throughout the year. These fundraisers provide LD shirts for all our students and materials and supplies for incentives and awards throughout the year. We are also raising money to provide new equipment for the playground.

G

GIFTS DELIVERED TO SCHOOL

Mena Public Schools are experiencing a loss of educational time due to the tremendous volume of balloons, flowers, candy, and novelties being delivered for the students. We must ask that the custom of having these articles sent to the schools be discouraged.

No balloons are allowed on the buses. In the future, please have these items sent to the home address.

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 grades for each nine-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 grades 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.

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

Kindergarten will use a standards based checklist to show a student's progress.

S- Standards Met – the student can consistently perform the required skills to meet the student learning expectation.

X- Not Meeting Standard- the student is unable to consistently perform the skill needed to meet the student learning expectation.

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 IRI) 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

(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 contact persons so 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 treatment and will have to be removed before the child will be allowed to return to school.

HEAD LICE CONTINUED

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 placed at another campus, that campus will be notified.

HEALTH

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

1. Vision and hearing test 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, other's belongings,
and use my manners

On Task – I am doing what my teacher asks

Excelling – I do my best.

Super Students –I am sweet, kind, and I listen and obey.

HERO CODE CONTINUED

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 come home are listed below.

HEROIC CHARACTER
HEROIC MANNERS
HEROIC READER
HEROIC EFFORT

GREEN WALKING TICKET-5 minutes
YELLOW WALKING TICKET-10 minutes
RED WALKING TICKET-all recess
OFFICE TICKET

All students will receive a behavior report each Friday that will show both positive and negative behavior referrals for the week. You will also be able to download the LIVE SCHOOL App on your phone or tablet to see how your student has performed each day. The app will have live results on behavior performances.

HOMEWORK

Homework is a teaching device and is the instructional responsibility of individual teachers. Homework should be included as an integral part of the instructional program and a means by which students are provided extended time to master learning concepts and objectives. Homework when given is to supplement, complement, and reinforce classroom teaching and learning. Homework should be a positive experience and provide students the opportunity to: (1) reinforce skill development; (2) manage learning time away from the school setting; and (3) communicate to parents learning activities provided during the school day.



ILLNESS-RETURNING TO SCHOOL AFTER

Students who have been ill should be kept home until after the temperature has returned to normal for 24 hours and until there are no apparent symptoms. 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**

IMMUNIZATIONS

Act 871 of 1997 states “no child will be admitted to public or private schools unless he has had poliomyelitis, diphtheria, pertussis (whooping cough), rubeola (red measles), rubella immunizations, and other diseases as designated by the State Board of Health, except as otherwise provided by law, as evidenced by a certificate from a licensed physician or a public health department acknowledging the immunization.” immunizations for the above diseases are given at the county health office. Contact the county health office for the day and time these immunizations are given. **All immunizations must be kept up to date.** Parents of a student who has immunization exemptions must submit to the school a yearly state approved medical, philosophical, or religious immunization exemption.

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) 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 5 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

LIBRARY

The library is a wonderful resource for our students. We believe that reading is the foundation for success in school and we encourage students to read as much as possible. Our elementary school is served by a full-time librarian that will provide times that parents can check out books. Please feel free to contact your child(ren)'s librarian if you have any questions.

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.

LIVE SCHOOL

Louise Durham Elementary uses the LIVE SCHOOL System to track both positive and negative behavior for our students. LIVE SCHOOL will allow you to monitor and track your child's behavior. You can download the LIVE SCHOOL app and sign in with the information from your child's teacher to see up to the minute reports on your child's behavior. Students will also receive a behavior report in their folder each Friday.

LOST AND FOUND

All lost and found items are kept in two large boxes in the hall. Please put 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.

LUNCH MONEY

Please send lunch money On THE FIRST DAY OF THE SCHOOL WEEK. You may send lunch money by the week, the month, or pay for the year. 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.

LUNCH VISITS

We encourage parents to visit students during lunch times after the second week of school for grade 1 and 2. Kindergarteners may have visitors after 3 weeks. A special place has been provided for parents to eat with their children. This is for students and their parents only. Children may not be pulled from eating with their class without permission through the office from a parent or guardian. We hope that you are able to join us and enjoy this time with your child at some time during this school year. **Please remember that all visitors that plan to enter the school building must bring their driver's license and use the School Check-In system.**

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 may be able to make up assignment online in Google Classroom. 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 five or more consecutive days must adhere to the make-up schedule prescribed by the Principal according to the provisions of District Policy 4.7.

Medication Policy

1. 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.
2. 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.
3. If medication needs to be given on a daily basis, you will be required to fill out a medication release form.
4. Permission for long-term medication must be renewed at the beginning of each semester.

MESSAGES

We hope parents will make arrangements in advance for their child(ren) so getting messages to students are held to a minimum. We **do not** interrupt learning during the day in classrooms. We do understand that, sometimes, things come up and you need to get a message to your child(ren). For those **rare** times, we are happy to assist parents in getting messages to students. Please call the school office before 2:00 p.m. so we can be sure the message is delivered.

MONEY

Sending Money to School

All monies 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. The school is not responsible for lost money.

N

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 daily for messages from the teacher or the office.

NUTRITION PROGRAM

Mena School district provides a breakfast and lunch program. Hot lunches are 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 container. **Please do not send canned or bottled sodas.** Please send items that your child can open on their own so they do not have to wait on a teacher. 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 are available in the office. If they qualify, they must always take the full meal. If they want extra milk, their account will be charged.

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 mothers 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, Linda Collins, 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.

PARTIES

Three classroom parties will be held each year for the students:

Harvest Party

Christmas

Valentine's Day

Parents are requested to wait until time for the party to begin before going to the classroom. **Please do not bring other children to the party.** Classrooms are not large enough to accommodate the extra children and there are no party favors for extra children. **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 mothers as our PTI board. Party dates and rules for parties will be explained.

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's permission as indicated on enrollment forms.

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 retentions to the principal. A committee will decide retention. This committee will include teachers, counselors, parents, and the principal.

R

RECESS

Recess is an important brain break and physical exercise time for students. 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. However, instead of playing and chatting with friends, students who get a WALKING TICKET will be walking in a designated area of our playground during recess time. They will not be allowed to chat or walk with friends during this time. Hopefully, they will think about their inappropriate behaviors and try to avoid these behaviors in the future.



SCHOOL SUPPLY LISTS

Louise Durham Elementary understands how hard it can be to provide everything a child need 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. Kindergarteners will also need a sleep mat.

SEVERE WEATHER

Please fill out and return the portion of the registration form on emergency closures. This information is vital if severe weather should form after students are at school. Because of limited phone lines, the school cannot call parents and parents should not tie up the lines calling school. In case of severe weather, please listen to the Mena radio stations 1450 am or 104.1 fm or check the Louise Durham Elementary Facebook page. **PLEASE DO NOT CALL THE SCHOOL. If you would like to receive a text message concerning closings and special events, text “@ldes” to 81010.**

SMART CORE/GRADUATION REQUIREMENTS

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign an Informed Consent Form to not participate. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. The signed Informed Consent Form shall be attached to the student's permanent transcript. Informed Consent Forms are required to be signed prior to registering for seventh grade classes, or if enrolling in the district for seventh through twelfth grade classes. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms. While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum **providing** they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing. This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the district's students. Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTI meetings, or a meeting held specifically for the purpose of informing the public on this matter; The superintendent, or his/her designee, shall select the composition of the review panel. Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means.

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements; Discussions held by the school's counselors with students and their parents; and/or Distribution of a newsletter(s) to parents or guardians of the district's students.

STUDENT PERSONNEL POLICIES

General Student Regulations

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.
Skateboard	

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

TARDINESS

Tardiness is problematic at all of our schools. Students who are late miss important instruction and interrupt classroom time when they arrive late. We are continuing to work on this issue and have made some progress. Students who miss more than 10 minutes or 1/3 of the day will be marked tardy. Please be sure your child(ren) are checked in at the office anytime they are late. This allows us to change the absence to a tardy.

TELEPHONE

Neither students nor teachers will be called to the telephone during class time unless it is an emergency or during a planning period.

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. 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. They will be marked with students name and be returned at the end of year.

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.

It also very important that we have current contact information in order to contact you with issues concerning your child. Please update the office with any changes that occur.

V

VISITORS

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 or issue a visitor's pass.

VOLUNTEERS

Volunteers are valued members of our school team. Volunteers can be literacy tutors, math tutors, field trip helpers, lunchroom helpers, library helpers, or classroom helpers. If you are interested in volunteering, please contact our School Counselor, Linda Collins at 479-394-2943.

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. Four common Walking Tickets will result in a half day in the WEBB Room. Five or more common Walking Tickets will result in a full day. 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. You may also check the LIVE SCHOOL app for more information. 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.

The LD HERO 20

1. Use Your Manners-Say, “yes, ma’am,” “please,” and “thank you.”
2. Make eye contact, listen, and speak clearly.
3. Congratulate your classmates. Clap and cheer for something good.
4. Respect others’ opinions and ideas with your words and gestures.
5. Be good winners and good losers.
6. When you cough, burp, or sneeze, turn your head away into your elbow.
7. Do not ask for rewards.
8. Transition swiftly, quietly, and orderly.
9. On the playground be kind and play safely.
10. When you are with a substitute, any other teacher, staff member, or adult volunteer, obey the same rules as if your teacher were in the room.
11. Keep our restrooms clean and safe.
12. In the lunchroom:
 - Stay in your seat and raise your hand
 - Use proper table manners
 - Eat your lunch
 - Use an inside voice
 - Clean up all trash
13. When on a field trip or assembly be on your best behavior.
14. Walk quietly in a single file line with your hands to yourself.
15. If you approach a door and someone is behind you, hold the door open for them.
16. Respect others’ space and belongings.
17. No matter what, always be honest!
18. If any child in the school is bothering you, tell an adult IMMEDIATELY!
19. Do your best to make today ridiculously amazing!
20. Be positive, enjoy life, and be the best person you can be!