ALMA SPIKES ELEMENTARY SCHOOL

1707 Highland Dr.
Pocahontas, AR 72455
(870) 892-4573
Mr. L. Shawn Carter, Principal ext. 1000
Mr. Chris Lindner, Assistant Principal ext. 2001

POLICY ATTACHMENTS
2018 - 2019

ALMA SPIKES ELEMENTARY SCHOOL

Policy Attachments

SCHEDULE

The school day begins with the first bell at 7:50 a.m. Instructional time begins at 7:50 A.M.

Duty teachers arrive at 7:15 a.m. and supervise the crosswalks and playgrounds until the first bell at 7:50 a.m. During inclement weather, kindergarten students stay in the cafeteria until school begins, and first and second graders are supervised in the gym.

In the afternoon, the car riding students are dismissed at 2:55 p.m. and bus students are dismissed at 3:07 p.m.

Breakfast is served each morning from 7:15 a.m. to 7:50 a.m.

Students should not arrive at school before 7:15 a.m.

*Parents who pick up children at 2:55 p.m. are asked to wait at the gates or outside the main building instead of classroom doors. This limits interruption and hall noise.

ABSENCES

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement. In recognition of the need for students to regularly attend school, the district's policy governing student absences is as follows.

Students shall not be absent, as defined in this policy more than six (6) days in a semester. When a student has three (3) 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 that the following school day.

The parent, guardian, or person in loco parentis is required to schedule a conference with the Principal after receiving an absence letter on day five (5). It is necessary to call 892-4573 ext. 1002 to schedule this conference appointment or hold a telephone conference within five (5) days of receipt of absence letter day five (5).

Whenever a student exceeds six (6) absences in a semester, the District may notify the prosecuting authority and the parent, guardian, or person is loco parentis may be subject to a civil penalty as prescribed by law.

TARDIES

The first part of the day is most important for the student to receive instructions. It is imperative that students arrive at school on time. A late arrival at school, after 7:50 A.M or leaving early, before the dismissal bell at 2:55 P.M. is considered a tardy. A tardy is very disruptive to the educational process.

CAUTION: Tardies are recorded and may be detrimental to promotion.

CHECK-IN AND CHECK-OUT OF STUDENTS

A student is always checked in or checked out through the office for his/her protection to avoid needless interruptions to the classroom. If your child is tardy or returns to school after being checked-out during the day, he should check-in through the office. A child must not leave the campus without being properly checked-out by an adult.

Anytime a parent needs to bring an article to his/her child at school, it is to be brought to the office and delivered from there.

Your child must have a note from you giving permission for him/her to do anything after school other than his usual routine. (Example: Walk home with a friend if he/she normally rides the bus.)

DISASTER DRILLS

The school has a written plan for disasters and disaster drills are conducted on a regular basis. Evacuation plans are posted in each room.

MEDICATION

Medication is given at school only upon written request from the lawful parent/guardian or a person who is licensed to practice medicine and surgery, or dentistry. Medication should be brought to school by the parent/guardian and not sent with the student. Pocahontas Public Schools medication policy can be found on pages 90 in the District Pupil Policy Handbook. Please review.

HEADLICE

Periodic headlice checks are to be conducted by the school nurse and teachers. If headlice are found, the student will be sent home and must be treated before he/she will be admitted back in school. Proof of treatment, such as a box top for headlice shampoo or a doctor's note is required. **The nurse will check the student upon his/her return to school.** He/she may return when the treatment is completed and the child is free of lice and the majority of nits.

An "over the counter" lice killing product may be used. No doctor's prescription is required. The school does not recommend a specific product. The school does require two treatments of the product of choice. The first treatment should be applied the day the student is sent home, and the second treatment should be done in eight to ten day. It is very important to make sure that all nits (lice eggs) are removed from the hair. If all the nits are not removed it will result in reinfestation.

Students who continually have lice will be monitored closely before he/she is admitted to school each day. A **"no nit" policy may be enforced at the school administrator's discretion.*

CHILD'S BELONGINGS

Please put your child's name on **all belongings such as coats, lunchboxes, tablets, etc.**

A "Lost and Found" is located in the cafeteria for your convenience. Remind your child to check for lost articles.

Children are **not** allowed to bring toys and are discouraged of bringing valuable items to school. The school is not responsible for lost or stolen items.

PARTIES

Class parties are limited to two parties during the school year, Christmas and Valentine's Day. It is necessary to limit parties because there must be 6 hours of instructional time each day and parties are not considered instruction time. We ask that younger brothers and sisters do not attend classroom parties.

REPORT CARDS AND GRADING

Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the academic objectives of the course. Grades that reflect other educational objectives such as those contained in the learner outcomes and curriculum framework may also be given.

Parents receive a written report of their child's progress four (4) times a year (after nine-weeks). Report cards are sent home following the nine-week period.

Kindergarten Grading Key:
S – Satisfactory demonstration of knowledge
N – Needs parent and teacher help
U – Unsatisfactory
Items on the report card left unmarked have not been formally introduced.

First and Second Grades:
A – 90% to 100%
B – 80% to 89%
C – 70% to 79%
D – 60% to 69%
F – 59% and below

- Citizenship is a consideration for honor roll status.

CITIZENSHIP

Citizenship is based on school rules and student's conduct. The grade represents the student's rating in the class in such factors as following classroom rules and regulations, cooperation, self-control, attitude, dependability, courtesy, respect for rights of others and promptness in completing work.

Citizenship grades are as follows:

A – Student is above average in characteristics and in general considered a very good citizen.

B – Student is normal and average in citizenship characteristics.

C – Student is below average in citizenship characteristics and needs improvement.

D or F – Student must improve citizenship characteristics at once. A conference with the teacher is advised.

HONOR ROLL

The school district is always ready to recognize the efforts to excel on the part of any of its pupils. Each school has what is known as the following honor rolls:

The "A" honor roll consists of no academic grade below "A-"and no citizenship grade below "A-".

The A/B honor roll consists of no academic grade below "B-"and no citizenship grade below "B-".

It is a great honor to have earned this distinction. The honor rolls will be printed in the local newspaper after each grading period.

PROMOTION POLICIES

There will be an annual promotion of pupils at the end of the school year. Promotion is based on the following:

1. Whether the child is prepared to do the work in the next grade.
2. A student's scholastic record:
    a. scores on achievement tests
    b. and the teacher's judgement.

TESTING

Standardized testing for K-2 will be given according to state guidelines.

NEWSLETTER

A school newsletter is sent to parents each **Friday** with a list of activities and announcements for the coming week. The newsletter will contain announcements on early dismissals, meeting times, menus, etc. Please check with your child each Friday for the newsletter. It is the best way to stay informed.

PARENT-TEACHER ORGANIZATION (PTO)

The Alma Spikes PTO is an active organization of parents and teachers with one very important aim:

To work together to make the learning process for our children the best it can be. PTO meets on the second Monday of assigned months.

The meeting usually begins at 6:00p.m. PTO wants all parents to become active members. Grandparents are welcome too!

CAFETERIA

Breakfast and lunch are served each day. The meals are good and nutritionally balanced. Teachers will send home a price list for meals when school begins each year.

Parents are welcome to eat with student for the cost of an adult tray. Please send a note or call the school if you wish to eat with your child.

It is suggested that children who eat school lunches regularly bring money each Monday for the entire week in a name labeled envelope.

Pocahontas School District participates in the Federal Lunch Program. Applications may be obtained in the Elementary Office.

SCHOOL CLOSINGS

Announcements concerning school closings due to inclement weather will be given on KAIT – Television, KPOC (104.1 FM and 1420 AM) and/or Pocahontas School App.

RULES OF CONDUCT

The behavior codes for the classrooms, playground, bus, and lunchroom are necessary to provide your child a safe learning environment. These codes do not exclude positive rewards. Teachers and staff reward students for good work and behavior each day. Fortunately, the majority of students follow the rules. Working together, we can make school a safe and orderly place in which to learn.

1. We will respect each other at all times.
2. We will walk in the halls on the sidewalks and in the lunchroom.
3. We will finish our work.
4. We will keep our feet and hands to ourselves.
5. We will obey all playground and lunchroom rules.

Below is a list of procedures teachers will follow for reporting misconduct:

1. Warning.
2. Loss of privilege, such as free time.
3. Loss of privilege, discipline report sent home (response from parent is needed).
4. Loss of privilege, call to parent and/or conference.
5. Student will be sent to principal's office. Parent will be contacted. Suspension or paddling is possible.

PLAYGROUND RULES

1. Follow direction of all duty teachers.
2. Stay within playground boundaries.
3. Play away from the buildings.
4. Fences may not be climbed on.
5. Use playground equipment properly.
    a. Sit facing forward going down slide.
    b. One person per swing. No twisting or jumping from swings, or running under swings.

6. **Tackle football, hard baseballs, and *"WWF moves"* are not allowed on the playground.**
7. **Line up when the bell rings.**
8. **NO FIGHTING!**
9. **DO NOT THROW ROCKS, DIRT OR STICKS!**

PERMISSION TO DISPLAY PHOTOS

During the year, Alma Spikes students may be photographed and pictures displayed for activities such as: Student of the Week, classroom events, parent events, etc. If you do not wish for your child's picture to be on display, please notify your child's teacher in writing.

ATTENTION PARENT/GUARDIAN:

Please note Arkansas State requirements for school attendance as listed on pages 26-29 of the Pocahontas School District Pupil Policies 2015-2016.

These attendance requirements will be strictly enforced by Pocahontas Public Schools.

Thank you for your cooperation. We hope the years at Alma Spikes Elementary will be the best learning experience for your child.

Dear Parent/Guardian:

As a result of the new public laws governing school attendance and discipline, it is now necessary to ask that you review these policies and keep them for your use. This sheet must be signed and returned to your child's homeroom teacher for our school records. If you have questions or concerns about these policies, please contact the school office. Your cooperation in this effort will be greatly appreciated.

Your signature will indicate that you have received a copy of the Pocahontas School District Pupil Policies and the Alma Spikes Elementary School Policy Attachments for your review.

Signature of Parent/Guardian Date

Student's Name

Please return this signed page to your child's teacher. ☺