

BLYTHEVILLE ELEMENTARY SCHOOL

Grades 3-5

Principal
Eileen Garris

Vice Principal
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Handbook Committee

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Kim McGehee..... Instructional Facilitator
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Attendance-Absences

A student is absent if the student is not:

- present for onsite instruction provided by the district,
- participating in a planned district-approved activity, or
- engaged in scheduled instruction at an off-site location, including remote learning.

(Definition set by DESE in Commissioner's Memo COM-20-128)

Students who are absent can turn in up to (6) six parent notes a semester to count the absence as excused. After (6) six parent notes, absences will be counted as unexcused unless a doctor's note is turned in for that absence.

In addition to Blytheville School District Board Policy, the following steps will be taken for students with excessive absenteeism:

- For each day a student is absent, the parent/guardian will be notified by an automated phone call.
- Day 3 will result in an official letter sent home to the parent/guardian from the school. The homeroom teacher will also send home a Notice of Concern.
- Day 6 will result in an official letter sent home to the parent/guardian from the school and a conference will be held with the principal/designee. At this time, the truancy video will be shown.
- Day 7 will result in your child being turned over to the Blytheville School District Truancy Officer and a Family In Need of Service (FINS) petition may be filed with the Juvenile Court System. The Arkansas Child Abuse Hotline may also be contacted at this time.

The school day will begin at 7:45 a.m. Dismissal begins at 3:10 p.m. Students arriving after 11:30 a.m. or checking out prior to 11:30 a.m. will be considered absent for a half-day.

Attendance - Tardies

The instructional day begins at 7:45 a.m. Students arriving at school on or after 7:55 a.m. will be tardy and must report to the Welcome Center for an admission slip to class.

- When a student has received 12 tardies within a 9 weeks period, the principal/designee will make contact with the parent/guardian to discuss their child's early arrivals and early dismissals (tardies).
- When a student has received 15 tardies within a 9 weeks period, your child will be turned over to the district Truancy Officer and a Family In Need of Service (FINS) petition may be filed with the Juvenile Court System. The Arkansas Child Abuse Hotline may also be contacted at this time.

The school day ends at 3:10 p.m. Students checked out prior to this time will be considered tardy for the afternoon. This will be documented by the attendance clerk.

Attendance - Checking in/Checking out

Students who arrive at school on or after 7:55 a.m. must be escorted by a parent/guardian to the Welcome Center and signed in.

Students who are leaving school must be checked out at the Welcome Center. They may only be checked out by a parent, guardian, or person designated by the registering parent/guardian on the registration form. When checking a student out, parents/guardians must wait at the office for the student to arrive. Parents/guardians are not allowed to walk down the hallway for student health and safety. We do not accept checkouts over the phone. Parents cannot call ahead to check a student out. The student will be called to the office once the parent has signed the checkout sheet at the office.

Awards

Awards will be given quarterly for various achievements. Good citizenship awards will be given to students who follow the school behavior expectations matrix and classroom rules consistently.

Cafeteria Policy on Outside Food

- Parents/guardians are not allowed to bring in food to students (restaurants, deliveries, etc.). Students may bring their lunch in a lunch box.
- Parents/guardians are not allowed to bring snacks for birthdays or other occasions other than the school wide events set by the school.
- Additional information for parents on wellness issues is available from the school office.

Cafeteria Rules:

1. Students will sit down quickly and quietly upon exiting the cafeteria.
2. Students will engage in calm and quiet conversation.
3. Students will remain seated at all times and eat in a timely manner.

4. Students will raise their hands when assistance is needed.
5. Students will use good manners.
6. Students will not throw food or objects.
7. Students will follow all rules and show respect towards all adults/staff who are assisting in the cafeteria.
8. Students will clean their area after eating.
9. Students will line up quietly to empty trays when asked to do so. Any unopened food items not in a lunch box must be thrown away.

Consequences:

1. Students will receive one warning.
2. Students will be moved to a “No Talk” table.
3. The use of restorative discipline. (i.e. If a student throws food, they will be asked to assist in cleaning it up.)

Cell Phone and Electronic Devices

4.47— POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES

The Blytheville School District expects the appropriate use of cell phones. Cell phones may be used when specifically directed by the teacher for instructional purposes.

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.

To protect the security of statewide assessments, no electronic device, as defined in this policy, shall be accessible by a student at any time during assessment administration unless specifically permitted by a student's individualized education program (IEP) or individual health plan; this means that when a student is taking an AESAA assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions. The prohibition in this policy does not extend to the electronic device the District provides the student for the student's use during assessment administration to the extent the student is using the District provided device to complete the assessment.

As used in this policy, “electronic devices” means anything that can be used to transmit or capture images, sound, or data.

Misuse of electronic devices includes, but is not limited to

1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the device when not being used for reason #1 above;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to record audio or video or to take photographs in areas where a general expectation of personal privacy exists, including but not limited to locker rooms and bathrooms;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

Use of an electronic device is permitted to the extent it is approved in a student's IEP or it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Before and after normal school hours, possession of electronic devices is permitted on the school campus. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

A parent shall obtain approval from the student's building principal before operating a student-tracking safety device at school or at a school-sponsored event if the device has recording or listen-in capability. The District requires the device's recording and listen-in technology to be disabled while the device is on the campus or at the school-sponsored event because of student privacy concerns. The District prohibits unauthorized audio or visual recordings or transmission of audio or images of other students. The student's parent shall agree in writing to the requirement for the device's recording and listening-in technology to be disabled and that the District may prohibit future use of the device on campus or at a school-sponsored activity if it is determined that the device's recording or listening-in capabilities were used in violation of this policy before the student safety tracking device may be on campus or at a school-sponsored event.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated. A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy 4.32—SEARCH, SEIZURE, AND INTERROGATIONS.

Students who use school issued cell phones and/or computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. Students are forbidden from using school issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including expulsion.

No student shall use any wireless communication device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle that is in motion and on school property. Violation may result in disciplinary action up to and including suspension.

DISCIPLINARY ACTIONS

The District will implement progressive discipline to include:

Offense 1: Confiscation of cell phone for one (1) day. Phone will be placed in a locked box designated by the principal or designee.

Offense 2: Confiscation of cell phone for three (3) days. Phone will be placed in a locked box designated by the principal or designee. Parent or guardian must retrieve the phone.

Offense: Cell phone banned for the duration of the semester. Conference required for parent and/or guardian. Phone retrieved by parent or guardian. The student will complete a restorative assignment on the appropriate use of technology.

Legal References: A.C.A. § 6-15-2907

A.C.A. § 6-18-515

A.C.A. § 27-51-1602

Date Adopted: 07/18/2005
Last Revised: 06/27/2022

Communication

Teachers will make regular contact with parents/guardians concerning student grades, conduct, and/or excessive absences/tardies. Parents/guardians may be notified by phone, note, or email.

Parents/guardians or teachers may also request a conference at any time a need arises. **Please inform us of new or updated phone numbers and addresses regularly.** Non-current contact information does not excuse students from receiving consequences. Non-current contact information could require face to face conferences or home visits by school resource officers to ensure that the teacher(s), parent(s), student, counselor and administrator(s) are all included in the plans created to promote success for each student that attends B.E.S.

Parents/guardians wishing to set up a conference MUST call the school office to make an appointment.

Should you have concerns regarding a disciplinary matter with your child, please contact the school directly to discuss the issue with the people who work with your child. Many issues can be resolved at the school level in collaboration with an administrator, classroom teacher, or member of the student support system.

PARENT NOTIFICATION

- Student has a disciplinary infraction
- Teacher or member of the administration contacts the parent or guardian

PARENT RESPONSE

- If questions exist, parent contacts the classroom teacher first, if that is the person who reached out to the parent
- If the matter is resolved, no need to proceed any further

PARENT RESPONSE IF NOT RESOLVED

- If parent discussed the matter with the teacher but still has additional questions, contact a school administrator for clarification

Discipline

The main purpose of discipline is to create a positive school environment that is conducive to the educational process of all students. Students should be aware of the standards of proper behavior as well as the consequences of not abiding by those standards.

The goal is to provide fair and consistent treatment for all students. No policy can be expected to list every offense, which may result in the use of disciplinary action. However, it is the purpose of this policy to list certain offenses that if committed by a student, will result in consequences. The administration always reserves the right to administer consequences for actions not specifically covered by this policy. All school rules apply to school sporting events, field trips, and other school-sponsored events. All special

needs students will be disciplined according to the discipline policies unless otherwise specified by their IEP or 504.

Each student will be issued an intervention/consequence for each minor that the student receives. In order to help our students redirect any behaviors that can prevent them from being successful, an individual plan of interventions will be performed with the student that will include not only the teacher and student, but parent and/or administrator/support staff as well.

Minor- term used at B.E.S to describe the inappropriate acts of student behavior.

Interventions- a term used at B.E.S. to describe the redirection acts performed by teachers, parents, support staff, and/or administrators to help encourage positive behavior choices from students.

Tiered Behavior

Tier 1	Tier 2	Tier 3
Level I Behavior <ul style="list-style-type: none"> • Chewing gun • Tapping on the desk • Heads down • Profanity • Talking • Aorseplay • Student out of seat • Name calling • Arguing 	Level II Behavior <ul style="list-style-type: none"> • Hitting • Repeated horseplay • Dress Code Violations • Repeated name calling • Throwing others belongings. • Intimidating other students. 	Level III Behavior <ul style="list-style-type: none"> • Fighting • Threats-self and others • Direct Profanity at Staff-observed by teacher • Possession of firearms • Weapons • Trespassing • Burglary • bullying

Level 2 Intervention Cycle

Level 2 Intervention Cycles are enhancements of the level 1 Intervention Cycles. They can include additional interventions and/or support staff, administrators assistance in implementing more extensive interventions to help the student redirect a repeat behavior that is not redirected after 1 or more Level 1 Interventions.

Level 2 Intervention Cycles

For each minor type, students will undergo a cycle of level 2 interventions. A model of what a level 2 cycle could look like based on the level 2 intervention options are listed in the model chart below:

	Ex: Excessive Talking		
Date: 8/24/22	Minor #1: Students are asked to stop talking to neighbors in their literacy class. Student continued to talk after the teacher went over class rule in regards to inappropriate talking.	Intervention # 1: Literacy teacher gave student warning, student continued to talk to neighbor so teacher conference with student about inappropriate talking privately after class.	Date 8/24/22
8/27/22	Minor #2: The class is lining up to go to lunch from math class. Student continues to talk as the class is walking down the hallway	Intervention # 2: Math teacher had the class to check for their 4s Hallway expectations (silent, still, square, straight). Student continued to talk so the teacher assigned the student a reflective	8/28/22

		10 minute walk during recess time.	
9/5/22	Minor #3: Student was talking in class during the class read-aloud activity, the student stopped talking when the teacher stood next to the table as she was reading, but the student started back talking, after the teacher walked away from the table	Intervention #3: Librarian sent home a letter of concern, informing parents of all three infractions of excessive talking for the student and required that the form be signed and returned. (Note was not signed and returned in 24 hours so call home was made to inquire about note sent home and not returned)	9/5/22 9/6/22 9/7/22- note signed and returned
9/12/22	Minor # 4 Student is continuing to talk to her neighbor. Student is moved, but begins talking to another student at the new table that student is moved to.	Intervention #4 Teacher calls the referral room. Behavior interventionist calls the student to the office, has the student call the parent, and performs excessive talking intervention with the student.	9/12/22 9/13/22- intervention

Level 3 Interventions

Level 3 Interventions are addressed solely by administrators at the school. They may include any intervention listed under Level 1, 2, or 3 Interventions.

Consequences

Tier 1	Tier 2	Tier 3
Level I Consequences Offenses that do not threaten safety or significantly disrupt the operation of the classroom or another school activity. (Level I consequences will be handled in the classroom by the teacher.)	Level II Consequences Offenses that threaten safety or significantly disrupt the operation of the classroom or another school activity but does not qualify as a level 3 infraction. (Level II consequences will be handled by the teacher and support staff which include behavior interventionist, counselors, support staff, administrators)	Level III Consequences Offenses that constitute a substantial threat to physical safety or that are serious crimes (e.g. possession of firearms or other weapons or burglary). (Level III consequences are handled by administrators)

Behavior Consequences may include (but are not limited to):

- Cool down time - The referral room may be used as a cool down area for students who need time to calm down and get reset before returning to class.
- Corporal punishment (Board Policy #4.39 Revised 07/27/20) The Blytheville School Board authorizes the use of corporal punishment to be administered in accordance with this policy by the Superintendent or the superintendent's designated staff members who are required to have a state-issued license as a condition of their employment.

Prior to the administration of corporal punishment, the student receiving the corporal punishment shall be given an explanation of the reasons for the punishment and be given an opportunity to refute the charges. A parent or guardian may request in writing that corporal punishment not be administered. Alternative consequences shall be determined by the administration, which may include a suspension.

All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, shall not be excessive, or administered with malice, and shall be administered in the presence of another school administrator or designee who shall be a licensed staff member employed by the District.

Corporal punishment shall not be used as a form of discipline for a student who is intellectually disabled, non-ambulatory, non-verbal, or autistic.

Legal References: A.C.A. § 6-18-503(b)

DESE Rules Governing Student Discipline and School Safety
DESE Rules Governing Special Education and Related Services Section
11.00 - Discipline

Date Adopted: 02/22/99

Last Revised: 07/27/20

Discipline of Students with Disabilities

Act 557 of the 2019 legislative sessions amended Arkansas Code §6-18-503(b), concerning a written student discipline policy of a public school district that authorizes use of corporal punishment. It amended to add an additional subdivision to read as follows:

- (3) A school district that authorizes use of corporal punishment under subdivision (b)(1) of this section shall not:
 - (A) Use corporal punishment on a child who is intellectually disabled, non-ambulatory, non-verbal, or autistic; or
 - (B) Include in its written student discipline policy a provision to allow the use of corporal punishment on a child who is intellectually disabled, non-ambulatory, non-verbal, or autistic.
- The Restorative Practice Center/RPC (In-School Suspension)
 - The principal, assistant principal, or behavior interventionist may assign students to RPC.
 - A full day of RPC will begin at 7:45 am until the end of the school day. Half days are from 11:30 am until the end of the school day.
 - Students will complete class work and must bring all class materials to RPC.
 - Students must follow all RPC rules, or they will be subject to further disciplinary action.
 - Students may not attend any school functions or other events while in RPC.
 - If a student is absent on a day they are assigned to RPC, the day will be made up upon returning to school.
 - Students assigned to RPC will also receive behavior interventions targeting their social/emotional needs.
- Out of School Suspension
 - The principal or assistant principal may suspend students from school for disciplinary reasons.
 - Students that are suspended from school may not attend any school or school organization sponsored activities such as dances, ball games, graduation, family nights, etc. and are prohibited from being on campus.
 - Students who are suspended will be provided with classroom assignments for the duration of their suspension, so their learning will not be impacted.
- Alternative methods such as restorative justice may be assigned by teachers and/or staff on duty as forms of consequences for student actions.

Fighting

Fighting Consequences

- First offense: Three (3) days of out-of-school suspension (OSS).

- Second offense: Five (5) days of out-of-school suspension (OSS) .
- Third offense: Seven (7) days of out-of-school suspension (OSS) with the possible recommendation of AE placement or expulsion to the Superintendent of Schools.
- All subsequent offenses: Ten (10) days of out-of-school suspension (OSS) with the recommendation of AE placement or expulsion to the Superintendent of Schools.

We strive to provide a safe and orderly environment on campus so the following consequences will be in place:

- Students who run to or block access of adult intervention receive RPC
- Students who video the fight receive RPC

Dress Code for Students

The Blytheville School District has a responsibility to promote an environment conducive to student learning. This requires limitations to student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, unsafe, could cause property damage, or are offensive to common standards of decency. Therefore, a Dress Code has been established for K-12 students in the Blytheville Public Schools. Appropriate school day dress for all students will typically be pants and a shirt worn along with appropriate footwear.

It would not be possible to compile an exhaustive list of all clothing items that can and cannot be worn. As is true with any policy or procedure, teachers and administrators must use reasonable judgment in implementing and administering this dress code.

- Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the female breast.
- Sagging or any inappropriate wearing of clothes is not allowed.
- Female blouses/shirts must be long enough to completely cover the midriff.
- Shirts will not have spaghetti straps or be sheer and will not be tank tops or undershirts.
- Pants will not expose skin or have tears or holes in them. **No holes are allowed to be worn in any pants without leggings being worn underneath.**
- No spandex pants may be worn as pants. **No workout gear may be worn to school.**
 - No spandex or legging fitted shorts are allowed.
 - Leggings can only be worn under long tops or dresses.
 - All shorts, skirts, and dresses must be index finger length from knees to be worn.
- No lounge wear/pajamas or house shoes are permitted.
- Students in grades Pre-K – 5 may wear shorts to school. The shorts will extend to within two inches of the knee.
- No hats, caps, scarves, hoods, bandanas, **or any other type of headgear is permitted while inside the building.**
- If belts are worn, they must be buckled.
- No flip flops, **sliders, house shoes, and steel-toed boots** are to be worn. Sandals with straps may be worn, but must have a scrap that is secured across the ankle to be worn to school.
- Jackets/outerwear (or any other clothing) will not promote hate, violence, mock, ridicule, or otherwise demean, or provoke others because of race, religion, national origin or other individual views and will not promote alcohol, gang activity, politics, sex or any type of offensive slogans or language.

Legal References: A.C.A. § 6-18-502(c)(1)

A.C.A. § 6-18-503 ©

Date Adopted: 02/22/99

Revised: 07/31/17

Any clothing items that become a distraction from a student(s) learning, such as hoodies can result in a parent, student and/or admin conference to determine next steps and eligibility to continue to wear certain clothing items to school.

Emergency Procedure Drills

Fire, Tornado, Earthquake, and Lockdown drills are held on a regular basis. Students are trained as to what to do in the event of a disaster and evacuation routes are posted in the hallways and classrooms. In the event of a lockdown or lockdown drill, all doors will be locked and remain locked throughout the duration of the drill for student safety.

Emergency Lockdowns

In the event that the school goes into lockdown, for the safety of all students and staff, no person is permitted to enter or leave the building during the school lockdown.

When the city tornado warning signal sounds the outside doors to the building will be locked. Parents may come inside and wait, but no students will be allowed to leave the building until the all-clear signal is given. For more information see District Policy 4.37.

Parties

Parties and other occasions that involve serving food are limited to nine total events each year by state law. Foods brought for the following events cannot be homemade but must be commercially produced under strict health precautions. Any food brought to a classroom party must be individually packaged (individually packaged chips, cakes, snacks etc.).

These occasions are:

1. Fall Party - October
2. Winter Party - December
3. Valentine's Day Party - February
4. 3 P.B.I.S. Celebrations - September (Kick-off), December and March
5. 100th Day Celebration - January
6. Step Up Party
7. Fun Day

Parents are not allowed to bring snacks for birthdays or other occasions than the schoolwide events set by the school.

PBIS (Positive Behavior Intervention and Support)

PBIS is an approach to supporting students to be successful in schools. PBIS was developed from research in the fields of behavior theory and effective instruction. An effective behavior support system is a proactive, positive, skill-building approach to the teaching and learning of successful student behavior. Positive behavior support systems help to make sure that effective strategies encourage positive behaviors and respectful learning environments for all students, regardless of age.

As staff and parents of Blytheville Elementary students, our primary goal must be to provide a safe and happy school environment where students feel secure and comfortable, so they can do their best learning. In order to achieve this goal, we must provide the guidance and support necessary for students to make respectful, responsible, positive, and safe choices that motivate them to learn.

This begins with an understanding of school and district expectations regarding safe and positive behavior at schools. When students understand the expectations and possible results of poor decision-making, they are capable of taking ownership over their daily decisions and contributing to a safe and happy school environment. Our behavior matrix informs students of the expectations for all areas of the school. The matrix is posted in the halls as well as on individual posters in each area of the school. We also believe that teaching about and rewarding good behavior is an important component of student success. Each week, an area from the matrix is taught to all students. Teachers and staff give P.R.I.D.E. tickets to students for following the P.R.I.D.E. expectations. Students only earn P.R.I.D.E. tickets for following the current or past P.R.I.D.E. expectations.

Acknowledgement System for Students

We want to celebrate students who are demonstrating positive behavior expectations. All staff members will have green P.R.I.D.E. tickets to give to students who follow the expectations. Yellow P.R.I.D.E. tickets (worth five green tickets) are given to students when their parent/legal guardian attends a family night event. Every month, students will have the opportunity to spend their green and yellow P.R.I.D.E. tickets at our PBIS store. Pink P.R.I.D.E. tickets will be given to classes when they show positive behavior during their special classes or in another common area of the school. Once a class reaches 25 tickets, the class earns an extra recess or movie. The tickets must be verified by an administrator.

Each quarter there will be a PBIS celebration. Students who have no office referrals for that nine weeks celebration quarter will be permitted to attend that quarter's PBIS celebration.

Student of the Month P.R.I.D.E. awards will be given to students who exhibit positivity, respect, integrity, discipline, and are engaged. Classroom teachers will nominate a student each month for the P.R.I.D.E. award. P.R.I.D.E awards will be given each month.

Personal Belongings/Lost and Found

Please label your child's coats, backpacks, etc., with his or her first and last name and room number. All valuable articles found at school are taken to the school office. Other personal articles are placed in our lost and found area located in the pink bin inside the cafeteria.

Electronic media, cell phones, purses, and toys can be distracting to the student and the class. We ask parents to see that toys and other devices do not accompany children to school. If students bring these items to school and they become disruptive to learning, parents may be called to pick them up, or the item may be confiscated until the parent can be notified.

Personal belongings/Stolen or exchanged

BES is not responsible for any values such as money, jewelry, cell phones, AirPods, smart watches, purses, toys etc. that are brought to school and taken/shared with other students. Please do not send valuables to school with your child. Both the parent and student assume full responsibility for all personal items that are shared, exchanged, or stolen.

Promotion/Retention

In addition to the Blytheville School District Policy, the following criteria will be used to determine whether a student will be retained: A student will be promoted to the next grade level when, developmentally, he/she is functioning at such a level to show mastery of the core concepts listed in the curriculum or grade level essential standards. This will be determined by an accumulation of student work and performance, as well as daily observation from the classroom teacher. Students will be promoted if satisfactory academic achievement and social behavior have been made. A student will be retained if, in the best judgment of the Response to Intervention (RTI) committee and principal, the interest of the student is served. The parent has the right to conference with the teacher and the principal before the final determination is made. The final decision shall rest with the principal.

Registration and Withdrawal

Parents, legal guardians, and persons having legal, lawful control of the student under a court order should notify the school office before the student's last day. In order to withdraw your student from school, you will need to complete a withdrawal form. The school office will arrange the transfer of student records. *Attendance and grade records will not be given directly to parents but mailed directly to the receiving school. The ages for attending public school are between 5 and 21.*

Parents/guardians must provide the student's shot records, physical records, birth record (birth certificate, hospital certificate, statement from the local registrar or county recorder certifying the child's date of birth, attested baptismal certificate, passport, affidavit of the date and place of birth by the child's

parent or guardian, military ID, or previous school records), and two proofs of address, social security card, or if the parent or guardian requests the district will assign the child a nine digit number designated by the department of education. Proof of address is a rent or utility receipt showing the street address of the student's residence.

Sick Students

If a student is sick, the school nurse will screen the child and check his/her temperature. If the temperature is above the Arkansas Department of Health (ADH) guidance, the student will be sent home and will need to be fever free 48 hours without medication before returning to school. Currently, the ADH guidance is a fever is considered at 100.4 and above. When the child returns to school, he/she will check in with the school nurse who has the discretion to return the student to the classroom. ADH guidance will be followed for any individual who tests positive for COVID-19.

Student Transportation

The building will not be open before 7:00 a.m. Please plan to have your student arrive at school between the time of 7:00 am - 7:45 am. When students arrive after 7:55 a.m., parents/guardians are required to walk students inside the building to the Welcome Center and sign their students in. School dismisses at 3:10 p.m. Students are not to be picked up before this time unless an emergency occurs. Parents are required to sign students out if picked up before dismissal. All efforts should be made NOT to pick up students prior to 3:00 p.m., as students who are signed out before this time will be counted tardy, and may miss valid information/instructions given out at dismissal time.

Any changes in means of transportation are to be made in the office/Welcome Center by a parent, legal guardian or designee. **No changes of transportation will be accepted by phone or by note. They must be made in person in the office/Welcome Center** When parents and emergency contacts cannot be located or reached by 4:00 pm, authorities may be called and the student will be reported as abandoned.

Information needed for a travel change is listed below:

1. Date
2. Student Name
3. Teacher's Name
4. The Travel Change
5. Address where the child is going
6. Parent Contact Number
7. Special Notes

Car Rider Procedures

Car riders are to be dropped off at the circle drive in front of the school building facing Moultrie. No vehicles are allowed to drive in the bus lane under any circumstances. Handicapped access is located at the front entrance to the school, on Moultrie Street. If a student has a handicap and needs assistance with drop-off, please contact the office.

No student is permitted to be dropped off in the car rider line after 7:55 am. Car riders arriving at school after 7:55 must be walked in and signed in at the Welcome Center.

Walkers

All walkers must have an address to their walking destination on file prior to being permitted to be a walker. Any changes to be made for walkers must be done so in person, in the office, prior to 2:30 p.m. Walker travel changes made after 2:30 pm will not be accepted. For the safety of our students, no student will be permitted to be labeled as a walker and picked up by car from any location other than the BES car rider line.

Bus Rider Procedures

Blytheville School Transportation Department has numerous bus routes that serve all students in the district. For information on the bus that serves your neighborhood, contact the Director of Transportation at (870) 763-0551. Students are expected to enter and exit the building in a quiet and orderly fashion. They must enter the school from the bus lane and report to their homeroom class. During afternoon dismissal, students are to remain seated in their designated location.

All bus discipline incidents will be addressed by the Transportation Director at 870-763-0551. Bus suspensions are determined by the Transportation Director and will not be overturned by Blytheville Elementary administrators.

Visitors

To ensure the safety of all students and staff, there will be limited visitor access to the building. Only essential personnel will be allowed entrance into the building. Parents/guardians will be allowed to eat lunch or breakfast with their children. Parents/guardians can only eat with their children. Parents/guardians will only be allowed access to the classrooms when they have made a prior appointment with the classroom teacher and only during the teacher's prep period (not when other students are in the classroom).

Visitor Parking

There is special parking designated at the front of the parking lot for visitors at BES. All visitors must park in the parking lot in order to sign in students who are late or returning back to school, as well as check out students from school.

Visitors who are on the BES campus for scheduled conferences and meetings must check in at the Welcome Center and wait to be walked down for scheduled conferences/meetings.

Visitors needing to speak with teachers and/or administrators name, contact information, and message detail will be provided to the teacher and/or administrator and will be contacted before the end of the day.

Water Bottle Filling Station

Because water is essential to maintain, optimize, and improve health; Blytheville Elementary School ensures drinking water is available to all students without charge. The following rules apply to students and staff:

1. To prevent spills, the bottle must be capped with either a push-button, slide lid, or an automatic seal spout.
2. The container must contain plain water.
3. There can be no juice, soda, or energy drink.
4. The water may be consumed during class but not in close proximity to technology equipment, during science labs, or in the library.
5. Classroom rules regarding the use of the restroom will be in effect. Students and staff need to take care of restroom needs before class starts and one must be responsible for the amount of water that is taken in during classroom time.
6. Students and staff will be responsible to fill the bottle between classes or during classroom restroom breaks. A student may not leave class to fill a bottle.
7. Water bottles are not to be played with on school grounds. This includes throwing the bottle or pouring the contents of the bottle onto a student, staff or equipment.