



## **Arkadelphia Public Schools**

**2022-2023**

*Specific procedures for Louisa E. Perritt Primary*

*Dear Parents,*

*Welcome to YOUR school! We are always glad to see you at our FAMILY-FRIENDLY school. This manual will help you with specific information pertinent to policies and procedures exclusive to our campus. There is an online version of the district wide handbook on the APSD website. [Link here](#)*

*Your school staff has high expectations of your child and student achievement will always be our number one priority. You will find us warm, caring, and nurturing, as we prepare the students with a solid, educational foundation to be successful for the next twelve years.*

*Feel free to contact me at any time.*

*Your principal,*

*Stephanie Givens, Perritt Primary*

*[stephanie.givens@arkadelphiaschools.org](mailto:stephanie.givens@arkadelphiaschools.org), 870-246-2260*

# Mission

Louisa E. Perritt Primary School

The mission of Louisa E. Perritt Primary School  
is to provide a safe environment which will  
optimize student success for lifelong learning.

# Vision

Louisa E. Perritt Primary School

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## ARKADELPHIA PUBLIC SCHOOLS | 2022-2023 CALENDAR

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## ATTENDANCE PROCEDURES

### Steps to follow when absent

1. Parents should call the school on the first day the student misses or send a note to the teacher stating the reason for an absence.
2. A doctor's statement may be required for an extended illness.
3. If your child cannot go out for recess, he/she must bring a signed note stating the reason for being excused. More than one day will require a doctor's statement.
4. Make-up work is required when applicable. When make-up work is required, please call by 9:00 a.m. for noon pick-up.

### Tardiness

1. **SCHOOL BEGINS AT 7:50 A.M.**
2. Three tardies constitute an absence. Students who check out before 2:55 p.m. will be counted tardy.
3. Students should report to the office for an admit-to-class slip when reporting late.
4. Arrival prior to 9:00 a.m. will result in a tardy. After 9:00 a.m., the student will be charged with a ½ day absence for the morning.

### Check-out Procedures

1. **SCHOOL DISMISSES AT 2:55 P.M.** Checking out before 2:00 p.m. will count as a half-day absence for the afternoon. Checking out between 2:00 and 2:55 p.m. will result in a tardy for the afternoon.
2. If a student leaves during the school day, and this is highly discouraged, parents must check him/her out in the office. The child will then be summoned to the office via the intercom.
3. **Parents may not go directly to the classroom.** Standing in the hall while waiting on your child or the teacher may be disruptive to the learning environment.
4. Parents are encouraged to make dental and medical appointments after school hours or on school dismissal days.
5. Extracurricular lessons, i.e. piano, tennis, must be scheduled for after school hours or on days when school is not in session.

## MEDICATIONS

The school district employs two nurses for student needs. The school nurses service all schools in the district, and are not located at one particular campus for a full school day. The nurses respond as quickly as possible when called by a school secretary or administrator.

Basic first-aid treatment is provided for students who are injured during school hours. Medications may include, but are not limited to, the following: Benadryl anti-itch cream (Diphenhydramine Hydrochloride 2%), Hydrocortisone 1% cream, Equate triple antibiotic ointment (Bacitracin Zinc, Neomycin Sulfate, Polymycin B Sulfate), antifungal cream (Tolnaftate 1%), 70% Isopropyl Alcohol, Hydrogen Peroxide 3%, mister blister (Allantoin 0.5%, Lidocaine HCL 0.5%), aloe extra burn relief, poison oak and ivy itch relief (Benzethonium chloride 0.15%, Diphenhydramine HCL 2%, Zinc Acetate 0.215%), sting relief swabs (Benzocaine 20%), Tums, Orajel, and Campho-Phenique

(Camphor 10.8%, Phenol 4.7%). Cough drops (Menthol 6.5 mg) are occasionally given, but only as they are available.

#### **B. ADMINISTERING MEDICINE TO STUDENTS - Policy 4.35 (from APSD handbook)**

Prior to the administration of any medication, including any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, to any student under the age of eighteen (18), written parental consent is required. All signed medication consent forms are to be maintained by the school nurse.

Unless authorized to self-administer or otherwise authorized by this policy, students are not allowed to carry any medications, including over-the-counter (OTC) medications or any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration while at school. The parent or legal guardian shall bring the student's medication to the school nurse. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian.

The district's supervising registered nurse is responsible for creating procedures for the administration of medications on and off campus.

### **Illness While at School**

When a school district employee suspects a child has become ill while at school, a school employee will take the child's temperature. If the temperature registers above 100 degrees, the parent will be contacted by the principal, secretary or school nurse. All students sent to the office for illness will have their name, date, reason for referral, and action taken recorded on a daily log. Other types of illness symptoms will be treated with the teacher using his/her first aid kit or by sending the student to the health room to lie down on the bed. The principal, secretary or school nurse will then determine if the child is too ill to remain at school. Parents will be notified by the school office and expected to pick up your children when one or more of the conditions listed below are noted:

- Temperature 101 orally
- Vomiting or diarrhea
- Rash
- Suspected communicable illness
- Injury or illness requiring a doctor's evaluation
- Live head lice or scabies
- Conjunctivitis (possible pink eye infection)
- Flu like symptoms

**Please notify the school should your child develop any of the above conditions at home.** Sick children should remain at home until they have been FREE OF FEVER FOR 24 HOURS. Children

who have vomited within 24 hours should not be sent to school. A student who has had a contagious disease and who has been treated should be completely free of symptoms BEFORE returning to school or provide documentation from the physician that states when the student is allowed to return to school. A student with head lice MUST remain at home until proof of treatment can be presented to the school and/or a statement from a certified health official has been obtained. The school should be notified of a student's diagnosis of communicable diseases including flu, strep, stomach virus, etc.

### **SEVERE WEATHER POLICY**

School will be in session unless the weather makes it dangerous for the buses to run. On doubtful mornings, the local radio station will announce the school district decision by 6:30 a.m. If, during the day, weather conditions become severe enough to require buses to make their runs before the regularly scheduled time, the local radio station will be notified. The district may also use an automated messaging system to notify parents. As winter approaches, parents need to discuss with their children what they should do if school dismisses early. This will help in reducing the number of phone calls that will need to be made during this time.

### **SCHOOL SNACKS**

Students and parents may not bring snacks to school, except during approved school-wide seasonal parties. NO HOMEMADE SNACKS! Snacks must be prepackaged and unopened.

### **CAFETERIA INFORMATION**

Parents are encouraged to pay for their child's breakfast/lunch weekly/monthly. We advise paying by check as an accurate record keeping method.

Prices: Breakfast      Reduced price \$0.30      Paid price \$1.85

Lunch      Reduced price \$.0.40      Paid price \$2.45

Breakfast is served at the start of the school day. **NO RESTAURANT food should be brought in for breakfast.**

Please place money in a marked envelope designating the allocation. A good, well-balanced menu is served in the cafeteria each day. The menu is published on the district website, [www.arkadelphiaschools.org](http://www.arkadelphiaschools.org) and sent home in school communication folders. NO RESTAURANT food should be brought in for lunch.

The following items are not allowed for breakfast or lunch: CARBONATED DRINKS, CANDY, GUM, OR RESTAURANT FOOD.

*The Arkansas Department of Education Rules Governing Nutrition and Physical Activity Standards in Arkansas Public Schools*, dated February 13, 2012 published general requirements for food and beverages in public schools. Based on this information, the following procedures are in effect in the

## Arkadelphia K – 5 Schools.

1. Elementary students will not have access to vended food and beverages anytime, anywhere on school premises during the declared school day.
2. During the declared school day, an elementary school site may not serve, provide access to, through direct or indirect sales, or use as a reward, any FMNV (foods of minimal nutritional value) or competitive food. This includes FMNV and competitive foods given, sold, or provided by school administrators, or staff (principals, coaches, teachers, club sponsors, etc.) students or student groups, parents or parent groups, or any other person, company or organization associated with the school site. Exceptions are listed in the Rules on the ADE website.
3. In elementary schools, school food service departments shall not sell or give extra servings of desserts, French fries and/or ice cream.
4. No food or beverage shall be used as rewards for academic, classroom or sport performances and/or activities.
5. All school cafeterias and dining areas should reflect healthy nutritional environments.
6. Due to the lack of space in the cafeteria at this time, parent visitors at lunch are not allowed.

## **PHYSICAL EDUCATION REQUIREMENTS**

All students are required to wear tennis shoes that have good traction and foot support. Although students do not change clothes, they should wear garments that allow for vigorous activity. A student may be excused from participating in physical education for a short time due to sickness or injury with a note from a parent or guardian and approval from the teacher and principal. Extended non-participation by a student will require a doctor's note. The ADE requires that all students receive a minimum of 40 minutes of physical education per week and a minimum of 40 minutes of physical activity per day.

In order for a student to be successful in the physical education program, he/she should master physical education skills, fully participate with a meaningful effort, show good sportsmanship, possess a positive attitude, and demonstrate self-control.

## **TELEPHONE**

Please call about any of your school concerns. The school telephone is for school business calls only. Necessary plans should be made with children before they leave home in the morning. Children are not called to the telephone. In case of emergency, the principal or designee will relay a message. If you wish to speak to a staff member, leave your number, and he/she will return your call as soon as possible.

## VISITING AND VOLUNTEERING

**PLEASE BE PREPARED TO PROVIDE A GOVERNMENT ISSUED ID (driver's license, state ID card, concealed carry ID, green card, active military card and passport card).**

If you visit the school during school hours, please come by the school office FIRST. We will gladly help you, so as not to interrupt the classroom instruction. If you are a Volunteer in one of the classrooms, you must pick up your visitor's pass and sign in at the office. We ask for your cooperation in leaving preschool children at home when working / visiting in classrooms.

## EMERGENCY NUMBERS

The school must always be informed of a work telephone number or emergency number in the event your child becomes ill or is injured at school and requires your presence.

Should there be an emergency involving an accident and we cannot reach you, the child will be taken to Baptist Medical Center emergency room and the doctor on call will be used for emergency treatment. Please remember to notify the school of any change in address or telephone number. **This is important.**

## STUDENT DRESS AND GROOMING

A student shall not practice any form of dress or grooming that substantially disrupts the learning process for the individual student, other students, or the learning climate of the school. Student dress, grooming and appearance will be the responsibility of the individual student and his/her parents under the following guidelines:

- Dress and grooming should be clean, in keeping with health and sanitary practices.
- Students may not wear clothing or hairstyles that can be hazardous to them in their educational activities. This includes hair paint.
- Dress and grooming should not disrupt the education process.
- A student will not wear or use emblems, insignias, badges, bandannas or other symbols, which cause disruptions or interfere with the operation of the school.
- Shoes are required at all times. **Flip-flops, house shoes, boots with pointed toes or cleats are not allowed. \*\*Tennis shoes must be worn on PE days.\*\***
- Caps/hats, bandannas or sweatbands will not be worn inside buildings unless school specifies special activity/privilege.
- Students are not permitted to wear halters, outfits which expose midriffs or shoulders, tube tops, see-through shirts, muscle shirts, mini-skirts, obscene T-shirts, or similar dress. Shorts must be fingertip length when standing with arms extended at sides.
- Students are not permitted to wear baggy "sagging" pants or shorts. No clothing promoting gang affiliation, drugs or alcohol is permitted; any clothing with a message that shows racial, religious, or sexual prejudice will not be allowed.

**FINAL DECISION OF ANY INAPPROPRIATE APPAREL WILL BE AT THE DISCRETION OF THE PRINCIPAL.**



## BRINGING AND MARKING OF PERSONAL BELONGINGS

Students are not to bring gum, candy, carbonated drinks, toys, skateboards, cell phones or other electronic devices to school. These items are subject to confiscation by school personnel and returned only to a parent or guardian. All personal belongings, such as lunch boxes, backpacks (no rolling backpacks, please), notebooks, coats, hats, etc. should be clearly marked with the student's name. School personnel are not responsible for lost items belonging to students.

## INVITATIONS AND DELIVERIES TO CLASSROOMS

Children are not allowed to carry balloons / flowers (glass vases) on the bus. **Deliveries to school at any time are discouraged.** Party invitations may be sent to school to distribute to students ONLY if every child in the class is to receive one.

## RELIGIOUS BELIEFS

Before a student is excused or adjustments made to his/her participation in any part of the school program, parents must submit a request, in writing, to the building principal. The principal will be responsible for assessing and acting upon the parents' request.

## FIELD TRIPS

Field trips are an exciting and educational part of the school year. Information and guidelines will be sent home to parents at the time of organization and planning for each trip. A permission slip allowing students to participate in all school sponsored field trips during the year must be signed by a parent/legal guardian at the beginning of school or time of enrollment.

Parents may be asked to assist in chaperoning field trips. **Children not enrolled in the participating grade MAY NOT GO on field trips.** Students must be transported to the field trip site with their teachers. In some instances, students may ride home with their parents with prior approval of the principal.

## EXTRACURRICULAR PROGRAMS

This policy outlines the try-out procedures and information on extracurricular activities. All students in the affected grades will be given an opportunity to sign up / try-out for activities. There will be a deadline to sign up.

Louisa E. Perritt Primary School

- EarlyAct Citizenship Council: This council is designed to include students in the decision making of their school. Students will assist in assemblies, skits, welcoming new students to the school and serving the community. The council will be made up of one representative from each classroom who is exhibiting characteristics of a good citizen. New representatives will be chosen each semester. Their classmates and teachers will choose the representatives. Meetings will be held monthly.
- Nickelodeon Choir: The Nickelodeon Choir is a voluntary after school program for 2nd graders who are interested in music. All 2nd graders are eligible to participate. The students will be required to attend practices and performances and purchase a uniform. Students may be dismissed from the program for nonattendance or behavior problems.
- Other Extracurricular Activities: Appropriate staff members will choose students, based on their interest and application.

## **GIFTED/TALENTED**

The mission of the Gifted and Talented Education Program is to provide challenging and engaging learning experiences and opportunities for growth that enable children with high potential, talent, and exceptional academic capacity to develop to their potential.

### Perritt Primary School

The Gifted and Talented program offers all students in kindergarten through second grade at Perritt Primary 30 minutes of enrichment activities per week through the Talents Unlimited Curriculum. All teachers are trained in this instructional curriculum which focuses on higher level thinking skills needed for future academic success.

Kindergarten and 1<sup>st</sup> Grades will use the following grading scale:

**S-Satisfactory      N-Needs Improvement      U-Unsatisfactory**

All grades reflect educational objectives only.

### **A. GRADING -Policy 5.15 (from APSD handbook)**

#### *Elementary Education*

Arkadelphia School District Board directs that standards-based report cards be used in grades Kindergarten through first grade and that letter grades be used in second through fifth grade to measure and report academic progress.

The grading scale for grades 2-12 in the district shall be as follows:

A = 100 – 90 B = 89 – 80 C = 79 – 70 D = 69 – 60 F = 59 and below

## **REPORTING STUDENT PROGRESS**

School faculty and staff will make frequent contacts to the parent(s) or guardian(s) of students to discuss the student's academic progress, with more frequency to those who are not performing at the level expected for their grade.

In an effort to keep parents informed about student progress, the following measures are used:

1. Student's sharing of papers and experiences is encouraged.
2. Intermittent notes, phone calls, and conferences are frequent.
3. By the fifth week of each quarter, progress reports are sent home with students to indicate progress.
4. A report card is issued each nine weeks.
5. One parent-teacher conference is held each semester.
6. Reporting of assessment results.

## **PARENT/TEACHER CONFERENCES**

Elementary school teachers, kindergarten through sixth grade (K-6) shall meet with the parent(s) or guardian(s) of each student at least once a semester through a parent-teacher conference, telephone conference, or home visit.

### **C. PROMOTION AND RETENTION OF STUDENTS - Policy 4.55 (from APSD handbook)**

The Arkadelphia School District requires standard levels of achievement for students at each grade level as a prerequisite for promotion to the next grade level. A disservice is done to students through social promotion and is prohibited by State Law (A.C.A. 6-15-2005).

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria. If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference shall be held before a final decision is made that includes the following individuals:

1. The building principal or designee;
2. The student's teacher(s);
3. School counselor;
4. A 504/special education representative (if applicable); and
5. The student's parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis.

The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference

attendees fail to agree concerning the placement or receipt of course credit, the final decision shall rest with the principal or the principal's designee.

Promotion or retention, as discussed by the committee, shall be primarily based on the following criteria:

- Academic achievement
- School attendance
- Statewide student assessment results
- Physical maturity and age
- Social and emotional maturity
- Teacher recommendation
- Light's Retention Scale instrument
- Medical history