

2020-2021  
STUDENT PROCEDURES

OLIVER SPRINGS  
ELEMENTARY SCHOOL

**MUSTANGS**



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## Principal's Message

It is my pleasure to welcome you to Oliver Springs Elementary School. The faculty join me in saying we're happy to have you as part of the Oliver Springs family. We hope this will be a successful and satisfying year for you.

The information in this *Procedure Manual* is in alignment with Arkansas law and Van Buren School District Policy. There is nothing in this student handbook that supersedes the Van Buren School District's board policy. The pages of this *manual* are filled with important information regarding school policy and procedures. I suggest that parents and students review the contents together. If you have questions, please call the school office.

We welcome your participation and support during the school year and encourage your involvement. Working together, we will be able to reach our collective and individual goals for student success. We look forward to celebrating with you the achievements of our students!

Sincerely,

Summer Cox, Principal  
[summer.cox@vbsd.us](mailto:summer.cox@vbsd.us)

# Oliver Springs School Creed

I am a member of the Oliver Springs family.  
I have great expectations for myself.  
I accept the challenge to become the best that I can be.

Today's successes are before me.  
I will make today the very best day of all,  
For this day begins the rest of my life.

I accept the responsibility for my behavior and its results.  
I do not have the right to interfere with the learning and well being of others.

With my family and teachers, I will determine what I will become,  
For the education I receive today will make me a leader of tomorrow.

## **Oliver Springs School Mission and Vision Statement**

### **Vision**

**“Students and teachers growing and achieving together!”**

### **Mission**

**We are growing minds to develop skills while becoming valuable and respectful citizens.**

**We will prepare and motivate our students to make a positive impact by providing diverse experiences and opportunities for lifelong growth.**

# Oliver Springs Elementary School Procedures and Practices

## Attendance

The school day is from 8:00–3:00. Regular attendance is essential to success in school. If a child must be absent due to illness or a family emergency, the parent is to contact the school office. Excessive tardies and early releases hinder your child's academic progress. **Students will not be released between 2:45 and 3:00 pm.** Refer to District Policy 4.2.3

## Safety

Every precaution is taken to ensure the safety of your child during normal school hours. Periodic fire, tornado, and lockdown drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

Please help us prevent the risk of serious injury by carefully adhering to all rules of traffic safety. Students should be dropped off in the right lane closest to the front door of the building. For the safety of all children, please use the car drop off lane to drop your child(ren) off. For safety reasons, we will not allow students to be walked into school. At pick up, both lanes will be open. Please do not park and wait on the porch to avoid car pick up traffic. No adults are to be on the porch during parent pick up, this is a safety issue. Do not park in the bus-loading zone which will be on the side of the school. Acknowledge and obey the directions of the staff. Children are not permitted to cross the driveway unless accompanied by an adult.

We always welcome you to Oliver Springs. However, we also want to ensure that we always know who has access to your children. Always enter the building through the front doors. You should first sign-in using the office computer and wear a visitor's name tag. Next, stop by the secretary's desk to state the reason for your visit. You may have to provide your license to our office staff. You will then be announced to the class you want to visit, or the person you want to see will be called to the office. Students must be checked out of school by a parent or guardian through the office if leaving before 3:00. Students will not be called out of class until a parent is at the office to check them out.

**\*Due to Covid-19, no visitors will be allowed in the building until further notice. For deliveries or to check out a student, visitors will come into the alcove and will communicate your needs with OSES staff.**

## Behavior

Students are expected to behave in a manner which will allow everyone to be successful at school and which will help students grow into citizens of honorable character. These behaviors include:

- Coming to school ready to learn
  - Fully participate in class activities with a positive attitude
  - Having each day's homework and assignments completed and ready to hand in or share

- Working to reach the highest expectations
- Showing respect for the rights, feelings, and property of others
  - Keep hands, feet, and objects to themselves
  - Refrain from talking without permission
  - No name calling or “put downs”
  - Bullying will not be tolerated in accordance with the Van Buren School District Policy 4.3.6
  - Walk quietly and orderly inside the building
  - Play safely and fairly
- Demonstrating responsibility
  - Making parents aware of conferences and school events
  - Making teachers aware of notes, money, or information from parents
  - Following all classroom and school procedures
  - Acknowledging the responsibility and consequences of their behavior

The Discipline Plan in the classroom is designed to help students honor these expectations and to encourage them to make positive choices. If a student chooses to disrupt the learning environment there will be logical and consistent consequences. In most cases, the first time will be a verbal warning. If inappropriate behavior continues, the teacher will employ an established prompting and consequence system to remind students to make better choices. The teacher will communicate with you the specifics of the classroom plan. In extreme cases, students will be referred to the assistant principal/principal for further disciplinary action.

We will make every attempt to keep you informed of your child's behavior. Thank you for your family's cooperation with us in providing a nurturing, safe, and orderly environment for learning.

### **Character Education**

Oliver Springs values the uniqueness and dignity of each person. It is our desire to help children grow into citizens of the highest character. Some of the delivery systems for our character education program include a Monday, Wednesday, Friday morning assembly, *Rise & Shine*, and a “Word of the Month” representative of universally accepted guiding principles. We encourage parents and the community to join with us in this effort to communicate our common ideals to children.

**\*Due to Covid-19, in person Rise & Shine will be suspended until further notice.**

### **Curriculum**

The instructional program of Oliver Springs Elementary School is in alignment with the curriculum and instructional methods of the Van Buren School District and the Arkansas Department of Education (ADE). This includes a program of comprehensive literacy, standards based mathematics, inquiry based science, social studies, physical activity, and the arts. Specific student learning expectations for each grade level are available on the ADE website under Arkansas Frameworks at [http://arkedu.state.ar.us/curriculum/curriculum\\_framework.html](http://arkedu.state.ar.us/curriculum/curriculum_framework.html). **We will also utilize Lincoln Learning and Zoom lessons for blended learning purposes.**

## **Discipline**

Each staff member at Oliver Springs Elementary accepts responsibility for the maintenance of discipline and for the promotion of wholesome human relations. A student's behavior should conform to acceptable standards of conduct that reflects self-respect and consideration for the rights, feelings, and property of others. If a student is sent to the office for disciplinary action, a written report will be sent home. Parents will receive a written copy of the classroom discipline plan. Refer to District Policy 4.3

## **Dress**

Hats are not to be worn inside the building. Students may not wear clothing that can be hazardous to them in their educational activities. Students may not wear shoes with wheels. No flip flops may be worn during physical education. Refer to District Policy 4.3.4

## **Health Information**

Students are expected to have on file a record of immunizations according to the state laws of Arkansas. The school's staff will care for any child who becomes ill or injured at school. If the child's condition is thought to be serious, the parents will be contacted and the child sent home. For a condition which may be contagious, students will be sent home until the child is no longer a danger to other students. Students should be free of fever for 24 hours before returning to school. In case of an emergency, the child will be taken to the hospital and the parents notified. Refer to District Policy 4.1.2

Oliver Springs students are not allowed to bring medicine to school. Students may be administered medications by office personnel while at school under the following policy:

- No over the counter drugs will be given at school.
- A parent must bring in prescription medication. Transportation of medicines on school buses is strictly prohibited.
- A parent must sign the consent form before any medications will be given.
- Medications must be in the original container with the child's name on the prescription.
- With the exception of ADD/ADHD medications, no medication which is prescribed for three times a day or less will be administered at school.
- **Students and Staff will be required to wear a mask.**

**\*For Covid-19 symptoms, we will have specific steps and procedures we will follow provided by the Arkansas Department of Health and the CDC.**

## **Inclement Weather**

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. It is the parent's responsibility to monitor news reports via television and radio stations for announcements regarding changes in the school schedule. On a school day with wet or extreme temperature (below freezing or over 100 degrees) students will remain indoors during recess and before school starts.

## **Lost and Found**

Parents are urged to clearly mark student jackets, sweaters, backpacks, and other personal items with their child's name. The school is not responsible for lost or stolen items. Any item that is

found will only be kept at school for a limited time. All items not claimed within a reasonable time will be given to a charitable organization.

## **Parent Involvement**

The Oliver Springs PTA is a vital part of our school program. We encourage your membership and participation in the PTA. Meetings are usually held monthly with several projects throughout the year.

Parents are encouraged to volunteer in many ways at school. You will have an opportunity to indicate your interests in volunteer programs at the beginning of the school year. Please feel free to suggest other ways in which you can become involved. We hope you will be an active part of your child's school career.

A parent facilitator from the faculty heads a Parent Advisory Committee which serves multiple functions such as setting the calendar for parent involvement events and reviewing data for our school improvement process.

Parents are welcome to visit school to have lunch with their child, observe a special event, or provide volunteer services so long as our check in procedures have been followed and their presence does not interrupt the learning process.

If eating lunch with your child, please keep in mind that your child needs to be escorted back to his/her classroom by a teacher. Parents are encouraged to eat lunch; however, the lunch schedule and instructional time needs to be honored and not interrupted. Parents are not allowed to go onto the playground or back to the classroom with their child. You may only eat with your student, their friends will not be allowed at the parent table.

**\*Due to Covid-19, visitors are not allowed in the building until further notice. Night events are also cancelled until further notice.**

**\*PTA may decide to hold meetings virtually.**

## **Parent /Teacher Conferences**

Arkansas State Law requires a minimum of two Parent/Teacher Conferences per year. In our calendar we will provide afternoon and early evening times for your convenience. The teacher will contact you a few days beforehand so you can select an appointment time. We also welcome your requests for conferences at additional times. Please schedule conferences by calling the school office so the secretary can assist you in arranging a conference with your child's teacher or the principal. Please note that Open House and other school events are not appropriate times for discussing your child's progress with the teacher.

**\*For Covid-19 safety reasons, telephone or Zoom conferences may be required.**

## **School Hours**

School hours are from 8:00 to 3:00 each day. Children should not arrive earlier than 7:15 AM or remain on the campus later than 3:30 PM. Students who are tardy must be checked in by a parent at the office before attending class. **If a student must leave early for any reason, a parent must come into the alcove in the office to sign-out the student.** Unless absolutely unavoidable, parents are requested not to pick students up before 3:00 because it interferes with the required 6 hours of instructional time.



## **Parent Drop Off and Pick-Up**

### **Drop Off:**

The school day begins at 8:00 with the first bell ringing at 7:50. **Two car tags** will be provided for pick-up to hang on your rear-view mirror. Morning Students are **not** allowed at school before 7:15. Students should be dropped off in the right lane closest to the building. For the safety of all children, please use the car drop off lane to drop your child(ren) off. We will have greeters assisting young children out of the vehicle till 8:00. Students should **not** be dropped off in the parking lot area, nor should you park and walk your child across the traffic.

### **Pick Up:**

Students are dismissed at 3:00. Students will stay inside the building and be called out to the parent pick up area by one of our duty aides. Students will come straight to your vehicle. Parents will not be allowed to wait on the sidewalk or in the front office area for students. You must come through the car lane so the duty teacher will know to call your student outside. Parents will be given two Oliver Sprigs car tags per student. The person picking the student up must have the car tag in order to pick the student up. If the person picking up the student does not have the car tag they will be asked to go into the alcove and check the student out to ensure they are on the authorized pick up list. This is for the safety of all students. Our goal is to make the car line run as seamless as possible, so please pull up as far as possible and do not stop and wave your student to the car. Parents should stay in their cars until they pick up their child. We will walk your student wherever you fall in line and assure they safely walk to their designated spot. The cars must drive through the drive, do not park on the street or in the parking lot. Bus riders will be called out by their bus numbers to load their bus. Please communicate with OSES staff if your child will go home in a different way than how they normally go home.

## **Walkers**

Walkers will be released at 3:00. Students will be walked across the bus area and down the sidewalk by a duty teacher. If you wish to meet your child, you must wait at the bottom of the sidewalk closest to the road. You will not be allowed to wait on the front porch. If you do not live within walking distance of the school, do not have your student be a walker. It is unacceptable and unsafe to tell your child to be a walker and then drive to pick them up on a close by street to avoid the car line. Unless your address is within a reasonable walking distance, your child will need to be parent pick-up or a bus rider.

## **Going Home With Other Children**

You must send a signed note to school giving permission for your child to go home with another child as well as a note from the parent of the child with whom your child is going home. Notes from both guardians are required.

## **School Meals**

Breakfast is free of charge district wide. Lunch may be purchased on a daily basis or paid in advance. Students use a computerized debit system to pay for their meals at school. Send your

check or money in a sealed envelope to the classroom teacher. Write on the outside of the envelope the student's name, teacher's name, and the amount of money enclosed for meals. Due to the large number of charges not being paid, the Van Buren School District will only permit a limited number of charges per student. We prefer that meals be paid for in advance. Any remaining balance at the end of the year will be returned to you. Applications for Free/Reduced Meals are available through the school office. If you qualify we encourage your participation in this program and assure you that all financial information is confidential.

### **Lunch Schedule:**

<b>Kindergarten:</b>	<b>10:50-11:15</b>
<b>1<sup>st</sup> Grade:</b>	<b>11:50-12:15</b>
<b>2<sup>nd</sup> Grade:</b>	<b>11:10-11:30</b>
<b>3<sup>rd</sup> Grade:</b>	<b>11:30-11:50</b>
<b>4<sup>th</sup> Grade:</b>	<b>12:10-12:30</b>
<b>5<sup>th</sup> Grade:</b>	<b>12:30-12:50</b>

### **School Parties**

In compliance with Arkansas law there will be no more than 9 scheduled events with Foods of Minimal Nutritional Value (FMNV) each year. There will be scheduled class parties for elementary students at Christmas, Valentine's Day, and Easter. Notes or phone calls from the homeroom parent or teacher will be sent home giving specific details before each party. Birthday parties are not allowed at school. We are not allowed to release student home addresses or phone numbers with the exception of the voluntary student directory. You may, if you wish, send invitations for birthday parties to school as long as everyone in the class is invited.

**\*Due to Covid-19, visitors will not be allowed to attend celebrations until further notice.**

### **Student Information**

Parents will be asked to complete a packet of informational pages regarding their child upon enrollment and at the beginning of each school year. It is imperative that the school office be notified immediately of a change of address, home or office telephone number, or of a change in emergency information during the academic school year. In the case of Court ordered custodial parents or guardians, a copy of the Court document granting custody, along with other pertinent information should be on file in the school office to prevent unauthorized access to students or their records. According to the Family Rights and Privacy Act of 1974, only school personnel, parent/guardian, or person by Court order are permitted to inspect and review educational records relating to the student.

### **Student Performance and Evaluation**

Reports of student progress will be sent home at the end of each quarter (about 9 weeks) and at mid-term of each quarter. Our evolving communication of student progress reflects our goal of every student succeeding on standard learning expectations. The grading system may include portfolio assessment, reading levels (rather than grades), scoring guides (4=advanced, 3= proficient, 2= basic, 1= below basic) and/or a letter grade scale (ES= Exceeding Standard, MS=Meeting Standard, BS=Below Standard, RS= Requires Support).

## **Remediation Plan**

In order to provide a learning environment that enables all students to learn at high levels, Oliver Springs Elementary will provide an intense remediation program to any student failing to achieve the proficient level on the state mandated criterion-referenced tests or scores below the fiftieth percentile on the state mandated norm-referenced test. The program will be specific to the student's identified deficiencies, different from the previous year's regular classroom instructional program, and take into account the student's learning style. After evaluation by school personnel knowledgeable of the student's performance, a student plan will be developed, identifying the student's specific areas of deficiency in literacy and/or mathematics, the desired level of performance in these areas, and the instructional and support services provided to meet the desired levels of performance. The plan shall be flexible, contain multiple remediation methods and strategies, include formative assessments and shall be revised periodically based on the results from the formative assessments. Students shall receive remediation from a highly qualified teacher and/or highly qualified paraprofessional under the guidance of a highly qualified teacher. According to state regulations, failure to participate in required remediation may result in retention if proficiency is not attained. In addition, Oliver Springs utilizes an intervention team of highly qualified personnel to create and provide additional instructional and or behavioral support.

## **Student Services**

We will make every effort to assist in the cooperation of families, school district staff, and community resources to meet the needs of individual students and groups of students. School extra-curricular activities include numerous opportunities for developing the whole child.

## **Support Staff**

We are fortunate to have several support staff members at Oliver Springs. We have a full-time nurse. Students who qualify may receive the services of the Resource, Reading Recovery, or Speech teachers. All students participate in physical education, music, guidance, art, computer lab and library/media center activities on a regular schedule. These certified teachers will share with you specific information regarding their programming. In addition to class time, whenever a student needs to see the Counselor, they may ask for an appointment. Teachers and parents may also make referrals to the Counselor.

## **Technology**

We are fortunate to have calculators, computers and other technology available at Oliver Springs for student use in the pursuit of learning. Technology is also used by staff for communication, administrative and assessment purposes. **Each student will be assigned a technology device to take home nightly.** In accordance with school district policy, students will be asked to sign a contract regarding appropriate use of technology while at school **and at home.** Refer to District Policy 2.29. Families are encouraged to communicate with staff via e-mail and to visit the school's website for current school information at [www.vbsd.us](http://www.vbsd.us).

## **Toys or Electronic Equipment (ipods, games, phones, etc.)**

The school provides various play equipment for recess and physical activity. We **do not** allow students to bring toys from home. This includes games, balls, cards, etc. If a student brings a toy to school, the teacher, assistant principal, or principal may confiscate it until a parent comes to claim it.

If a student brings these items to school, the school will not be responsible for the theft of these items.

### **Video Surveillance and other Student Monitoring**

The Board of Directors has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras, automatic identification technology, data compilation devices, and technology capable of tracking the physical location of the district equipment, students, and/or personnel. Video/recording devices may be in use in school buildings, on school grounds and in school vehicles as determined by the VBSD. Refer to policy 4.48.

## 2020-2021 Oliver Springs Faculty

Kindergarten: Kayla Dornblaser  
Brooke Fruits  
Cara Karney  
Jodie Mabry

Secretary: Rexanne Russell  
Aides: Kim Newby  
Angel Gaona  
Shelly King  
Crystal Pulliam  
Dana Rector

1<sup>st</sup> Grade: Renee Rotert  
Emily Schoolcraft  
Kayla Sidwell

Nurse: Megan Swearingen  
Custodians: Cheryl Brown  
Justin Waldrop  
Laurie Whitworth

2<sup>nd</sup> Grade: Amber Dodd  
Courtney McCollum  
Angie Rogers

Cooks: Rebecca (manager)  
  
Andrea Turner  
Paula Weese

3<sup>rd</sup> Grade: Meghan Hanna  
Brooklyn Loyd  
Lori Miller

SRO: Officer Shane Ridenour

4<sup>th</sup> Grade: Kelsea Zermeno  
Jennifer Perry  
Tela Hayden

Counselor: Sandie Millard  
Principal: Summer Cox  
Assistant Principal: Renee Henson

5<sup>th</sup> Grade: Amanda Golden  
Shasta Reichard  
Emily Ryan

Library Media: Krista Brown  
Art: Tina Jenkins  
Music: Kevin Croxton  
PE: Jennifer Newman  
Reading Recovery: Carla Hamilton  
Resource: Koey Gagliano  
Speech: Donna Helmer  
Special Education: Sara Yates

**After reading the Oliver Springs student handbook with your child, this page must be signed, dated, and returned to school.**

**Summer Cox  
Principal**

**I have read and discussed the material in this handbook with my child. I understand and agree that my child will abide with the rules and regulations set by the Van Buren School District and Oliver Springs Elementary School.**

**Date** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Homeroom Teacher** \_\_\_\_\_

*\*Return this page to school with your child.*