

## **THE JAMES R. TATE ELEMENTARY CREED**

Today I choose a higher road and a better way,  
Always looking to the future.

Today I choose to learn all that I can, because  
Every day counts!

By holding myself in mind, body and character to a higher standard than anyone else expects,  
I will...**EARN MY STRIPES!**

**Due to COVID-19 Rise N Shine is suspended until further notice. There may be instances of a virtual Rise N Shine.**

### **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. **There is no student check out after 2:45 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 pick up/drop off lanes in front of the building. For the safety of all children, please use the car drop off lanes to drop your child(ren) off. At pick up, no adults are to be on the porch, this is a safety issue. Acknowledge and obey the directions of the staff. Children are not permitted to cross the crosswalk unless accompanied by an adult.

We always welcome you to Tate. 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. If your child will be leaving the school with another student at the end of the school day, you must send a signed note to school giving permission. This includes students who will be riding a different bus home with a friend or relative.

**\*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 to the front door and will communicate your needs with Tate staff after ringing the front doorbell.**

## **Curriculum**

The instructional program of Tate 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.

## **RESPECT and DISCIPLINE**

Each staff member at Tate 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.

Refer to District Policy 4.3

## **BUS TRAFFIC**

Buses will enter and exit Tate Elementary in the designated bus lane. Buses unload and load in the back, on the west side of the building. Parking and parent traffic is not allowed in the bus lane before or after school until all buses have left the campus.

## **CAR TRAFFIC**

Parents of car riders will enter and exit Tate in the designated car lane. To ensure the safety of our students, car riders will be dismissed to the cafeteria and called by the teacher on duty when their ride arrives. Name tags will be provided to parents to hang from the rearview mirror. This makes the process run quickly and smoothly. Parent traffic will begin as soon as the last bus exits the parking lot. Please do not exit ahead of the buses. ***To make our school as safe as possible, we ask that all parents stay in your vehicle and wait for the duty teacher to bring your child to you. Parents are not allowed in the hallways to pick up students. Please be respectful of all children and their safety.***

## **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.

## **PARENT INVOLVEMENT AND COMMUNICATION**

The faculty of Tate Elementary believes it is important for parents to be involved in every area of a child's education and development. Many activities will be scheduled throughout the year to provide parents with opportunities to become active participants in their child's learning. Parents and teachers must form a positive relationship based on open communication in order to have a successful school year.

The Tate 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.**

## **LIBRARY**

The library services students and faculty. In order to achieve this goal, the library has the following objectives:

1. To teach students how to find and use materials independently.
2. To encourage reading for enjoyment as well as research.
3. To encourage use of the library.

## **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

Tate 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.**

## **PHONE USAGE**

Please make all arrangements with your child before school. Phone use is limited and is allowed for emergency use only. **Students may not use the phone without a note from their teacher.**

## **LOST AND FOUND**

Any item that is found should be turned in to the office where it will be kept for a reasonable period of time. All items not claimed within a reasonable time will be given to a charitable organization. Please write the student's name on all personal items. The school is not responsible for lost or stolen articles.

## **COUNSELING**

All students at Tate Elementary School have access to the services of the school counselor. A teacher may refer a student or a parent may request the counselor's assistance for the child.

## **DELIVERIES AND MESSAGES**

Any item, which is delivered to a student at school, should be routed through the office. The office will not take personal messages for students unless they are from a parent/guardian.

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## **GIFTS**

Gifts delivered to the school for students will be kept for the students in the office until 2:40. The students will be notified when the gift is delivered, and they can pick them up any time between 2:40 and 3:00.

**\*Due to COVID-19, there will be no gifts left for delivery into the building.**

### **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 in the Fall, Winter, and Spring. Notes or phone calls from the homeroom 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.

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

### **MARKETING**

No buying, selling or trading is allowed at Tate Elementary School.

### **MONEY/VALUABLE ITEMS**

Please do not bring large sums of money or expensive items to school. The school cannot be responsible for lost, stolen, or broken personal possessions.

### **TOYS AND ELECTRONIC EQUIPMENT**

Do not bring cell phones, MP3 players, CD's, handheld games, other electronic equipment, or toys to school unless they are needed in class. The school provides basketballs, soccer balls, and other playground equipment for students.

### **Technology**

We are fortunate to have calculators, computers, and other technology available at Tate 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).

### **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, Tate 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, Tate utilizes an intervention team of highly qualified personnel to create and provide additional instructional and or behavioral support.

### **Support Staff**

We are fortunate to have several support staff members at Tate. 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.

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

**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 Tate Elementary School.**

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

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

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

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

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

