



***HOME OF THE EAGLES!***

**Central Elementary School  
Procedural Handbook  
2022-2023**

**Committed to the success of all students – Whatever it  
Takes!**

**913 North 24<sup>th</sup> Street  
Van Buren, AR 72956  
Phone: (479) 474-7059 Fax (479) 471-3159**

*This handbook does not supersede Van Buren School District Board Policy.*

# Principal's Message

## 2022-2023

Dear Parent/Guardian:

It is my pleasure to welcome you to Central Elementary School. The faculty and staff join me in saying we're happy to have you and your child in our school 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. This student handbook does not supersede the Van Buren School District's board policy. The pages of this manual are filled with important information regarding our school 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,

Jason E. Moore, Ed.D.  
Central Elementary Principal  
[jason.moore@vbsd.us](mailto:jason.moore@vbsd.us)

*Central Elementary School*

**School Motto**

*Every student matters. Every moment counts.*

**School Vision**

*Our vision is for Central Elementary School to be a safe and loving environment full of positive, caring teachers and staff meeting the academic, physical, and emotional needs of each child – whatever it takes.*

**School Mission**

*Our mission is to educate, empower, and encourage all students to become compassionate and responsible citizens who can soar to excellence in all aspects of life.*

**Core Values**

*Every student can learn.*

*All children deserve a safe environment.*

*Growth mindset is essential.*

*Loving relationships are vital.*

*Each family is a critical element to success.*

## **ANTI-BULLYING POLICY**

Refer to District Policy 4.3.6

## **ATTENDANCE**

The school day is from 8:00–3:00. Our first bell rings at 7:50 a.m. to ensure instruction to begin at 8:00 a.m. **We strongly encourage you not to check out your student between 2:45 and 3:00 pm.**  
Refer to District Policy 4.2.3

## **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.

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 extreme cases, students will be referred to the principal for further disciplinary action. No student behavior that disrupts or interferes with the normal and safe operations of the school will be tolerated. Refer to District Policy 4.3

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.

## **CELL PHONES**

Cell phones brought to school must remain turned off or on silent while at school. They need to be kept in the student's backpack or cubby – not in pockets.

If a cell phone is seen or heard, it will be turned in to the office. This includes the student texting or calling the parent without permission from the teacher or office. If an issue with a cell phone occurs, the phone can be taken away and the parents/guardians will have to come to school to retrieve it. The school will not be responsible for cell phones lost while at school or on a field trip.

In some cases, teachers may approve of educational cell phone use in the classroom.

## **CHANGE OF ADDRESS OR PHONE NUMBER**

**THIS IS OF EXTREME IMPORTANCE.** In case of serious illness or injury, we need at least two current phone numbers of parents or relatives. **THIS IS THE PARENT, OR GUARDIAN'S RESPONSIBILITY!** Make sure all emergency phone numbers, addresses, and emails are kept current in the office. Please take time to keep us updated.

## **CULTIVATING GOOD CHARACTER**

Central Elementary 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 Friday morning assembly in *Rise & Shine*, “Word of the Month” representative of universally accepted guiding principles, and character building guidance lessons with our school counselor. 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.

## **DRESS CODE**

Refer to District Policy 4.3.4

## **PLEASE PUT YOUR CHILD’S NAME ON ALL ARTICLES OF CLOTHING AND BACKPACK.**

When cold weather arrives, please stress to your child the importance of not exchanging caps with another student. This will help decrease the spread of head lice. We give away all unclaimed clothing items quarterly. Please check lost and found regularly for lost clothing items.

## **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 to whom your child is going home. We need two notes of documentation!!

## **DRUG POLICY OF VAN BUREN SCHOOLS**

Refer to District Policy 4.24

## **EMERGENCY PROCEDURES**

- **FIRE DRILL** Once a month the school will observe a Fire Drill. When the alarm sounds, the students will exit the building according to the Fire Evacuation Procedure, which is posted in each room. The students will walk quietly from the building and stand with their teacher until an all clear is announced.
- **TORNADO DRILL** The Tornado Drill will be announced over the intercom. An alarm will sound from the National Weather Service. Students go to an inside classroom. They will sit quietly until an all clear is announced.
- **OTHER EMERGENCY PROCEDURES** In each room of the building is a Van Buren School District Emergency Response Plan Information Chart. If there is an emergency, students, teachers, and other individuals need to consult the chart for the correct procedure for the type of emergency.

## HEALTH INFORMATION

Refer to District Policy 4.12

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

*Please make sure the office is supplied with up-to-date emergency numbers at all times.*

## HEALTH SCREENINGS (state mandated)

### **Vision: (A.C.A. 6-18-1501)**

Act 1438 of 2005 requires students in grades PreK, KF, 1, 2, 4, 6, 8, and transfer students to have an eye and vision screen. Only failure notifications are sent home. A child who does not pass the screening shall be required to have an exam conducted by an optometrist or ophthalmologist within 60 days of receipt of the screening report and show proof of the exam. Parents needing financial assistance should contact the school nurse.

**Hearing:** Hearing screens are mandated for students in grades PreK, K, 1, 2, 4, 6, 8, and transfer students. Only failure notices are sent home. Parents have 60 days to show proof that a doctor or audiologist examined their child.

- Insurance is billed for students covered under Medicaid/Arkansas Kids 1<sup>st</sup> will be billed, where applicable, for hearing and vision screenings conducted at school unless notified in writing, by parents to decline within 60 days of receipt of the handbook.

### **BMI: (ARK Code 20-7-133 and 3.04)**

Act 1220 requires students in grades KF, 2, 4, 6, 8, and 10 to have their height and weight assessed. A parent who refuses to have their child assessed must provide a written request of the refusal to the school. Screening results will be sent home only upon request of the parent/legal guardian.

### **Scoliosis:** Act 95 of 1989 and Act 41 of 1987

The acts require girls in 6<sup>th</sup> grade and all students in 8<sup>th</sup> grade be screened for scoliosis. Parents of a child who fails the screening will be sent an information letter stating the need to see a licensed physician. A parent, who refuses to have their child screened, must provide a written request of refusal to the school.

**Release of Information:** I hereby authorize emergency medical services for my child. I give VBSD staff permission to give my child first aid treatment with OTC ointments and pain relieving sprays, cough drops, band aids and bandages. I hereby authorize the Van Buren School District Health Services to share or discuss my child's health issues with any pertinent person.

## HOMEWORK POLICY

Refer to District Policy 5.11

## **ITEMS BROUGHT FROM HOME TO SCHOOL**

**No games, toys, trading cards, skateboards, large sums of money, or electronic games and devices of any kind should not be brought to school from home!** Items will be taken and kept in the office until picked up by a parent. The school will not be responsible for these items if lost, broken, misplaced, or stolen while at school or on a field trip. The school provides balls, ropes, and playground equipment for use at recess. These items are not to be brought to school.

## **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. You are encouraged to come and check the lost and found for your child's missing clothing item. **LABEL EVERYTHING.** This includes clothing and backpacks.

## **MARKETING**

No buying, selling or trading between students is allowed at Central.

## **NO MEDIA RELEASE**

If you sign the request that your child's name, picture, and/or image NOT be used in any VBSD news release or school sponsored website. Please understand that very few if any pictures will be taken of your child. Understand that your child's picture will **not** be in the newspaper, TV, websites, **YEARBOOK**, Facebook, etc. unless you give permission in writing on the Media Release Form.

## **NON-DISCRIMINATION STATEMENT**

In compliance with federal nondiscrimination laws, the Van Buren Public School District does not discriminate on the basis of race, color, national origin, sex, age, religion, gender identity or disability in its employment and educational practices.

## **NON-NUTRITIONAL DAYS**

The Arkansas Department of Education has passed rules governing nutrition standards in Arkansas Public Schools. These rules have an effect on what food item parents are allowed to send to school.

Please note the following rules, sign, and return the bottom portion indicating you have read and understand.

- Elementary students will not have access to vended (sold or given away) food and beverage items anytime, anywhere on school premises during the declared school day.
- This does not apply to students with special needs indicated in the student IEP or to school nurses providing health care to individual students.

- Students may be given any food and/or beverage items for up to nine (9) different school events each school year to be determined and approved by school officials.
- Nutritional foods may be used for instructional purposes. The school, as part of the planned instructional program, may also distribute nutritional snacks (kindergarten snacks for example).
- This does not restrict what parents may provide for their own child's lunch or snack.
- To meet state regulations (law), we must ask parents not to provide food/beverage items to other children at school for events such as birthday parties. Parents may provide food/beverage items upon request to support one of up to nine (9) allowable events such as Valentine's Day.

## **PARENT INVOLVEMENT AND COMMUNICATION**

The faculty of Central Elementary School 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. Central is constantly working on more effective ways to communicate with parents including phone calls, emails, school website, Facebook, and Intouch. Our colored folders are for weekly papers and communication. Kindergarten – 5th will send them home daily for parents to check and sign.

The Central PTA is a vital part of our school program. Parents, grandparents, guardians, and other interested persons are encouraged to join and actively participate in Central's Parent-Teacher Association. The PTA sponsors many activities throughout the year. Their fundraisers are designed specifically to purchase items for the school. 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.

Parents are welcome to visit the 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 Central teacher. Parents are encouraged to eat lunch; however, the lunch schedule and instructional time need to be honored and not interrupted. Parents are not allowed to go onto the playground or back to the classroom with their child.

## **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.



## **PROCESS FOR RESOLVING PARENT CONCERNS**

Refer to District Policy 4.3.9

### **PHYSICAL ACTIVITY**

If for any reason your child should have to stay inside during physical activity, you must send a note to school with a proper reason (For example—sickness or injury). When having a proper reason for staying inside, the child must stay in his/her seat. We encourage all children to be physically active when given the opportunity.

### **REMEDATION PLAN**

In order to provide a learning environment that enables all students to learn at high levels, Central 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, Central utilizes an intervention team of highly qualified personnel to create and provide additional instructional and or behavioral support.

We will then implement the following remediation strategies both in and outside of the regular classroom setting:

#### **Literacy**

- Small group instruction or one on one instruction.
  - A highly qualified paraprofessional will work one on one and in small groups with leveled books.
- Classroom teachers and tutors will use leveled reading materials with students.
- One on One tutoring: A highly qualified paraprofessional or teacher will work with students in their classrooms.
- Literacy Groups

- K-5 students who are below level in reading will participate in small literacy groups to enhance their reading skills.
- K-5 students will be recommended for tutoring after hours during second semester or one hour a week during the school day to address deficiencies in Literacy.
- Teachers will provide differentiated instructional strategies in their classrooms to meet the needs of all students.
- Teachers trained in ESL will provide additional language acquisition opportunities for students performing below level on the Oral Language Acquisition Inventory.
- All teachers have ELL/SIOP training to provide instruction to meet the needs of ELL students who are struggling to be on grade level, one on one and in small groups.

### **Math**

- A highly qualified paraprofessional or teacher will work with students on math in one on one and/or in small group settings.
- Teachers will plan and work on math fluency using small group instruction based on identified needs.
- Teachers will provide differentiated instructional strategies in their classrooms to meet the needs of all students.

Students in 1<sup>st</sup>-5<sup>th</sup> grade will then be assessed at the beginning of this year or use last May's results with a Fountas and Pinnell reading assessment to determine their reading level, as well as a math screener assessment. Retention for failure to participate in remediation required shall be expanded by at least one grade level for each subsequent academic year after implementation. However, any student that requires a plan and scores at the proficient level on the state criterion-referenced assessment shall not be retained solely based on failure to participate in remediation.

Any student in grades K-2 with a substantial deficiency in reading, based upon statewide tests or through teacher observations, shall be given intensive reading instruction in a program recommended by the State Board of Education until the reading deficiency is corrected. The reading program being used is the Comprehensive Literacy Program. The parent or guardian of a student with a substantial deficiency in reading shall be notified in writing that his or her child has been identified as having a substantial deficiency in reading. They shall also be provided with a written description of the current services and of the proposed supplemental instructional services and supports provided to remediate the identified area.

### **REPORT CARD**

Parents will receive a report card reporting performance levels based on grade level standards established for each subject area. The ratings indicate your student's progress in relation to the

year-end standards. Exceeding standards (4), Meeting Standards (3), Approaching Standards (2), and Below Standards (1)

### **REPORT TO THE PUBLIC**

In September a Report to the Public will be given. The parents will be updated about the Federal Funds given to the school and how they will be spent.

### **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 building/cafeteria using the North 24<sup>th</sup> entrance. Children are not permitted to cross the driveway unless accompanied by an adult. At pick up, there will be two lanes for loading. 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 in the back of the school. Acknowledge and obey the directions of the staff.

We always welcome you to Central. 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 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.

### **SCHOOL MEALS**

Breakfast is served from 7:15 -8:00 a.m. **All students eating breakfast need to arrive before 7:45 in order to have sufficient time to eat.**

**Lunch/Recess** will be 40 minutes total; with lunch being 25 minutes and lunch recess being 15 minutes. If your child is not finished when time to leave, they will be encouraged to stay and finish eating.

### **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 **Fall, Winter, and Spring** times. Notes or phone calls from the homeroom parent or teacher will be sent home giving specific details before each party. You may, if you wish, send invitations for birthday parties to school as long as everyone in the class is invited.

### **SCHOOL PROPERTY**

Please encourage your child to take care of school property.

### **SUPPORT STAFF**

We are fortunate to have several support staff members at Central. We have a nurse here full time. Students who qualify may receive the services of the Resource, 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 ACCEPTABLE USE**

Refer to District Policy 4.29

### **TITLE I COMPUTER LAB**

Each student will attend the Title I Computer Lab to practice typing/technology skills and remediate Reading, Math, and Language Art skills at least 40 minutes weekly. Students are given pretests, which have been correlated to the State Standards. Then, assignments are created for students according to the results of the test.

### **TRAFFIC**

#### **I. BUS TRAFFIC (North 22<sup>nd</sup> Street)**

Buses will enter and exit Central Elementary School from the **Back Entrance** onto North 22nd Street (beside the church) and exit using Harrison Street and 20<sup>th</sup> Street. No cars should enter or exit in the bus zone. No parking is allowed in the bus zone during the school day. Students are not to be dropped off or picked up in the bus zone (in the back).

#### **II. CAR TRAFFIC (North 24<sup>th</sup> Street)**

##### **Morning**

A. 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. When bringing students to school in the morning and picking them up after school, parents will enter from North 24<sup>th</sup> (north driveway) and exit onto North 24<sup>th</sup> (south driveway). Parking lot traffic is

one way. Most mornings 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.

#### Afternoon

A. Car riders and walkers are dismissed at 3:00. All car riders will go to the porch. They will sit until their ride arrives. The cars must drive through the drive, do not park on the street or in the parking lot. Parents should stay in their cars until they pick up their child. The cars should have their ID Tag on their rear-view mirror. The person picking the child up may be required to show ID, and should be listed on the Emergency Contact sheet, before the child is released to them. We strongly encourage you not to pick up your student after 2:45 from the office. Please do not check your child out of school early unless absolutely necessary.

B. Walkers will wait by the south front door next to the office. A teacher will dismiss them at the appropriate time. Parents, if walking to meet their child, must stand by the gate entrance (not on the porch). Again, this is a safety precaution.

C. Bus riders are dismissed at 3:00. Bus riders will go to the back hallway. They will sit quietly until their bus number is called. If your child normally rides a bus, please send a note to school if you or someone else will be picking up the student after school.

**Please help us keep all students safe!**

### **III. VISITOR TRAFFIC**

Parents or visitors at Central should park in a designated parking space in the lot at the front of the school. Please do not block the crosswalk or handicapped access ramp in front of the building.

### **VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING**

Video/recording devices may be in use in school buildings, on school grounds, and in school vehicles as determined by the VBSD.

Refer to District Policy 4.48

### **VISITORS**

Refer to District Policy 4.18, 4.19, 6.11

### **VOLUNTEERS**

The school appreciates and encourages interested parents to volunteer at the school. Please sign in at the volunteers' computer inside the office or at volunteers/PTA. There you will be given a sticker. Volunteers will have a packet to fill out at the first of the year. Volunteers will need to pass a background check.

**WEATHER**

During fair weather, car riders at 7:15 will go to breakfast or the playground.  
Students are to remain outside on the playground area until the first bell rings.  
Students must stay in the fenced area.

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

**Jason E. Moore, Ed.D.  
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 Central Elementary School.**

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

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

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

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

**Release of Information**

*I hereby authorize emergency medical services for this student. I give VBSD staff permission to give my child first aid treatment with OTC ointments and pain relieving sprays, cough drops, band-aids and bandages. I hereby authorize the Van Buren School District Health Services to share or discuss my child's health issues with any **pertinent** person.*

Parent/Legal Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

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