

2023-2024
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 joins 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,

Dr. Summer Cox, Principal
summer.cox@vbsd.us

Oliver Springs School Mission and Vision Statement

Mission

The Staff at OSES will commit to the continuous collaborative learning necessary to ensure all students achieve at grade-level or above.

Vision

“Students and teachers growing and achieving together!”

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 parents to park and walk students into school during normal drop-off times. There will be a staff member helping students out of the car and into the building at all normal drop-off times. 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. All guardians must pick up their child(ren) using the car pick up line and must have a current car tag for pick-up. 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.

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

- o Having each day's homework and assignments completed and ready to hand in or share
- o Working to reach the highest expectations
- Showing respect for the rights, feelings, and property of others
 - o Keep hands, feet, and objects to themselves
 - o Refrain from talking without permission
 - o No name calling or "put downs"
 - o Bullying will not be tolerated in accordance with the Van Buren School District Policy 4.3.6
 - o Walk quietly and orderly inside the building
 - o Play safely and fairly
- Demonstrating responsibility
 - o Making parents aware of conferences and school events
 - o Making teachers aware of notes, money, or information from parents
 - o Following all classroom and school procedures
 - o 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.

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.

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. Only tennis shoes should be worn during physical education class. 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.
- For Covid-19 symptoms, we will have specific steps and procedures we will follow provided by the Arkansas Department of Health and the CDC.

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 1st 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 6th grade and all students in 8th 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.

Incident 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.

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.

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. Stay in the car line when picking up and dropping off. Do not park and walk up to the porch for your child. This is in the best interest of all involved in the drop off and pick up process. We will have greeters assisting young children out of the vehicle until 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 Springs 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 office 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 up the sidewalk with an adult to the designated walking area where a sign reads "Welcome. Pick-up Walkers Here." 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 nearby 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. 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:

| | |
|------------------------|-------------|
| Kindergarten: | 10:50-11:15 |
| 1 st Grade: | 11:10-11:35 |
| 2 nd Grade: | 11:30-11:55 |
| 3 rd Grade: | 11:50-12:15 |
| 4 th Grade: | 12:10-12:35 |
| 5 th Grade: | 12:30-12:55 |

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. We are not allowed to release student home addresses or phone numbers. You may, if you wish, send invitations for birthday parties to school as long as everyone in the class is invited.

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 in an online format called ReadySign. 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 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 ipads, chromebooks, 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. 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.

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.

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.

2023-2024 Oliver Springs Faculty

Kindergarten: Brooke Fruits
Cara Karney
Emily Schoolcraft
Amanda Shelton

Secretary: Rexanne Russell
Paras: Crystal Pulliam
Anna Dickens
Shelly King
Kim Newby
Kenzie Watson
Heather Riley

1st Grade: Carla Hamilton
Kacey Proctor
Renee Rotert

Nurse: Teresa McGuire
Custodians: Torrie Abshire
Rosa Carrillos
Mark Tollett

2nd Grade: Amber Dodd
Angie Rogers
Emily Sullivan

Cooks: Rebecca Orellana (manager)
Rachel Reeves
Shirley Cody
Yukie Odom
Tawny Walker

3rd Grade: Jodie Mabry
Courtney McCollum
Lori Miller

4th Grade: Megan Hanna
Jennifer Perry
Kelly Schmidt
Amanda Terbieten

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

5th Grade: Tela Hayden
Shasta Reichard
Emily Ryan

Music: Kevin Croxton
PE: Jenny Newman
Library Media: Krista Brown
Art: Tina Jenkins

Speech: Donna Helmer, Ashley Moad
Resource: Koey Gagliano
Self-Contained: Sara McCall

SRO: Officer Jimmy Kirkendall

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

Dr. 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 Name _____ 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: _____

Van Buren School District Field Trip Permission Slip

This signature of permission will allow your child to attend any field trip sponsored by the school district. You will receive information regarding specific field trips. If you do not want your child to attend a specific field trip, you will need to notify the school.

I give my child _____ permission to attend field trips with their school

Parent Signature: _____ Date: _____

Student Media Release

The Van Buren School District Requests signature permission to use your child's name, recognizable picture or vide image in any district approved media releases. Throughout the year, student pictures may be used in different media formats(social media posts etc..) in an effort to make the public aware of positive things occurring in the schools.

I **GIVE** permission to use my child's name, recognizable picture or image in any VBSD media release.

Student Name: _____

Parent Signature: _____ Date: _____

I **DO NOT** give permission to use my child's name, recognizable picture or image in any VBSD media release.

Parent Signature: _____ Date: _____