

# Student Handbook 2024-2025



**411 N 20th St.**

**Van Buren, Ar 72956**

**Phone: 479-474-2661**

**Fax: 479-471-3185**

**Website: <http://www.vbsd.us/schools/king-elementary-school>**

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## **Principal's Message**

Dear Parents/Guardians,

It is with great pride and excitement that I welcome you to King Elementary! I am honored to lead a school with such a rich tradition of quality education. As the principal, I will make every effort to support the continued efforts of the staff to provide an outstanding education for our students here at King! Should you have any questions or concerns, please contact me at 474-2661.

Sincerely,  
Mrs. Williams

## **King Elementary School Vision and Mission Statement**

### **Vision**

Every Child.... Whatever it takes!

### **Mission**

At King Elementary School, we will be united to ensure every child is at or above grade level.

# King Elementary Faculty and Staff 2024-25

Principal	Amy Williams
Assistant Principal	Crystal Reeves
Counselor	Amanda Terbieten
Secretary	Jazmine Guardado
Office Aide	Linda Zamudio
School Nurse	Krystal Reichen
Resource Officer	Tim Wald
Preschool	Sherry Kupers Katrina Loftin Jennifer Rudder Lauren Harrison
Kindergarten	Sandy Urias Alecia Flores Krystina Counts
First Grade	Leah Teague Hannah Hull Peyton Powell
Second Grade	Krista Taylor Terry Hicks Jordyn Boen
Third Grade	Shelly Davis Alyssa O'Neal Jodie Roberson
Fourth Grade	Emilee Branscum Brittany Oakley Brigitt McCain
Fifth Grade	Rebecca Beyerle Logan Watts Makenzie Hester
Art	Rae Wornkey
Computers	Melissa Seratt
Music	Shianne Honeycutt
PE	Austin Canady
Media Specialist	Lori Hamilton
Dyslexia	Josh Robbins

	Pat Harmon
ELL	Krista Leaton
Migrant Aide	Jennifer Peraza
Special Education Resource	Heather Evans
Special Education Self-Contained	Haley Cochenour Tara Sexton Lorita Ray Farrah Smith Natasha Youngblood Angeline Duncan McKenna Nichols
Speech	Jaime Gonnerman Allison Frazier
GT	Kristen Myers
Duty Aides	Julie Underwood Holly Plunkett Elizabeth Foster
Cafeteria Manager	Michelle Henson Cynthia Young Melinda Long Vicki Gonzalez Mary Harlin Gayla Jones
Custodians	Felecia Cooper Cesar Mallqui Veronica Howell Saul Orellana

The following procedures have been written by the principal and a committee of teachers at King School. The purpose of these procedures is to provide an orderly learning environment with consistent expectations throughout the school day in every part of the campus. These procedures are taught to the students in the beginning of the school year and are reinforced with teachers throughout the year by all faculty and staff members.

**Please refer to your Van Buren School District Student Policy Handbook for district-wide policies.**

### **Attendance Policy**

When a student is absent due to emergencies such as illness, death in the family and other extenuating circumstances, the parent or guardian of the student should contact the student's principal or office and relate the facts causing the emergency. Parents may contact the school by writing a note, in person, or by other means deemed appropriate by the school principal. A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will not be accepted. Students may have six (6) parent permission notes per semester. Any absence after six (6) without a doctor's note will be unexcused. Make-up work will be allowed for these absences and must be accomplished within a reasonable length of time as determined by individual teachers. Unexcused absences are all failures to attend school other than those specified above. **District Policy 4.2.3**

### **Excessive Absences**

**Eleven (11) absences per semester** will be considered excessive in elementary schools (K-5). It is at this point that school officials will notify the prosecuting attorney and juvenile court authorities as determined by the principal.

### **Notification to Parents of Student Absences**

The student's parents or guardians will be notified by letter when the child has accumulated **five (5) days. A phone call will be made on the eighth (8) day absences per semester.**

### **Excessive Tardies and/or Early Checkouts**

**Six (6) tardies or early checkouts per semester** will be considered excessive and will result in one absence from school. Tardies are defined as students arriving between 8:00am – 10:00am. Early Checkout will be defined as a student checking out of school between 1:00pm - 3:00pm.

### **Arriving/Dismissal**

1. Students must arrive between **7:15am - 8:00am** for breakfast.
2. When a student arrives to school after the tardy bell rings at 8:00 a.m. the student must be walked into the **foyer/breezeway** and signed in by an adult.
3. Students line up for class when the 7:50 a.m. bell rings. Instruction begins at 8:00 am.
4. Students remain at school until dismissal at 3:00 p.m.
5. AM and PM tardies will be recorded in the office.
6. Students may leave school between 7:50am and 2:45pm only with adults who are listed by the parent on the Emergency Form. The student must be signed out and dismissed in the office.
7. A **valid ID** must be presented at the time of checkout.
8. **To ensure safety during dismissal, students will not be released between 2:45 - 3:00 pm**

## **Closed Campus**

Students are not allowed to leave campus once they arrive at any time during the school day except when a parent/guardian arrives to sign them out or when written permission is given.

Students can be dropped off after 7:15am as there is no adult supervision before this time.

## **Change of Address or Phone Number (EXTREMELY IMPORTANT)**

All emergency phone numbers and addresses should be updated immediately with our office staff. In case of serious illness or injury, we have to be able to communicate with parents or emergency contacts. If the child is taken to the hospital, parent/guardian's approval is needed for medication &/or treatment.

## **Visitors**

Visitors will check in through the front office and present a **valid ID**. Any delivery will be given to the student at the end of the school day. Balloons are not allowed on the school bus.

## **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 24 hours free of fever before returning to school. In case of an emergency, the child will be taken to the hospital and the parents notified.

King 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.

## **Traffic Patterns and Procedures**

**Car Riders:** Upon arrival, all students enter the building through the designated door. Car riders must be dropped off at the front of the school using the **right lane only; this is the only place on campus where cars can deliver students to school**. Students cannot be dropped off on Poplar Street, 20<sup>th</sup> street, or in the parking area in front of the school.

**During dismissal, for safety reasons, we require that you stay in your vehicle and stay in line to pick your child up. Please do not park in any parking lot, unless you forgot your car tag.**

**For departure,** parents remain in their vehicle and wait for their child to be called out by a duty teacher. **Student's car tag** should be hung on the car window. Once the student is called outside, the duty teacher will escort them to their vehicle. Traffic moves in a double column through the driveway.

**Walkers:** Students will cross at designated crossing zones under the direction of a duty teacher, when the child's home address is within walking distance from the school. If an adult walks to the school to meet their student, they must present the duty teacher with the car tag of each student they are picking up. If a parent is unable to present a name tag for the student(s), they will be required to present a valid ID in the office before the student(s) are released in their custody.

**Bicycle Riders:** Students who ride a bicycle are required to walk the bicycle when on any sidewalk or crosswalk, and while on school grounds. A rack is provided for bikes. These students will enter and exit the building through the designated door.

**Bus Riders:** Upon arrival, students will leave the bus and follow the directions of the duty teacher as they enter the building. During dismissal, students will wait in the cafeteria for their bus number to be called. Students will follow the directions of the duty teacher as they board the bus.

### **Assemblies**

All visitors must present a valid ID before entering the building.

### **School Parties**

In compliance with Arkansas law there will be no more than 9 scheduled events with Food of Minimal Nutritional Value (FMNV) each year. There will be scheduled class parties for elementary students. Notes, or phone calls from the 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. If you wish, you may send invitations for birthday parties to school as long as everyone in the class is invited.

### **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.

By signing the statement at the end of this handbook, you acknowledge you have read the rules below:

- 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.

## **Bullying Policy**

Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated.

Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

“Bullying” means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

- Physical harm to a public school employee or student or damage to the public school employees or student's property;
- Substantial interference with a student's education or with a public school employee's role in education;
- A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment

**Any student experiencing any type of bullying should immediately report it to a teacher, counselor, or administrator. District Policy 4.3.6**

## **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 temperatures (wind chill is below 32 degrees or heat index is 100 degrees or above) students will remain indoors during recess and before school starts.

## **Discipline**

Each staff member at King 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. **District Policy 4.3.1**

## **Lost and Found**

Any item that is found should be turned into the designated Lost and Found where it will be kept for a reasonable period of time. If your child has lost items, please come into the school and check lost and found. All items not claimed within a reasonable time will be given to a charitable organization. Personal items should be marked inside with the student's name. The school is not



responsible for lost or stolen articles.

### **Student Information**

Parents will be asked to complete a packet of informational pages regarding child upon enrollment and at the beginning of the school year. Personal information regarding students will not be given out over the phone.

### **Going Home with Other Children**

Parents/guardians must send a signed note to school giving your child permission to go home with another student. The note should include the date, student's name, name and address of the student they are going home with, and if that student is a bus/car/walker. We must also receive a note from the other student's parents stating that they agree to your student coming to their home. Notes from both parents/guardians are required. **You will receive a phone call from the office for verification.**

### **Dress Code for All Students**

Clothing must be appropriate for an elementary school setting. Any apparel which distracts from learning will be referred to the office and parents may be called. **District Policy 4.3.4.**

- Hats & hoodies are not to be worn inside the building.
- Students may not wear shoes with wheels.
- No flip flops may be worn during physical education.
- All shorts must be appropriate length.
- Girls are not allowed to wear spaghetti- strap shirts, unless they have an additional shirt over it.
- Shirts with inappropriate language or designs/images are not allowed.

### **Basic Procedures for All Students**

1. Keep hands, feet and objects to yourself.
2. Use only encouraging, polite language and polite gestures.
3. Follow the teachers' directions and school-wide procedures.

### **Hallway Procedures**

1. Classes will be accompanied in the hallway by a teacher at all times during the day, including before and after school.
2. Students walk in a single-file line.
3. Students do not open outside doors for people to enter the building.
4. Visitors will not be allowed in the building without checking in through the office.

### **Playground Procedures**

1. Parents and visitors are not allowed on the playground.
2. Playground boundaries are marked by fences. Students should be in view of a duty teacher at all times. Students should protect plants and trees on the campus.
3. Students stay inside the school property fence. Objects lost across the fence will be reported to a duty teacher. Only faculty and staff can cross fences to return lost objects when and if the situation allows.

4. Sports, such as touch football, basketball, soccer, and softball, can be played with permission from the duty teachers in the designated areas.
5. Students will use the slides appropriately by climbing up the ladder and going down the slide in a sitting position one at a time.
6. Students will use the swings appropriately. As a safety precaution, students do not push other students in the swing. No twisting or swinging sideways. Only one person can be on a swing at a time. Students are not allowed to jump out of a swing, but are required to stop slowly.
7. Top of the monkey bars is off limits for sitting, standing or crawling. Games are not allowed on the bars.
8. When the duty teacher allows softball, only plastic bats or foam-covered bats are allowed.
9. Rocks and sticks remain on the ground.
10. At the end of physical activity, students line up by class in the designated place to wait for their teacher to walk the class into the building.

### **Physical Education and Physical Activity**

All students in grades K-5 will be required to participate in physical education and daily physical activity unless excused by a doctor's statement.

### **School Meals**

Applications for Free/Reduced Meals are available through the district website. All parents are encouraged to complete the Free/Reduced meal form. Full Pay lunch - \$2.85

### **Cafeteria Procedures**

1. Students will sit at tables designated by the duty teacher.
2. Students will eat **first** and then talk quietly.
3. Students will return trays to the kitchen when the duty teacher directs them to do so.
4. Students will sit quietly after eating and wait for dismissal.
5. Students are not allowed to bring soda pop, chips and/or candy as meals or as an addition to their lunch. They will be required to get a tray.

### **Restroom Procedures**

1. Each classroom grades 1-5 will be assigned a specific restroom to use during the day.
2. Each classroom grades 1-5 will be assigned a specific time for restroom breaks.
3. Students will enter the bathroom in small groups assigned by the teacher.
4. Students will line up in the designated area after using the restroom.
5. Students will observe the basic procedures for all students in the restrooms.

### **Parent /Teacher Conferences**

Arkansas State Law requires a minimum of two Parent/Teacher Conferences per year. We provide afternoon and early evening times for your convenience. Teachers contact parents a few days before to select a conference time. Your requests are welcome for additional conference times. Please schedule them by calling the office to make arrangements with your child's teacher or principal. Please note, Open House or other school events are not appropriate times for discussing your child's progress with their teacher.

## **Technology**

We are fortunate to have calculators, computers and other technology available at King Elementary 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 use in the classroom. 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. **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.

## **Toys or Electronic Equipment (Phones, Tablets, Games, etc.)**

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

Cell phones and smartwatches are prohibited during class time. If a student is caught on their cell phone or smartwatch, it will be confiscated and held in the office until a parent comes and claims it.

Students may keep their cell phone and/or smartwatch in their backpack, give them to their teacher ,or the office for safe keeping.

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

## **Backpacks**

- Students will need to provide their own backpacks.
- Girls are allowed to bring a small purse less than 5x7 in size for personal needs only.

## **Water Bottles**

- Must contain water only.
- Must have a cap or lid to close (no straws)
- 16 oz or smaller

## **Homework**

Parents and students will use the reading log each night to document reading homework.

All students will have at least two online assignments each week.

Grades K - 2: No more than 20 minutes of combined homework per day.

Grades 3 - 4: No more than 40 minutes of combined homework per day.

Grade 5: No more than 60 minutes of combined homework per day.

Homework will be worth no more than 20% of a student's grade. **District Policy 5.11**

## **Remediation Plan**

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

## **Placement**

Placement into a classroom is at the discretion of the principal. Any concerns about placement should be expressed in writing (signed and dated) to the principal prior to the end of April in the current school year for consideration. **No specific requests for classroom placements will be accepted.**

## **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. **District Policy 3.41**

## **Parent-Teacher Association (P.T.A)**

Close cooperation between home and school is fostered by the P.T.A which are active in every Van Buren school. Parents are encouraged to join, support projects, and attend meetings.

## **Parent Involvement Plan, ACT 603 of 2003**

King School will provide these services to families:

- Family information packets which contain information about King School
- Student-Parent-School Compact
- Two parent/teacher conferences, one in the fall and one in the spring.
- Resource library for parents in the school parent center
- Acknowledgement of those parents who attend the parent/teacher conferences
- Activities that engage parents and promote responsible parenting.
- Parent Involvement evenings, focusing on various topics related to the well being of the students
- Welcoming environment for parents at school
- Volunteer resource book.
- Monthly school newsletter.

**If you have any questions, please contact: Emilee Branscum, King's Parent Involvement Facilitator**

## **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.

***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.***

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

**King Elementary  
2024-2025  
Student Handbook**

This is to certify that I have read and discussed the material in this handbook with my child. I understand and agree that my child will abide by the regulations set by the Van Buren School District and King Elementary.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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.

Student: \_\_\_\_\_ Teacher: \_\_\_\_\_

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 video 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.

Student Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_