



HOME OF THE EAGLES!

**Central Elementary School
Procedural Handbook
2020-2021**

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

**913 North 24th 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

2020-2021

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

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.

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.*

THE TWELVE PRINCIPLES OF LIFE

RESPECT	ADAPTABILITY
INITIATIVE	LOYALTY
RESPONSIBILITY	OPTIMISM
PERSEVERANCE	COURAGE
HONESTY	TRUSTWORTHINESS
CONTEMPLATION	COMPASSION

**The Central Parents selected the first column as the most important.*

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

**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.*

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

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.

** Please label reusable masks with students' names also.*

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, ~~the View~~, TV, websites, **YEARBOOK**, Facebook, etc. unless you give permission in writing on the Media Release Form.

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.

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

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

PARENT/TEACHER CONFERENCES

Arkansas State Law requires a minimum of two Parent/Teacher Conferences per year. In our calendar we will provide afternoon and early evening times for your convenience. The teacher will contact you a few days beforehand so you can select an appointment time. We also welcome your requests for conferences at additional times.

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

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.

- ~~Reading Recovery Teachers will instruct 1st grade students in one on one instruction and in small groups.~~
- 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 1st-5th 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.

***Report to the Public may be given virtually instead of in person due to COVID-19.**

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 24th 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.

***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 porch and will communicate your needs with CES staff.**

SCHOOL MEALS

Breakfast and lunch may be purchased on a daily basis or paid in advance. Breakfast is served from 7:15 -8:00 a.m. Students use a computerized debit system to pay for their meals at school. Send your check or money in a sealed envelope to the classroom teacher or use the online system:

www.mypaymentsplus.com . Write on the outside of the envelope the student's name, teacher's name, and the amount of money enclosed for meals. We prefer that meals be paid for in advance. Any remaining balance at the end of the year will be returned to you. Applications for Free/Reduced Meals are available through the school office or <https://vanburen.strataapps.com> . If you qualify we encourage your participation in this program and assure you that all financial information is confidential. **Breakfast will be Free and Lunch will be \$2.85 All students eating breakfast need to arrive by 7:40 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.

Students will have an extra 25 minute recess each day.

All students eating breakfast need to arrive before 7:45 in order to have sufficient time to eat.

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

TECHNOLOGY 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 22nd 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 20th 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 24th 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 24th (north driveway) and exit onto North 24th (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

***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 porch and will communicate your needs with CES staff.**

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.

Central Faculty & Staff 2020-21					
#	Staff Name	Position	#	Staff Name	Position
1	Allison, Dena	3-5 SPED CBI	38	Mendez, Kristie	1st Grade
2	Altman, Kim	SPED Aide	39	Milton, Lauren	SPED Resource
3	Anderson, Kristina	SPED Aide	40	Mize, Joyce	Cafeteria
4	Batchelor, Jake	FoodCorps	41	Moore, Jason	Principal

5	Benoit, Emily	Speech	42	Myers, Kristen	Gifted & Talented
6	Biswell, LaTausha	PreK Teacher	43	Norris, Shelby	Counselor
7	Branson, Lauren	3rd Grade	44	Nsabimana, LaDena	PreK Aide
8	Brown, Alexa	5th Grade	45	Nuckolls, Melissa	2nd Grade
9	Campbell, Diane	SPED Aide	46	Page, Lisa	Cafeteria
10	Castellanos, Maria	Cafeteria	47	Pekarek, Abby	PreK Teacher
11	Caudle, Logan	Aide	48	Pottorff, Carrie	Kindergarten
12	Cockrell, Kim	Custodian	49	Roberts, Laura	2nd Grade
13	Cottrell, Julia	PLTW	50	Robertson, Briana	Kindergarten
14	Cross, Emily	Media Specialist	51	Robinson, Sarah	SPED Office
15	David, Dayna	Computer Lab Aide	52	Rodriquez, Meredith	K-2 CBI
16	Decker, Kelsey	1st Grade	53	Rogers, Katrina	SPED Aide
17	Downey, Melissa	Aide	54	Rucker, Lyndsay	SPED Secretary
18	Elliott, Ginny	Kindergarten	55	Shackelford, Rhonda	SPED Aide
19	Faldon, Georgia	Gifted & Talented	56	Shores, Amanda	2nd Grade
20	Frazier, Allison	Speech	57	Sims, Heather	SPED Aide
21	Gandy, Ellen	Custodian	58	Smith, Tia	Asst. Principal
22	Glover, Amanda	Secretary	59	Tate, Gary	SPED Secretary
23	Graham, Christine	Music	60	Taylor, Leslie	1st Grade
24	Harvey, Nick	SRO	61	Teague, Annette	Kindergarten
25	Hatman, Jacque	5th Grade	62	Tipton, April	Office Aide
26	Henson, Kelly	SPED Office	63	Titworth, Audra	SPED Office
27	Hesson, Alecia	3rd Grade	64	Van Herpen, Meagan	Art
28	Ibarra, Brittany	K-5 SPED	65	Whitsett, Shirley	Cafeteria
29	Jones, Shelby	1st Grade	66	Wilcox, Leslie	Gifted & Talented
30	Kent, Shelly	SPED Aide	67	Williams, Corie	5th Grade
31	Klomfas, Scott	Custodian	68	Williams, Dean	Cafeteria
32	Le, Amanda	4th Grade	69	Williams, Teresa	P.E.
33	Mannis, Paula	Asst. SPED Supervisor	70	Word, Cheryl	Cafeteria

34	Mattox, Michelle	2nd Grade	71	Yates, Madison	3rd Grade
35	McClaren, Jill	SPED Resource	72	Young, Chrisy	SPED Supervisor
36	McCutchen, Tia	PreK Speech	73	Zeigler, Amber	4th Grade
37	McGuire, Teresa	Nurse			

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 _____

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