

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

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

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

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

### **Attendance**

The school day is from 8:00–3:00. Regular attendance is essential to success in school. If a child must be absent due to illness or a family emergency, the parent is to contact the school office. Excessive tardies and early releases hinder your child's academic progress. **There is no student check out after 2:45 pm.** Refer to District Policy 4.2.3

### **Safety**

Every precaution is taken to ensure the safety of your child during normal school hours. Periodic fire, tornado, and lockdown drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines. Please help us prevent the risk of serious injury by carefully adhering to all rules of traffic safety. Students should be dropped off in the pick up/drop off lanes in front of the building. For the safety of all children, please use the car drop off lanes to drop your child(ren) off. At pick up, no adults are to be on the porch, this is a safety issue. Acknowledge and obey the directions of the staff. Children are not permitted to cross the crosswalk unless accompanied by an adult.

We always welcome you to Tate. However, we also want to ensure that we always know who has access to your children. Always enter the building through the front doors. You should first sign-in using the office computer and wear a visitor's name tag. Next, stop by the secretary's desk to state the reason for your visit. You may have to provide your license to our office staff. You will then be announced to the class you want to visit, or the person you want to see will be called to the office. Students must be checked out of school by a parent or guardian through the office if leaving before 3:00. Students will not be called out of class until a parent is at the office to check them out. If your child will be leaving the school with another student at the end of the school day, you must send a signed note to school giving permission. This includes students who will be riding a different bus home with a friend or relative.

### **Curriculum**

The instructional program of Tate Elementary School is in alignment with the curriculum and instructional methods of the Van Buren School District and the Arkansas Department of Education (ADE). This includes a program of comprehensive literacy, standards based mathematics, inquiry based science, social studies, physical activity, and the arts. Specific

student learning expectations for each grade level are available on the ADE website under Arkansas Frameworks at [http://arkedu.state.ar.us/curriculum/curriculum\\_framework.html](http://arkedu.state.ar.us/curriculum/curriculum_framework.html).

## **RESPECT and DISCIPLINE**

Each staff member at Tate Elementary accepts responsibility for the maintenance of discipline and for the promotion of wholesome human relations. A student's behavior should conform to acceptable standards of conduct that reflects self-respect and consideration for the rights, feelings, and property of others.

Refer to District Policy 4.3

## **BUS TRAFFIC**

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

## **CAR TRAFFIC**

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

## **Inclement Weather**

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. It is the parent's responsibility to monitor news reports via television and radio stations for announcements regarding changes in the school schedule. On a school day with wet or extreme temperature (below freezing or over 100 degrees) students will remain indoors during recess and before school starts.

## **PARENT INVOLVEMENT AND COMMUNICATION**

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

The Tate PTA is a vital part of our school program. We encourage your membership and participation in the PTA. Meetings are usually held monthly with several projects throughout the year. Parents are encouraged to volunteer in many ways at school. You will have an opportunity

to indicate your interests in volunteer programs at the beginning of the school year. Please feel free to suggest other ways in which you can become involved. We hope you will be an active part of your child's school career.

A parent facilitator from the faculty heads a Parent Advisory Committee which serves multiple functions such as setting the calendar for parent involvement events and reviewing data for our school improvement process.

Parents are welcome to visit school to have lunch with their child, observe a special event, or provide volunteer services so long as our check in procedures have been followed and their presence does not interrupt the learning process.

If eating lunch with your child, please keep in mind that your child needs to be escorted back to his/her classroom by a teacher. Parents are encouraged to eat lunch; however, the lunch schedule and instructional time needs to be honored and not interrupted. Parents are not allowed to go onto the playground or back to the classroom with their child. You may only eat with your student, their friends will not be allowed at the parent table.

## **LIBRARY**

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

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

## **Health Information**

Students are expected to have on file a record of immunizations according to the state laws of Arkansas. The school's staff will care for any child who becomes ill or injured at school. If the child's condition is thought to be serious, the parents will be contacted and the child sent home. For a condition which may be contagious, students will be sent home until the child is no longer a danger to other students. Students should be free of fever for 24 hours before returning to school. In case of an emergency, the child will be taken to the hospital and the parents notified. Refer to District Policy 4.1.2

Tate students are not allowed to bring medicine to school. Students may be administered medications by office personnel while at school under the following policy:

- No over the counter drugs will be given at school.
- A parent must bring in prescription medication. Transportation of medicines on school buses is strictly prohibited.
- A parent must sign the consent form before any medications will be given.
- Medications must be in the original container with the child's name on the prescription.
- With the exception of ADD/ADHD medications, no medication which is prescribed for three times a day or less will be administered at school.

## **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.

## **EXÁMENES DE SALUD (Requeridos por el Estado)**

### **Visión: (ACA 6-18-1501)**

La ley 1438 de 2005 requiere que los estudiantes en los grados Pre-K, KF, 1, 2, 4, 6, 8 y los estudiantes transferidos tengan un examen de los ojos y la vista. Solo se enviaran a casa notificaciones en caso de detectar alguna falla en la visión del alumno. El alumno que no apruebe la evaluación deberá tener un examen realizado por un optometrista u oftalmólogo dentro de los 60 días posteriores a la recepción del informe de evaluación y mostrar prueba del examen. Los padres que necesiten ayuda financiera deben comunicarse con la enfermera de la escuela.

Audición: Las evaluaciones auditivas son obligatorias para los estudiantes en los grados Pre-K, K, 1, 2, 4, 6, 8 y para los estudiantes de transferencia. Solo se enviarán a casa avisos o notificaciones en caso de detectar alguna falla en el sistema auditivo del alumno. Los padres tienen 60 días para demostrar que un médico o un audiólogo examinó a su hijo.

- El seguro médico enviará la factura a Medicaid / Arkansas Kids 1st (Esto solo aplica para los alumnos que tengan cobertura de estos seguros); así mismo se facturará, cuando corresponda, por los exámenes auditivos y de la vista realizados en la escuela al menos que los padres lo notifiquen por escrito y se nieguen dentro de los 60 días posteriores después de recibir el manual de la escuela.

IMC (Índice de masa corporal):(Código de ARCA 20-7-133 y 3,04)

La ley 1220 requiere que los estudiantes en los grados KF, 2, 4, 6, 8, y 10 tengan su altura y peso evaluados. Un padre que se niega a que se evalúe a su (a) debe presentar un escrito o solicitud a la escuela. Los resultados de la evaluación se enviarán a casa solo a petición del padre / tutor legal.

La Escoliosis: Ley 95 de 1989 y Ley 41 de 1987

Estas leyes requieren que las alumnas de sexto grado y todos los estudiantes de octavo grado se examinen de escoliosis. A los padres de un niño (a) que no apruebe esta evaluación médica se les enviará una carta informativa indicando la necesidad de ver a un médico autorizado. Un padre que se niega a que su hijo sea examinado, debe presentar una solicitud de rechazo por escrito a la escuela.

Divulgación de información: Por la presente autorizo los servicios médicos de emergencia para mi hijo (a). Doy permiso al personal del distrito escolar de Van Buren (VBSD) para proporcionar a mi hijo (a) tratamiento de primeros auxilios con ungüentos de venta libre y aerosoles para aliviar el dolor, pastillas para la tos, tiritas y vendas. Por la presente autorizo a los Servicios de Salud del Distrito Escolar de Van Buren a compartir o discutir los problemas de salud de mi

hijo (a) con cualquier persona que se considere pertinente.

## **PHONE USAGE**

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

## **LOST AND FOUND**

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

## **COUNSELING**

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

## **DELIVERIES AND MESSAGES**

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

## **GIFTS**

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

## **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.

### **Días No Nutricionales**

El Departamento de Educación de Arkansas ha aprobado reglas que rigen la nutrición y estándares en las Escuelas Públicas del Estado de Arkansas. Estas reglas tienen un efecto sobre los alimentos que los padres pueden enviar a la escuela.

Tenga en cuenta las siguientes reglas, firme y devuelva la parte inferior que indica que ha leído y comprendido.

- Los estudiantes de primaria no tendrán acceso a alimentos y bebidas vendidos (vendidos o regalados) en ningún momento ni en ningún lugar de las instalaciones de la escuela durante el día escolar declarado.
- Esto no se aplica a los estudiantes con necesidades especiales indicadas en el IEP (Plan Individual de Educación) del estudiante ni a las enfermeras escolares que brindan atención médica a estudiantes de manera individual.
- Los estudiantes pueden recibir cualquier alimento y / o bebidas hasta en nueve (9) eventos escolares diferentes cada año escolar que serán determinados y aprobados por los funcionarios escolares.
- Los alimentos nutricionales se pueden utilizar con fines educativos. La escuela, como parte del programa educativo planificado, también puede distribuir refrigerios nutritivos (refrigerios de jardín de infantes, por ejemplo).
- Esto no restringe lo que los padres pueden proporcionar para el almuerzo o merienda de su propio hijo (a).
- Para cumplir con las regulaciones estatales (ley), debemos pedir a los padres que no proporcionen alimentos / bebidas a otros niños en la escuela para eventos como fiestas de cumpleaños. Los padres pueden proporcionar alimentos / bebidas a petición para apoyar uno de los nueve (9) eventos permitidos por el distrito, por ejemplo el Día de San Valentín.

### **MARKETING**

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

### **MONEY/VALUABLE ITEMS**

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

### **TOYS AND ELECTRONIC EQUIPMENT**

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

## **Technology**

We are fortunate to have calculators, computers, and other technology available at Tate for student use in the pursuit of learning. Technology is also used by staff for communication, administrative, and assessment purposes. **Each student will be assigned a technology device to take home nightly.** In accordance with school district policy, students will be asked to sign a contract regarding appropriate use of technology while at school **and at home**. Refer to District Policy 2.29. Families are encouraged to communicate with staff via e-mail and to visit the school's website for current school information at [www.vbsd.us](http://www.vbsd.us).

## **Student Performance and Evaluation**

Reports of student progress will be sent home at the end of each quarter (about 9 weeks) and at mid-term of each quarter. Our evolving communication of student progress reflects our goal of every student succeeding on standard learning expectations. The grading system may include portfolio assessment, reading levels (rather than grades), scoring guides (4=advanced, 3=proficient, 2= basic, 1= below basic) and/or a letter grade scale (ES= Exceeding Standard, MS=Meeting Standard, BS=Below Standard, RS= Requires Support).

## **Remediation Plan**

In order to provide a learning environment that enables all students to learn at high levels, Tate Elementary will provide an intense remediation program to any student failing to achieve the proficient level on the state mandated criterion-referenced tests or scores below the fiftieth percentile on the state mandated norm-referenced test. The program will be specific to the student's identified deficiencies, different from the previous year's regular classroom instructional program, and take into account the student's learning style. After evaluation by school personnel knowledgeable of the student's performance, a student plan will be developed, identifying the student's specific areas of deficiency in literacy and/or mathematics, the desired level of performance in these areas, and the instructional and support services provided to meet the desired levels of performance. The plan shall be flexible, contain multiple remediation methods and strategies, include formative assessments and shall be revised periodically based on the results from the formative assessments. Students shall receive remediation from a highly qualified teacher and/or highly qualified paraprofessional under the guidance of a highly qualified teacher. According to state regulations, failure to participate in required remediation may result in retention if proficiency is not attained. In addition, Tate utilizes an intervention team of highly qualified personnel to create and provide additional instructional and or behavioral support.

## **Support Staff**

We are fortunate to have several support staff members at Tate. We have a full-time nurse. Students who qualify may receive the services of the resource, reading recovery, or speech teachers. All students participate in physical education, music, guidance, art, computer lab and library/media center activities on a regular schedule. These certified teachers will share with you specific information regarding their programming. In addition to class time, whenever a student needs to see the counselor, they may ask for an appointment. Teachers and parents may also make referrals to the counselor.

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

Robert Childers, Principal

Michele Shipman, Assistant 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 Tate Elementary.

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: \_\_\_\_\_

Después de leer el manual del estudiante \_\_\_\_\_ con su hijo (a),  
está página debe ser firmada, fechada y devuelta a la escuela.

Nombre del director de la escuela:

He leído y discutido el material de este manual con mi hijo (a). Entiendo y acepto  
que mi hijo (a)  
va a cumplir con las normas y regulaciones establecidas por el Distrito Escolar de  
Van Buren y

Fecha: \_\_\_\_\_

Firma del Padre de Familia o Tutor: \_\_\_\_\_

Firma del estudiante: \_\_\_\_\_ Grado: \_\_\_\_\_

Maestro (a) de salón de clase: \_\_\_\_\_

#### Cláusula de divulgación de información

*Por medio de la presente autorizo servicios médicos de emergencia para este  
estudiante. Doy permiso al personal del distrito escolar de Van Buren (VBSD) para  
proporcionarle a mi hijo (a) tratamiento de primeros auxilios con ungüentos de  
venta libre y aerosoles para aliviar el dolor, pastillas para la tos, tiritas y vendas.  
Por la presente autorizo a los Servicios de Salud del  
Distrito Escolar de Van Buren a compartir o discutir los problemas de salud de mi  
hijo (a) con cualquier persona que se considere pertinente.*

Firma del padre de familia o tutor: \_\_\_\_\_ Fecha:

\_\_\_\_\_

### **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.

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