

**There is nothing in this procedure book that supersedes the Van Buren School District's board policy.**

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

**Joyce Sanders  
Principal**

**I have read and discussed the material in this procedure handbook with my child. I understand and agree my child will abide with the rules and regulations set by the Van Buren School District and Rena Elementary School.**

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

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

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

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

\*\*\*\*\*

How will your child get home from school every day?

Car \_\_\_\_\_

Bus # \_\_\_\_\_

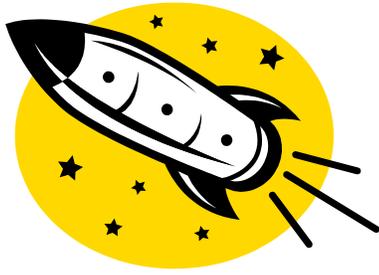
Daycare \_\_\_\_\_



**\*If this changes at anytime, please send a note to your child's teacher or call the school.**

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





**Rena  
Elementary  
School**

*Home of the Rockets*

**Procedure Handbook**  
2017-2018

*Joyce Sanders*  
**Principal**

*Alice Humphrey*  
**Assistant Principal**

*Sarah Snell*  
**Secretary**

*Jeanne Gray*  
**Counselor**

Website: <http://www.vbsd.us/rena>

**720 Rena Road  
Van Buren, AR 72956**

**(Phone) 479-471-3190**

**(Fax) 479-471-3193**

**Cafeteria (Phone) 479-471-3192**

## **Rena Elementary Faculty and Staff 2017-2018**

Superintendent	Dr. Harold Jeffcoat
Principal	Joyce Sanders
Assistant Principal	Alice Humphrey
Secretary	Sarah Snell
Counselor	Jeanne Gray
Kindergarten	Landi Brown Valerie Burns Amanda Goodman Shannon McKeown
First Grade	Tara Ree Amy Martin Vicki White
Second Grade	Megan Bradley Hillary Elliott Edie Schrouf Chappell
Third Grade	Deanah Dahlem Angela Guess Ronnelle Haynes
Fourth Grade	Katie Brown Dawn Nichols Angela Shackelford
Fifth Grade	Jeff Dean Josie Hudson Erin Perryman
Librarian	Marlene Summerhill
Music	Andy Lockhart
P.E.	Angie Blake
Art	Leigh Moomey/Haley Martin
Resource	Kelly Henson
Speech	Kendra Fanning
Reading Recovery	Jill Haley
Nurse	Tara Dorrough
Instructional/Duty Paraprofessionals	Carrie Berry Rosemary Gregory Dixie Phillips Heather Riley
Food Service Manager	Beverly Yepez
Food Service	Nancy Barnes Maria Castellanos Tracy Newcomb Sonia Quinteros
Custodians	William Allison Tasha Lee David Sexton

## PRINCIPAL'S MESSAGE

Dear Parents/Guardians,

The teachers, staff and administration of Rena Elementary School welcome you to our school. The word *our* truly means our children, our parents, our teachers, and our entire staff. Together, we enable our school to climb to its greatest heights. As educators, we know the greatest adventure for every child is discovering their own individual path to knowledge, understanding and awareness. Therefore, we strive to create a climate of caring and compassion that affirms, as educators, we can and do make a difference in children's lives. The faculty and staff join together in saying we are excited to have you as part of the Rena family. The pages of this procedure book are filled with important information regarding school procedures. Should you have any questions, concerns, or ideas, please feel free to call me. If I can't take your call, I will get back with you as soon as possible.

Sincerely,

Joyce G. Sanders

### RENA CORE BELIEFS

When it comes to the education of the children of Rena Elementary, we believe:

- The highest quality faculty and staff, along with parents and the community, must work collaboratively to provide all resources necessary to maximize learning.
- The most effective learning occurs when based on an appropriate opportunity, as well as an engaging and enriched curriculum.

All students deserve an environment that is safe and supportive of all learning.

### SCHOOL DAY

The school bell rings at 7:50 a.m., and classes begin at 8:00. Tardy students check in at the office before attending class. Parents are asked to have their students at school by 7:50 a.m. The school day ends at 3:00 p.m. Parents are asked not to pick students up before this time, as it interferes with class time. In an effort to help maintain an orderly, safe environment, students may not be checked out after 2:45.

### CLOSED CAMPUS

Students are not allowed to leave campus once they have arrived at any time during the school day except when a parent arrives to sign them out or when written parental permission is given. Students are not to be dropped off before 7:15 a.m. as there is no adult supervision before this time.

### COUNSELING

All elementary students have the services of the school counselor. A teacher may refer a student; a parent may request the counselor's assistance for his/her child; but the student himself/herself usually contacts the counselor. Growing up is exciting, but not always easy. Elementary students will be doing a great deal of exploring and learning so that they can better understand themselves and how they fit into the world in which they live. The counselor has special training and will be glad to help students find information, talk over feelings or problems, or just listen when they need to talk to someone. It is important for students to like themselves, school and life in general. Whenever a student needs to see the counselor, they must ask permission from the teacher to leave the class. They may also have appointed times to see the counselor. The counselor will send for the student at the appropriate time. Students may also see the counselor before school, after school or during their lunchtime.

### ACADEMIC PROGRESS

The K-5 schools in the Van Buren School District use a standards-based reporting system to report student progress toward the Arkansas State Standards. Elementary schools do not use traditional letter grades to report progress. At mid-quarter, reports will be sent home informing parents about student progress toward the standards and at the end of each quarter, report cards will be sent home providing detailed information about student progress toward standards. There will be two formal parent/teacher conference times each year for parents and teachers to discuss student progress. In addition to the two formal conference times, parents may call the school anytime throughout the year to set up a conference to talk with the teacher about their child's progress.

### CAFETERIA

All students are expected to stay seated and talk quietly and politely. Students are also expected to use appropriate table manners, clean up their area, and raise their hands for questions and assistance. Positive reinforcement will be made for appropriate behavior. We encourage parents to have lunch with their child whenever they can. Parents will please sign in as a visitor and wear a visitor sticker. Students are allowed to eat with parents at the visitor table. Students will not be allowed to have a student lunch guest. We consider this a special time between the adult guest and the student.

## **HEALTH SERVICES**

### **FIRST AID**

The teacher, secretary, principal, or school nurse shall care for any child who becomes ill or injured at school. If an injury is of a minor nature, first aid will be administered. The parents shall be notified in the event of a serious illness or injury. In case immediate attention of a physician is necessary, an ambulance will be called. If any child develops a disease that is apparently going unchecked or may be contagious, the school may send the child home until it has been resolved or a doctor states his belief that it is of no danger to the other students.

## **ACCIDENT OR ILLNESS AT SCHOOL**

Our sickroom facilities are very limited. If a student becomes ill, parents will be expected to pick up the student or furnish another person to pick up the student. The person who is to pick up the child must be identified on the Emergency Call Card. **IMPORTANT:** It is very important for you to list on the Emergency Call Card at least **two** people who can be reached in an emergency with your child.

## **SCHOOL PARTIES**

There are three designated parties a year. Information will be sent home by the classroom teacher giving specific details of each party. All party refreshments must be store bought (no homemade treats). Please remember the State Regulations for Nutrition and Fitness do not allow cupcakes, cookies, etc. for birthday parties. (You will receive the state guidelines in a separate handout.)

## **TOYS**

Students are requested to leave toys at home with the exception of soccer balls, kick balls, and basketballs. Students may bring soccer balls, basketballs, or kick balls to school (No Footballs). The school is not responsible for any toys brought to school.

## **LIBRARY**

The library has as its goal "service" to the 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.

The library will be open before school at 7:45 a.m. and after school until 3:15 p.m. and at various times through out the day.

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

**THIS IS OF EXTREME IMPORTANCE:** In case of serious illness or injury, we need at least two (2) phone numbers of parents or relatives. With our current laws, it would do little good for us to take a child to the hospital if we could not get a parent or guardian's approval for medication or treatment. **Take care to see that all emergency phone numbers and addresses are current.**

## **DRILLS AND PROCEDURES**

**FIRE DRILLS:** The fire signal will be one continuous alarm that can be heard throughout the facility. Students should remain quiet and listen for the directions of the teachers. Students will walk to their assigned places. Everyone will exit the classroom and building following the designated routes that are posted in each room. The all-clear signal for returning to the facility will be a verbal command.

**TORNADO DRILLS:** The signal for a tornado drill will be a vocal command. Students will walk quickly and quietly to their designated area. Students should be quiet and listen for directions.

## **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.

## **PARENT INITIATED CONFERENCES**

Parents may make appointments for conferences with school personnel by telephoning the office at least one day in advance of the requested conference. Parents are always welcome to call school to leave a message for their child's teacher to call them.

## **SAFETY PROCEDURES for the END OF THE SCHOOL DAY**

At Rena Elementary, the safety of our students is the primary goal as they leave at the end of the school day. Parents are asked to follow these safety procedures every day:

- 1) **BUS RIDERS:** Students riding a bus will be released from class at 3:00 p.m. They will then go to a designated area and wait quietly to board their bus.
- 2) **CAR RIDERS:** Students traveling by vehicle will be released from class at 3:00 p.m. They will go to the designated area and sit quietly and wait to be called to go to their vehicle. All traffic must enter the school parking lot from Darla Lane, then onto Mitzi Lane where you will form two lanes to exit onto Rena Road. Adult drivers must stay in their vehicle in the car line to pick-up students. There will be no standing outside of the vehicle to wait for students.
- 3) **WALKERS:** Students walking home from school will be released from class at 3:00 p.m.
- 4) **END OF SCHOOL DAY CHECKOUT:** Students may not be checked out after 2:45.

These procedures may require a few extra minutes of your time, but this time investment will help to ensure the safety of all our students. Thank you for your cooperation.

**PARENTAL INVOLVEMENT**

Parental involvement is deemed as an essential ingredient in the success of the students at Rena. We encourage parents to participate in the academic and extra-curricular activities. We have an active PTA organization and have established a parental involvement facilitator and work center at our school and welcome all community members to become involved.

**Rena PTA**

Rena PTA sponsors many activities throughout the school year. They also collect “Box Tops” for Education, sponsor and monitor Skate Night, and many other activities. Please join PTA and get involved.

**Rena PTA Officers & Chairpersons  
2017-2018**

**President:**

Megan O’Neal

**Vice President:**

April Aguirre

**Secretary:**

Brittany Valdez

**Treasurer:**

Emily Brown

**Hospitality/Decorations**

Sara Abernathy

**Box Tops:**

Jamie Gibson

**Skate Night**

**Birthday Board**

Natasha Woodard

**Parent/Teacher Liaison**

**Volunteer Coordinator**

**Memberships**

Ashley Bodson

## **Rena Elementary Remediation Plan 2017-2018**

In order to provide a learning environment that enables all students to learn at high levels, Rena Elementary will provide an intense remediation program to any student failing to achieve the proficient level on the state mandated criterion-referenced tests or 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 Academic Improvement Plan (AIP) 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 AIP shall be developed jointly with the student's parent or guardian, describe the parent's role and responsibilities, and describe the consequences for the student's failure to participate in the remediation plan. The AIP shall be flexible, contain multiple remediation methods and strategies, include formative assessments, shall be revised periodically based on the results from the formative assessments, and shall be signed by the appropriate school personnel and the parent and/or guardian. Students shall receive remediation from a highly qualified teacher and/or highly qualified paraprofessional under the guidance of a highly qualified teacher.

All AIP students will have been assessed by the Norm Referenced or Criterion-Referenced Tests. Students in 1<sup>st</sup>-5<sup>th</sup> grade will then be assessed at the beginning of the year with a Benchmark reading assessment to determine their reading level, as well as a math assessment.

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

### **Literacy**

- Guided Reading
  - The teacher will work one on one and in small groups with leveled books.
- Classroom teachers and tutors will use leveled reading materials with students.
- Tutoring
  - A highly qualified paraprofessional or teacher will provide additional instruction to AIP students in small groups or individually.
- Reading Recovery
  - Students at risk will participate in the Reading Recovery program.
- Literacy Groups
  - K-3 students who are below level in reading will participate in small literacy groups to enhance their reading skills.
- 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.
- English language software will also be provided for students not fluent with oral language.

### **Math**

- The teacher and highly qualified paraprofessional will work with AIP students on math in one-on-one and small group settings.
- Teachers will provide differentiated instructional strategies in their classrooms to meet the needs of all students.

In compliance with Act 35, beginning with the 2005-2006 school year, students in grades one (1) through five (5) requiring an AIP who do not participate in remediation shall be retained. Retention for failure to participate in remediation required by an AIP shall be expanded by at least one grade level for each subsequent academic year after implementation. However, any student that requires an AIP and scores at the

proficient level on the state criterion-referenced assessment shall not be retained 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. Beginning with the 2005-2006 school year, the parent or guardian of 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.

## **Parents Can Make the Difference**

Parents can help their children reach their full potential in school. The home environment and the quality and quantity of time spent with your child (ren) can make the difference. Here are some ideas:

- Provide a suitable space for study and work.
- Praise your child for the work shown to you.
- Help your child organize his or her work.
- Help your child to be responsible for coming to school prepares.
- Set reasonable standards of behavior, and help your child meet them.
- Communicate your problems or concerns to the teacher or principal.
- Participate in school-sponsored activities with your child.
- Make sure your child gets healthy meals, enough sleep, and good exercise.
- Avoid comparing your child to brothers, sisters, and friends.
- Limit and monitor the television programs watched by your child(ren).
- Encourage reading! Help your child find worthwhile reading materials.
- If your child is home ill, his or her homework should be to get well. Teachers will take care of makeup work, if necessary, upon your child's return to school. If your child insists on doing something academic, try reading a book. He or she could read a part, and you could add to the interest by reading a part too.

### **“Every Child...Whatever It Takes!”**

At Rena Elementary, we recognize the child's primary caregiver is the most important influence in his/her life and learning. The staff members at Rena Elementary welcome all parents, grandparents, guardians and other caregivers into our building and are pleased to have them join our learning community. In an effort to support each student's learning and well being, we provide several opportunities for teachers and parents to communicate on a regular basis. Our efforts include newsletters, agendas, email, telephone calls, notes home and scheduled parent/teacher conferences. Updates and information are also available on the school website. Our parent center holds many resources and information geared toward encouraging and supporting responsible care giving. We will have special events throughout the year and strongly encourage parents and other caregivers to join us. Our goal is quality interaction between teachers and care givers to accomplish our vision, “Every Child...Whatever it Takes!”

Many thanks for your cooperation, interest, and involvement. We look forward to seeing you often throughout the coming year. We wish you and your family a most successful year. Together, we can make it all happen!

Mrs. Sanders and the Rena Staff