



**Rena  
Elementary  
School**

*Home of the Rockets*

**Procedure Handbook**

2021-2022



***Tia Smith***  
**Principal**

***Alexa Brown***  
**Assistant Principal**

***Sarah Davis***  
**Secretary**

***Eryn Wallis***  
**Counselor**

Website: <https://www.vbsd.us/schools/rena-elementary-school>

**720 Rena Road  
Van Buren, AR 72956  
(Phone) 479-471-3190**

**Every Student Matters. Every second counts.**

After reading the Rena Elementary School student handbook with your child, this page must be signed, dated and returned to school

Thank you!  
Tia Smith, 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 Rena Elementary School.

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: \_\_\_\_\_

### Rena Elementary Faculty and Staff 2021-2022

Kindergarten

Landi Brown  
Valerie Burns  
Amy Martin  
Shannon McKeown

First Grade

Tara Ree

	Misti Gardner Jill Haley
Second Grade	Megan Bradley Hillary Elliott Edie Schrouf Chappell
Third Grade	Deanah Dahlem Angela Guess Amra Nicholson
Fourth Grade	Crista Kham Dawn Nichols Angela Shackelford
Fifth Grade	Shayna Collie Josie Hudson Taylor Webb
Librarian	Marlene Summerhill
Music	Andy Lockhart
P.E.	Angie Blake
Art	Tina Jenkins//Meagan Van Herpen
Resource	Kami Morey
Speech	Kendra Fanning
Nurse	Amber Anderson
Instructional/Duty Paraprofessionals	Carrie Berry Rosemary Gregory Dixie Phillips Heather Riley
Food Service Manager Food Service	Beverly Yopez Betty Chenault Adriana Hernandez Cassie Reddin Sauriya Webb
Custodians	William Allison Tasha Lee David Sexton
Superintendent Principal Assistant Principal Counselor Secretary	Dr. Harold Jeffcoat Tia Smith Alexa Brown Eryn Wallis Sarah Snell

## 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 that, 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,  
Tia Smith

**\*For Covid-19 safety reasons, our Procedure Handbook has been updated to reflect some changes in procedure. As soon as possible, we will return to our normal procedures. Until then, please know we are doing everything we can to help your child be safe, healthy and happy at school.**

### **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.

### **CURRICULUM**

The instructional program of Rena 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).

**We will also utilize Seesaw, Google Classroom and teacher Zoom lessons for blended learning purposes.**

### **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.

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

### **TECHNOLOGY**

We are fortunate to have computers and other technology available at Rena 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. The students will be responsible for charging the device each night and bringing it back to school daily.** 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).

### **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.

### **CHARACTER EDUCATION**

Rena 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, *Rise & Shine*, and a "Word of the Month" representative of universally accepted guiding principles.

**\*Due to Covid-19, in person Rise & Shine will be suspended until further notice.**

### **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. Refer to District Policy 4.2.3

### **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 7:15.

### **STUDENT BEHAVIOR**

Students are to act respectfully toward each other, toward our staff and toward the property of others. Students are expected to behave in a manner which will allow everyone to be successful at school and which will help students grow into citizens of honorable character. These behaviors include:

- Coming to school ready to learn
  - Fully participate in class activities with a positive attitude

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

The Discipline Plan in the classroom is designed to help students honor these expectations and to encourage them to make positive choices. If a student chooses to disrupt the learning environment there will be logical and consistent consequences. In most cases, the first time will be a verbal warning. If inappropriate behavior continues, the teacher will employ an established prompting and consequence system to remind students to make better choices. The teacher will communicate with you the specifics of the classroom plan. In extreme cases, students will be referred to the assistant principal/principal for further disciplinary action.

We will make every attempt to keep you informed of your child's behavior. Thank you for working with us to provide a nurturing, safe and orderly environment for learning.

### **BULLYING**

Bullying will not be tolerated in accordance with the Van Buren School District Policy 4.3.6

### **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. Parents are not allowed to go onto the playground or back to the classroom with their child.

**\*For Covid-19 safety reasons, visitors in school will not be allowed. This includes eating lunch with students in the cafeteria.**

### **SCHOOL MEALS**

Breakfast is free of charge district wide. Lunch may be purchased on a daily basis or paid in advance. 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. Write on the outside of the envelope the student's name, teacher's name, and the amount of money enclosed for meals. Due to the large number of charges not being paid, the Van Buren School District will only permit a limited number of charges per student. 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. If you qualify we encourage your participation in this program and assure you that all financial information is confidential.

### **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

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

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

**\*For Covid-19 symptoms, we will have specific steps and procedures we will follow provided by the Arkansas Department of Health and the CDC.**

**IMPORTANT:** It is very important for you to list on the Emergency Call Card at least **two** people who can be reached in case of an emergency with your child.

### **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.

### **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.)

**\*For Covid-19 safety reasons, visitors in school will not be allowed.**

### **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.

### **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. 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 throughout 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.

*\*For Covid-19 safety reasons, drills may be suspended or conducted in a different way.*

### **VIDEO SURVEILLANCE**

Video/recording devices may be in use in school buildings, on school grounds and in school vehicles as determined by the VBSD Policy 4.48.-Video Surveillance and Other Student Monitoring

### **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 clearly marked inside with the student's name. The school is not responsible for lost or stolen articles.

*\*For Covid-19 safety reasons, parents will not be allowed in the building. Please encourage your child to check Lost and Found. If your child is unable to locate their item, please contact his/her teacher.*

### **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.

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

### **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.

### **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.

### **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 extracurricular 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.

**\*For Covid-19 safety reasons, visitors in school will not be allowed.**

### **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 the PTA and get involved.

### **Rena PTA Officers & Chairpersons 2021-2022**

#### **President:**

#### **Vice President:**

Sara Abernathy

#### **Secretary:**

Amber Deffenbaugh

#### **Treasurer:**

Chelsea Rust

#### **Hospitality/Decorations**

#### **Fundraising**

You may reach Rena PTA at [renapta@vbsd.us](mailto:renapta@vbsd.us)

### **Rena Elementary Remediation Plan 2021-2022**

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 assessments: ACT Aspire or iSip.

Students shall receive remediation from a highly qualified teacher and/or highly qualified paraprofessional under the guidance of a highly qualified teacher.

All students will have been assessed by ACT Aspire or iSip in K-5<sup>th</sup> grade. They will also be assessed at the beginning of the year with a classroom reading assessment to determine their reading level, as well as a classroom math assessment. We will then implement the following remediation strategies both in and outside of the regular classroom setting:

#### **Literacy**

- Specific, focused instruction will be provided in phonics and phonemic awareness through Foundations and 95% Group
- All K-2 students will be screened for markers of dyslexia. If a preliminary screener warrants, the students will be referred for additional assessments. If students do have markers for dyslexia, they will receive dyslexia tutoring from a highly qualified paraprofessional using the research based Connections or Barton Program.
- 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 struggling students in small groups or individually.
- 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**

- A highly qualified paraprofessional or teacher will provide additional instruction to struggling students individually or in a small group.
- 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 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.

## **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 prepared.
- 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 caregivers to accomplish our vision, “Every Child...Whatever it Takes!”

Many thanks for your cooperation, interest, and involvement. We know this is going to be a “different” school year. We are working hard to make it a safe, healthy and happy one for your child(ren). We wish you and your family a most successful, healthy year. Together, we can make it all happen!

Tia Smith and the Rena Staff