

TABLE OF CONTENTS
K – 1 HANDBOOK

| | |
|--|----|
| ASSEMBLIES | 6 |
| ATTENDANCE REGULATIONS | 6 |
| ATTENDANCE POLICY | 7 |
| BELL SCHEDULE | 7 |
| ENTRANCE REQUIREMENTS..... | 7 |
| HOME SCHOOLING | 10 |
| HOMELESS STUDENTS..... | 12 |
| SCHOOL CHOICE..... | 13 |
| TARDY/EARLY CHECKOUT POLICY | 13 |
| EARLY ARRIVAL - LATE PICKUP | 14 |
| BIRTHDAY ANNOUNCEMENTS | 14 |
| BUS POLICY | 14 |
| BUS ROUTE AND OPERATING POLICY | 15 |
| CHANGE OF ADDRESS/TELEPHONE NUMBER..... | 15 |
| COMMUNICATING A FALSE ALARM..... | 15 |
| COMMUNICATING A DEATH THREAT | 15 |
| DELIVERY OF FLOWERS | 16 |
| DRESS CODE | 16 |
| DISCIPLINE POLICY | 16 |
| ANTI-BULLYING | 17 |
| SUSPENSION | 19 |
| DISCIPLINE OF STUDENTS WITH DISABILITIES | 19 |
| ELECTRONIC COMMUNICATION DEVICES..... | 20 |
| EXTRACURRICULAR ACTIVITIES..... | 20 |
| FIREARMS..... | 20 |
| LAKESIDE SCHOOL DISTRICT SMART CORE POLICY | 20 |
| GRADING SYSTEM | 24 |
| PROMOTION / RETENTION | 24 |
| BIRTH CERTIFICATES..... | 25 |
| HEALTH..... | 25 |
| MEDICATION ADMINISTRATION | 26 |
| ILLNESS | 28 |
| SCHOOL ACCIDENTS..... | 28 |
| HEAD LICE | 29 |
| SCREENINGS..... | 29 |
| STUDENTS WITH SPECIAL HEALTH CARE NEEDS..... | 29 |
| HOMEWORK | 29 |
| INTERROGATIONS | 29 |
| ALERT NOW..... | 30 |
| INCLEMENT WEATHER | 30 |
| LEAVING THE SCHOOL GROUNDS..... | 30 |
| NON-CUSTODIAL PARENT'S VISITATION/CHECKOUT | 30 |
| VISITORS..... | 30 |
| LIBRARY MEDIA CENTER | 31 |
| LOST AND FOUND | 31 |

| | |
|---|----|
| PARENTAL INVOLVEMENT | 31 |
| PARENT-TEACHER CONFERENCES..... | 32 |
| PARTIES | 32 |
| PERMANENT WITHDRAWAL | 32 |
| PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE..... | 32 |
| SCHOOL INSURANCE | 32 |
| SCHOOL LUNCHES/BREAKFASTS | 33 |
| WEEKLY LUNCH PAYMENT PROCEDURES | 33 |
| SCHOOL PICTURES | 34 |
| SCHOOL SPONSORED ACTIVITY BEHAVIOR..... | 34 |
| SELLING | 34 |
| SEXUAL HARASSMENT | 34 |
| SEXUAL HARASSMENT DEFINED | 34 |
| SPECIAL ACTIVITIES | 34 |
| SPECIAL SERVICES | 34 |
| STUDENT WELFARE..... | 35 |
| SURVEYS OR QUESTIONNAIRES | 35 |
| SUBSTITUTE TEACHERS | 35 |
| TEXTBOOKS | 35 |
| TOBACCO FREE SCHOOL | 36 |
| DISCIPLINE FOR VIOLATION OF TOBACCO POLICY..... | 36 |
| USING PROFANE LANGUAGE TOWARD A PUBLIC SCHOOL EMPLOYEE..... | 37 |
| VIDEO/SURVEILLANCE CAMERAS | 37 |
| VISITING CHILDREN | 37 |
| STUDENT TECHNOLOGY ACCEPTABLE USE AGREEMENT | 37 |
| WEBSITE PHOTOS | 40 |

PRESCHOOL HANDBOOK

| | |
|-------------------------------------|----|
| ADMISSION | 43 |
| SIGN IN/SIGN OUT | 43 |
| LATE ARRIVAL POLICY | 43 |
| LATE PICK UP POLICY | 43 |
| IMMUNIZATIONS..... | 43 |
| MEDICINES AND ILLNESS..... | 43 |
| HEAD LICE | 44 |
| ACCIDENTS..... | 44 |
| MEALS AND SNACKS | 44 |
| PERSONAL PROPERTY | 45 |
| CLOTHING | 45 |
| CURRICULUM | 45 |
| ATTENDANCE POLICY..... | 45 |
| SEPARATION OF CHURCH AND STATE..... | 45 |
| HOURS AND DAYS OF OPERATIONS..... | 45 |
| PAYMENT..... | 45 |
| EXTRACURRICULAR ACTIVITIES..... | 46 |
| BIRTHDAY..... | 46 |
| NAP TIME..... | 46 |
| DISCIPLINE | 46 |

| | |
|---------------------------------|----|
| BOOK ORDERS..... | 46 |
| SHOW AND TELL..... | 46 |
| FIELD TRIPS | 47 |
| PARENT/TEACHER CONFERENCES..... | 47 |
| PARTIES | 47 |
| WEATHER CLOSING | 47 |
| PARENT VISITATION..... | 47 |
| INSURANCE WAIVER | 47 |

NON-DISCRIMINATION POLICY

Title VI, Section 601, Civil Rights Act of 1962; Title IX, Section 901, Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973 assure that no person in the United States shall on the basis of race, color, national origin, age, sex, or handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Any person having inquiries concerning Lakeside School District's compliance with Title VI (Race), Title IX (Sex), or Section 504 (Handicap) is directed to contact the coordinator:

Mr. Shawn Cook
Superintendent of Schools
Lakeside Schools
2837 Malvern Avenue
Hot Springs, AR 71901
262-1880

LAKESIDE SCHOOL DISTRICT MISSION STATEMENT

The Lakeside School District is committed to helping all students grow through learning by preparing them for an ever-changing world and by providing a learning environment that will facilitate the total development of each person. This mission statement is based upon the following beliefs:

- All individuals have value and worth.
- All individuals have the capability to learn.
- All individuals should be provided the opportunity to become lifelong learners.
- All individuals should be accountable for their own learning.
- All individuals have the responsibility to facilitate learning for one another.

PRIMARY SCHOOL MISSION STATEMENT

Lakeside Primary School is committed to helping all students become responsible members of their family, school, and community. We will make every effort to prepare our students for our ever-changing world by providing a safe learning environment, an awareness of technology, and problem solving skills in a cooperative manner. We are committed to providing a nurturing atmosphere that will enhance the total development of all our students emotionally, physically, and socially and will help them to realize their individual potential and academic goals.

MESSAGE FROM THE PRINCIPAL

We sincerely hope that all who use this handbook do so realizing the importance of a quality education and the practices and policies that must be followed in order to assure equal opportunities for all students. The purposes of our school regulations are to help each student develop into the type of citizen that he/she will be proud to be. We feel it is very important for the school and home to work closely together for the students to have a good school year.

The teacher will go over these rules and regulations with each class. Please have this handbook available for easy reference at home. We invite you to call or visit the school when you have any questions or concerns.

Julie Burroughs
Principal

Lee Scroggins
Assistant Principal

ASSEMBLIES

Various assemblies will be scheduled for the students. All assemblies will be scheduled through the principal.

Students who attend assemblies are expected to conduct themselves as young ladies and gentlemen. During the assembly, all talking and moving about will stop. Proper attention will be given to the program. Unless they receive prior approval from the principal, all teachers and students are expected to attend each assembly. The students will arrive and leave the assembly area at the direction of the person in charge.

ATTENDANCE REGULATIONS

BE MINDFUL OF THESE REGULATIONS WHEN CONSIDERING CHECKING YOUR CHILD OUT OF SCHOOL DURING THE NORMAL SCHOOL HOURS.

MANDATORY ATTENDANCE: All children who are ages five (5) through twenty-one (21) are required to be in school that school year with the exception of five-year-old children for whom kindergarten has been waived by the parent, guardian, or person having custody or charge; students who have received a high school diploma or its equivalent; or students who are enrolled in a postsecondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.

For the current school year, a child must be 5 years old on or before August 1 of the current school year.

REGULAR ATTENDANCE is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. Please read carefully and adhere to the attendance regulations that follow. The authority to enforce these regulations comes from Act 473 of 1989 - House Bill 1042, enacted by the General Assembly of the State of Arkansas and amended by the Third Extraordinary Session, Act 292 of 1991, and Act 876 of 1991.

It is very important that students' parents or guardians understand that school attendance is necessary for appropriate educational objectives to be met by the student. We want to encourage our students to be in school each and every day. We feel that absences above twelve are detrimental to the student's receiving the best education possible. We believe strongly that a student's failure to be in class will adversely affect a student's academic grade. We urge students to attend school daily unless they have an illness, accident, or other unavoidable reason that can be documented. Otherwise, the student will suffer the consequences of poor attendance.

Arkansas law states that the board of directors of each school district shall adopt a student attendance policy, which shall include a certain number of excessive absences. Act 70 of the Third Extraordinary Session of the Arkansas State Legislature, (Section 8, Emergency) reads:

"It is hereby found and determined by the General Assembly that parental involvement is a necessary part of a student's education, and the General Assembly feels very strongly that a student's parents, guardians, or persons *in loco parentis* should be informed of excessive student absences and should bear certain responsibilities regarding their student's absences. Therefore, an emergency is hereby declared to exist and this act being necessary for the preservation of the public peace, health, and safety shall be in full force and effect from and after its passage and approval."

ATTENDANCE POLICY

- A. Absences of more than three days' duration, regardless of the reasons, should prompt the parent to call the principal and make known the reasons for the absences.
- B. When a student has accumulated six (6) absences, parents will be notified by regular mail (Act 473, 1989). Upon the sixth (6th) absence, parents are asked to please call the principal to discuss unexcused absences.
- C. When a student accumulates over twelve (12) absences during a semester grading period, he/she must apply for an extension and justify continued attendance for credit. If the thirteenth (13) absence or any absence thereafter does not constitute sufficient grounds to grant an extension, the student may be retained and receive an "F" on his/her permanent records.
- D. If a student is under the care of a doctor, the principal may grant an extension of time. Such extensions may be for chronic illness, injuries, surgeries, etc. The principal must approve additional absences in advance. It is the responsibility of the student or student's parent to request an extension.
- E. **Parents must call the principal to schedule a conference concerning unexcused absences prior to tenth absence.**
- F. **Whenever a student accumulates twelve (12) unexcused absences, the district will notify the juvenile judge and/or prosecuting attorney, at which time the parents may be fined for failure to send their student to school. (Act 473, 1989).**
- G. In order to have an absence excused, students must provide a form of written documentation from an official agency. Documentation could include one of the following: medical notices of student illness, death or serious illness in their immediate family, observation of recognized holidays observed by their faith, attendance at an appointment with a government agency, or attendance at a medical appointment. All absences over 12 without written documentation are considered to be unexcused. If any student's Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the students IEP or 504 Plan takes precedence
- H. School trips and school functions, as approved by the principal, will not be considered absences.

BELL SCHEDULE

MORNING

7:50 a.m.-First Bell

8:00 a.m.-Tardy Bell

AFTERNOON

2:55 p.m.-Car riders are dismissed

3:10 p.m.- Bus riders and teachers' children are dismissed.

ENTRANCE REQUIREMENTS

Lakeside School District shall request the parent, guardian, or other responsible person to furnish the child's social security number and shall inform the parent, guardian, or other responsible person that in the alternative, he/she may request that the school district assign the child a nine-digit number designated by the Department of Education.

Kindergarten students must have proof of a current physician physical before entering school.

- 1. In order to be eligible to attend Lakeside School, students must:
 - a) Reside within the Lakeside School District or
 - b) Participate in the Arkansas School Choice Act, (Act 609, 1989) and have appropriate documentation on file in the district office.

- 2. A new student residing in the Lakeside School District is not eligible to enroll until his/her parent provides documentation of residency.** Documentation of continuing Lakeside School District residency (utility bill, etc.) may be required of any student during the course of the school year. Illegal attendance can jeopardize the status of the school and/or result in a financial burden on the school district. Patrons are encouraged to contact school officials if they know of anyone illegally attending the Lakeside School District.

Definitions:

“Reside” means to be physically present and to maintain a permanent place of abode for an average of no fewer than four (4) calendar days and nights per week for a primary purpose other than school attendance.

“Resident” means a student whose parents, legal guardians; persons have legal, lawful control of the student under order of a court, or persons standing in loco parentis reside in the school district.

“Residential address” means the physical location where the student’s parents, legal guardians, persons having legal, lawful control of the student under order of the court, or person’s standing in loco parentis reside.

To enroll in a school in the District, the child must be a resident of the District as defined in District policy (4.1—RESIDENCE REQUIREMENTS), meet the criteria outlined in policy 4.40—HOMELESS STUDENTS or in policy 4.52—STUDENTS WHO ARE FOSTER CHILDREN, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option.

Students may enter kindergarten if they will attain the age of five (5) on or before August 1 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District.

Any child who will be six (6) years of age on or before October 1 of the school year of enrollment and who has not completed a state-accredited kindergarten program shall be evaluated by the district and may be placed in the first grade if the results of the evaluation justify placement in the first grade and the child’s parent or legal guardian agrees with placement in the first grade; otherwise the child shall be placed in kindergarten.

Any child may enter first grade in a District school if the child will attain the age of six (6) years during the school year in which the child is seeking enrollment and the child has successfully completed a kindergarten program in a public school in Arkansas.

Any child who has been enrolled in the first grade in a state-accredited or state-approved elementary school in another state for a period of at least sixty (60) days, who will become age six (6) years during the school year in which he/she is enrolled in grade one (1), and who meets the basic residency requirements for school attendance may be enrolled in the first grade.

Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Home-schooled students shall be evaluated by the District to determine their appropriate grade placement.

The district shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment.

Prior to the child's admission to a District school:

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
 - a. A birth certificate;
 - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
 - c. An attested baptismal certificate;
 - d. A passport;
 - e. An affidavit of the date and place of birth by the child's parent or guardian;
 - f. United States military identification; or
 - g. Previous school records.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.
4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age.

A student enrolled in the District who has an immunization exemption may be removed from school during an outbreak of the disease for which the student is not vaccinated at the discretion of the Arkansas Department of Health. The student may not return to the school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health.

Uniformed Services Member's Children

For the purposes of this policy,

"active duty members of the uniformed services" includes members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211;

"uniformed services" means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services;

"veteran" means: a person who served in the uniformed services and who was discharged or released there from under conditions other than dishonorable.

This policy applies to children of: active duty members of the uniformed services; members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.

An eligible child as defined in this policy shall:

1. Be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;
2. Be eligible for enrollment in the next highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;
3. Enter the District's school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;
4. Be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to the extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses and/or programs;
5. Be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
6. Make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
7. Be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;
8. Be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

HOME SCHOOLING

Parents or legal guardians desiring to provide a home school for their children must give written notice to the Superintendent of their intent to do so and sign a waiver acknowledging that the State of Arkansas is not liable for the education of their children during the time the parents choose to home school. Notice shall be given:

1. At the beginning of each school year, but no later than August 15;
2. By December 15 for parents who decide to start home schooling at the beginning of the spring semester; or
3. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive unexcused absences) and at the beginning of each school year thereafter.

The parents or legal guardians shall deliver written notice in person to the Superintendent the first time such notice is given and the notice must include:

1. The name, date of birth, grade level, and the name and address of the school last attended, if any;
2. The location of the home school;
3. The basic core curriculum to be offered;
4. The proposed schedule of instruction; and
5. The qualifications of the parent/teacher.

To aid the District in providing a free and appropriate public education to students in need of special education services, the parents or legal guardians' homeschooling their children shall provide information which might indicate the need for special education services.

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HOME SCHOOL STUDENTS ONLY

Home school students attending Lakeside School District must follow all Lakeside student handbook rules with the exception of statutes defined in Arkansas Law.

Parent Signature _____

Student Signature _____

Date _____

HOMELESS STUDENTS

The Lakeside School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for homeless children and youth whose responsibilities shall include coordinating with the state educational liaison for homeless children and youth to ensure that homeless children are not stigmatized or segregated on the basis of their status as homeless and such other duties as are prescribed by law and this policy.

Notwithstanding Policy 4.1, homeless students living in the district are entitled to enroll in the district's school that non-homeless students who live in the same attendance area are eligible to attend. If there is a question concerning the enrollment of a homeless child due to a conflict with Policy 4.1 or 4.2, the child shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. It is the responsibility of the District's local educational liaison for homeless children and youth to carry out the dispute resolution process.

To the extent feasible, the District shall do one of the following according to what is in the best interests of a homeless child. The District shall act, according to the best interests of a homeless child and to the extent feasible do one of the following. (For the purposes of this policy "school of origin" means the school the child attended when permanently housed or the school in which the child was last enrolled.)

1. Continue educating the child who becomes homeless between academic years or during an academic year in their school of origin for the duration of their homelessness;
2. Continue educating the child in his/her school of origin who becomes permanently housed during an academic year for the remainder of the academic year; or
3. Enroll the homeless child in the school appropriate for the attendance zone where the child lives.

If the District elects to enroll a homeless child in a school other than their school of origin and such action is against the wishes of the child's parent or guardian, the District shall provide the parent or guardian with a written explanation of their reason for so doing which shall include a statement of the parent/guardian's right to appeal.

In any instance where the child is unaccompanied by a parent or guardian, the District's local educational liaison for homeless children and youth shall assist the child in determining his/her place of enrollment. The Liaison shall provide the child with a notice of his/her right to appeal the enrollment decision.

The District shall be responsible for providing transportation for a homeless child, at the request of the parent or guardian (or in the case of an unaccompanied youth, the Liaison), to and from the child's school of origin.*

For the purposes of this policy, students shall be considered homeless if they lack a fixed, regular, and adequate nighttime residence and

(a) are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

(b) have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

(c) are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;

(d) migratory children who are living in circumstances described in clauses (a) through (c).

SCHOOL CHOICE

Lakeside School District will consider all applications for School Choice postmarked no later than the July 1 proceeding the fall semester the applicant would begin school in the District. The District shall notify the parent or guardian and the student's resident district in writing of the decision to accept or reject the application within 30 days of its receipt of the application.

Students admitted under this policy shall be entitled to continued enrollment until they graduate or are no longer eligible for enrollment in the District's schools. Any student admitted to this District under provisions of this policy who chooses to return to his/her resident district during the school year voids the transfer and must reapply for a school choice admission if desiring to return to this district in the future. Transportation for an approved school choice student will not be provided by the Lakeside School District according to Arkansas State Law. It is the responsibility of the parent or guardian to transport the student to and from school.

TARDY/EARLY CHECKOUT POLICY

Lakeside Primary School has also adopted a tardy/early checkout policy. The intent of the tardy policy is to ensure that students are in the classroom so the teachers can teach without undue delay or interruption. Therefore, a student shall be considered tardy if he/she is not in his/her classroom at 8:00 A.M or is checked out of school after 2:00 p.m. An early checkout is considered as a tardy.

A student must check in and out through the office and obtain a tardy slip. To have a tardy or early checkout excused, the student must present a notice from the doctor or dentist to the office personnel upon arrival at school.

The following guidelines will be used for unexcused tardies or early checkouts per 9 weeks.

| | |
|------------------------------------|--|
| 1st - 3rd tardy/early checkout | verbal warning from teacher |
| 4th unexcused tardy/early checkout | reminder note to parent in Ram folder; note must be signed and returned |
| 5th unexcused tardy/early checkout | note mailed to parent |
| 6th unexcused tardy/early checkout | telephone call to parent |
| 7th unexcused tardy/early checkout | parent conference requested |

If the situation persists, referrals will be made to Juvenile Court and/or the Department of Children and Family Services. After reading this policy, should you have any questions, please feel free to call the Primary Office at 262-1921.

EARLY ARRIVAL - LATE PICKUP

Lakeside School cannot assume the responsibility for students who arrive at school prior to 7:15 A.M. or who are left at school after 3:30 P.M.

BIRTHDAY ANNOUNCEMENTS

Please do not send birthday, bunking party announcements, etc., to school unless an invitation is extended to the entire class. If not extended to everyone in the class, invitations must be mailed or handled by phone outside of school.

BUS POLICY

In Arkansas, there is no requirement that the district provide bus transportation for any of its students; however, Lakeside does provide transportation for all K-12 children residing in the Lakeside School District.

Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules.

Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school or suspending or terminating the student's bus transportation privileges. Transporting students who have lost their bus transportation privileges to and from school shall become the responsibility of the student's parent or legal guardian.

When riding a Lakeside School bus, students are subject to videotaping. These videotapes will be used to help maintain discipline on the bus.

Bus riders should follow these rules:

- Be at the bus stop at the scheduled time.
- Stand back about ten feet from the bus stop and wait until the door is opened before moving closer to the bus.
- Do not play on the highway or street.
- If you miss the bus, do not attempt to hitchhike or walk to or from school.
- While loading or unloading, enter or leave the bus orderly and quickly.
- Do not bring any of the following items onto the bus: knives, sharp objects of any kind, firearms, pets, other living animals, glass containers, etc.
- Do not tamper with any of the safety devices such as door latches, fire extinguishers, etc.
- Keep seated while the bus is in motion and do not move while it is stopped except as the driver directs.

Act 1744 of 2001 requires "Students to be seated while the school bus is moving; and for other purposes."

- Do not put hands, arms, heads, or bodies out of the window.
- Do not yell at anyone outside the bus.
- Do not throw anything out of the bus.
- Do not deface the bus or any school property.

- Do not write on the bus or damage seats, etc.
- Do not throw paper, food, or other objects on the floor of the bus.
- Do not eat on the bus.
- Do not smoke while riding the bus.
- Keep the aisle of the bus clear of books, lunches, and coats, etc.
- Do not put your feet in the aisle.
- Do not ask the driver to let you off the bus any place except at your stop.
- If you must cross the street in order to board the bus, always try to be on the correct side of the street, waiting for the bus. If you should arrive at the stop just as the bus approaches the stop, wait until the bus has come to a complete stop and the driver has signaled for you to cross in front of the bus unless the driver directs you differently.
- If you must cross the road after leaving the bus in the afternoon, go to a point on the shoulder of the road ten feet in front of the bus. Cross the road only after the driver has signaled you to do so

Entry of a school bus by anyone over 18 who enters the school bus with criminal intent, disrupts the driver, or refuses to leave is a Class B misdemeanor (Act 247 of 2005).

While riding the bus, students are under the supervision of the driver and must obey the driver at all times.

Pupils cannot ride any bus except their own without permission and a note signed by the student's parent and the personnel in the office.

This is not intended to cover all the "do's" and "don'ts," but it is a specific guide. The driver may find it necessary to interpret these policies in light of his or her own bus needs.

BUS ROUTE AND OPERATING POLICY

Bus routes and stops are planned and established by the administration and transportation personnel. Safety, economy, efficiency, and allocation of resources are some of the considerations that must be evaluated in determining bus operation policy.

Parents who wish to make requests for changes in routes or stops should contact the school transportation director, Randy Hornbeck, at 262-1530. Students and parents are encouraged to notify Mr. Hornbeck of any safety hazards that they have observed during bus operations.

CHANGE OF ADDRESS/TELEPHONE NUMBER

It is mandatory that an up-to-date address and telephone number for each student be on record in the school office. **Parents or guardians must notify the school immediately if there is a change of address or telephone number at any time during the school year.** When applicable, parents may be required to provide a new proof of residency.

COMMUNICATING A FALSE ALARM

Act 567 of 2001 states that communicating a false alarm is illegal and can be considered a Class A misdemeanor to a Class D felony. Such an offense may result in suspension.

COMMUNICATING A DEATH THREAT

Act 1046 of 2001 states that it is unlawful to communicate a death threat concerning a school employee or a student. Such an offense can be considered a Class D felony and may result in suspension.

DELIVERY OF FLOWERS

Lakeside School Board policy (March 4, 1978) states as follows: "From this date forward, Lakeside School will not accept delivery of flowers (or balloons) to students."

DRESS CODE

Lakeside Primary School has the responsibility to maintain an appropriate atmosphere conducive to learning. Students, as well as their parents, should assume responsibility for acceptable student appearance. Therefore, any student-worn article of clothing or manner of hairstyle or make-up determined by the teachers and principal to be disruptive to the learning environment or hazardous to the health and safety of the child and/or teacher shall not be allowed.

Wearing apparel with alcohol, tobacco, or drug logos will not be permitted. Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female.

If the principal determines that the student's dress or grooming is unacceptable, adequate time shall be allowed the student to make proper adjustments. However, when a student continues to ignore the required changes, he/she shall be subject to disciplinary action.

DISCIPLINE POLICY

Any conduct that tends to be disruptive to the educational program will be met by disciplinary action. The Primary School feels that the primary child is in a training and learning experience; therefore, the administration will make a decision or take appropriate action within the following guidelines based on the nature and intensity of the problem when dealing with a discipline referral. It should also be noted that the list is not all-inclusive but only representative of problems and probable consequences.

Severe offenses:

| | Minimum | Maximum |
|---|----------------|----------------|
| 1. Fighting | Warning | Expulsion |
| 2. Rock Throwing | Warning | Expulsion |
| 3. Stealing | Warning | Expulsion |
| 4. Possession of weapons | Warning | Expulsion |
| 5. Possession or use of tobacco/alcohol | Warning | Expulsion |
| 6. Disruptions/interference with learning | Warning | Expulsion |
| 7. Vandalism | Warning | Expulsion |
| 8. Insubordination | Warning | Expulsion |
| 9. Electronic Devices | Warning | Expulsion |
| 10. Physical harm, bullying or threat of harm | Warning | Expulsion |

*See Anti-Bullying Policy

| | | |
|---|---------|-----------|
| 11. Running, scuffling, or throwing things in the hallways. | Warning | Expulsion |
| 12. Playing in the restrooms. | Warning | Expulsion |
| 13. Bringing toys to school. | Warning | Expulsion |
| 14. Wearing “heely” type skate shoes. | Warning | Expulsion |

Consequences:

1. Conference with principal
2. Miss recess with work
3. Parent is called for phone conference with student and principal
4. Corporal punishment *
5. Student is suspended for the rest of the day. Parent is called to come and pick up student. If parent refuses, student will be delivered to the home or to the parent at work.
6. In-School Suspension
7. The student or parent will pay for damages if necessary.
8. Recovery Room

* Corporal punishment may be deemed appropriate for some discipline referrals. Corporal punishment (paddling) will not be used as a form of punishment without parental permission. Paddling will be used only after other discipline measures have been exhausted. The final decision on discipline matters rests with the building administrator(s) and his/her designee.

ANTI-BULLYING

Act 907

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

A school principal or his or her designee who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation.

Definitions:

Attribute means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation;

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

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

Electronic act means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment. Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose;

Harassment means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; and

Substantial disruption means without limitation that any one or more of the following occur as a result of the bullying:

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

Examples of "Bullying" may include but are not limited to a pattern of behavior involving one or more of the following:

1. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
5. Demeaning humor relating to a student's race, gender, ethnicity or actual or perceived attributes,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings, and/or
10. Threats of harm to student(s), possessions, or others,
11. Sexual harassment, as governed by policy 4.27, is also a form of bullying,
12. Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles or conduct.

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably

informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.

SUSPENSION

Act 159 of 2007:

It is the parents' or legal guardians' responsibility to provide current contact information to the school which shall be used to immediately notify the parent or legal guardian upon the suspension of a student.

The notification shall be by one of the following means, listed in order of priority:

- a primary call number (the contact may be by voice, voice mail, or texting)
- an email address
- a regular first-class letter to the last known mailing address

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities will be disciplined according to the requirements of the Individual with Disabilities Education Act (IDEA), Public Law 108-446, Section 504 of the Rehabilitation Act of 1973, and Section 11 of Arkansas Department of Education Special Education and Related Services: Procedural Requirements and Program Standards, 2000.

The following procedures must be implemented in order to ensure that all children with disabilities aged 5-21 residing in the district have the right to and availability of a Free Appropriate Public Education (FAPE), including children with disabilities who have been suspended or expelled from school (see Section 11.00 of the ADE regulations for specific FAPE requirements for students with disabilities who are suspended or expelled)

1. Make a determination that the student is eligible for services under IDEA or 504 of the Rehabilitation Act of 1973,
2. If the student is found to be a student with a disability, refer to Section 11 of Arkansas Department of Education Special Education and Related Services: Procedural Requirements and Program Standard, 2000, for specific FAPE requirements for students with disabilities who are suspended or expelled,
3. Refer to the district's Disability Characteristics Guide and Discipline for Students with Disabilities-Decision Making Process.
4. If the student is currently taking medication, refer to the district's Medication Information Checklist.
5. Contact the Special Education Office for further assistance. (501) 262-1724.

ELECTRONIC COMMUNICATION DEVICES

Possession by a student of any electronic communication device (cell phones, pagers, beepers, cameras, MP 3 players, iPods, Mi-Fi) in a school building during regular school hours is prohibited and in violation of Arkansas State Law*. For safety purposes, students may use these devices after normal school hours and at extracurricular activities on school campus.

*Students in violation of the above stated policy will be subject to disciplinary measures.

EXTRACURRICULAR ACTIVITIES

All students at Lakeside Primary School are eligible for extracurricular activities.

FIREARMS

Act 1282 of 1999 states that no person in this state shall possess a handgun upon the property of the public schools or in or upon any school bus. Violation of this section shall be a Class D felony and no sentence imposed for violation thereof shall be suspended, probated, or treated as a first offense under AR Code 5-73-119. Appropriate law enforcement will be notified.

Any student found guilty of possessing a firearm at school, including on the person, or at a school-sponsored event, may be recommended for expulsion from school for up to one calendar year. Possession of any other weapon, excluding a firearm, may result in a minimum suspension to a maximum expulsion.

Act 1149 of 1999 states that parents are responsible for allowing minors to possess firearms on school property.

Act 1150 of 1999 requires school districts to complete the expulsion process for students with weapons on school property; requires parents to acknowledge parental responsibility for allowing students to have access to firearms.

LAKESIDE SCHOOL DISTRICT SMART CORE POLICY

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2017

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent records. This policy is to be included in student handbooks for grades 6-12 and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum providing they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing paths.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year³ to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means:⁴

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;
- Discussions held by the school's counselors with students and their parents; and/or
- Distribution of a newsletter(s) to parents or guardians of the district's students.

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.⁵

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of "eligible child" in Policy 4.2—ENROLLMENT.

GRADUATION REQUIREMENTS

The number of units a student must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, the district requires an additional 2 units to graduate for a total of 24 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

SMART CORE: Sixteen (16) units

English: four (4) units – 9th, 10th, 11th, and 12th

Oral Communications: one-half (1/2) unit

Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)

- 1) Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9;
- 2) Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10;

*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the graduation requirement, but only serve as one unit each toward fulfilling the Smart Core requirement.

- 3) Algebra II; and
- 4) The fourth unit may be either:
 - A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or
 - one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

Natural Science: a total of three (3) units with lab experience chosen from

One unit of Biology; and either:

Two units chosen from the following three categories (there are acceptable options listed by the ADE for each):

- Physical Science;
- Chemistry;
- Physics or Principles of Technology I & II or PIC Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics one-half ($\frac{1}{2}$) unit
- World History - one unit
- American History - one unit

Physical Education: one-half ($\frac{1}{2}$) unit

Note: While one-half ($\frac{1}{2}$) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half ($\frac{1}{2}$) unit

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

Fine Arts: one-half (1/2) unit

CAREER FOCUS: - Six (6) units

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

CORE: Sixteen (16) units

English: four (4) units – 9, 10, 11, and 12

Oral Communications: one-half (1/2) unit

Mathematics: four (4) units

- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)
- one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE may be substituted for a math credit beyond Algebra I and Geometry

*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science: three (3) units

- at least one (1) unit of biology or its equivalent; and
- Two units chosen from the following three categories:

- Physical Science;
- Chemistry;
- Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World history, one (1) unit
- American History, one (1) unit

Physical Education: one-half (1/2) unit

Note: While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (1/2) unit

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.⁷

Fine Arts: one-half (1/2) unit

CAREER FOCUS: - Six (6) units

All career focus unit requirements shall be established through guidance and counseling based on the student’s contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

GRADING SYSTEM

Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades also reflect only educational objectives, such as those contained in the learner outcomes and curriculum frameworks.

Report cards are prepared at the end of each nine weeks period. These are to be signed by the parent and returned to school the following day.

Progress reports are sent home periodically through the grading period. These are to be signed by the parent and returned to school the following day. The following percentage scale will be used in determining grades:

| | |
|------------|----------------|
| A 100 – 90 | D 69-60 |
| B 89 – 80 | F 59 and below |
| C 79 – 70 | |

Please note that conduct grades are included when calculating Honor Roll.

Report cards will be held in the office at the end of the year until all dues and fines are paid.

PROMOTION / RETENTION

It is the responsibility of the student to apply consistent and sustained effort toward learning experiences that are assigned. Promotions from grade to grade should be based on the attainment of the academic standards for that grade level and a consideration of the best interests of the student concerned. Should a student be recommended for retention, the parent/guardian shall be informed of progress throughout the review process and shall be provided a conference prior to the final decision being made. Academic achievement, emotional and social maturity, 9 weeks test and TRC, DIBELS, Success Maker,

Star Reading, and other factors will be carefully considered. **The final decision on retention or promotion shall be made by the building principal.**

However, as per Act 35 of 2005, students who need but fail to participate in an academic improvement plan shall be retained.

According to Act 35, any student failing to achieve at the proficient level on State mandated tests shall be evaluated by school personnel and have an Academic Improvement Plan (AIP) developed to assist the student in achieving the expected standard. Students who need but fail to participate in the AIP shall be retained.

BIRTH CERTIFICATES

Act 363 of 1993 states, "Prior to a child's admission to an Arkansas public school, parents or guardians shall provide the school with one (1) of the following documents indicating the child's age:

1. A birth certificate;
2. A statement by the local registrar or a county recorder certifying the child's date of birth;
3. An attested baptism certificate;
4. A passport;
5. An affidavit of the date and place of birth by the child's parent or guardian; or
6. Previous school records.
7. A United States military ID

HEALTH

Immunizations:

Act 633 passed by the 1973 Legislature, amended Act 244 of 1967, requires that all children are to be immunized against Poliomyelitis, Diphtheria, Tetanus, Pertussis, Red Measles, German Measles, Hepatitis B, and Chicken Pox before entering a public or private school of this state.

No child will be admitted to a public or private school or child-care facility of this state, irrespective of grade or transfer, who has not been adequately immunized or is not in the process of becoming adequately immunized. Students are to be immunized in accordance with the Arkansas Department of Health School Immunization Schedule (see below).

The only proof of immunization to be accepted by the school shall be a certificate by a licensed physician, or a health department, or the military service, acknowledging the same, and dates of vaccine administration must be provided and entered on the school record.

The provisions of Act 633 will not apply if the parents or legal guardians of such child object thereto on the grounds that such immunization conflicts with the religious tenet and practices of a recognized church or religious denomination of which said parent or guardian is an adherent or member.

Minimum Immunization Requirements:

| Vaccine | Min. # of doses | Additional requirements |
|--|------------------------|---|
| Polio | 3 | The last dose after the 4 th birthday |
| Diphtheria/Tetanus Pertussis DTP, DT-Pediatric, TD-Adult | 4 | The last dose after the 4th birthday |
| Measles (M, MR, MMR) | 2 | First dose on or after the 1st birthday 2nd dose at least 28 days after the first dose |

| | | |
|-------------------------|---|--|
| Rubella (R, MR, MMR) | 1 | After 1st birthday and after 6/1/69 |
| Hepatitis B. | 3 | A series of three vaccinations |
| Varicella (chicken pox) | 2 | Dosage given on or after 1st birthday |
| K = 2 | 2 | Doses (with dose 1 on or after 1st birthday and dose 2 at least 28 days after dose 1) No history of disease will be accepted in lieu of vaccine. |
| 1st = 1 | 1 | Dose (on or after 1st birthday) OR parent/guardian or physician history of disease may be accepted in lieu of receiving vaccine. |

MEDICATION ADMINISTRATION

Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse.

Unless authorized to self-administer, students are not allowed to carry any medications, including over-the-counter medications or any perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent or legal guardian shall bring the student's medication to the school nurse. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity of the medication(s). Each person present shall sign a form verifying the quantity of the medication(s).

Medications, including those for self-administration medication, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double locked cabinet.

Students with an individualized health plan (IHP) may be given over-the-counter medications to the extent giving such medications are included in the student's IHP.

Students taking Schedule II medications methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse) shall be allowed to attend school.

Students taking Schedule II medications not included in the previous sentence shall be allowed to bring them to school under the provisions of this policy and shall be permitted to attend and participate in classes only to the extent the student's doctor has specifically authorized such attendance and participation. A doctor's prescription for a student's Schedule II medication is not an authorization. Attendance authorization shall specifically state the degree and potential danger of physical exertion the student is permitted to undertake in the student's classes and extracurricular activities. Without a doctor's written authorization, a student taking Schedule II medications, other than those specifically authorized in this policy, shall not be eligible to attend classes, but shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

The district's supervising registered nurse shall be responsible for creating both on campus and off campus procedures for administering medications.

Students who have written permission from their parent or guardian and a licensed health care practitioner to self-administer either a rescue inhaler or auto-injectable epinephrine, or both and who have a current consent form on file shall be allowed to carry and self-administer such medication while in school, at an on-site school sponsored activity, while traveling to or from school, or at an off-site school sponsored activity. Students are prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry an rescue inhaler or auto-injectable epinephrine, or both does not require him/her to have such on his/her person. The parent or guardian of a student who qualifies under this policy to self-carry a rescue inhaler or auto-injectable epinephrine, or both on his/her person shall provide the school with the appropriate medication which shall be immediately available to the student in an emergency.

Students who have written permission from their parent or guardian and a licensed health care practitioner on file with the District may:

- 1) Self-administer either a rescue inhaler or auto-injectable epinephrine;
- 2) Perform his/her own blood glucose checks;
- 3) Administer insulin through the insulin delivery system the student uses;
- 4) Treat the student's own hypoglycemia and hyperglycemia; or
- 5) Possess on his or her person:
 - a) A rescue inhaler or auto-injectable epinephrine; or
 - b) the necessary supplies and equipment to perform his/her own diabetes monitoring and treatment functions.

Students who have a current consent form on file shall be allowed to carry and self-administer such medication while:

- In school;
- At an on-site school sponsored activity;
- While traveling to or from school; or
- At an off-site school sponsored activity.

A student is prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, or combination does not require him/her to have such on his/her person. The parent or guardian of a student who qualifies under this policy to self-carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, or any combination on his/her person shall provide the school with the appropriate medication, which shall be immediately available to the student in an emergency.

Students may be administered Glucagon, insulin, or both in emergency situations by the school nurse or, in the absence of the school nurse, a trained volunteer school employee designated as a care provider, provided the student has:

1. an IHP developed under Section 504 of the Rehabilitation Act of 1973 which that provides for the administration of Glucagon, insulin, or both in emergency situations; and
2. a current, valid consent form on file from their parent or guardian.

A student shall have access to a private area to perform diabetes monitoring and treatment functions as outlined in the student's IHP.

Emergency Administration of Epinephrine

The school nurse or other school employees designated by the school nurse as a care provider who have been trained¹ and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to students who have an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of an epinephrine auto-injector in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee certified to administer auto-injector epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction.

Students with an order from and a licensed health care provider to self-administer auto-injectable epinephrine and who have written permission from their parent or guardian shall provide the school nurse an epinephrine auto-injector. This epinephrine will be used in the event the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes the student is having a life-threatening anaphylactic reaction and the student is either not self-carrying his/her /epinephrine auto-injector or the nurse is unable to locate it.

The school nurse for each District school shall keep epinephrine auto-injectors on hand that are suitable for the students the school serves. The school nurse or other school employee designated by the school nurse as a care provider who has been trained¹ and certified by a licensed physician may administer auto injector epinephrine to those students who the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be disposed of by the school nurse in accordance with current law and regulations.

ILLNESS

Students who become ill at school will be assessed by the school nurse and determined if they need to go home. Students will be sent home if have a fever greater than 100 (F) degrees or having episodes of vomiting and diarrhea. Students should remain out of school until fever is below 100 for 24 hours and /or has had no vomiting or diarrhea for 24 hours. Pink eye and other infections will require the student to be on antibiotics for 24 hours prior to return to school. If the student is diagnosed with a contagious illness a note or phone call from the physician must be provided stating that the student is free of contagious illness and may return to school. Parent cooperation in this matter is appreciated as we have both legal and moral responsibility to protect the health of all students. For all serious illness parents will be notified immediately. If the illness is of such nature to require immediate medical care when the parent or guardian cannot be reached the school officials will act *in loco parentis* to provide for the emergency medical needs of the student.

SCHOOL ACCIDENTS

In all school accidents, school officials shall notify parents immediately. If the accident is of such a nature as to require immediate medical attention or the services of a doctor when the parent/guardian cannot be reached, school officials shall act in loco parentis and do whatever the situation demands. School officials shall make every effort to contact the family physician in the event of an accident. At all times, however, every effort shall be made to contact the parent/guardian.

At the beginning of each school year, parents will be required to fill out an Emergency Form listing several names and phone numbers for school officials to contact in an illness or emergency situation. Parents or guardians are responsible for notifying the office of any changes that may occur during the year in order to keep our information accurate and current.

HEAD LICE

If a child is found to have live human host parasites such as head lice at school, the parent will be contacted by the school nurse. The parent will be given information concerning the eradication and control of the human host parasite. Students will be readmitted to class after assessment by the school nurse who will determine that the student no longer has live human host parasites that are transmittable in the school environment. The school nurse may conduct screenings for students for human host parasites as needed. The screenings will be conducted in a manner that respects the privacy and confidentiality of each student.

SCREENINGS

The school nurse and other health volunteers will conduct screenings required by state laws. Screenings include vision and hearing for PK, K, 1st, 2nd, 4th, 6th and 8th. Height and weight (BMI) Screening includes the previous mentioned grades and also 10th grade. Scoliosis screening is conducted for 6th and 8th grade girls and 8th grade boys. The purpose of the exams is to detect defects in hearing, vision or other elements of health that would adversely affect the student's ability to achieve to his/her full potential. Medicaid and/or Arkansas Kids 1st will be billed upon parent consent for vision and hearing screenings.

STUDENTS WITH SPECIAL HEALTH CARE NEEDS

Parents or guardians of a child with specific health care needs should contact the school nurse so that their needs are met at school. The school nurse will develop a healthcare plan for the student and assist the parent and medical team in providing medical care so that the student will have the opportunity to achieve his/her full potential.

HOMEWORK

It is important that good study habits be developed early in a student's school life to ensure his/her ability to cope with the demands of life after leaving public schools.

Any homework assigned will be related to the school's goals of education and to specific objectives of the class. Homework should not be busy work, but should further the student's understanding of skills and concepts involved in the class. Homework can be a factor in determining the grade the student receives in the subject or class.

INTERROGATIONS

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing

such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

In instances other than those related to cases of suspected child abuse, principals must release a student either to a police officer who presents a subpoena for the student or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after hours telephone number.

ALERT NOW

Alert Now is a web-based rapid communication service that allows schools to contact thousands of parents. Alert Now keeps parents and staff informed of time sensitive information as well as being a critical component to the district crisis plan, ensuring accurate information is communicated immediately. This system will deliver messages to answering machines and will continue to dial unanswered calls.

INCLEMENT WEATHER

When school is dismissed early or is not in session due to weather or unforeseen circumstances, the announcement will be made on local radio stations and/or an Alert Now message will go out.

Please discuss with your child what to do if school is dismissed early. It is recommended that this information be placed in the RAM Communication Notebook on such days. This will reduce the number of phone calls made in the office.

LEAVING THE SCHOOL GROUNDS

Each child needs to know before coming to school what he/she is to do for transportation in the afternoon. A child who is normally a bus rider must have a note to give to his/her teacher any time there is a change in transportation. If the child is going home with someone else in a car or riding another bus, a note must accompany the child to school so that the teacher can help the child follow those directions. **If a note does not accompany the child or if the school is not given verbal instruction by a parent (not a child), then the child will be placed on the school bus as normal. Do not just give verbal direction to a child in primary school because he/she sometimes misunderstands. This rule will be strictly enforced for the protection of the student.**

All car riders need to be let out and picked up at the cafeteria entrance in the morning and the afternoons to ensure proper supervision. For safety reasons, all the doors except the front entrance will be locked at all times. In order to help the traffic problems, primary school car riders will be dismissed at 2:55 P.M. Parents are not allowed to park in the striped area next to the building. Also due to traffic, children will not be allowed to cross the drive unless accompanied by a parent. Car riders must be picked up from school no later than 3:15 p.m.

NON-CUSTODIAL PARENT'S VISITATION/CHECKOUT

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or his/her designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions

regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours and the prior approval of the school's principal.

VISITORS

For the safety of our students:

ALL VISITORS, INCLUDING PARENTS, MUST REPORT TO THE OFFICE FIRST AND RECEIVE A VISITOR'S BADGE BEFORE GOING TO ANY AREA IN OUR SCHOOL. Please do not go to your child's classroom. Each child must be checked out through the office. Parents choosing to wait for their students inside the building must remain in the cafeteria not in the halls. Your child will then come to you.

Please note: the use of tobacco products by all visitors to the Lakeside School District is prohibited. Please review the Tobacco Policy for further information.

Students from other schools are not allowed on campus during the school day.

LIBRARY MEDIA CENTER

Your child's class will be visiting the Primary Library Media Center once a week. The students will be learning how to use the various resources available from the library and will be introduced to many types of books. They will be guided in selecting books for pleasure, information, and reading practice. Also, the students will be learning the responsibility of borrowing and returning library books. They will learn how to care for their books and how to return them to the library on time.

It is the policy of the school district that the student is responsible for lost or damaged books borrowed in his/her name. In the event that a book is lost or damaged, the student who borrowed the book will pay the replacement cost of the book. When a student moves to a new school, all library books must be returned before his/her records will be released to the new school.

By working together, we can help your child develop his/her reading skills, nurture his/her love of reading, and become a responsible school citizen through the use of the library.

LOST AND FOUND

Articles found in and around school should be turned in to the office where articles will be placed in a "lost and found" box. The owners may claim their property by identifying it. All articles of clothing such as coats, sweaters, or hats should have the child's name on the label so that lost articles can be easily returned.

PARENTAL INVOLVEMENT

Lakeside Primary School will provide opportunities for parental involvement through our parental involvement plan. Every parent will have multiple opportunities to become involved in their child's education.

PARENT-TEACHER CONFERENCES

School wide parent-teacher conferences are held twice a year, once during the fall and again in the spring. Parents are encouraged to attend in order to evaluate their child's educational progress. Conferences can also be arranged at other times as needed. Parents are asked to call the office to arrange a conference time with a teacher during the year. **Parents should not drop in to see the teacher for a conference when classes are in session as this deprives the rest of the class of instructional time.** If, at any time, parents have any questions or problems, we encourage them to contact the office. Someone will be in the office from 7:30 A.M. until 4:00 P.M. each school day.

If students are falling below grade level, teachers will also stay in contact with parents frequently through a variety of methods such as phone conversations, missing assignment sheets, email, student assignment books, communication notebooks, etc.

PARTIES

Birthdays will be celebrated once a month in the cafeteria with the principal. Class parties will include Halloween, Christmas, Valentine's, and Easter. Eating healthy is what it is all about! Teaching children at an early age that eating healthy can be creative and fun, while also having great nutritional benefits for the future, is a goal we have set out to meet. According to state law, no longer can parties at school be full of sugary calories. The State does allow 9 designated parties for the year when these rules are suspended. Some ideas for healthy snacks at school parties: fresh fruits or canned/packaged fruit products (fruit roll-ups), dried fruits / 100% fruit ice pops, nuts (banana nut bread), almonds, cashews (please check to confirm that your child's class has no one with peanut allergies), nonfat yogurt / frozen yogurt sold in ice cream cartons, cheese and crackers, trail mix, popcorn, pizza. All drinks have to be 100% fruit juice or water. Other healthy snack ideas are available at the following website: www.dole5day.com.

PERMANENT WITHDRAWAL

To withdraw a student from Lakeside Primary School, a parent should call or come by the school office for the necessary form. Students are expected to return all books, pay all fines and charges, and be free of discipline consequences in order to be considered for withdrawal in good standing.

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

Lakeside Primary School students participate in a daily recitation of the Pledge of Allegiance at the beginning of each school day (Act 133 of 2003). One minute of silence will be observed at the beginning of each school day for prayer, reflection, or engagement of silent activity. (Act 576 of 2013)

SCHOOL INSURANCE

School insurance is available to all students. A packet will be given to each student on the first day of classes. Purchase of insurance is optional.

The Lakeside School District has absolutely no affiliation with the insurance company and does not receive any financial return from any policy that may be issued.

The Lakeside School District assumes no obligation with regard to payment of claims, but is always ready to assist parents with special problems.

SCHOOL LUNCHESES/BREAKFASTS

Lunch prices are \$2.30 per day and \$.40 for students on reduced lunches. **Meal/milk prices are subject to change.** School meals **MUST** be paid for in advance. **NO CHARGES WILL BE ALLOWED.** The students are encouraged to pay for a full week on Friday or Monday. Any days missed because of illness, etc., will be carried over to the next week.

The price for lunch includes milk. Milk is \$.50 a carton and is available to those who bring their lunch or would like extra milk. No glass containers can be brought to the cafeteria.

Parents are welcome to eat lunch with their child at their assigned table in the cafeteria. Please use the following guidelines when doing so:

Plan this as a special time for you and your child ONLY. Please do not ask other children to leave their class table to join you or provide food/beverages for children other than your own, as this may cause children that were not included to feel slighted.

Parents planning to eat a school lunch in the cafeteria should notify their child's teacher or call the office by 8:30. Upon arriving at school, they should stop in the office and obtain a visitor's pass before entering the cafeteria. Adults must pay for their lunches in the cafeteria. **Adult lunches cannot be deducted from a student's account.** Adult and student lunches for those not enrolled in school are \$3.55.

The Lakeside School District participates in the free and reduced-price breakfast and lunch programs. Early in the school year, information will be made available to the parents as to how a pupil may apply for either of these programs. If application is made, parents are encouraged to fill out all forms properly. This will help to expedite the processing of your application. Please return these forms within three days.

The breakfast program begins serving at 7:15 A.M. and closes at 7:45 A.M. Students arriving late will be served breakfast, but will be counted tardy if not finished and in the classroom by 7:55. Breakfast prices are \$.30 for students on reduced breakfast/lunch, \$1.70 for students, and \$1.85 for adults. Milk is \$.50.

WEEKLY LUNCH PAYMENT PROCEDURES

1. SEND MONEY ON MONDAYS OR FRIDAYS ONLY. If your child is absent on Monday/Friday, send the envelope on the first day back to school. If possible, parents are encouraged to send lunch money by the month.
2. Use the Lakeside Primary School envelope to send lunch money.
3. Send the CORRECT AMOUNT of breakfast, lunch, and/or milk money for either the entire week or for the entire month. Change will not be sent home. It will be credited to your child's account. **DO NOT include money for other activities with cafeteria money, as this is a separate account.** Any days missed because of illness, etc., will be carried over. Money for EXTRA MILK should be sent in the envelope with breakfast and lunch money. Indicate extra milk. Students will not be allowed to charge lunches.
4. Write the amount of money on the envelope where indicated. The cafeteria director will verify that amount and initial the envelope. If there is a discrepancy in the amount inside the envelope and the amount written on the outside, the parent will be notified.
5. Each Thursday, the school will send lunch money envelopes home with your child for you to return the following Friday/Monday.
6. Do not seal the envelope. Please use a paper clip to fasten it. We will use these same envelopes all year.
7. If you have any questions about your child's lunch account, please contact the cafeteria director, by calling the school office at 262-1921.

SCHOOL PICTURES

The school sponsors pictures during the school year. Individual and group pictures are made of all students. The only obligation the parents have is to either return the proof or purchase the pictures. Any inquiries should be addressed to the photographer directly.

SCHOOL SPONSORED ACTIVITY BEHAVIOR

Students of the Lakeside School District will conduct themselves in an appropriate manner at all school sponsored events. Guidelines of behavior are defined in the Arkansas Activities Association (AAA) handbook under sportsmanship, www.ahsaa.org and the Lakeside High School Student Handbook. Students who do not follow the guidelines will be subject to disciplinary measures. The minimum discipline action is warning/conference with student to the maximum of suspension from all school sponsored activities for the remainder of the school year.

SELLING

The sale of any product or service is prohibited in the Primary School or on the school buses without consent of the building principal.

SEXUAL HARASSMENT

It shall be the policy of the Lakeside School Board to ensure that all students enrolled in the school of the district are free from discrimination on the basis of sex to include sexual harassment. Students or employees determined to be guilty of the sexual harassment of a student will be subject to disciplinary action to include dismissal, if appropriate.

The nature and severity of the offense will determine the disciplinary action taken ranging between the minimum of a warning to the maximum of recommendation for expulsion/dismissal. Some acts may be so severe in nature that expulsion/dismissal may be recommended on the student's/employee's first offense. Students will report sexual harassment offenses to either their counselor or their building principal.

SEXUAL HARASSMENT DEFINED

In regard to the above policy statement, sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

SPECIAL ACTIVITIES

Track and field day and field trips are group activities. Students should stay with the group until the activity is completed. Parental release forms are required for participation on field trips. A fee could possibly be charged.

SPECIAL SERVICES

Special services are available for qualifying students in meeting individual educational needs. The areas available are the following:

- Resource room – academic assistance, learning disabilities **identified by committee**.
- Title I – Reading and Math assistance based on teacher recommendations, test scores, and computer scores.
- Speech Therapy – speech problems.

- Vision, Hearing, and Scoliosis Screening – by nurse.
- Counseling – by school counselor & site-based mental health counselors.
- Gifted and Talented – Services provided at this level for all students
- Homebound – special service is available for students who must experience a lengthy absence from school.
- Section “504” – identified by a committee.
- Summer School – available on Pre-kindergarten, kindergarten, and 1st grade levels based on teacher recommendations, test scores, & report card.
- ALE – Lakeside School District provides an alternative learning environment (ALE) for students who, for various reasons, are not able to function in the traditional school program.

Arkansas Department of Education guidelines are used in determining if a student is eligible for placement in our ALE classrooms. ALE teachers are licensed Arkansas teachers who provide instruction based on the Arkansas Curriculum Frameworks in each subject area. ALE teachers and staff are specially trained to meet the individual needs of each of our ALE students. The goal of the ALE classroom is to overcome the barriers to academic success for each student. Parents or students interested in this program, should contact the principal for more information on the type of programs offered by the ALE and for information about possible inclusion in this program.

STUDENT WELFARE

The board directs full compliance by the district with the child abuse and neglect reporting laws.

Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to abuse, sexual abuse, or neglect or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, will immediately report or cause a report to be made to the building principal or his designee, who will then become responsible for making a report to the Department of Social and Rehabilitative Services.

It will not be the responsibility of the school official or employee who initiated the report to prove that the child has been neglected or abused.

SURVEYS OR QUESTIONNAIRES

Parent authorization is required for surveys or questionnaires administered to Lakeside Primary School Students (Act 1100 of 2003).

SUBSTITUTE TEACHERS

A substitute teacher will periodically teach every student. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when the regular teachers are on leave for personal business, professional training, or family emergencies.

Students are expected to be extra courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately. Substitute teachers attend a substitute workshop in the fall to learn classroom procedures.

TEXTBOOKS

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Please be sure the student's name, grade, and school name are written on the book label in case the book is misplaced. You will be required to pay full replacement price for lost or damaged

books.

TOBACCO FREE SCHOOL

Lakeside School District, in the best interest of the health and safety of students, employees, and the general public, declares all of its school properties to be tobacco free 24 hours a day, 365 days per year. This policy is established to emphasize the hazards of tobacco use, as well as be in compliance with state and federal laws (Act 1555 of 1999).

Act 1099 is an amendment and prohibits the use of tobacco or tobacco products (including e-cigarettes) on property owned or leased by a public school district including school buses. The act states that a copy of this statute should be posted in a conspicuous location at every entrance to each building owned or leased by a public school district and every school bus used to transport public school students. Violating this law could lead to a penalty of between \$10 and \$100.

“Tobacco” is defined to include any lit or unlit cigarette, cigar, pipe, or any other smoking product as well as smokeless tobacco, dip, chew, and snuff, in any form. “Tobacco use” includes smoking or having in one’s possession a lighted cigarette, cigar, pipe, or any other object containing any substance giving off smoke, and chewing smokeless tobacco, dip, chew, or snuff, in any form.

Possession or use of tobacco products by students on district property, in district vehicles (school owned or leased), and at school-sponsored functions is prohibited at all times.

The use of tobacco products by all school employees on district property, or in district vehicles, and at school-sponsored functions is prohibited at all times.

The use of tobacco products by all visitors to the school district is prohibited. This includes all functions sponsored by the school, athletic or otherwise, on school property. Anyone using tobacco products will be asked by the appropriate school official to refrain from smoking or tobacco use while on school property. If the user refuses to comply, local law enforcement will be notified.

Advertising of tobacco products is prohibited in school, on school property, at school functions, and in all school publications.

Tobacco prevention will be incorporated into the district’s K-12 comprehensive health curriculum so that students will be aware of the health and social consequences of use/nonuse of tobacco products. Teachers whose instructional assignments include tobacco use prevention education will be trained in order that students will be afforded the most effective delivery of the district’s classroom-based tobacco prevention education.

DISCIPLINE FOR VIOLATION OF TOBACCO POLICY

Any student grades K-12 found guilty of using or possessing tobacco, tobacco products, or tobacco paraphernalia will receive the following:

- 1st offense – 3 day ISS assignment. Offer of resources for available cessation programs.
- 2nd offense – 3 day OSS assignment. Parent conference. Offer of resources for available cessation programs.
- 3rd offense – Expulsion for the remainder of the current school semester.

Any student K-12 found guilty of selling or distributing tobacco or tobacco products will receive the following:

- 1st offense – 3 days OSS assignment.
- 2nd offense – 5 days OSS assignment. Parent conference.
- 3rd offense – Expulsion for the remainder of the current school semester.

USING PROFANE LANGUAGE TOWARD A PUBLIC SCHOOL EMPLOYEE

Act 1565 of 2001 states that it is unlawful to use profane, violent, vulgar, abusive, or insulting language toward any public school employee during the course of his or her duties. Such behavior can be considered a misdemeanor and can carry a fine not less than \$100 nor more than \$1,500.

VIDEO/SURVEILLANCE CAMERAS

To maintain discipline and protect the safety, security, and welfare of students, staff and visitors, while at the same time safeguarding the use of district facilities, vehicles, and equipment, the Lakeside School Board authorizes the use of video/surveillance cameras. These cameras will be used to monitor student behavior in school buildings, on school grounds, and in school vehicles. The principal, or designee, will review tapes routinely and document student misconduct. Action will be taken in accordance with the student discipline policy.

Video recordings shall be considered student education records and any release or viewing of such records shall be in accordance with current law. Parents wishing to view the video may do so by contacting the principal or designee. The building retains video recordings for a maximum of two (2) weeks before copying over with new recordings.

VISITING CHILDREN

Lakeside Primary School cannot permit students to bring little brothers, sisters, or other guests to visit during school hours. We ask the parents' cooperation in this matter in order to prevent disruption of the regular classroom routine. No exceptions will be made to this rule. **Please remember all visitors must report to the office before going to any area in our school.**

STUDENT TECHNOLOGY ACCEPTABLE USE AGREEMENT

Some computer workstations are for teacher use only, and others are designated for student use in the classrooms, labs, and libraries. Improper or vulgar language on any system will not be tolerated. Passwords are to be regarded as private property and must not be shared with anyone, nor written down anywhere. Lakeside School District intends to abide by the Copyright Laws of the USA. Only software authorized by the administration may be installed on any Lakeside computer or fileserver. Modifications of any file not in your personal directory without authorization, tampering with/or erasure of any file not your own, or introduction of any viruses are all strictly prohibited. Unauthorized software will be removed.

No school hardware, software, or cables may be removed from the school building without written permission of the principal. No one may attempt to service any computer without authorization of the network supervisor or principal.

These acts are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose.

A student found in violation of this policy will be subjected to disciplinary action that is appropriate to the degree of seriousness of the bullying behavior. These consequences range from a minimum of a conference/warning to expulsion, depending on the severity of the act.

Students are encouraged to report behavior they considered to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident to the principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

The Lakeside Public School District recognizes the need to effectively use computer technology to further enhance educational goals. However, protection and security of the various information networks and computer systems is necessary. Users are also expected to learn and to follow normal standards of polite conduct and responsible behavior in their use of computer resources.

Electronic mail and telecommunications are not to be utilized by users to share confidential information about individuals because messages are not entirely secure. Network administrators may review files and communications to maintain system integrity and to ensure that users are utilizing the system responsibly. Users should not expect that files stored on district servers will be private.

The Lakeside Public School District is providing access to computer networks and the Internet for educational purposes ONLY. If users have any doubt about the educational value of any activity, they should consult a faculty member. It is the responsibility of each user to use the network and Internet access appropriately and to stay away from offensive or harmful sites. Any inappropriate site accessed from a district computer should be reported immediately to the supervising teacher.

The Lakeside Public School District, by itself or in combination with the Internet access provider, will utilize active restriction methods to filter software or other technologies to prevent students from accessing visuals that are (1) obscene, (2) pornographic, or (3) harmful to minors. The district will also monitor students through direct observation and/or other means, to ensure that students are not accessing inappropriate materials. The term "harmful to minors" is defined by the Communications Act of 1934 (47 US Code Section 254 [h][7]) as meaning any picture, image, graphic, or other visual that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

I. Use of Computer Hardware

1. Computer hardware is like any other school property and shall be treated accordingly.
2. Only authorized individuals will install, service, and/or maintain district owned computer hardware.
3. No district-serviced hardware, including cables or peripherals, may be moved without authorization from technology staff.
4. Users should not turn on or off any computer hardware without direct instruction from the supervising teacher.
5. It is the responsibility of the users to keep the computer clean and away from smoke, dust, magnets, food, liquid, and any other foreign material known to be harmful to the hardware or functionality of the system.

6. It is the responsibility of the users to report malfunctions of the hardware to the supervising teacher.

II. Use of Computer Software

1. Only software that is legally owned and/or authorized by the district may be installed on district computer hardware.
2. The unlawful copying of any copyrighted software and/or its use on district hardware is prohibited.
3. Modification or erasure of software without authorization is prohibited.
4. The introduction of any viral agent is prohibited. Every diskette should be checked for a virus each time it is put into the computer system.
5. Any individual who introduces a virus into the district system or violates the copyright laws shall be subject to appropriate district discipline policies and to the penalty provisions of the computer/network use policy.
6. The technology coordinator and/or technology staff have the right to remove any software from district-owned equipment when the user cannot provide original copies of the software and/or appropriate license for the software.

III. The following behaviors are NOT PERMITTED on district workstations, computers, or networks:

1. Sending of "chain letters" or "broadcast" messages to lists or to individuals.
2. Sharing confidential information about students or employees.
3. Sending, viewing, downloading, or displaying offensive materials or pictures.
4. Directly assisting a campaign for election of any person to any office
5. Using obscene language, harassing, insulting, or attacking others.
6. Engaging in practices that threaten the network (e.g., loading files that may introduce a virus).
7. Violating copyright laws.
8. Using ANYONE'S account other than your own.
9. Trespassing in others' folders, documents, or files.
10. Violating any regulations prescribed by the network provider.
11. Using district-connected technology to gain unauthorized access (hacking) into technology systems.
12. Using district-connected technology to perform any illegal activity.
13. All streaming of music or videos from the Internet, including internet radio stations during school hours.
14. Student use of teacher workstations at ANY time.
15. Downloading of instant messaging programs, as well as any other e-mail program not authorized by Lakeside School District.
16. Using chat rooms, bulletin board messaging, or MUD'S.

IV. Consequences

Any action (including theft, tampering, or damage) that result in the computer network being "down" will be dealt with accordingly. The consequences are threefold, including monetary restitution to repair or replace, disciplinary action, and consideration of appropriate legal action.

The punishment for an infraction of the "Student Technology Use Agreement" could fall anywhere between the minimum/maximum range listed below, depending on the number of infractions involved and/or the severity of the infraction.

1. Loss of all computer privileges for up to two (2) weeks.
2. ISS/placement on probation for the remainder of the semester, including loss of computer privileges and Internet access unless under direct supervision of a teacher in the classroom or in district computer labs.

3. ISS, up to three (3) days/loss of all computer privileges on any Lakeside School District computer.
4. OSS, up to three (3) days.
5. Recommendation for expulsion for the remainder of the semester.

The technology director, technology coordinator, or faculty/staff will report inappropriate behaviors to the user's principal, who will take appropriate disciplinary action. Any other reports of inappropriate behavior, violations, or complaints observed by other users will be routed to the supervising faculty/staff for appropriate action. Violations may result in a loss of access and/or disciplinary action. When applicable, law enforcement agencies may become involved. Each user will be given copies of this policy and procedures each year.

WEBSITE PHOTOS

The Lakeside School District website occasionally will showcase student work, projects, or activities in which students are involved. Student photographs often are included on the website and may be posted for an undetermined period of time during the current school year.

The following points will be addressed before any student photograph is posted on the school district website.

- The full name, address, phone number, or e-mail address of a student will NOT be provided on a school website.
- Photographs of large groups of students may be posted on a school website without parental permission, as long as individual students are not singled out or identified in any way. (i.e. school assembly, sporting activity, class, or club)
- Parental permission must be obtained before photographs of individual children or small groups of children (i.e. class photos) are posted on a school website.

By signing the handbook, you are agreeing to abide with the foregoing policy, rules and regulations.

LAKE SIDE PreK PROGRAM HANDBOOK



Julie Burroughs, Principal
Lee Scroggins, Assistant Principal

**LAKESIDE SCHOOL DISTRICT PreK
PROGRAM HANDBOOK**

Dear Parents,

Welcome to the Lakeside School District PreK Program. We are pleased you and your child will be a part of our program this year. We are looking forward to a year filled with exciting experiences for all of you.

Age and developmentally-appropriate activities will help your child grow mentally, physically, socially, creatively and emotionally as he/she continues to work and play with his/her peers.

Please read carefully the enclosed information so we can work together to better meet your child's needs. Please feel free to contact us at any time.

Sincerely,

Julie Burroughs
Principal

Lee Scroggins
Assistant Principal

501-262-1921

ADMISSION

Children enrolled in the Lakeside School District preschool must turn four (4) on or before August 1, 2013.

SIGN IN/SIGN OUT

Each child must be brought inside the center and signed in each day as he/she arrives. The child shall be checked out in the same manner. Forms for signing in and out will be placed near the entry door. Please be sure that enrollment forms list all persons who may check out your child from the center. We will not release a child to anyone whose name is not included in the records. We request that a photo identification be presented the first time anyone, parents included, picks up your child. The safety of each child is most important. Please cooperate with us on these matters. Parents/legal guardians shall not be denied access to their child(ren) at any time during hours of operation.

LATE ARRIVAL POLICY

We encourage you to have your child at school by 8:30 a.m. each day so they do not miss our curriculum instruction time.

LATE PICK UP POLICY

You are required to pick up your child at the time requested. Please see attached classroom schedule. If the school is unable to find you or any other person designated by you to pick up your child, the Department of Health and Human Services will be contacted.

IMMUNIZATIONS

A child's immunizations will be verified by the program within 15 days of enrollment. The Arkansas Department of Health requires that all children's immunizations be up to date. A child cannot remain in attendance until all required immunizations are complete.

MEDICINES AND ILLNESS

Medications should be given outside of school hours if possible. Only medications which are required to enable a student to stay in school may be given at school. The initial dose of a new medication should be given at home. All medication should be brought to the school nurse. The licensed school nurse is responsible for administration of medications. If the licensed school nurse is not present the nurse will delegate and train an unlicensed staff member to give the medications needed.

Medications, both prescription and non-prescription, must be provided in the original, properly labeled container that has a current date and is not expired. Medication should not be brought to school in a baggie or envelope. Some emergency medications may be carried by a student if they have been observed to be responsible with the medication and the appropriate physician and parent forms are provided. These medications must also follow the guidelines that they are in the original container and properly labeled.

All medication must be accompanied by a completed permission form that will be kept on file in the school nurse office. The licensed school nurse may be able to give Tylenol, Ibuprofen, Benadryl or Tums

with the parent or guardian's verbal permission ONE time but the parent or guardian must provide the completed permission form and medication for any subsequent doses.

Students will be considered in violation of the school drug policy when carrying any medication without the knowledge of the school nurse or school administrator. Also the district can assume no responsibility for loss of medication when not in the school nurse office.

All medication must be picked up from the school nurse office by the end of the school year or it will be disposed. Medication will not be kept for student for the next year. Please make arrangements with the school nurse about picking up your child's medication.

Students who become ill at school will be assessed by the school nurse and determined if they need to go home. Students will be sent home if have a fever greater than 100 (F) degrees or having episodes of vomiting and diarrhea. Students should remain out of school until fever is below 100 for 24 hours and /or has had no vomiting or diarrhea for 24 hours. Pink eye and other infections will require the student to be on antibiotics for 24 hours prior to return to school. If the student is diagnosed with a contagious illness a note or phone call from the physician must be provided stating that the student is free of contagious illness and may return to school. Parent cooperation in this matter is appreciated as we have both legal and moral responsibility to protect the health of all students. For all serious illness parents will be notified immediately. If the illness is of such nature to require immediate medical care when the parent or guardian cannot be reached the school officials will act *in loco parentis* to provide for the emergency medical needs of the student.

HEAD LICE

If a child is found to have nits such as head lice at school, the parent will be contacted by the school nurse. The parent will be given information concerning the eradication and control of the human host parasite. Students will be readmitted to class after assessment by the school nurse who will determine that the student no longer has live human host parasites that are transmittable in the school environment. The school nurse may conduct screenings for students for human host parasites as needed. The screenings will be conducted in a manner that respects the privacy and confidentiality of each student.

ACCIDENTS

In all serious school accidents parents will be notified immediately. If the accident is of such nature to require immediate medical care when the parent or guardian cannot be reached the school officials will act *in loco parentis* to provide for the emergency medical needs of the student. Please be sure all numbers on the school emergency forms are up to date.

MEALS AND SNACKS

Breakfast will be available to students each day. Please see the preschool schedule for times. Please do not bring breakfast or drinks from home into the classroom. Each child will be given lunch which meets daily nutritional requirements and an afternoon snack. Parents are required to fill out the free and reduced lunch forms provided by the school district.

PERSONAL PROPERTY

Each child will need a complete change of clothing to be left at the center. These clothes are necessary in case of accidents or spills. Please label with the child's name on all clothing sent to the center. Cots, sheets, and blankets will be provided for each child. Please do not bring toys from home as we cannot guarantee that they will not be lost or broken.

CLOTHING

We request the children wear clothing that will be comfortable for movement, playing and resting. Due to difficulties encountered in using the restroom, we request that they do not wear belts, overalls, or bodysuits. When choosing footwear, remember the children will spend time running and playing each day. Cowboy boots, built-in roller skate shoes, and shoes with higher heels, are not allowed. Please dress your child appropriate for cold and hot weather. Unless temperatures are extreme, we will be going outside.

CURRICULUM

The curriculum for our center is carefully planned to help prepare students for Kindergarten. The program is planned so that the child has the security of knowing the sequence of activities. Routines, such as meals, nap, afternoon snack, and playtime occur daily at approximately the same time. There will be an adult teacher present at all times.

ATTENDANCE POLICY

If a child misses ten (10) consecutive days without notification from the parent/guardian, he/she will be removed from the class list and his/her slot made available to another child on the waiting list. The ABC program is federally funded so as to allow preschoolers to attend who might not otherwise have the opportunity to do so. If your child is enrolled in the ABC program, please make every effort to see that he/she attends regularly.

SEPARATION OF CHURCH AND STATE

All Lakeside PreK instruction and instructional materials used at our facility is secular and neutral with respect to religion. No religious activity is paid or subsidized by public funds or occurs in any manner suggesting governmental endorsement of any religion or message:

- A) ABC funds must be used exclusively to support allowable ABC program costs incurred to provide non-religious instruction and activities during the ABC day; and
- B) No religious activity may occur during any ABC day regardless of the source of funds used to support the activity.

HOURS AND DAYS OF OPERATION

See the attached preschool classroom schedules for the federally mandated hours of operation for the ABC Program. The ABC program requires that preschool hours be equivalent to the public school hours (7 hours).

PAYMENT

The ABC Program is federally funded and there is no charge for students who meet income eligibility guidelines. If your child is on the sliding fee scale or full tuition, you will sign an agreement that will

specify the amount to be paid weekly or monthly. Payment is due for all days the child is signed up to attend regardless of whether or not the child is in attendance.

EXTRACURRICULAR ACTIVITIES

Your child may participate in the following extracurricular activities within the public school: library, gifted and talented lessons, physical education and weekly visits from the counselor.

BIRTHDAYS

Birthdays are important milestones in a child's life. Birthdays will be celebrated once a month with the principal. Please do not send birthday, bunking party announcements, etc... to school unless an invitation is extended to the entire class. If not extended to everyone in the class, invitations must be mailed or handled by phone outside of school.

NAP TIME

Rest time will be observed each day. Children are not forced to sleep or criticized for not doing so. We do, however, require them to rest quietly so other children needing to sleep may do so. Rest time lasts for approximately an hour and a half.

DISCIPLINE

It is the policy of Lakeside PreK to provide a supportive yet firm type of classroom environment which is conducive to providing security for young children. Rules are established during the first week of school, and the children are encouraged to talk about these rules... The children are informed in regard to what will happen should they misbehave and/or disobey the rules.

It is not the intent of the Lakeside PreK program personnel to punish children for misbehavior. Based upon a child-centered philosophy, it is our belief that discipline should be seen as a self-discipline process. The classrooms are designed to promote positive behaviors by having easy transitions from one activity to the next. The teachers use visual schedules and visual prompts to keep the children focused on activities and to provide the children with understanding of the routines of the day.

The teachers also use redirection and positive feedback to help the children stay on task. Time-out is one minute or less per year of age. If the behavior recurs, then the same procedure is repeated and the parents notified that the child had to sit in timeout. Rewards are used for good behavior. Some examples of these rewards include praise, awards, stickers, or positive notes sent home to the parents.

BOOK ORDERS

We will be sending Scholastic Book Orders home about once a month. An order form will be sent home each time. If you decide to order, please put the order form and money in an envelope with your child's name on it. Make the checkout to the book company. No child is required to order Scholastic books.

SHOW AND TELL

Your child's teacher will inform you of any show and tell days in the weekly newsletter. We encourage your child to bring interesting objects to share such as photographs, books, vacation mementos, art work, etc... We will have show and tell time each week. Your child should only bring things to share on this day.

FIELD TRIPS

The Lakeside PreK program may take off campus field trips during the school year. We will also be participating in many enrichment activities on campus. Parents will be notified of these activities.

PARENT/TEACHER CONFERENCES

We will have two (2) parent-teacher conferences during the year to meet with each other and review each child's progress (refer to the school calendar for dates). Parents are encouraged to attend these conferences.

PARTIES

We will observe the same holiday party schedule as the public school. Your classroom teacher will inform you of these dates. Due to the limited space in our preschool classrooms, we ask that younger siblings not attend these parties.

WEATHER CLOSING

The Lakeside PreK Program will be closed when the public schools are closed for inclement weather.

PARENT VISITATION

Parents are always welcome to visit the school. For the safety of our children we ask that all visitors, including parents, to check in with the PreK office before going to any area in our school. If a parent feels the need for a conference, please make an appointment in person or by phone. The teacher will contact the parent(s) if he/she feels a conference will be beneficial.

INSURANCE WAIVER

Students enrolled in the Lakeside PreK Program have the option to enroll in the school insurance program. The insurance forms are available in the PreK office. If a parent does not wish to purchase the school insurance, a signed release form must be on file in the office of the PreK Program.

