MISSION STATEMENT:
The mission of the Ozark School District is to provide educational opportunities that promote lifelong learning. Our focus is preparing every person to be a productive and responsible citizen. We believe it is our duty and responsibility to provide a safe orderly environment where learning can take place. We strive to teach not only basic skills, but also skills of critical thinking, self-expression, creativity and decision making. We firmly believe that each student is important and that everyone can learn.

“EXCELLENCE IN EDUCATION”
H.P.R.D.
OZARK SCHOOL DISTRICT

Suzie Smither
Lead Teacher

Crystal Metzger
Paraprofessional

SCHOOL CREED:
I am an OZARK HILLBILLY. I am a bright individual. I am unique and special. There is no one I’d rather be than me. Today I have the courage to be the best that I can be. I am responsible for my own actions. I have a brain. I can learn. I am loved. I will succeed. I can because I know I can! Success begins with me.

HPRD . . .HILLBILLY PRIDE RUNS DEEP!

It shall be the policy of the Ozark School District that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this district. In the event that there is a conflict between the student handbook and a general board policy or policies, the more recently adopted language will be considered binding and controlling on the matter provided the parent(s) of the student or the student if 18 years of age or older have acknowledged receipt of the controlling language.
PLAYGROUND USE

Playground areas will be assigned to each elementary division at the beginning of the school year. There will be a playground teacher or aide on the grounds at each recess. Be aware that this person takes over your homeroom supervising teacher during recess and becomes responsible for your well being and your discipline. Once you go to the playground, you will not be allowed to enter the classroom or building without the duty person’s permission.

Some playground safety rules to remember:
A. For playing on the swings:
   - No double swings.
   - Sit down in the swings.
   - No twisting in the swings.
   - No jumping from swings.
   - Do not wrap swings around the top bar.
   - No pushing others from the front of the swings.
B. For playing on the slide:
   - Come down the slide feet first.
   - When you slide to the bottom, move to the back of the slide for your next turn.
   - Do not put objects or gravel on the slide.
   - Do not swing from the bars at the top.
   - Do not climb on top of the slide.
C. For playing on the see-saws:
   - Sit on the see-saws; do not run up or down the see-saws.
   - Tell your partner when you are ready to get off the see-saws.
   - Do not “bump” your partner.
   - Two at a time only (do not sit in the middle of the see-saws).
D. No Playing tag on the equipment.
E. For playing on the parallel bars:
   - No cherry drops
   - No hanging by legs.
F. Students are to stay away from the fence on the south side of the campus.

Please do not throw rocks, sand or other hard or sharp objects.
No tackle football, dodge ball, or any contact games such as King-of-the-Mountain and riding on each other’s backs. No wrestling.
Because of limited play space and for your safety, please do not bring the following items to school: hardballs, or baseballs, skate boards, footballs, or hard frisbees.

Do not wear items that could cause bodily injury on play equipment (heavy jewelry, decorative items on clothing).

NO USING VULGAR OR FOUL LANGUAGE OR CURSING.
TECHNOLOGY USAGE/DENIAL FORM

Student’s Name: ______________________________________________________
(please print)

I give permission for the activities below in accordance with Ozark School
District’s Internet Publishing Standards:

• Video taping of my child in an educational environment
• Publication of my child’s written and/or art work within the school, on
  the school’s website or on media outlets
• Use of my child’s first name
• Use of my child’s last name
• Use of my child’s full name
• Use of my child’s picture
• Permission to have computer access and to use the internet for
  instructional purposes

_____________________________________  ________________________
Parent/Guardian Signature              Date

_____________________________________  ________________________
Student’s Signature                   Date

I deny permission for the checked activities below:

□ Video taping of my child
□ Publication of my child’s written and/or art work within the school, on
  the school’s website, or on media outlets
□ Use of my child’s first name
□ Use of my child’s last name
□ Use of my child’s full name
□ Use of my child’s picture
□ Permission to have computer access and to use the internet for
  instructional purposes*

_____________________________________  ________________________
Parent/Guardian Signature              Date

_____________________________________  ________________________
Student’s Signature                   Date

* I understand that denial of privileges to computer access and to use the internet
  means that my student will not be allowed to complete any of his/her schoolwork
  on any school computers. They will still be responsible for the completion of this
  work.

SEARCH AND SEIZURE

A. Lockers: The District maintains ownership of school lockers, and
  school authorities have equal access to such lockers and may inspect them at
  any time. An Official of the District may search a particular locker or lock-
  ers if the official has information forming a reasonable suspicion that the
  search would produce evidence indicating the student had violated the law
  or school rules.

B. Person: School Officials may search an individual if an official has
  reasonable suspicion that the search would produce evidence indicating that
  the student has violated the law or school rules. An adult witness should be
  present during the search. A pat down search of the student’s person should
  be done by a school official of the same sex. The scope of the search must
  be reasonably related to the objective of the search. No strip searched will be
  conducted.

C. After a search and seizure has been conducted and if illegal contraband,
  dangerous weapons, or stolen property has been found, students may be
  turned over to local law enforcement agencies.

D. Lockers and automobiles on school property may be subject to search by
  police using drug sniffing dogs. This search will be conducted with an
  administrator present.

APPEARANCE AND DRESS CODE

A. Students are expected to wear appropriate clothing and to present a neat,
  clean appearance at all times.

B. In sports, recreational activities, work projects, and similar assignments,
  sportswear designed for physical activity and comfort is approved.

C. Articles of clothing which the staff considers to be lewd, vulgar, obscene, or
  in poor taste are not permitted.

  a. The student will be told by the faculty that the clothing is not to be
     worn to school

  b. If the student continues to wear such clothing, parents will be noti-
     fied and the student will be given a change of clothing.

D. Age appropriate items of apparel/appearance will be determined at each
  building level through student handbook policy.

Please do not wear the following types of clothing to school:

  Open weave shirt without an undershirt, midriff or halter tops, tank tops
  with spaghetti straps, low cut under the arm tank tops, or any clothing, but-
  tons, or any other displays with logo or symbolism pertaining to sex, drugs,
  use or advertisement of alcoholic beverages, tobacco products, or any other
  immoral implications.

FLIP FLOPS ARE STRONGLY DISCOURAGED DUE TO INJURIES!

Hats and ball caps will not be allowed to be worn inside the buildings.
GANGS, SECRET SOCIETIES, AND SEXUAL HARASSMENT

A. Gangs, Secret Societies, or other similar groups, whether organized in the community or in other settings, are prohibited on the school grounds and campus at any school-sponsored activity. Gang-related activity (whether genuine or a pretense) that is identified by school officials is prohibited. Gang-related activities include, but not limited to such activities are as follows: Wearing apparel associated with gangs, displaying gang insignia, “throwing signs” or other gestures of language (however expressed) associated with gangs, intimidation, and threats.

B. Sexual Harassment

1. Improper sexual advances toward another person at school or at school sponsored activities is prohibited. Sexual harassment may include, but is not limited to, the following:
   ⇒ Verbal harassment or abuse.
   ⇒ Pressure for sexual activity
   ⇒ Repeated remarks with sexual or demeaning implications
   ⇒ Implied or explicit threats that suggest demand sexual involvement
   ⇒ Inappropriate patting or pinching
   ⇒ Intentional brushing against another person’s body
   ⇒ Any sexually motivated, unwelcomed touching

2. Any person who alleges sexual harassment may report it directly to the building principal or guidance counselor. Any report or sexual harassment will be investigated.

3. The district will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists, or participates in an investigation proceeding related to a sexual harassment complaint.

4. Anyone in violation of this policy may receive disciplinary action ranging from a minimum of a verbal reprimand to a maximum of expulsion and/or prosecution.

MEDICATION ADMINISTRATION RELEASE FORM

Please complete the information requested on this sheet and have your child turn it in to the office if it is necessary for him/her to receive medication during the school day.

GUIDELINES FOR ADMINISTRATION OF MEDICATION AT SCHOOL

Prescription medication and Epi-Pen must be in the original container appropriately labeled by the physician or pharmacist.

Over the counter drugs to be given at school must also be in the original container.

Handwritten notes on anything other than this release form are not acceptable

Permission for long-term medication must be renewed at the beginning of each semester.

I request that you give medication to my child during the school day in accordance with the school policy. You are authorized to delegate this authority to another school staff member who has been trained to follow the school policy in the administration of medication during school hours.

I agree to pay for ambulance service if used to transport my child from school to the doctor or hospital should he/she have a reaction to the medication.

Student Name __________________________ Grade ___________

Name of Medication ______________________ Dosage __________

Time to be given ____________________________

For the treatment of __________________________

Possible reactions __________________________

In case of emergency call ____________________ Phone # __________

Doctor to be called _________________________ Phone # __________

Parent/Guardian Signature __________________ Date __________________
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TOBACCO POLICY

Since it is generally understood that tobacco use can be harmful to one’s health, it shall be the policy of the Ozark Board of Education that all students shall be aware of the physical/mental effects of the use of tobacco and tobacco products.

Students shall be informed of state laws and regulations regarding the use and purchase of such substances as well as the harmful aspects of the use of such substances. Teachers shall be well informed of this subject matter and use the best instructional material available when teaching about tobacco prevention. Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff) in or on any real property owned or leased by the District, including school buses owned or leased by the District, is prohibited. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures.

With the exception of recognized tobacco cessation products, this policy’s prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pips, or under any other name or descriptor.

Act 1555 of 1999 states: Smoking or use of tobacco in any form on any property owned or leased by a public school district is prohibited. Upon conviction, a violator shall be guilty of a misdemeanor and be subject to a fine of not less than $10.00 or more than $100.00.

POSSESSION OF A FIREARM / ACTS OF VIOLENCE

The superintendent shall recommend the expulsion of any student from school for a period of not less than one (1) year for possession of any firearm or other weapon prohibited upon the school campus by state law. For the purposes of this policy “firearm means any devise designed, made, or adapted to expel a projectile by the action of an explosive or any device convertible to that use. This does not apply to a firearm brought to school for the purpose of participating in activities approved and authorized by the district. Firearms brought to school for such purposes shall be brought to the school employee designated to receive such firearms. The designated employee shall store the firearms in a secure location until they are removed for use in the approved activity. The expulsion will be noted on the student’s permanent record card. The superintendent will have discretion to modify such expulsion for a student on a case-by-case basis.

Parents, guardians, or other persons in loco parentis of an expelled student must sign a statement acknowledging that they have read and understand current laws regarding parental responsibility for allowing a child to possess a weapon on school property. The statement shall be signed by the parents, guardians, or other persons in loco parentis prior to readmitting a student or enrolling a student immediately after the expiration of an expulsion period.

The name of any student committing an act of violence, or possessing a firearm or other prohibited weapon on school property, regardless of the enrollment status, shall be reported to the Department of Education. The Arkansas Department of Education shall maintain, and make available to school principals, a registry of the names of students expelled for firearms or violence.
PLEDGE OF ALLEGIANCE

In compliance with Act 1333 of 2003, it is mandatory for students and staff of Arkansas Public Schools to participate in a daily recitation of the Pledge of Allegiance to the American flag during the first class of each school day. If a student or a student’s parent or legal guardian objects to the student participating in the pledge due to religious, philosophical, or other grounds, the student will be expected to quietly stand by his/her seat while others recite the pledge. If a student or staff member is unable to physically comply with the procedures described in this section, they will be excused by the principal.

REQUIRE A PERIOD OF SILENCE AT THE BEGINNING OF EACH SCHOOL DAY

In compliance with Act 576 of 2013, a public school in this state shall observe a one (1) minute period of silence at the beginning of each school each day. During the period of silence a student may, without interfering with or distracting another student: (1) reflect; (2) pray; or (3) engage in a silent activity. A teacher or school employee in charge of a public school classroom ensure that all students remain silent and do not interfere with or distract another student during the period of silence.

Arkansas Code § 6-10-115

No religious activity will be paid or subsidized by public funds or occur in any manner suggesting governmental endorsement of any religion or religious message.

Policy 23.04.5

ELECTRONIC DEVICES

No student shall possess a paging device, beeper, iPod, PSP, Gameboys, cell phone, MP3 player or similar electronic device on the school campus.

LASERS

Hand held lasers are not allowed on campus. This item will be confiscated.

ALCOHOL

Alcohol is strictly prohibited at all times on school grounds, school property, or at school sponsored events at home or away. Using, offering for sale, or selling beer, alcoholic beverages or other illicit drugs will result in an immediate suspension for a period of up to nine (9) days.

OZARK SCHOOL DISTRICT
SCHOOL CALENDAR
2015-2016

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<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 17</td>
<td>First Day of School</td>
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<tr>
<td>September 7</td>
<td>Labor Day</td>
</tr>
<tr>
<td>September 29</td>
<td>Parent/Teacher Conferences (Grades 4th-12th)</td>
</tr>
<tr>
<td>Oct 5</td>
<td>Professional Dev</td>
</tr>
<tr>
<td>October 16</td>
<td>End of 1st Quarter</td>
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<tr>
<td>October 20</td>
<td>Parent/Teacher Conferences (Grades K-3rd)</td>
</tr>
<tr>
<td>November 25-27</td>
<td>Thanksgiving Break</td>
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<tr>
<td>December 18</td>
<td>End of 2nd Quarter</td>
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<td>December 21-January 1</td>
<td>Christmas Break</td>
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<td>January 4</td>
<td>Classes Begin 2nd Semester</td>
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<tr>
<td>January 18</td>
<td>Professional Development</td>
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<tr>
<td>February 15</td>
<td>President’s Day (no classes)</td>
</tr>
<tr>
<td>March 11</td>
<td>End of 3rd Quarter</td>
</tr>
<tr>
<td>March 17</td>
<td>Parent/Teacher Conferences</td>
</tr>
<tr>
<td>March 21-25</td>
<td>Spring Break</td>
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<tr>
<td>May 13</td>
<td>Graduation</td>
</tr>
<tr>
<td>May 20</td>
<td>End of 4th Quarter</td>
</tr>
<tr>
<td>May 30</td>
<td>Memorial Day</td>
</tr>
</tbody>
</table>

**Potential Snow Make-up Days (prioritized)
May 23, May 24, May 25, May 26, May 27
Spring Break is mandated by the State and cannot be changed.
Philosophy

Caregivers and parents work together to promote health, safety, well-being, and the total development of the child in an atmosphere that promotes creativity and self-esteem.

Purpose Of The Early Childhood Program

The Arkansas Better Chance for School Success Program serves children ages 3 and 4 years old from families with a gross income not exceeding 200% of the Federal Poverty Level. It is the intent of the program to expand the availability of developmentally appropriate early childhood programs through ABC sites. Children have the capacity to learn at very early ages, and participating in high-quality early care and education programs provides preschool children with the skills, enrichment, and learning opportunities that increase their chances of future success in school. Children from all backgrounds who receive high-quality early care and education score higher on tests of both cognitive and social skills in their early school years. Low-income children who receive high-quality early care and education score significantly higher on tests of reading and math from their primary years through middle adolescence. This program provides assistance to educationally deprived young children by funding a successful and innovative program that is designed to increase the learning of these children and provide for their optimal development.

Goals Of The Child Care Center

1. To serve the needs of children by providing a safe, healthy environment for pre-school age children.

2. To serve the needs of children by providing a developmentally appropriate/age appropriate program for pre-school children.

Notification

Your child may be subject to interviews by licensing staff, child maltreatment investigator and/or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes. Child interviews do not require parental notice or consent.

Anti-Bullying Policy (continued)

School employees who witness or have reliable information that a pupil has been a victim of bullying shall report the incident to the principal. A school principal or his/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. A school employee who has reported violations under the school district’s policy shall be immune from any tort liability that may arise from the failure to remedy the reported incident. Any person or persons who file a complaint will not be subject to retaliation or reprisal in any form.


Respect For School Property

All of us concerned with the school are expected to have respect for our equipment, buildings, and grounds. Willfully or intentionally damaging, destroying, or stealing school property will result in financial liability of the parties involved.

Fire And Tornado Drills

Fire and tornado drills are held periodically throughout the year so that students are reminded of what to do should a disaster occur.

The fire alarm will be sounded for a fire drill. One long ring of the bell will indicate a tornado drill. Student fire marshals from the fifth grade will monitor the drills to see they are properly carried out. They will also make periodic inspections of the building for any hazards.

Field Trips

Only local educational field trips may be sponsored for the grades. A local trip is defined as one in the near vicinity of Ozark. Such trips must be educational in nature and be approved by the principal. Students who are not in attendance at school on the day of the scheduled field trip will not be allowed to participate.

Messages

Emergency messages may be delivered to children. Try to finalize after school plans before school. Remember, we have approximately 900 children in our schools. Messages cause disruptions in classes, and one message per child each day would mean chaos to educational efforts. Please try to call before 2:00 p.m.
ANTI-BULLYING POLICY

Bullying of a public school student or a public school employee is prohibited by students while in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school sponsored activities, or at school sanctioned events or by an electronic act that results in the substantial disruption of the orderly operation of the school or educational environment.

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 of one or more students or public school employees due to the severity, persistence or pervasiveness of the act.
- Substantial disruption of the orderly operation of the school or educational environment.

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.

Electronic act means a communication image transmitted by means of an electronic device, including act, 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 that causes or reasonably should be expected to cause substantial interference with the other’s performance in the school environment. Substantial disruption means that any one or more of the following occur:

- 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
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

ENROLLMENT POLICIES

Criteria For Enrollment

A. General Enrollment Requirements
1. Documentation of Program Eligibility
2. Completed ABC & DHS Applications
3. Copy of Birth Certificate
4. Copy of Social Security Card
5. Copy of Immunization Record
6. Completed Health Assessment (provided by program within 45 days of enrollment)
7. Completed Vision & Hearing Assessments (provided by program within 45 days of enrollment)
8. Signed Photo Release Permission Form
9. Signed Field Trip Permission Form
10. Signed Parental Consent Form
11. Signed Discipline Agreement Form
12. Signed Medication Form (if applicable)
13. Signed Parent Agreement Form
14. Signed Kindergarten Readiness Form
15. Secured Method of Payment (if non-ABC)
16. Free/Reduced Lunch Income Eligibility Application Form
17. Copy of any Legal Documentation that Provides Protection for Your Child

B. Arkansas Better Chance For School Success Qualification Requirements

Parent/guardian shall present the following documentation showing:

- Child shall be four years old by August 1, 2013.
- Family earned income does not exceed 200% of Federal Poverty guidelines.
- Child is current or on acceptable catch-up schedule for all required immunizations.
Acceptable documentation for age shall be an official copy of a birth certificate or other official record of age. Acceptable documentation of immunizations shall include record from pediatrician or Division of Health. Acceptable documentation of income shall include one of the following:

* Paystubs dated within the past 30 days
* Copy of 2010 W-2 forms
* Copy of 2010 Federal Income Tax Forms
* Copy of 2010 Schedule C or Schedule F (for self-employed only)
* Copy of Free and Reduced Lunch Form showing income amount (only if income is verified by school district)
* Documentation showing family is currently receiving food stamp benefits
* Documentation from DHHS caseworker showing family income amount is \( \leq 200\% \) of FPL.

Parents or guardians claiming zero earned income must provide a notarized statement signed by the parent attesting to the fact that there is no earned income.

**C. Priority For Enrollment**

The Director(s) shall determine the priority of applicants based on the following guidelines:

* Four-year old ABC qualifying children
* Four-year old non-ABC qualifying children

As vacancies occur within the program, they will be filled in accordance with the established priorities guidelines.

**D. Application & Termination Policies**

Registration begins in May of the previous school year, but applications for the waiting list may be taken at any time. Applications are placed in order based on guidelines above and on the date of the application.

The enrollment of a child will be automatically terminated when any of the following conditions exist.

1. Parent gives false information/or does not complete the general enrollment requirements.
2. Continued enrollment of the child becomes hazardous to the health or safety of the other children.
3. Parent (of non-ABC child) fails to pay fees by the end of two consecutive weeks.
4. Child has excessive tardies (not arriving by **8:00 a.m.** each morning) or excessive absences from school.
5. Parent is continuously late to pick up their child by **3:30 p.m.** each afternoon.

**COMMUNICATION BETWEEN PARENTS AND THE CENTER**

Communication between parents and the center is carried out in several ways. Please check the bulletin boards and signs near the entrance doors for general information, which might be posted. Monthly newsletters are printed and should be read by all parents. At least one parent is expected to attend each parent meeting if at all possible. Feel free to let the Site-Supervisor know if you are dissatisfied with any aspect of your relationship with ABC, or if you have suggestions for improvement. Parent/Teacher conferences will be held two times a year according to the Ozark School District schedule.

**MEDIA RELEASE**

At the time of enrollment, the parent is asked to sign a media release form. This will allow the teachers and/or director to photograph, video tape, or audio tape children who attend. This will also permit newspaper releases to be submitted for publication.

**VOLUNTEERS**

Volunteers are welcome to work with teachers at ABC. Anyone wishing to do so should contact the Supervisor. All volunteers must meet licensing requirements.

**PARENTAL VISITATION DURING SCHOOL HOURS**

The Arkansas Better Chance Program has an open door policy meaning that any parent can drop by during our daily hours for a visit whenever they want or feel the need to do so. We welcome you always. The Pre-K doors are locked every morning when we leave for breakfast, so if you arrive between the hours of **8:00 a.m. — 3:00 p.m.** you will need to use the front door of the building and check in through the front office as a visitor before entering the school.
Parents and students are reminded that Ozark Public Schools adheres to a “hands-off” policy. Students should keep their hands and feet to themselves. Often times there have been cases where so called “horseplay” has led to serious fights and injury. The “hands-off” policy includes the use of feet, throwing objects, or other types of physical contact.

Legal References:
A.C.A. 6-18-222  A.C.A. 6-21-609  A.C.A. 6-18-506

DISRUPTION OF SCHOOL

No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing disruption or obstruction of any lawful mission, process, or function. Nor shall any student encourage any other student to engage in such activities.

Disorderly activities by any student or group of students that adversely affect the school’s orderly educational environment shall not be tolerated at any time on school grounds. Teachers may remove from class and send to the principal or principals’ designee office a student who behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher’s ability to teach the students, the class, or with the ability of the student’s classmate.

Legal Reference:  A.C.A. 6-18-511

STUDENT ASSAULT OR BATTERY

A student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). Any gestures, vulgar abusive or insulting language, taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial ethnic, religious, or sexual slurs.

Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common understanding, is calculated to: a) cause a breach of the peace; b) materially and substantially interfere with the operation of the school; c) arouse the person to anger, to the extent likely to cause imminent retaliation. Students guilty of such an offense may be subject to legal proceedings in addition to student disciplinary measures.

Should a parent decide to voluntarily withdraw his/her child, the office should be informed as soon as possible. Fees (for a non-ABC child) will be paid until the child is no longer attending. If the parent decides to re-enroll their child at a later date, you may re-apply at the office and the child will be placed on the appropriate waiting list.

GENERAL INFORMATION

The center serves families who live in the Ozark School District and/or surrounding area. The Early Childhood Program is open from 7:45 a.m. until 3:30 p.m., Monday through Friday, according to the Ozark School District’s schedule. Children are cared for and given developmentally appropriate opportunities to learn on an individual basis. Creative activities are available on a daily basis. The ECP staff strives to maintain a safe, healthy, and interesting environment. Breakfast, lunch, and an afternoon snack are provided for the children. A child needs to be at school by 8:00 to eat breakfast. No breakfast will be served after 8:15. Children are required to be present no later than 8:30 unless for an excused absence. Pre-K students and parents are required to enter the OKC building through the Pre-K designated door located on the south side of the building. If a student arrives after 8:00 a.m. or leaves before 3:00 p.m., please use the front entrance of OKC and go to the front office.

ABSENCES AND WITHDRAWAL

Attendance is very important. It is also important for the parent to bring the child to school on time, as well as picking the child up on time. Students with excessive tardies, absences or late pick-ups will meet with the director of the Pre-K program. Parents will be notified on the 6th day a student is absent in the same semester. When possible, parents should be encouraged to make dental and medical appointments outside of school hours.

TARDIES

If your child comes to school after 8:00 a.m., he or she must be checked in at the office and will be considered tardy. If a child checks in after 9:00 a.m., he or she will be considered absent ½ day. Parents are asked to sign in late students or sign out students leaving early in the office. If a child checks out before 2:00 p.m., he or she will be considered absent for ½ day. If your child leaves between 2:00 and 3:10 p.m., he or she will be considered tardy. If a student checks out in the middle of the day and is gone two hours or more, he/ she will be counted absent. Three tardies in the a.m. or three early checkouts in the p.m. will equal one absence.
ABSENCES

The full amount of weekly fees will be charged regardless of absence (for non-ABC children). When the center is closed during the week, fees are figured on the basis of the daily rate that each child normally pays. For example, a child has a daily rate of $15.00, so for a four-day week, the fee would be $60.00.

EXCUSED ABSENCES

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons with proper documentation provided upon his/her return to school from the parent or legal guardian stating such reason:

1. The student’s illness or when attendance could jeopardize the health of other student;
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by their faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal; or
7. Participation in 4-H or other school sanctioned activity.

Upon return to school, please provide proper documentation:

1. Doctor’s statement;
2. Court appearance documentation
3. Documentation of death in the family
4. Documentation of religious observance

WITHDRAWALS

When a child will no longer be attending OKC’s ABC Pre-K, two weeks written notice is preferred to be given to the Site-Supervisor. Should parents wish to re-enroll their child to the program, the child’s name will be put back on the waiting list according to the priority of enrollment guidelines.

INCLEMENT WEATHER

Please, on days of extreme weather conditions (snow, ice, etc.), listen to one of the radio, KDYN or TV stations, KFSM and KHBS/KHOG to know if school will be closed. The district also has an automated phone message system through School Messenger that will notify parents of school closings. If school is dismissed early because of bad weather, parents are urged to pick up children as soon as possible. Parents will not be charged for any day the center is closed. If payment has been made, the parent will be reimbursed or given credit for the daily rate.

BITING POLICY

Accident reports are filled out on all bites that leave a mark. If the bite should break the skin, the parent will be notified. Some doctors prescribe a small dosage of an oral antibiotic if the bite breaks the skin and is located on the hand, foot, or head. (Very few bites break the skin.) After a child has bitten 3 times in a day, the parents are called and asked to participate in a conference.

PROHIBITED CONDUCT

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the board. Prohibited behaviors include, but shall not be limited to the following:

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging devise, beeper, or similar electronic communication device including cell phones on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons. If a student needs to carry a cell phone to school, we must have a written permission from the parent and the student will need to leave it in the office during class time.
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Inappropriate public displays of affection;
10. Cheating, copying, or claiming another person’s work to be his/her own;
11. Gambling;
12. Inappropriate student dress;
13. Use of vulgar, profane, or obscene language or gestures;
14. Truancy;
15. Excessive tardiness;
16. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
17. Hazing, or aiding in the hazing of another student;
18. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insinuations, clothing, “throwing signs” or other gestures associated with gangs are prohibited;
19. Sexual harassment; and
20. Bullying of other students (see ANTI-BULLYING POLICY)
FOOD SERVICE POLICIES—PRE-SCHOOL

A caregiver sits at each table for meals and snacks. Children are never forced to eat or drink. They are required to keep food at the table. Every child will be offered all foods on our menu. Menus are posted weekly in each classroom. If a child has a food or milk allergy, or there is another reason that he/she cannot have milk or a food, it must be noted on the medical report that is signed by a physician. If a problem arises during the semester, we must have a signed statement from the physician. The physician must also designate a suitable substitute (especially for milk). If there is a religious reason that a child cannot have a food, the matter should be discussed with the Site-Supervisor. Children will be receiving lunch meals served by the Ozark School District Food Service Program. Reimbursement is received for children unless we have such a statement from a physician in our files. We do participate in this program, which helps us keep fees at a reasonable rate, so we have to have each parent fill out an Income Eligibility Application. These are kept in the school files. They do not affect the weekly fee for the child. The number of children qualifying for free, reduced, or paid meals determines the amount ABC is reimbursed. If a parent desires to eat a cafeteria lunch with their child, they must notify the teacher the day before. Lunch may not be brought from home, unless approved by the ABC Director and the Ozark School District Food Service Program Director.

DISCIPLINE POLICY

Discipline at the ABC is appropriate to the development level of the children and consists of the following statements of intent and action:

1. Children are never punished. Discipline is viewed by all as being directed toward teaching children acceptable behavior and self-control, and helping the children play together safely.
2. Discipline is never associated with food or toileting.
3. Children are never isolated as a disciplinary action.
4. Children are never labeled as “bad” or “naughty”.
5. Redirection is the primary disciplinary technique used with children. A child is guided into an acceptable activity and offered appropriate choices.
6. Prevention is the most important technique used at ABC. Teachers are alert to situations that could precipitate a child’s frustration or a dispute between two or more children. When a potential problem becomes evident, children are redirected through a transition activity, through offering children an appropriate substitute activity.
7. An adequate number of materials, equipment, and activities are used as a preventative measure. Duplicate materials are used whenever possible.
8. Children are never required to participate in group activities.
9. See Biting Policy.

Positive guidance is the rule at ABC. The teaching staff use verbal direction and guidance that is in positive terms. Guidance is positive yet firm. Children are encouraged to make choices that are positive when offered a choice between two acceptable behaviors, activities, materials, etc. When all other options are exhausted, a parent conference will be scheduled.

HEALTH POLICIES

Toileting

All children are encouraged to be potty-trained upon enrollment of the program. Pull-ups will not be allowed in the Pre-K unless a Doctor’s note is provided. Help will be provided for children who are not independently capable of toileting routines. Positive attention will be given to all children during the routine and patience, encouragement and support will be offered while teaching self-help skills.

Immunization

Arkansas law and the Arkansas Department of Health require up-to-date immunizations for all children who attend an ABC facility. A child will not be allowed to enter ABC without an immunization record that shows the child to be up-to-date or to be currently in the process of receiving immunizations due. After enrollment, when a child receives an immunization, the parent must bring record to the Site-Supervisor so that a copy can be made.

Daily Health Check

A health check will be made daily by the caregiver in charge upon the child’s arrival. Questions may be asked of the parent concerning any unusual observations of the child in general. If bruises or injuries are present, the parent must sign a statement to that effect. The child will not be allowed to stay if fever or a possible contagious rash or diarrhea is present. The child will not be allowed back to school until he/she has been fever-free for 24 hours. When an antibiotic is prescribed for infection, doctors recommend that the child take the antibiotic for 24 hours before returning to the center. B.O.P. will follow that guideline unless the parent brings a statement from the physician stating that the child can return sooner. Such a statement will be accepted only when no signs of excludable illness exist. A child who is taking a fever reducing medication will not be allowed to stay without a physician’s consent. The physician should note allergies on the medical form. Advance arrangements should be made for the care of a child when he/she is sick if the parent will be unable to stay home with the child. If contacted to pick up an ill child, promptness is expected. The staff must always have up-to-date information so that the staff will be able to find the parent in the event that the child becomes ill. So, it is very important for parents to notify the caregiver of any changes in child data (phone #’s, etc.) as soon as changes occur.
Excludable Symptoms

Parents should keep a child home if any of the following conditions exist:

- Fever (at present or within the last 24 hours) A child cannot be at ABC while taking Tylenol or another fever reducing medication in order to maintain a normal temperature. **Children with a temperature of 100 or over will not be allowed to stay.**
- Diarrhea
- Vomiting
- Difficult or rapid breathing
- Severe coughing
- Skin conditions which have not been diagnosed as non-contagious by a physician; including but not limited to:
  - Yellow (jaundiced) eyes or skin
  - Contagious stages of chicken pox, measles, mumps, or rubella
  - Head lice eggs (nits), live bugs, or scabies
  - Untreated impetigo
- **Red swollen eye(s) and/or eyes with white or yellow discharge** (until on antibiotics for at least 24 hours or until a physician releases)

A child should also be kept home if he/she is ill enough for any reason to demand one-on-one care or if he/she is too ill to go outside. (See outdoor policy.)

Taking Temperatures

At ABC, temperatures are taken by the axially method (under arm) with a digital thermometer. Temperatures reported to parents are axially. A child will be sent home if temperature is on or above 100 degrees. If other symptoms exist, a child may be sent home with a lower temperature than those stated above. Rectal or axially methods are recommended to parents. Fever strips used on the forehead are not considered accurate. If fever is suspected at the time of arrival, the parent will be asked to wait for a thermometer reading before leaving the child.

CHILD’S PERSONAL SUPPLIES

The parent for each child should supply the following items:

- One or more complete changes of clothing including socks and underwear (replaced as needed and seasonally). If a child has an accident and the child does not have adequate clothing on hand, parents will be called to take the child home to change them or to bring additional clothing to school to change them in to. If the child is taken home, it is the parents discretion whether or not the child returns to school.
- Outer garments suitable for outdoor play (seasonal).

These supplies should be labeled with the child’s name and placed in the child’s cubby. Parents should check the child’s cubby each day to see that supplies are adequate for the following day. **PLEASE LABEL EVERYTHING!** This is a must! Notify the center immediately of any lost items.

Children are not allowed to bring blankets, pillows, backpacks, or toys unless specified by the teacher. One small security item may be brought for naptime use only. This item must be taken home daily.

OUTDOOR PLAY POLICY

The children will go outside for one hour everyday unless rain or extreme cold prevents us from doing so. In cold weather, the time spent outside is adjusted to the temperature, but the children will be taken out if at all possible. Please do not request that your child stay inside. ABC does not have extra staff available to stay in with one child. Cold weather does not cause disease and outdoor play is an important aspect of the ABC program. Please think of the child’s comfort and possible daily weather changes when you dress him/her and in planning outer garments to wear or bring to the center daily.

ITEMS BROUGHT FROM HOME

Parents of children are asked not to allow a child to bring toys or other items from home, as this causes confusion for the other children, and also because they become mixed up with center toys and may be damaged. Do not send your child eating leftovers from breakfast, as other children invariably want some, too. Also, do not allow your child to bring coins or other small items to the center, as they are easily swallowed by young children and can cause serious medical problems. Balloons are never allowed in the center.

DAILY SCHEDULE

Children enter the transition class the year before they will enter kindergarten. The daily schedule of activities will be posted in the classroom. Slight variations may be made due to weather, special activities (such as parties, special visitors, etc.), and the mood of the children. The transition curriculum also includes everything that happens each day.
Medication Chart

Giving medication at school is discouraged; however, if it is necessary parents are required to supply the requested information each day that the child is to receive any medication while at the center. Medicine will be given only with written permission of the parent on the medication chart. All information must be written each day that medication is to be administered. If someone other than the parent brings medicine for a child, that person’s name must be included on the Parents Permission Form in the child’s file or that person must bring a signed statement from the parent that states all information required on the medication chart. Also, the parent should tell the teacher in charge about the child’s medication and note on the child’s daily chart that the child is taking medication. No medication will be administered without written authorization. Dosages higher than that specified on the bottle or dosages not specified will not be administered without a written statement from a physician. Medication that is not in the original container and/or is not recently dated will not be given. If a parent needs us to give Tylenol, there must be a reason written down. Parents are responsible for making sure that medications go home after school. Any questions should be discussed with the Director.

IN CARE OF INJURY

The staff will care for simple injuries. The parent will be notified at the regular time when the child leaves the center. A written accident report will be given to the parent explaining what happened. In the event that a serious injury is involved, parents will be notified at once, and if necessary, the physician they have designated will be called or emergency services will be called. We must have other persons listed on file to contact in case the parent(s) cannot be reached. So, during the school year it is very important for parents to notify the caregiver of any changes in child data (phone #’s, etc.) as soon as changes occur.

If a child comes to the center with a new injury received elsewhere, the parent points out the injury to the caregiver and notes that presence of the injury on a Daily Injury Report Form. An unreported injury found by a teacher after the parent leaves will be recorded on an incident report form. The parent will be asked to sign the report at the end of the day and it will be kept in the child’s file; a copy is given to the parent.

Please be aware that all faculty and staff of ABC and Ozark School District are considered mandated reporters of suspected child abuse and neglect by Arkansas state law.

ASSESSMENTS

On-going assessments will be recorded for each child. These assessments will include:

- Health Assessment – A physical will be completed by the child’s physician before each school year and will include a vision and hearing test, usually done by our public school nurse.
- Developmental Assessment Testing – The Dial-3 Assessment will be conducted yearly. This assessment measures a child’s developmental level before beginning school.
- Work Sampling System – The WSS by Pearson Early Learning was adopted as the ABC statewide assessment for children. The purpose of WSS is to document and assess children’s skills, knowledge, behavior, and accomplishments across a wide variety of curriculum areas on multiple occasions in order to enhance teaching and learning. It is an effective assessment for early childhood programs.
- Kindergarten Readiness Indicator Checklist – The KRICS assessment is completed twice yearly. Once at the beginning of the school year and once at the end of the school year to see each child’s growth and progression through the year.

INFORMATION CHARTS

Several types of charts are necessary at the center to provide both parents and staff with information that is vital in providing quality child care.

CLASSROOM INFORMATION CHART

This chart is filled out by the parent(s) at enrollment and updated as needed by the parent or as requested by the staff. It will be kept in the child’s file.

ATTENDANCE CHART

Attendance charts for each day are located in a notebook in each classroom. The parent (or any other person who brings or picks up a child) is required to check the child in and out of the center. Time of arrival and departure, the name of anyone other than a parent who will pick up the child, presence of injury, and signature must be recorded on the attendance chart. The parent must tell the caregiver or Site-Supervisor if someone who has never been to ABC before will be picking up the child. No one other than a parent will be allowed to pick up a child unless that person’s name is included on the Parent Permission Form in the child’s file. Persons who are not known by the staff will be asked for identification. Persons are also required to be at least 18 years of age unless prior arrangements have been made. The attendance chart is a record that must be accurate and complete at all times. Inform these persons of the responsibilities involved, such as checking the child in and out, checking supplies, etc. If another person frequently has this responsibility, he/she should read this booklet, so he/she understands all aspects of the center. He/she may also attend parent orientation.