

PEAKE ELEMENTARY
School Procedures Manual (Grades K-4)



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LAST DAY FOR STUDENTS: WEDNESDAY, MAY 19

1ST Qtr.(ends 10/9) 2nd Qtr.(ends 12/16) 3rd Qtr.(ends 3/12) 4th Qtr.(ends 5/19)

Labor Day	Sept 7	PTC Day, Flex Day	Feb 11, 12
PTC Day, Flex Day	Oct 22, 23	President's Day	Feb 15 (Make-up Day, if needed)
Prof Dev Day	Oct 26	Prof Dev Day	March 19
Thanksgiving Break	Nov 23 - 27	Spring Break	March 22 - 26
Christmas Break	Dec 17 - Jan 4	No School	March 29 (Make-up Day, if needed)
Dr. MLK Jr. Day	Jan 18		

Totals	
1075.2	Hours
7.2	Banked Hours (Over 1068)
148	Student Days
5	PD Days
2	Flex Days
3	Work Days
2	PTC Days

ARRIVAL PROCEDURES

To ensure the safety of our students, please adhere to all parking signs and speed limits. Before and after school are particularly busy times and we ask that everyone drive with extreme caution. Students will only be permitted to cross the street in designated crosswalks. Students will not be permitted to enter cars that are parked in the middle of the street.

Upon arrival, all kindergarten through 1st grade students will report to the gym. All 2nd, 3rd & 4th grade students will report to the cafeteria. Students will be dismissed to classrooms from the gym and cafeteria. Car riders will be dropped off and picked up at the designated area (one-way Peake Street).

DISMISSAL PROCEDURES

Upon dismissal, car riders will report to the designated area. Bus riders will report to the cafeteria. Students should be picked up promptly.

Peake utilizes a car rider dismissal system called DASHPASS. YOU WILL NEED TO DOWNLOAD THE DASHPASS APP AND MAKE SURE THERE IS A CURRENT EMAIL ADDRESS ON FILE WITH THE OFFICE, NOT JUST THE TEACHER.

STUDENTS SHOULD NOT BE DROPPED OFF IN THE MAIN (FRONT) PARKING LOT. THE TARDY BELL RINGS AT 7:50 AM.

CHECK OUT PROCEDURES

The Peake Elementary school day ends at 3:15. Students who become ill at school, have an appointment, or need to check out for other reasons must be signed out through the school office before 2:30 pm. Early checkout will not be allowed between 2:30 and 3:30 to ensure accurate dismissal processes.

Checking out from the office does not automatically serve as an excuse for a medical absence. Written notice must be received from a medical professional the next school day to excuse the early dismissal.

ATTENDANCE PROCEDURES

Steps to follow when absent

1. Parents should call the school on the first day the student misses or send a note to the teacher stating the reason for an absence.
2. A doctor's statement may be required for an extended illness.
3. If your child cannot go out for recess, he/she must bring a signed note stating the reason for being excused. More than one day will require a doctor's statement.
4. Make-up work is required when applicable. When make-up work is required, please call by 9:00 a.m. for end-of-day pick-up.

Tardiness

A tardy is any time a student arrives after school begins. An early check out is a departure any time before the school day ends.

Elementary Students must be present for 180 minutes to earn $\frac{1}{2}$ day attendance. Students arriving between 7:50 - 8:30 a.m. will be counted tardy. Students arriving or leaving between 8:30 a.m. - 11:30 a.m. or between 11:30 a.m. - 2:30 p.m. will be assessed for a $\frac{1}{2}$ day absence.

SCHOOL BEGINS AT 7:50 A.M. and ends at 3:25 P.M.

LUNCH PROCEDURE

1. At the scheduled time, each teacher will supervise his/her students to the cafeteria in a quiet, orderly manner. Children should move through the hallways quietly.
2. Procedures for an orderly environment include:
 - a. Students will move through the service line in a quiet, orderly manner to the assigned tables and remain seated until dismissed.
 - b. Loud talking should be reserved for the playground.
 - c. Quiet voices will be allowed during lunch.
 - d. Students are prohibited from exchanging food.
 - e. Guests for lunch will be limited to the family member(s) plus two students of the family.

f. Friends may not join guests and their student(s) at the lunch table.

2026-27 Lunch Prices

All students will be provided a free breakfast Student paid lunch: \$ 2.95

Adult breakfast: \$ 3.15

Adult lunch: \$ 4.65

Please have the correct amount as the cafeteria cannot make change.

DRESS CODE POLICY

1. Prohibited items and appearance:

- a. Hats, hoods or hoodies, other head coverings, and sunglasses, except for special days, medical necessity, or other legitimate reason, and as approved by the principal.
- b. Halter tops, bare midriffs, crop tops, and spaghetti straps.
- d. Pajamas, slippers/house shoes and blankets, except for special days.
- e. Items displaying or advertising alcoholic beverages, tobacco products, drugs, obscenities, profanity, or other undesirable matter as determined by the principal.
- f. Clothing not worn as designed, ie. sagging.

2. General requirements:

- a. All items of clothing, including shorts, skirts, and dresses, should be at least as long as the tips of the fingers when the students hang their arms to their side.
- b. When wearing holes in pants, shorts, or skirts, the holes must be at or below past fingertip length.

3. Discretion of principal, exceptions and consequences:

- a. The principal may make modifications and exceptions for special events, situations, and circumstances.
- b. The principal shall have the discretion to declare dress or appearance not provided for herein inappropriate and/or prohibited if it in any way interferes with the health, safety or educational environment of any student or the school.
- c. Consequences will be determined by the principal based upon the circumstances,

and may include a conference or correction of the violation as a minimum to a suspension. Any violation of any other discipline policy may also be subject to consequences for said violation.

d. Tennis shoes/sneakers must be worn on PE days.

e. Parents will be notified if a student breaks the Dress Code Policy.

EMERGENCY HEALTH PERMISSION/CONSENT FORMS

Each child that enrolls or transfers into Peake Elementary must have an emergency permission form in his/her health record. All information (address, home and work phone numbers, email address, physician, and emergency contact) must be kept current to assure proper care and/or emergency treatment in the event of illness, injury or life-threatening situations should they arise.

COMPACT FOR EXCELLENCE

Peake Elementary is committed to the belief that all children can learn at high levels and acknowledges that all of us - teachers, administrators, and parents - must work together to make a positive difference in student achievement. Peake Elementary will provide a learning environment in which students will experience success and can achieve excellence in learning.

We ask, therefore, that you take an active role in your child's education by doing the following:

1. Visit your child's school frequently and participate in the activities of that school
2. Insist that your child complete all homework assignments
3. Discuss with your child what he or she learned at school each day
4. Remind your child of the importance of classroom discipline, especially the importance of self-discipline
5. Provide uninterrupted time for your child (without the TV), which is devoted to a learning activity.
6. Encourage your child to read for pleasure every day

PRINCIPAL'S DISCRETION

The principal, assistant principal or designee shall have the authority and discretion to impose penalties and/or consequences for behavior deemed inappropriate and disruptive of the educational process, even though not specifically listed in the school rules and regulations. In addition, the principal or designee shall have the authority and discretion to impose penalties and/or consequences that are more severe than those listed in the school rules and regulations when deemed appropriate, based upon the severity of the act or omission by the student, any previous incidents involving the student that may exist, and all of the circumstances of the situation.

The principal, assistant principal/designee will make every effort to call the parent/guardian of the student to explain/define penalties or consequences that affect their student. The only limitation is the maximum penalty or consequence provided for in the Board policies on students and discipline.

GENERAL AUTHORITY

In addition to the rules, regulations, procedures, penalties, and consequences established by the school, all students are subject to all student and discipline policies of the Arkadelphia School District as adopted by the Board of Directors, as well as all administrative regulations and procedures adopted pursuant to said policies. All parents and students should become familiar with all district policies concerning students and discipline.

SPECIAL PROGRAMS

Special Education

The Arkadelphia School District, as required by The Individuals with Disabilities Education Act of 1997 and as amended by Individuals with Disabilities Education Improvement Act of 2004, provides special education services to students with disabilities ages 5-21. The district is responsible for conducting annual child find activities to locate, refer, evaluate, and provide the needed services for students meeting Federal and State eligibility criteria.

It is the ultimate goal of the district to work effectively with all necessary individuals to ensure that disabled students receive a free appropriate public education (FAPE) in the least restrictive setting (LRE). It is the right of anyone with knowledge that a student may be a student with a disability, to make a written referral to the district, to initiate the process for consideration of services. Anyone needing more information regarding special education services may contact the district special education administrative office.

Title I Program

The Title I Program in the Arkadelphia School District is a federally funded program designed to provide remediation for students who are not functioning in the basic skills areas at levels that would be expected for their age or grade placement. Title I Programs are not intended to replace the instruction which is provided by state or local funds but are designed to support and enhance the regular classroom curriculum.

Due to recent legislative changes, the Title I Program (formerly known as Chapter I) has been reorganized and expanded to include all students within the school. Under the old legislation, only students targeted as being in need of remediation in the areas of reading and math could receive Title I services. This legislation allows Arkadelphia School District to serve all students in grades K-6 in what is known as a "Schoolwide Program."

Components of a "Schoolwide Program" include:

- comprehensive needs assessment of all children.
- effective means of improving achievement for all students.
- activities coordinated throughout a school to ensure assistance to students having difficulty mastering skills.
- involvement of parents in the activities of the school and in their child's learning.

The goal for our Title I "Schoolwide Program" is for every child in the Arkadelphia School District to attain grade level mastery and achieve success.

HOMEWORK

Homework provides reinforcement of the learning that took place during the school day. Parents/Guardians/Families can support their children with their homework by reinforcing the importance of completing assignments, as well as providing a quiet and comfortable place to work. Each classroom has its own homework schedule that will be communicated early in the school year. Please contact your child's teacher if you have any questions.

ESCHOOL PLUS

Peake Elementary utilizes eSchoolPlus, a web-based Student Information System that manages student information into an integrated and easily accessible reporting system. With this system, parents/guardians have the opportunity to receive information about their child's grades, attendance and assignments through the Home Access Center (HAC). Please utilize this tool to ensure that you have constant knowledge of your child's academic status. A username and instructions for the system can be requested from the office. If you have any problems with your account, please contact the school directly.

STUDENT EMERGENCY AND GENERAL INFORMATION

It is imperative that we have accurate information to contact all parents (including a phone number and email address) in case of an emergency, illness or injury while at school, or other situations where a student should be picked up from school. Please ensure that all information is kept current. Please notify the office of any changes in your address and/or telephone number

ILLNESS OR INJURY/STUDENT SICK POLICY

Student Injuries at School

In the event that a minor injury to a student takes place at school, first aid will be administered by trained school staff. In the event of a serious accident, paramedics

will be called and parents will be contacted. Keeping both your phone number and your emergency contact number current is extremely important.

Sick Student Policy

Under no circumstances may a parent bring a sick child to school, if the child shows any signs of illness, (please see symptoms requiring the removal of a student from school below) or is unable to participate in the normal routine and regular school day.

In the event a child becomes ill while at school, and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come pick the child up.

In the event a child complains about not feeling well during the school day, the parent will be contacted, if deemed necessary by the school nurse, and symptoms will be assessed.

Symptoms requiring the removal of a student from school:

- **Fever:** Fever is defined as having a temperature of 100°F or higher. A student will be sent home from school for at least a 24-hour period if the student has a temperature of 100°F or higher. Furthermore, the student needs to be fever free for a minimum of 24 hours before returning to school (it is highly encouraged that the student is fever free without the aid of Tylenol®, or any other fever reducing substance.)
- **Fever AND** sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- **Diarrhea:** if a child complains of diarrhea and/or a loose, messy, or bloody stool more than two times while at school.
- **Vomiting:** If your child vomits while at school, the student will be sent home for a minimum of 24 hours before returning to school. School staff members may also contact you to pick your child up from school if it is discovered that the student vomited during the night before; Please do NOT bring your child if they have vomited in the night.
- **Breathing trouble,** sore throat, swollen glands, loss of voice, hacking or

continuous coughing.

- Frequent scratching of the student's body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- It is the expectation of the school that parents treat student head lice and the home to get rid of the head lice immediately. If a student is found to have nits, the school nurse will contact the family to make them aware. The student will then be examined for nits by the School Nurse at the Nurse's discretion (up to one examination on a daily basis for a time period), to ensure that the nits do not turn into active head lice. It is highly encouraged that families treat the student and the home for nits immediately to prevent the situation from escalating to active head lice.

If your child has any existing medical problems or allergies, please provide documentation as well as ensure that the school/nurse/relevant teachers are aware.

MEDICATION

Medication (prescription) will only be given when a parent specifically makes a request and completes the Student Medication Request Release

Agreement/Physician's Order Form. If a student needs to take medication at school (daily medication or otherwise), please contact the office to obtain the proper forms.

ALL medication, including cough drops, must be turned in to the office.

It is the expectation of APSD that students who require morning medications will have those medications administered at home so that they arrive at school (and/or to their bus route) ready for the school day.

EMERGENCY DRILLS

Fire drills are conducted monthly. Each class has an assigned escape route that will take them to a designated spot a safe distance from the school. Additionally, Severe Weather and Lock-Down Drills are conducted as required by law. For a Severe Weather Drill, each class has an assigned place where students will kneel with heads covered facing an inside wall. During a Lock-Down Drill, students will remain in their

classrooms away from windows and doors. Exterior doors to the school will be locked. During the time of the drill, no one will be permitted to enter or leave the school.

CLASS PARTIES

Birthday parties and invitations will not be allowed in the classrooms due to the interruption it may cause during instructional time during the school day. Outside food and drinks will only be permitted in the classrooms during designated School Celebration/Party Days, and at the discretion of the principal. All foods sent to school for parties/snacks must be packaged and store-bought.

Celebration/Party Days:

- Winter Parties (December)
- Spring Parties (May)

SUPERVISION OF STUDENTS

The school building will be opened at 7:15 each morning. Breakfast starts at 7:35.

Please do not leave your students on campus before 7:15; there will not be supervision for them during this time. Supervision will continue until the last bus leaves in the afternoon or until personnel are dismissed by an administrator. No supervision will be provided for students who arrive earlier or stay later except under the following conditions:

- Students who remain at school at the request of a teacher or who return to school for practice, rehearsal, meetings or other school activities supervised by school personnel and are subject to the rules and guidelines which apply to the regular school day.

VISITORS

Definition: A visitor is defined as any person seeking to enter the school building who is not an employee of the school or a student currently enrolled in that building.

Visitors to the School:

A. Parents and legal guardians are encouraged to participate in regularly scheduled

visitation events such as school open houses and parent/teacher conferences. Additional conferences should be scheduled in advance. Conferences shall be scheduled at a time and place to accommodate those participating in the conference. Visits to individual classrooms during class time are permitted on a limited basis with the principal's prior approval.

B. Visitor Requirements:

- a. Register first with the office and wear an ID sticker in the top left quadrant of your shirt. A state-issued or other government ID is required.
- b. Visitors may only visit areas as defined by the nature of their visit.
- c. Stop by the office when leaving.
- d. All school visitors must comply at all times with board policies, administrative rules and school regulations.

C. Exceptions to Visitor Check In/Out:

Parents or citizens who have been invited to:

- a. Open house, special events, or a scheduled performance by a class
- b. During drop off and/or pick up procedures
- d. School events held after school hours

D. The district has the right to ask disruptive visitors to leave its school campuses.

Principals are authorized to seek the assistance of law enforcement officers in removing any disruptive visitors who refuse to leave school property when requested to do so.

OUTSIDE FOOD & DRINK

No outside food or drink will be permitted to any classroom during the school day, except for classroom celebrations/parties. All food and/ or drink must be consumed in the cafeteria. Students who arrive late and bring food or drink will be asked to consume it before check in OR will be asked to leave it in the front office until their lunch time.

Parents/ guardians are the **ONLY** people who can deliver a student's lunch.

WATER BOTTLES

If students bring their own water bottle, it must adhere to the water bottle guidelines. Students may only have water in the bottles. Failure to follow these guidelines may result in the water bottle being confiscated. Repeated violations may result in loss of privilege.

MAKE-UP WORK

Students who miss school due to an excused absence shall be allowed to make up the work they missed during their absence under the following rules.

1. Students shall ask for their assignments on their first day back at school or their first class day after their return.
2. Teachers shall provide the missed assignments when asked by a returning student.
3. Students shall have one class day to make up their work for each class day they are absent.
4. Students shall submit their makeup work without the request of a teacher.
5. Makeup work which is not turned in within the makeup schedule for that assignment shall receive a zero.
6. Makeup tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
7. Students who are absent on the day an assignment is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
8. Students under a 504 and/ or Individual Education Program will follow the policies and procedures outlined in those documents. Parents requesting homework assignments for the day(s) missed should contact the Guidance counselor's office at the school on the day(s) of absence. Work missed while a student is suspended (ISS or OSS) may be made up for credit as outlined in our makeup policy. All makeup work is due the day a suspended student returns to school. Work missed while a student is

expelled from school may not be made up for credit and students shall receive a zero for missed assignments.

LOST & FOUND

Lost and found items are to be turned in at the front office and then place in designated “Lost & Found” areas. Please check these designated areas for any lost items.

SCHOOL TRIPS

When a student is on a school related trip, the student is under the direct supervision of the sponsoring teacher. If for any reason the student leaves the supervision of the teacher, it will be only after a parent or guardian has made face-to-face contact with the sponsoring teacher and provided written notice that he/she is taking charge of his/her student. Under no circumstance will the student be released to anyone other than the parent or guardian. Advance notification in writing of the parent/guardian’s intent of taking charge of his/her student during a school trip will aid in the smooth transition from school supervision to parent/guardian supervision.

TRANSPORTATION (Added 2025-26 school year)

Each student has a primary transportation method listed. *All transportation changes must be called into the office no later than 2:30 pm in order to allow sufficient time to notify student and teacher of change.*

Students walking to school will be dismissed at 3:25 and must walk with an assigned staff member across the street to meet their parents or pick up person. For safety reasons, walkers will not be dismissed within the Peake parking lot.

ELA THIRD-GRADE PROMOTION REQUIREMENTS

Third-grade students finishing the 2025–2026 academic term are required to achieve the state-mandated English Language Arts Performance Level on the Arkansas Teaching, Learning, and Assessment System (ATLAS). Promotion to the fourth grade is

contingent upon reaching this benchmark or obtaining a qualifying good cause exemption.

MINIMUM THIRD-GRADE ELA PERFORMANCE LEVEL

Promotion to fourth grade is determined by the following ELA performance benchmarks:

A student must achieve a Level 2 or higher on the Grade 3 ATLAS Summative English Language Arts (ELA) assessment. Eligibility for promotion is based specifically on this ELA performance level.

- ELA serves as a metric for a student's progress in reading and writing development.
- Scores are derived from integrated skills including reading foundations, language, vocabulary, and writing. The writing portion requires students to utilize reading skills by providing evidence from passages to support their responses.