

Dardanelle Primary School

Student Handbook

2023 - 2024



Dardanelle Primary School
1376 N. Liberty Road
Dardanelle, AR, 72858
479.229.4185

Dr. Shawn Hettinga, Principal

Mr. John Sandlin, Assistant Principal

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Dear Sand Lizards Families,

Welcome to Dardanelle Primary School. This student handbook provides you with the necessary information to assure that everyone has a successful year. **Please review this policy booklet with your child, sign it, and return it to school.**

Sincerely,

Shawn Hettinga, Ed.D.

Dr. Shawn Hettinga, Principal

**I have received and read a copy of the
2023-24 Dardanelle Primary School Handbook.**

Signature Date Parent/Guardian

Signature Date Student

By law, we are required to have documentation that both students and parents have received a copy of the handbook. Please sign on the blank above indicating that you have received a copy of this booklet either physical or electronic. This form should be returned to your child's teacher by the date required.

This document is prepared per Arkansas statute 6-18-502. Any policy changes voted by the Board of Education or laws passed by the legislature after the printing of this book will supersede the policies in this book.

The Dardanelle School District does not discriminate based on race, color, national origin, sex, age, qualifying handicap, or military status in admission or access to its programs and activities.

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Local Field Trips....

On occasions, we have the opportunity to take your child on a short field trip to one of the other schools, the city park, or the county library for special learning opportunities.

Please sign this form permitting us to take your child on one of these local field trips. We will always let you know of these in advance.

I, _____ give permission for my child _____

to go with their class to a local site for an educational opportunity.

Parent/Guardian Signature

Date

Social Media...

The Primary School has a Facebook page as do numerous teachers. We like to use this format to showcase things happening at our school. We also use pictures in the newspaper, etc. Please check "yes" or "no" and sign this form permitting us to use your child's name and picture on these pages.

_____ YES, you have my permission to use the name and picture of my child,
_____, in different ways to showcase school events.

_____ NO, You do **NOT** have my permission to use the name and picture of my child,
_____, in different ways to showcase school events.

Parent/Guardian Signature

Date

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Dardanelle Primary School Mission Statement

In collaboration with students, parents, and the community, Dardanelle Primary School is committed to building a strong foundation for every student in both social and academic disciplines as evidenced by proficient learners.

PARTNERSHIP FOR LEARNING

The Dardanelle Primary is committed to the belief that all children can learn. We also believe that children can achieve the high standards of conduct and accomplishment that parents and staff members desire. Each participant has a role in the child's education. As a team, we must devote ourselves to the goal of the education of our children.

Parent/Guardian Agreement

Since I want my child to achieve, I will encourage him/her by doing the following:

- See that my child is punctual and attends school regularly.
- Support the school in its efforts to maintain proper discipline.
- Establish a time for homework and review it regularly.
- Provide a quiet, well-lighted place to study.
- Encourage my child's efforts and be available for questions.
- Stay aware of what my child is learning.
- Read with my child and let my child see me reading.
- Attend parent/teacher conferences and maintain frequent communication with the teachers.

Parent Signature _____ **Date** _____

Student Agreement

Because it is important that I work to the best of my ability, I will strive to do the following:

- Attend school regularly and on time.
- Bring all materials necessary for class.
- Complete all class and homework assignments on time.
- Follow the rules.

Student Signature _____

School Staff Agreement

Because my students need to achieve, I will strive to do the following:

- Maintain a safe, positive learning environment.
- Show respect, love, and encouragement to all children in the school.
- Maintain and promote high standards of academic achievement and behavior.
- Communicate regularly with parents regarding their child's progress in learning and behavior.
- Create an atmosphere of openness by communicating regularly with parents and students.
- Actively and consistently work toward building a strong foundation for life-long learning for everyone at the Dardanelle Primary School.

Teacher Signature _____ **Date** _____

Principal Signature Dr. Shawn Hettinga _____ **Date** _____

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...School Hours

School Starts	7:50 a.m.	(Students need to be in class at this time)
Tardy Bell	8:00 a.m.	
School Dismisses	3:00 p.m.	for bus riders; 3:05 for car riders

...Arrival and Dismissal

The building will be opened to the students at 7:20 a.m. The school day ends at 3:00. Teachers are to be informed of a student's typical transportation home.

*** If your child's transportation home is to differ, please notify the teacher in writing, or call the office before 1:45 pm on that day. A child will NOT be allowed to go home a different way unless the school has been notified by a parent/legal guardian.**

At the Primary School, the following procedures will be used for students being picked up by cars. Our primary concern is safety. There will be two places to pick up students. The front drive-through is for Kindergarten and 1st-grade students. The back entrance from Hilltop Road is for 2nd-grade and 3rd-grade students. If you have students in K-1 and 2-3, they will need to be picked up in the front.

When you pull onto Liberty Road, there will be a turning lane for the front entrance and one for the Hilltop entrance. Please pull into these lanes and wait your turn to pick up your child. All students will be delivered to vehicles.

PLEASE REMAIN IN YOUR CAR AND ALLOW US TO BRING YOUR CHILD TO THE VEHICLE. THIS IS STRICTLY FOR YOUR CHILD'S SAFETY. IF YOU NEED TO PICK UP YOUR CHILD FOR A DOCTOR'S APPOINTMENT, PLEASE DO SO BEFORE 2:45. Walking up to the front to pick up your child will not be allowed. There will be staff to supervise the dismissal. When you leave, please turn back toward Hwy. 22.

...Attendance Policy

When a student has 2 absences without a written excuse, their parent, guardian, or person in loco parentis shall be notified that the student has missed half the allowable days for the semester. The notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds 4 absences in a semester, the district shall notify the prosecuting authority and the parent, guardian, or person in loco parentis shall be subject to a civil penalty as prescribed by law. Excessive absences may result in non-promotion to the next grade level. Excessive absences, however, shall not be a reason for the expulsion or dismissal of a student.

The Arkansas General Assembly intends that students having excessive absences due to illness, accident, or other unavoidable reasons be given assistance in obtaining credit for the courses. Therefore, at any time before when a student exceeds the number of allowable absences (unless unable to do so due to unforeseen circumstances), the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's absences. If formal arrangements are granted, they shall be formalized into a written

agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee. Unless a student's excessive absence is due to an unforeseen circumstance, the district will not accept a doctor's note for a student's excessive absence.

Days missed due to in-school suspension are not counted as absences; however, the out-of-school suspension shall count toward the allowable number of days absent.

...Additional Absences

Additional absences that are not charged against the allowable number of absences are those where the student was on official school business or when the absence was due and the student brings a written statement upon their return to school from the parent, guardian, person in loco parentis, or appropriate government agency.

... Absentee Procedure

On the day that your child is absent, you will need to call the office before 8:30 a.m. You will need to be prepared to identify yourself and tell the secretary your child's name, the name of the teacher, and the reason why your child is absent. When your child returns to school, you will need to write a note to explain your child's absence from school. The note will need to include the following information:

- Child's full name
- Date of absences
- Teacher's name
- Reason for being absent
- Parent/guardian's signature

Your child will be responsible for giving the note to their teacher. The teacher in turn will give it to the office. Keep in mind that if your child has to miss school due to a medical appointment, you should have the medical provider fax an excuse to the school at 1-479-229-5036, or send it with your child when they return to school.

...Student Checkout Procedures

Students can be checked out during the school day only at the request of either a parent or a legal guardian. **If parents are separated or divorced, the child will be released to either parent unless legal documentation prohibiting access to the student is delivered to the building principal by the parent who has legal custody of the student.**

If your child is picked up before 11:30 a.m., they will be counted absent ½ day. Students who are checked out after 2:30 will receive a tardy notation.

...Tardiness

Students will be considered tardy for school if they arrive at or after 8:00 a.m. Students who arrive late must report **with their parent/guardian** to the office for a tardy slip before going to their classroom. The child will then take the tardy excuse to the teacher for admission to class. The exception to this is a late bus, an act of nature, or a personal emergency (as determined by the principal). Students arriving on or after 11:30 a.m. will be considered ½ day absent.

...Visitors

Parents/guardians are invited to visit the school at any time that you might have questions or would like to view the operation of the school system. However, the law requires that **all visitors** check in at the office with their driver's license or official identification before going to other parts of the building. Visitors are required to wear a visitor's badge issued by the office for security purposes. This will allow us to assist you and will avoid interruption of the normal educational process.

...Discipline Policy

The premise behind the discipline program at the Dardanelle Primary School is that teachers are the authority figure in their classrooms. The following are guidelines:

- Teachers will immediately recognize and reinforce a student who chooses to behave appropriately.
- Teachers will not tolerate:
 - students preventing them from teaching
 - students preventing others from learning
 - students engaging in any behavior that is not in their best interest and the best interest of others.

Consequences to behavior that takes away from student learning include the following and are listed in order from least serious to most serious:

- Teacher warning
- Conference with parent
- Loss of privileges
- In-School Suspension (depending on student behavior)
- Out of School Suspension
- Temporary change of learning environment
- Expulsion (only when all other options have been fully explored)

Parents will be notified any time a student's behavior is unacceptable. Records will be kept as to the consequences of a student's actions. These are kept only as a benefit to students, teachers, and parents. Additional information regarding discipline is found in the District K-12 Student Handbook.

...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 abuse 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. Use of any paging device, beeper, cell phone, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over-the-counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection;
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy;
16. Excessive tardiness;
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, sexual orientation, gender identity, or disability;
18. Possess, view, distribute, or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. Hazing, or aiding in the hazing of another student;
20. Gangs or gang-related activities are forbidden on school property.
21. Sexual harassment;
22. Bullying;
23. Operating a vehicle on school grounds while using a wireless communication device; and
24. Theft of another individual's personal property.

The Board directs each school in the District to develop implementation regulations for prohibited student conduct consistent with applicable Board policy, State and Federal laws, and judicial decisions.

Possession or use of tobacco or any vaping-type device and or substance used to vape in any form on any property owned or leased by any public school is prohibited. Consequences range from ISS/OSS and police notification for review and possible fines or tickets. This applies to students as well as adults. **Possession or use of any alcohol while on campus or at any campus activity or event** will result in ISS/OSS and police notification for review. **Students who have been found to be in possession of any firearm while on school grounds** will result in immediate expulsion and police notification. If a student discovers that he or she has accidentally brought a weapon **other than a firearm** and discloses it to the school administration when realizing they have the weapon, students will not receive consequences. The administration will hold a weapon(s), and parent(s) must pick up a weapon(s) from the school.

...Grievances

A student or parent with a grievance should initiate the grievance process at the level at which the grievance occurred by first discussing the problem with the immediate teacher or principal involved. If the problem is not resolved to the satisfaction of the student or parent, they may file a written grievance with the superintendent. If the superintendent is unable to resolve the situation, the

student or parent may request that the superintendent schedule a hearing before the Board of Education. A copy of the formal school district grievance procedure is available upon request.

... Nondiscriminatory Policy

The District is an equal opportunity employer and shall not discriminate on the grounds of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, age, disability, or genetic information. Inquiries on non-discrimination may be directed to: Melanie Burris, District Equity/Title IX Coordinator, who may be reached at 102 South Front Street Dardanelle, AR 72834, via phone at 479-229-4111, or by email: melanie.burris@dardanellelizards.com.

...Dress Code

We desire to establish an environment in which all of our students can focus on learning. School board policy states that any student wearing an article of clothing or manner of hairstyle or make-up determined by the teachers and/or principal to be disruptive to the learning environment or hazardous to the health and safety of the child and/or the teacher shall not be allowed. To facilitate this goal, we would ask that you follow these guidelines for your student's dress for school. Each incident will be handled according to the severity of the concern, either by the classroom teacher or an administrator.

Students should not wear the following:

- **Clothing with inappropriate language, advertising, or suggestive markings.**
- **See-through shirts, bare midriff, or halter tops.**
- **Hats in the building (unless deemed appropriate for a school event, or award)**
- **Shoes or boots with cleats or wheels.**

...Transportation

Boundary lines have been set up for students who are eligible to ride buses. If additional information is needed, contact Mr. Ed Warren, Director of Transportation, at 479.229.4111. Any changes from a child's normal mode of transportation for that day should be made as early as possible. Any requests made after 2:30 p.m. are extremely difficult to deliver promptly. Should your child need to ride a different bus, please send a note stating the reason.

...Bus Conduct

While the Board of Education offers a system of pupil transportation, it also requires parents of students to accept responsibility for supervision until the child boards the bus in the morning and after the child leaves the bus at the end of the day. Once a child boards the bus, and only at that time, do they become the responsibility of the school district. Such responsibility shall end when the child is discharged at the regular bus stop at the end of the school day.

Since the bus is an extension of the classroom, the Board shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. When a child does not demonstrate proper conduct on a bus, such instances shall be brought to the attention of the building principal by the bus driver. The building principal shall inform the parents immediately of the misconduct and require their cooperation in controlling the child's behavior. The principal shall discipline guilty students as deemed appropriate.

Basic Bus Rules

1. Follow the directions of the bus driver at all times.
2. No eating or drinking is allowed on the bus.
3. Keep bus aisles clear of books, bags, feet, legs, etc.
4. No rude, vulgar, or obscene language or actions are allowed.

Safety Rules

1. Keep hands, feet, and other objects to yourself at all times.
2. Stay in your seat facing forward.
3. No balloons, live animals of any type, or any items too large to hold on the student's lap or place under the seat are allowed.
4. Use proper boarding and departing procedures.
5. Keep your hands and head inside the bus windows at all times.
6. No vandalism to personal or school district property is allowed.

1st OFFENSE – Parent contact by discipline note or telephone.

2nd OFFENSE – One-day In-School Suspension. Parent(s) will be notified by phone and in writing.

3rd OFFENSE – Loss of bus privileges for 3 days.

4th OFFENSE – Loss of bus privileges for 5 days.

5th OFFENSE – Loss of bus privileges for 9 weeks and meeting with a parent.

6th OFFENSE - Permanent loss of bus privileges and meeting with a parent.

Children will be instructed concerning proper behavior as bus riders. Strict observation of the rules of behavior is required of all passengers. The bus drivers have the same authority over the children while they are on the bus as the teacher has over them while they are in school.

** The administration reserves the right to modify these consequences as needed to address misconduct on the bus and at bus stops.*

...Field Trips

Field trips are an integral part of the curriculum at Dardanelle Primary. The educational activities broaden the experiences of our students and help them learn more about their community and their world. Transportation to and from field trips outside our immediate area will be provided by the district. Students participating in such activities will be required to ride in district vehicles.

A parent or legal guardian may request that their child be permitted to return in their vehicle. This should be done before the trip and by personally visiting with the sponsor, teacher, or principal to make the request. The request will then be approved or denied. This request is limited only to the parent or legal guardian's child. Students still need to be signed out through the office, or on special occasions, with the teacher, by the parent or guardian.

...Extracurricular Activities

All students in the Dardanelle School District are eligible to participate in extracurricular activities. A student may lose their eligibility to participate in these activities when, in the opinion of the school's administration, the student's participation adversely jeopardizes their academic achievement. Students may also be denied permission to participate in extracurricular activities as a consequence

of disciplinary action taken by the administration for inappropriate behavior.

...Food Service

Student meals are available at \$2.20 for lunch and \$1.00 for breakfast. Money should be placed in a sealed envelope and marked on the outside with the students:

1. FULL NAME (first AND last)
2. Amount of money
3. Homeroom teacher's name

Payment may also be made online at ezschoolpay.com. Free and reduced lunches are available to qualifying families. Applications will be distributed on the first day of school. Failure to complete the necessary forms by the due date may result in lunch charges. Students are not allowed to charge for meals; therefore, parents will be notified when students have one day's worth of money in their account.

...School Parties

Any special parties are held on the holiday being celebrated if possible. On this day, parents may schedule party snacks with the classroom teacher. They must be store-bought. We ask that parents not send invitations to individual birthday parties with their child. When there isn't an invitation for every child, hurt feelings occur. Thank you for your consideration of our students.

...Medical Problems

Parents need to bring to the school's attention any medical problems or allergies that might affect the student's academic or behavioral performance. The nurse can communicate with the teacher and modify activities or excuse him/her from activities if necessary.

...Administering Medications to Students

Prior to the administration of any medication, including any dietary supplement or another perceived health remedy not regulated by the U.S. Food and Drug Administration, 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. The school nurse shall maintain all signed medication consent forms. Unless authorized by a physician's order to self-administer, students are not allowed to carry any medications, including over-the-counter (OTC) medications, any dietary supplements, or another perceived health remedy not regulated by the U.S. Food and Drug Administration, while at school. Students may NOT bring medication to school; it has to be brought in by the parent or legal guardian. When prescription medications are brought to the school nurse, the nurse shall document the quantity and type of the medication(s) in the presence of the parent. Medications must be in the original container and be properly labeled with the student's name, the ordering health care 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. The school shall not keep outdated medications or any medications past the end of the school year. Parents or guardians 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 in accordance with current law and regulations.

Over-the-counter (OTC) topical medication such as creams, lotions, gels, and ointments will be used on an as-needed basis, such as but not limited to Polysporin (bacitracin/polymyxin B), Neosporin (bacitracin/neomycin/polymyxin B), and bacitracin are antibiotic ointments that you can use to help treat or prevent infection for minor cuts or scrapes; Hydrocortisone cream medication is used to treat a variety of skin conditions, such as insect bites, poison oak/ivy, eczema, dermatitis, allergies, rash, and itching; Orajelgel is a medication used for instant relief from toothaches and oral pain. The topical medications will be used without parent consent UNLESS a parent sends a letter or makes contact by phone not to administer. They will be administered by the school nurse, teachers, administrators, office staff, and other supervising adults **for more elaborated information on medical/medication policies, please refer to your district student handbook.*

...Communicable Diseases and Parasites

Students with communicable diseases or with parasites shall demonstrate respect for other students by not attending school while they are contagious. If your child is suspected of having conjunctivitis (pink eye), which according to the CDC is very contagious, the nurse will contact the parent or legal guardian to pick up the student. It is usually spread from an infected person to others through close personal contact, such as touching or shaking hands, the air by coughing and sneezing, touching an object or surface with germs on it, then touching your eyes before washing your hands. The school nurse will re-examine the student after treatment. Once determined the student no longer has conjunctivitis, the student will be readmitted to class.

If signs of lice infestation are present, or the presence of LIVE LICE (nymph or adult louse), the parent or legal guardian will be contacted to pick up the student related to living human host parasites that might be transmittable in the school environment. If no live lice are detected, and nits (eggs) are noted attached firmly within 1/4 inch of the base of the hair shaft the nurse will call and notify the parent, but the child can remain at school until the end of the day. After the student has been treated, the school nurse will re-examine the student for the presence of lice after treatment. Once determined the student no longer has live lice, the student will be readmitted to class. Students will NOT be excluded for the presence of nits (eggs) only, however, will be re-examined as needed. In some instances, a letter from a healthcare provider may be required before the student is readmitted to the school for any communicable disease or parasite. As always, the screenings shall be conducted in a manner that respects the confidentiality of each student.

...School Wellness Policy

The School Wellness Policy does not restrict foods provided by parents for their own child's lunch or snacks. Parents may provide "Foods of Minimal Nutritional Value" or candy items for their own child's consumption, but they **MAY NOT** provide food items to other children at school. It is recommended that the guidelines set forth by this policy be followed so that each student's nutritional health is at an optimum level. Our Wellness Policy encourages you to provide healthy snacks during classroom functions.

...Physical Education

Physical Education is offered to all students. If a student's participation has some limitations, it will be necessary to submit a written note to the nurse to be excused from physical education activities. The continued limitations will require a medical doctor's written excuse on file. Regular school clothing is satisfactory for activities. However, activities do require tennis shoes.

...Recess

All students will go outside for recess unless a note is provided by the parent. If a student must remain inside during recess for more than three days consecutively, a note from the child's physician is required.

...Identifying Student Belongings/Lost & Found

Students, not the school, are responsible for their personal property. Articles of clothing and personal belongings need to be marked with the student's name. DPS has a lost and found section at the back of the building to the left of the gym. Items not collected by the child or parent by the end of each semester will be donated to a local charity.

...Toys

Students should **not** bring toys unless requested by the teacher for Show & Tell or other special purposes. This includes all toys, video games, and any type of trading card.

...Cell Phones

Students are allowed to have a cell phone in their backpack turned off during school hours and while on the bus to and from school. If the student has the phone out during school hours, the phone will be placed on the teacher's desk until the end of the day. Second offense, the phone will be placed in the office and **a parent/guardian will have to come to pick it up.**

...Clothing

We ask that you send a change of clothing to keep at school for your child in case of an accident. It is difficult to keep all sizes needed here in the office. If your child is sent home in a change of clothes that belongs to the school, we ask that you wash and please return.

...Severe Weather

The school will not be in session when the weather makes it dangerous for school buses to run. In case of inclement weather, school closing information may be obtained from the following:

- School automated robocall (please make sure your phone number is updated)
- District and Primary School Facebook pages

...Promotion & Retention

Promotions and retention are based on an evaluation of academic, physical, social, and emotional growth. The primary reasons for considering retention are: 1) Not completing grade-level academic requirements. 2) indifference or lack of effort on the part of a capable student, 3) physical or social immaturity, and, 4) frequent or long absences. Retention is usually considered a more positive alternative during the primary years.

Determination will be made by the parent-teacher conference in the 3rd quarter whether or not retention should be considered. A conference with the parents, teacher, and principal or designee will be held in which samples of the student's work and reasons for considering retention will be discussed.

During the conference efforts will be made to 1) acquaint all parties with the advantages and disadvantages of retention, 2) discuss the progress that needs to be made to preclude retention, and 3) a clear understanding will be established regarding when a final decision would be made if the delay is suggested. If the data collected shows that a student shall be retained, the parents will be informed accordingly for verification of the action.

...Intensive Reading Instruction

According to the requirements for Intensive Reading Instruction (IRI) as described in Ark. Code Ann. § 6-15-2004(a)(2): Any student who exhibits a substantial deficiency in reading, based upon statewide assessments conducted in grades kindergarten through two (K-2), or teacher observations, shall be given intensive reading instruction based on the science of reading as soon as practicable following the identification of the reading deficiency.

...Reports

Standards-Based Report cards on a four-point scale will be issued every nine-week period. In addition to progress reports, other methods of assessment are also used to track each child's progress. Mid-quarter reports may also be sent to you by teachers during the fifth week of each term.

...Parent-Teacher Conferences

To discuss student progress with parents, conferences are held with each parent at the end of the first and in the middle of the third nine weeks. If a parent is unable to attend the conferences, the teacher will either make contact by phone or send information by email to make sure the parents are aware of the child's educational progress. If you feel the need to meet with your child's teacher at any other time, please feel free to send a note or contact the school at 229-4185. If you call during the school day, the office will leave the teacher a note to return your call. If you wish to have a conference with your child's teacher, please call ahead to make an appointment, as our teachers' schedules **do not** allow time for drop-in conferences.

...Conferencing with the Administration

The principal and assistant principal are always pleased to conference with parents. We ask

that all conferences be scheduled. This assures that your concerns will be given proper time and attention.

...Volunteers

Volunteers are always welcome but must complete a background check using our *Hall Pass* system. If you are interested in volunteering, please see the family and community engagement coordinator.

...Parent Center

Our Parent Center is located in our library. Please feel free to stop by and browse through all the various materials that are available for you to check out.

...Student Handbook

It shall be the policy of the Dardanelle School District that the most recently adopted version of the Student Handbook is 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 board policy or policies will supersede. However, the Board has the authority to review and change policy at any time.

...District Policy Updates

- Students shall be permitted only one (1) school transfer per year (for more info see policy 4.5 of district handbook).
- DSD will follow state law and policy 4.7 in regard to all absences (see district handbook).
- DSD will follow state law and policy 4.8 regarding make-up work (see district handbook).
- DSD will follow State and Federal law regarding the privacy of student records (see policy 4.13 of district handbook).
- In the interest of student safety, DSD shall keep anti-opioid injectors on hand. The school nurse and SRO shall possess an anti-opioid at all times when on duty (see policy 4.35 of the district handbook).