

Marguerite Vann Elementary
Parent Guide and School Procedure Booklet
2014-2015



Bobby Walker, Principal

Rebecca Decker, Assistant Principal

School mascot: Viking

School colors: Purple and White

School Motto

Creating Opportunities for Excellence

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Marguerite Vann Elementary
2845 Carl Stuart Road
Conway, AR 72034
501-450-4870 Fax: 501-450-6659

Dear Marguerite Vann Parents,

On behalf of the faculty and staff of Marguerite Vann Elementary School, I would like to welcome you to our school where everyone takes responsibility for learning. It is our pleasure to partner with you as together we educate our children. We welcome you to visit our school and attend the many planned programs during the school year. You are always welcome to have lunch with your child in the cafeteria and we love to have volunteers to help in different ways. Being involved at school sends many positive messages to your children.

This “Parent Guide” is filled with information that will be helpful to you and your children. Please take the time to become familiar with the information. Discussing the contents with your children will help them understand that the procedures we have developed for the school are for their benefit.

Marguerite Vann is a school that is committed to high expectations and achieving high standards. The staff works hard to provide positive learning opportunities for your child/children. We support a curriculum that encourages each child’s intellectual, physical, moral, emotional and social growth so that he/she may become a contributing member of home, community, and society.

Please feel free to contact your child’s teacher or the office anytime you have a question, suggestion, or concern. Working together, we can continue to make Marguerite Vann a school committed to Creating Opportunities for Excellence.

Respectfully,

Bobby Walker, Principal

Marguerite Vann Elementary School

Faculty and Staff

Teachers may be contacted by email by using the email directory at www.conwayschools.org.

lastnamefirst**initial @conwayschools.net**

Example: walkerb@conwayschools.net

Administration

Bobby Walker, Principal
Rebecca Decker, Assistant Principal
Stephanie DeFoor, Instructional Facilitator

Support Staff

Lori Bane, Bookkeeper
Tina Parks, Receptionist
Mandi Townsend, Nurse

Specialists

Heather Leavell, Counselor
Aimee Cloud, Speech
Virginia Henderson, Resource
Ashley Stephens, Resource
Jackye Wilder, Interventionist

Specialty Teachers

Jana Hefner, Music
Jana McCollum, PE
Jamille Rogers, Media Specialist
Tori Houston, Art
Hannah Webb, Gifted & Talented

Cafeteria and Custodial Staff

Teresa Darling
David Tucker
Rita Mason
Willy Morris

Mae Schmidt, Cafeteria Manager
Windy Favre, Assistant Manager

Kindergarten

Amy Dennie
Rosa Etter
LeAnna Floyd
Stephanie Lieblong
Holly Seaman

1st grade

Lisa Ortega
Paula Prock
Metra Scaife
Ashley Williams

2nd grade

Beth Bryan
Melanie Church
Melinda Flowers
Monica Garcia

3rd grade

Natalie Bennett
Heath Dow
Rebecca McCuin
JoDee McKenna

4th grade

Barb Clardy
Linda Crawford
Mark Cuddy
Michelle St. John

Marguerite Vann Elementary School

Daily Schedule

2014-2015

7:35	Building Opens
7:35 –8:00	Students report to Cafeteria
8:00	Students dismissed to Classrooms
8:10	Tardy Bell
10:25 –11:00	Kindergarten Lunch
11:00 –11:30	First Grade Lunch
11:30 –12:00	Second Grade Lunch
12:00 – 12:30	Third Grade Lunch
12:30 – 1:00	Fourth Grade Lunch
3:10	Walker Dismissal
3:15	Car Rider Dismissal
3:20	Bus Riders Dismissed to Cafeteria

Enrollment Forms

- Please remember to **resubmit any custody paperwork** which may affect who is allowed to contact your child at school. By law, we must release a child to the requesting parent unless we have a current copy of a Non-Contact or Protection Order.
- Be sure to give **local contact numbers** of individuals allowed to pick up your child in the event of an emergency when you cannot be reached.
- Please remember to **keep your contact information on your enrollment forms updated during the school year**, such as phone numbers or place of employment. The enrollment form is our only source of information when we need to contact a parent. **It is extremely important that this information be accurate and current.**

Thank you for your assistance in helping keep your child safe and keeping you informed.

Traffic Patterns

Morning

In an effort to ensure the safety of our children, the following traffic patterns should be followed daily:

The back of the building is used for bus & day care students **only**.

Carl Stuart Road is one way moving West from 7:30 am – 9:00 am in the morning and 2:00 – 4:00 pm in the afternoon. In order to get in the line, turn off of Salem onto Timberpeg Court, take a right on Hubbard, and follow it onto Carl Stuart Road. Stay in the right hand lane past Carl Stuart and then turn into Marguerite Vann's Driveway.

Car riders are dropped off in the front of the building. The left lane of traffic is for dropping off and picking up. The right lane is for driving through or parking to come into the building.

Always pull up as close as possible to the white loading sign or the car in front of you. We will unload the cars directly in front of the building 4-6 at a time. Students need to Be READY to get out when you pull up to the front of the school so everyone can get inside in a timely fashion.

Students who are eating breakfast will report to the cafeteria. Students who are not eating breakfast will report to the music room. All students will be dismissed to class at 8:00 am.

Afternoon

- Day Care, Boys and Girls Club, & Bus students - cafeteria.
- Walkers/Bike Riders dismissed in the front of the building.
- Walkers must walk home immediately through the gates off of the property. Students will not be allowed to play on the playground while waiting on siblings from Carl Stuart or busses.

They are to wait inside in order to be supervised. Parents, you are welcome to bring your children back to play on the playground after 4:00 pm. Please understand that this is a liability and this rule is for the safety of our children.

- Car Riders wait in the front of the building.

Keep your child's car tag in the driver's side windshield of your car while driving through the pick-up line. Stay in the left hand lane to pick up your child. Drive up as close as you can get to the white loading sign and/or the cars in front of you. We will load five cars at a time at the designated colors. **For the safety of our students, do not drop off or pick up students across Salem Road. Please do not park your car to walk up and get your child. This slows down the traffic and makes everyone have to wait.**

NOTE: ALL CAR RIDERS MUST BE PICKED UP BY 3:45 p.m. After two late pick ups, a note will be sent home and a conference will be scheduled with the school administration.

Birthday Celebrations and Snacks

To be in compliance with Act 1220 and mandates by the State Board of Education, we must make some changes to the way our school celebrates birthdays and special occasions. Please read the following guidelines carefully:

- We will have birthday snacks for students only **one** time per month. These birthday snack times will be scheduled by your child's teacher. In December and February, birthday snacks will be combined with class parties. This is the **only** time each month when birthday snacks may be served to students.

- Please make other family members and friends aware of this guideline. Snacks sent to classes at any other time will be sent back to the office.
- No foods may be served to a class 30 minutes before, during, or 30 minutes after lunch. For example, this means pizza may **not** be brought for an entire class for lunch.
- **Please do not bring any products containing peanuts.**
- Food must be prepared in a facility that is approved by the State Department of Health. We are sorry, but we cannot serve homemade snacks to the students.
- If you chose to send or bring a snack for a birthday, please send individual cupcakes or cookies. Individual juice/drink boxes may also be sent. Teachers do not have plates, cups, serving utensils, etc. in their classrooms to serve birthday cakes and drinks.
- Please **do not send** birthday balloons, flowers, etc. to students at school.
- Students may not bring birthday party invitations to school to pass out unless every child in the classroom is invited.
- Also, in response to Act 1220, we are not allowed to sell snacks from a cart or school store. If your child's class has a snack time during the school day, those snacks will have to be brought from home.

We understand that birthdays are an important part of childhood, but these guidelines are state mandated and must be followed. We are sorry, but **no exceptions** can be made. Please do not ask.

Classroom Party Guidelines

There will be two parties and one end-of-the-year activity per grade level. The two parties will be Christmas and Valentine's Day.

- In accordance with Act 1220, snacks and refreshments served at parties should include, but do not have to be limited to, nutritious choices such as fresh fruits and vegetables. Additionally, they should **not include any peanut products** due to the danger these present to students in our school who have peanut allergies.
- Christmas parties are scheduled for Thursday, December 18. Parents will be asked to provide refreshments prepared in a facility approved by the Health Department. If activities are planned, please keep them simple.
- Valentine's Day parties are tentatively scheduled for Friday, February 13. Students may not give Valentine gifts, such as jewelry or boxes of candy, to only certain students at school. Anything brought must be shared with the entire class.
- Dates and/or times of parties may change if scheduling conflicts arise during the school year.
- The end-of-the-year activity will be scheduled by the teachers later in the school year and parents will be notified.

Thank you for helping us to exercise a conservative approach to parties and holiday celebrations. We appreciate your cooperation as we try to maintain a fun environment for our students while guarding valuable instructional time and complying with legislative mandates.

District Rules and Regulations for Elementary Physical Education

A. Rules

1. Wear appropriate shoes; no sandals or boots.
2. Wear appropriate clothes for physical education activities. If a student wears a dress, they must wear shorts underneath.
3. After three (3) consecutive notes for health related problems from a parent, a doctor's note must be obtained.

B. General Information

1. At the beginning of each school year, we will have a two week grace period. Students will be informed about their physical education days & what clothing to wear.
2. Anyone who continues to break the rules will face disciplinary action.

Library

Library Classes

All students at Marguerite Vann Elementary attend at least one forty minute library class each week. During this class period, half of the time is dedicated to teaching library skills lessons. The rest of the class period is given to selecting books to check out.

Book Responsibility

One of the first lessons taught each year is book care and responsibility. Proper book care helps keep our collection in good shape so the books will last longer. However, occasionally accidents happen and books are damaged or destroyed. If this happens, a notice is sent home with the price of the book and parents are asked to send the money to replace the book.

Material Check Out

Kindergarten and first grade students check out one book at a time. Second, third, and fourth grade students check out two books at a time. If books are needed for a special project, students may check out books in addition to the ones checked out for reading pleasure. Special materials such as videos, DVDs, laptops and audio-visuals are available for parents to check out for student use.

Volunteers

Volunteers are a vital part of our library. Help is welcomed on a regular, occasional, or one-time basis. Volunteers help by returning books to the shelves after they are checked in, preparing new books for the shelves, and assisting students.

Music

Every student at Marguerite Vann Elementary is taught general music skills based on the Arkansas music standards for grades K-4. Every student is expected to participate in all music classes and what is asked of them that day. This includes singing, playing classroom instruments, moving, learning music theory/history, and improvising/creating music. Each standard is graded using the following rubric:

- Meeting Standards – Consistently trying everything asked of them in that music lesson/activity.
- Approaching Standards – Mostly but not consistently trying everything asked of them in that music lesson/activity.
- Not Meeting Standards – Seldom or never trying everything asked of them in that music lesson/activity.

Expectations for class are the following:

- Participate in all lessons/activities.
- Have respect for the teacher, other students, music books, and classroom instruments/equipment.
- Be safe by demonstrating self-control and using personal space for movement.

Every grade will be given an opportunity to demonstrate learned skills at a performance that can be attended by family and friends. The performances and all important music information will be communicated on our school website, newsletter, and notes sent home with the students. E-mail any music questions you have to hefnerj@conwayschools.net.

Field Trips and Excursions

Students have the opportunity to participate in school sponsored extracurricular activities. Field trips are planned to extend learning. You will be notified in advance when your child is scheduled to go on a field trip.

Please assist us with the following procedures/policies:

- Students and staff are the only ones permitted to ride our school busses.
- When parents are asked to assist with field trips, they are responsible for helping with students in the class. **Students not enrolled in school are not allowed to go on field trips or picnics.**
- All students must travel to events in transportation provided by Conway Public Schools. Parents can sign out only their child from the field trip, if arrangements have been made with the principal.
- All student trips, and the arrangement of them, must have the approval of the school principal.
- All students traveling to an out-of-town event by school sponsored transportation must make the return trip by the same transportation, except in cases of extreme emergency.
- The school bus safety code adopted by the Board will govern the behavior of students while on the bus.
- Each child who goes on a field trip must have written parent consent.

Extracurricular Activities

Running Club

The running club is for any third or fourth grader who chooses to participate. It is held after school from 3:20-4:00. We concentrate on building up endurance and teaching the students that running can be fun and a great way to keep in shape. We begin in October and end in March with our **Viking Voyage 5K** put on by the school. Parents are welcome and encouraged to participate. The club is free—students just need appropriate running shoes, a water bottle, and transportation. Join us!

Vann Home Reading Program

This is a reading homework program with incentives. Students are given a specific number of minutes to spend reading each week with parent supervision and assistance. The goal is to develop good homework skills, improve reading ability, and foster student/parent participation. Teachers send home reading materials and parents/students are asked to spend time reading together.

Chess Club

The Marguerite Vann Chess Club is offered to students knowledgeable in the rules and strategies of chess. These students meet every Tuesday from 3:05-3:55 beginning in October and ending in March. This opportunity allows them to develop critical thinking skills as they build camaraderie with other students who share their interest in chess. The top four students participate in a district chess tournament in the spring with a possibility to participate in a regional competition.

Check-In and Check-Out of Students

Students who arrive at school before 8:00 a.m. must go to the cafeteria and stay until a teacher dismisses them.

A student is always checked-in or checked-out through the office for his/her protection and to avoid needless interruptions to the classroom. If your child is tardy or returns to school after being checked-out during the day, he/she should check-in through the office. To limit classroom disruption, please do not walk your child to their classroom. A child must not leave the campus without being properly checked-out by an adult listed on their registration form.

Any time a parent needs to bring an article to his/her child at school, it is to be brought to the office.

If you wish for your child to go home from school in a way other than his/her usual routine, your child must have a note from you giving permission. Please communicate about afternoon plans at home before getting to school. (Example: Walk home with a friend if he/she normally rides the bus. Make sure you put a written note in their backpack.) **We will not be able to take phone calls during the day to change how your child is going home.** You must either send a note in the backpack or come to the office and fill out a change form. Please understand that this is for the safety of your child.

Students are expected to stay at school until first dismissal bell. Early check-out of students affects academic performance and consideration for perfect attendance awards. A student is considered tardy if he/she is checked out before 3:10.

Visitors

All visitors (including parents) will ring the Doorbell in order to enter the building and must check-in **with a valid ID** through the Hall Pass system in the office. This is a measure taken to ensure the safety of our students and staff as well as honor academic time. Students who are not enrolled in this school may not visit. Kindergarten and first grade parents should allow enough time for their children to become adjusted to school before visiting. (Four weeks is suggested.)

Tardiness and Early Check-Out

It is imperative that students arrive at school on time and remain at school throughout the school day. Tardies and early check-out are very disruptive to the education process. **Excessive tardies and/or early check-outs (10 per semester) will result in reporting to juvenile authorities.** Please try to avoid checking out children before the dismissal bell rings, unless there is an emergency. If you must check your child out, please do so before 2:30pm. This will help dismissal occur orderly.

General Information

Gum

Gum is not allowed on the campus or in the classroom.

Telephone

The telephone is a business phone. Students are allowed to use it for **emergencies only**. (Please make sure your child knows what he/she is to do after school, **before he/she leaves home in the mornings**.) Calls to parents for forgotten assignments, projects, etc. will not be considered emergencies.

Gifts

Distribution of flowers, balloons and gifts to students is prohibited.

Volunteers

Volunteers are always welcome and needed to help in the schools in many different ways. Working in the office, health room or library, helping individual teachers, and tutoring students are only a few ways you can help. See your principal or PTO to volunteer your time for our school. Please remember to bring your ID to check in at the office for any voluntary activity. School identification badges must be worn while on school property.

Toys

School is a child's place of business. Children should not bring toys (e.g. Gameboys, music players, trading cards, etc.) because it distracts from the educational process.

Bicycles

Bicycle racks are provided for the parking of bicycles. The school cannot be responsible for the safekeeping of bicycles.

Student Dress and Parent Concerns

A student shall be free to determine their dress and grooming as they see fit, as long as their appearance does not substantially and directly endanger the physical health and safety of others, damage property, or seriously and immediately disrupt the educational process. **Students who are dressed inappropriately may call for a change of clothing or will be given clean suitable clothing to wear.**

Shorts/Pants/Skirts

- Shorts, fingertip length at least, may be worn to school. Any apparel that does not reach this length will NOT be allowed.
- Boxer shorts, pajama bottoms, swim trunks, and biker shorts are NOT allowed.
- Shorts, jeans, or pants with holes are not permissible even if other apparel is worn underneath.
- Sagging pants may not be worn at anytime on campus or at any school-related activities.

Tops/Shirts/Coats

- Shirts that expose any part of the midriff or back are not permitted.
- Spaghetti strap and thin-strapped tank tops (or those with deeply cut armholes) and halter tops are not permitted.
- Clothes that expose undergarments are not permitted.
- Clothing with vulgarities, obscenities, or anything deemed inappropriate by the administration will not be permitted.

Concerns

If you have a concern involving a teacher and child, the following steps should be taken.

1. Schedule a conference with the teacher to discuss the matter. The teacher who receives a request for a conference with a parent may request the conference include the principal.
2. If the concern is not resolved with the teacher, the parent may contact the principal.
3. If the principal is unable to resolve the difficulty, the parent may contact the **Central Office at 450-4800**.