



**Ida Burns Elementary
Parent Guide and School Procedure Booklet
2019-2020**

Piecing Together our Legacy



*School mascot: Cool Cats
School colors: Blue and White*

Receipt of Parent Guide and School Procedures

Please sign and return.

Child's Name _____ Teacher _____

I, _____, acknowledge that I have accessed the Ida Burns Parent Guide and School Procedure Booklet online and read the contents.

<http://bit.ly/IBparentguide>

Signed _____ Date _____

Please notify your child's teacher if you are unable to access this online and need a written copy of our Parent Guide and School Procedures. Do NOT sign without having read these guidelines!

My teacher has read the policies of this handbook to me and we have discussed them in class.

Student signature _____

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**Ida Burns Elementary
1201 Donaghey Ave.
Conway, AR 72034
501-450-4825 Fax: 501-450-4857**

Dear Ida Burns Parents,

The “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 while discussing the contents with your children. This will help them to understand that the procedures we have developed for the school are for their benefit. We welcome you to visit our school and attend the many planned programs during the school year because being involved at school sends many positive messages to your children.

Ida Burns is a school that is committed to high expectations and achieving high standards as well as a school that believes in building character through love and guidance. The staff works hard to provide positive learning opportunities for your child/children as well as helping them to have a vision for the legacy they will leave behind one day.

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 Ida Burns a school committed to excellence and care!

Respectfully,

Dr. Keisha Garland-Gibson, Principal

Ida Burns Elementary

2019-2020 Daily Schedule

7:30	Building Unlocked Buses unload/Students report to cafeteria
7:30 – 7:55	Breakfast
7:50	Students to class
8:10	Tardy Bell (students arriving after 8:10 must be accompanied by a parent to the front office to be signed in.)
8:15	Teachers Reaching Out Together (T.R.O.T.)
10:55-11:25	Kindergarten Lunch
11:25-12:05	Kindergarten Physical Activity
11:30-12:00	1 st Grade Lunch
12:00-12:40	1st Grade Physical Activity
11:45-12:15	4th Grade Lunch
2:25-3:05	4th Grade Physical Activity
12:00-12:30	2nd Grade Lunch
12:30-1:10	2nd Grade Physical Activity
12:20-12:50	3rd Grade Lunch
12:50-1:30	3rd Grade Physical Activity
3:10	Walkers: Dismissed to Lee Street Gate Early Bus 136 and Day Care -dismissed to cafeteria
3:10	Car Riders and Late Bus (Bus 140) dismissal-dismissed to front hallway
3:45	Teachers' Dismissal

Enrollment Forms

- Please remember to **re-submit 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 enrollment forms updated during the school year** as your contact information, such as phone numbers or place of employment, change. 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.

Cafeteria Information

Please, when sending money to the cafeteria makes sure that the money is in a secure envelope and **labeled** with the child's first and last name. You can also put money in their account online using: **ezschoolpay.com**. There is a \$2.75 charge per transaction. A notice is only sent home when your child's account has a low balance or is in the negative. We encourage you to fill out a form for free/reduced lunches. You may keep up with weekly menus through the Ida Burns Cool Cat school news-letter or on the district website at www.conwayschools.org. If you have any questions or concerns about your child's account, please call me as soon as possible.

If your child has special dietary needs or allergies, they must have a form completed by a licensed physician in order to make any changes or substitutions to the menu for him or her.

- Student Lunch \$2.35
- Student Breakfast \$1.50
- Adult/Guest Lunch \$3.75
- Adult/Guest Breakfast \$2.00
- Reduced Lunch \$0.40
- Reduced Breakfast \$0.30

Bottled water and extra milk are available to purchase and cost is \$0.50. Juice cost is \$0.30. Water and juice cannot be used in place of milk without an extra charge. **No breakfast served after 8:00.** If you have any questions about charges, please contact Ida Burns Cafeteria Manager, Tonni McCuien at 450-6618.

School Day

Students should NOT arrive on campus until after 7:30 a.m. There is no adult supervision on duty until 7:30 am. All students must be picked up by 3:45 pm.

Students who arrive at school before 8:00 a.m. must go to the cafeteria and stay until a teacher dismisses them. **If your child arrives after the 8:10 bell, they will be required to be signed in by a parent or responsible adult.** If the child comes in without a parent or responsible adult, one will be called to come sign them in properly.

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, **You will only be allowed to walk your child to class on the first day of school.**

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

The instructional day does not end until 3:10. **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 child must not leave the campus without being properly checked-out by an adult.

Traffic Patterns

In an effort to ensure the safety of our children, please see the traffic pattern diagram online. Please note the dismissal locations, based on your child's dismissal. There are various dismissal points depending on your child being a car rider, walker, bus rider, or late bus=waiting on RDMS siblings.

To expedite the drop off process, please have your child exit the vehicle on the passenger side. Please pull up all of the way to the vehicle stop points.

Keep your child's car tag in the driver's side windshield of your car while driving through the front lane.

Please try to make arrangements for your child's dismissal from school to be as consistent as possible. Teachers will be sending your child home based on your documentation on How My Child Goes Home Each Day Form. No exceptions will be made unless you send a Change of Transportation in **written form only to the office or teacher.**

Drop off and Pick up Procedures

MORNING DROP OFF

- **Ida Burns students will be DROPPED off at the FRONT of the building.**
- **Cars will enter from Poplar Avenue on the south side of our campus, enter the parking lot and drive around to the drop off area at the front entrance where a duty teacher will assist you.**
- **Cars may NOT turn onto Poplar from Donaghey. You must take Weems Street to enter the parking lot from Poplar to turn LEFT into the parking lot entrance closest to Donaghey.**
- **Lee Street will be closed during drop off and pickup times.**
- **There will be NO parking allowed on Poplar Avenue or Lee Street.**
- **NO cars will be allowed in the bus drive on the south lot of our campus.**
- **Any student *arriving after 8:10 a.m.* must be escorted in the front entrance for a parent to sign in their child.**

AFTERNOON PICK UP

Each pick up procedure requires us to send students to a different location in the building at dismissal time.

Therefore it is imperative that you understand the various “names” we use for how your child goes home.

1. **CAR RIDER:** A student who is picked up in the front entrance by a parent who is driving a vehicle in the car rider line.
2. **WALKER:** A student who walks FROM campus to the Lee Street gated entrance or further. Parents will NOT need to walk to the door to pick up walkers.
3. **BUS RIDER:** A student riding a bus, including waiting for a sibling from RDMS.
4. **DAY CARE:** A student riding a daycare van or bus.

Due to the various locations for afternoon pick up, no student checkout will be allowed after 3:00. If you are planning to check out your student, it must be done before 3 pm.

ALL STUDENTS MUST BE PICKED UP BY 3:45 P.M. EACH DAY. Thank you for your cooperation as we work diligently to keep our students safe!

Change of Transportation

If your child’s transportation home must be changed at any time during the school day, parents must submit a Change of Transportation Form ***IN WRITING***, before 2:30 pm. This can include a written note, email to teacher and secretary, DoJo message, or fax. Please communicate about afternoon plans at home before going to school. **To abide by district policy and for the safety of your child, phone calls will NOT be accepted to change how your child is going home.**

Permission to check students out

If someone other than yourself will be checking out your child, please make sure that they are listed on the **record of entry/emergency contact list**. We will verify these before letting your child leave the building. ***People who are not listed will not be allowed to check out your child.***

If you know ahead of time of someone who is not listed, please send a **note** with your child in the morning to the office, or provide that information in **WRITING** (email, fax, etc). Without ***written*** permission, we will not let them go. **For security reasons, we will not accept permission by phone.**

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 which is on the last Friday of each month except August, December and February. 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. **Arkansas Department of Education mandates that NO CUPCAKES OR PARTY ITEMS MAY BE BROUGHT TO SCHOOL OTHER THAN ON THIS ALLOTTED DAY.**
- 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 choose 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.
- **NO Deliveries** of balloons, flowers, etc. to students **are allowed** at school for birthdays, Valentine's or other special occasions.
- 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 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 19**. 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 14**. Students may not give Valentine gifts, such as jewelry or boxes of candy, to individual 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 Classes

All students at Ida Burns Elementary attend at least one 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. Sample below

Dear Parents,

The library program has some exciting opportunities in store for your child this year:

- Our curriculum will be promoting the very best of children's literature to your child with activities designed to help students enjoy the stories even more.
- We will be doing our very best to get (or keep) your children "hooked on reading" by recommending specific reading materials to each individual.
- At each grade level, students will be learning research and computer skills specifically suited to their developmental needs.
- The chromebooks in the library will be available for reading e-books, research projects, creating share projects and more!
- We have a lot of special events being planned, including an author visit, book fairs, STEM activities, parent night and more!
- If you would like to volunteer to help in the library, please let me know. We'd love to have you.

Also, we want your child to check out books and bring them home to read and share with you! Sometimes, when students take their books home, they get misplaced. If books are lost, we will ask you to pay to replace them. If you need time to pay for a book, we will gladly give you all the time you need throughout the school year! Your child may continue to check out books, they just won't be allowed to take them home until the lost book is paid for. Please sign and return this portion of the letter to your child's teacher and they will get it to the library. We are looking forward to an exciting new year!

I understand that, if my child loses a library book, I will be responsible for paying to replace the book.

Parent Signature _____

Date _____

Thanks again! Ms. Cone



Volunteers in the Library

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 Ida Burns 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 web-site, Facebook, and notes sent home with the students. E-mail any music questions you have to summeya@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:

- 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 permitted to go on field trips or picnics. This includes siblings.**
- All student trips, and the arrangement of them, must have the approval of the school principal.
- Though students are encouraged to ride the bus, parents can transport **their child only** to a field trip, if arrangements have been communicated with the classroom teacher prior to the field trip. If students are to ride **home** with parents, they must be checked out via a sign out sheet that teachers will have available. **Only students and teachers** will be allowed to ride the bus.
- 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.
- **No Reimbursements** will be given in the event of a cancelled field trip.

- Parents who attend field trips are to be considered chaperones assigned to monitor a groups of students. Please follow the following guidelines:
 - Do be responsible for monitoring all students that are assigned to you at all times.
 - Do be cognizant of departure times.
 - Do inform me of any problems that may take place on the trip.
 - Do pay close attention to the students in your group. Once, on a field trip, my parent volunteers got so busy talking to each other and on their cell phones, they weren't paying much attention to the students! It made me super nervous!
 - Don't give consequences for misbehavior. Please simply redirect the student or make the teacher aware.
 - Don't reprimand a child. Please only provide encouragement for better choices. If there is a problem with behavior, please take the child to the teacher.

Visitors

Conway Public Schools **new security system**, district-wide, is **all doors will be locked** from **8:20am-3:10pm, including the front lobby door**. A **speaker/camera system** is to the **right of the front door**, where parents will use the **intercom** to be granted permission to enter. The **secretary** will then **buzz parents in**, where they will use the same check in & sign in system for visitors in our building. A photo ID is required for obtaining a visitor's badge.

All visitors (including parents) must check-in through the office, scan your identification card, wear your visitor badge, and check out at the front office prior to leaving campus. 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. Lunch visitors will be invited after Labor Day.

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) may result in reporting to juvenile authorities.** Please try to avoid checking out children before the dismissal bell rings, unless there is an emergency.

General Information

Bicycles

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

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.**

Gifts

Distribution of flowers, balloons and gifts to students is prohibited. **No deliveries** to students will be allowed during the school day.

Gum

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

Pupil Assignment

The principal schedules the student assignments. As close as possible, each teacher has an equal distribution of boys and girls, and students from each level of progress.

Student Dress

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 should be fingertip length at least.**
- Boxer shorts, pajama bottoms, swim trunks, and biker shorts are NOT allowed.
- Sagging pants may not be worn at any time 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 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.
- Tank shirts with deeply-cut armholes are not permitted.

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**. (Refer to Change of Transportation section.) Calls to parents for forgotten assignments, projects, etc. will not be considered emergencies.

Toys and Electronic Devices

School is a child's place of business. Any personal items brought to school need to be put in a child's backpack at the first bell because it distracts from the educational process. Ida Burns will not be responsible for lost or stolen items if students choose to bring such devices to school, nor will "trading" items be allowed.

Volunteers

All visitors are always welcome but must check-in through the office, scan your identification card, wear your visitor badge, and check out at the front office prior to leaving campus. Working in the office, library, helping individual teachers, and tutoring students are only a few ways you can help. **See our school counselor to sign up for training to volunteer your time for your school.**

Conway Schools Core Values

- 1. Students first**
- 2. A staff committed to excellence**
- 3. Value and respect diversity**
- 4. Provide innovative educational opportunities**
- 5. Cultivate community relations**
- 6. Maintain a safe and caring environment**

Ida Burns Elementary

2019-2020 Faculty and Staff

Teachers may be contacted by email by using
Lastnamefirstinitial @conwayschools.net
Example: garlandk@conwayschools.net

Administration

Dr. Keisha Garland-Gibson, Principal
Amy Howell, Assistant Principal

Support Staff

Tiffany Block, Bookkeeper/Secretary
Millicent Williams, Registrar/Attendance
Nedra Jones, Nurse

The Pointe

Tequila Pickrom (Ms. T)
Dennis Smith

Specialists

Donna Wilchie, Counselor
Nicole Loftis, Instructional Facilitator
Kelly Blair, Interventionist
Hallie Leicht Interventionist
Bonnie Mattox, Resource
Kori Sisson, Resource
Ellen Smith, Speech
Betsy Staley, Speech
Allison Evans, ESL

Specialty Teachers

Kristy Green, Art
Sharon Cone, Media Specialist
Allison Summey, Music
Brad Cowger, PE
Anita Reynolds, GT

Cafeteria Staff

Tonni McCuien, Cafeteria Manager
Heather Furneaux
Dena Del Solio

Custodial Staff

Shelly Grage
Brandon Flood
Keith McKissick

Kindergarten

Caitlin Church
Rosa Etter
Brittany Haley
Peyton Lester
Katie Rickard

1st grade

Molly Cline
Amanda Dowdy
Annie Ray
Stacy Taylor

2nd grade

Angela Blue
LeAnna Floyd
Tiffany Miller

3rd grade

Toni Jackson
Danielle Otis
Denise Wahrer

4th grade

Emily Abram
Karla Walter
Lelia Young