



*JIM STONE  
ELEMENTARY  
SCHOOL  
PARENT GUIDE  
2018-2019*

**TABLE OF CONTENTS**

Welcome from Mr. Lewis .....	3
Daily Schedule .....	4
Enrollment Form Information .....	5
Cafeteria Information .....	5
Traffic Patterns .....	6
Birthdays and Snacks .....	8
Party Guidelines .....	9
Student Check-in and Check-out.....	10
Field Trips and Excursions.....	10
Visitors to Classrooms .....	11
Parental Engagement Plan .....	11
Jim Stone Elementary Library .....	14

August 1, 2018

Dear Parents,

On behalf of the Jim Stone Elementary Staff, let me welcome you to the 2018-2019 School Year. We are excited about this year and hope that the feeling is contagious. With the wonderful reputation that our school and staff have, comes a lot of pressure to continue to be the school of choice for you and your family. You have my personal assurance that our staff is dedicated and more determined than ever to see our goals through, not only this year, but into the future.

Our number one goal each day is to maintain the safest possible environment for our students, parents and staff. There are a few things that you can do to help. First, all visitors must ring the buzzer at the front doors, present a valid driver's license to the camera, and wait for the doors to be unlocked. Once inside, a visitor must sign in at the office via our Hallpass check-in system and wear a visitor's badge throughout the visit. Next, it is imperative that we have up-to-date emergency contact numbers for every child. Nobody ever wants to have to use any emergency numbers, but it is critical that they are available to our office staff.

With the large volume of phone calls each day, it is sometimes hard to get an immediate answer to your questions. Our office staff has designed a Jim Stone Parent Guide to offer assistance to you. This should provide a quick reference for you in items ranging from our school procedures with traffic, to state mandated regulations.

Thank you once again for the opportunity to work with your child. If I can be of any assistance to you, please contact me at 450-4808, or [lewism@conwayschools.net](mailto:lewism@conwayschools.net) .

Best regards,

A rectangular box containing a handwritten signature in cursive script that reads "Mark Lewis".

Mark Lewis  
Principal

Jim Stone Elementary School  
Daily Schedule  
2018-2019

7:30	Building Opens
7:30-8:00	Students report to Cafeteria
8:00	Students dismissed to Classrooms
8:10	Tardy Bell
11:00-11:30	Kindergarten Lunch
11:30-12:00	First Grade Lunch
11:50-12:20	Third Grade Lunch
12:10-12:40	Second Grade Lunch
12:30-1:00	Fourth Grade Lunch
3:10	Day Care Dismissed to North End Kindergarten and Fourth Grade Car Riders Dismissed to Front First and Second Grade Car Riders dismissed to South End Loop Walkers Dismissed to North End
3:10	Third Grade Car Riders dismissed to North End Parking Lot
3:30	Bus Riders Dismissed to North End

## 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 No-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, make 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](http://ezschoolpay.com). There is a charge for this service. A notice is only sent home when your child's account has a negative balance. 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	\$3.50
● Adult/Guest Breakfast	\$2.00
● Reduced Lunch	\$0.40
● Reduced Breakfast	\$0.30
● Extra Water or Milk	\$0.50
● Juice	\$0.30

If you wish to eat with us, please let your child's teacher know on the morning of, so that we can adequately prepare enough meals.

Thank you!

## TRAFFIC PATTERNS

### MORNING

Any student arriving at/after 8:10 tardy bell **MUST** be signed in. Due to a high volume of cars each morning, it is sometimes difficult to get students in the building each day by 8:10. We also have students who walk to school. In order to better ensure their safety, the following traffic patterns **must** be followed daily:

All vehicles traveling east toward Hogan must utilize the Blue Ribbon Loop and drop off at the south end of the building, unless gates are closed. Then drop off will be in the northwest parking lot. **No vehicles will be permitted to access the front entrance by turning right. Only vehicles traveling west on College will be allowed access to the front drop off area.** To expedite the process, please have your child exit the vehicle 4 cars at a time at the south entrance and at any point that there is sidewalk at the front. **Please pull up all of the way to the vehicle in front of you and do not unload students at the north entrance sidewalk if no vehicles are immediately in front of you.**

**If you arrive at, during, or after the tardy bell, you will be expected to walk your child in and sign them in at the front office. If you do not come in, you will be called back to do so. This is for the safety of the students. It is strongly suggested that you drop off between 7:45 and 8:00 in order to prevent tardiness.**

All students will report to the cafeteria if they arrive before 8:00 A.M. They will be dismissed to class at 8:00 A.M.

**AFTERNOON – Older siblings will go to younger sibling’s pick-up point, and carpool students report to the youngest child’s pick-up point.**

**3:10**

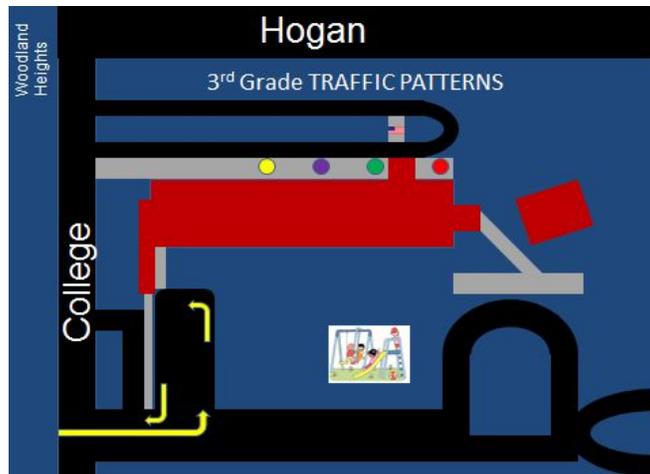
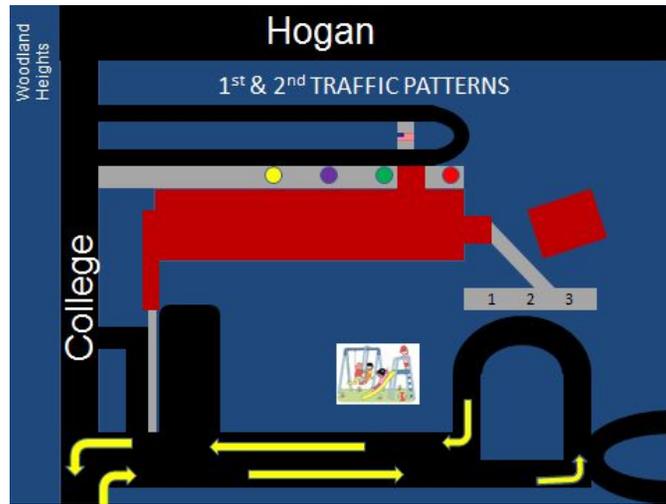
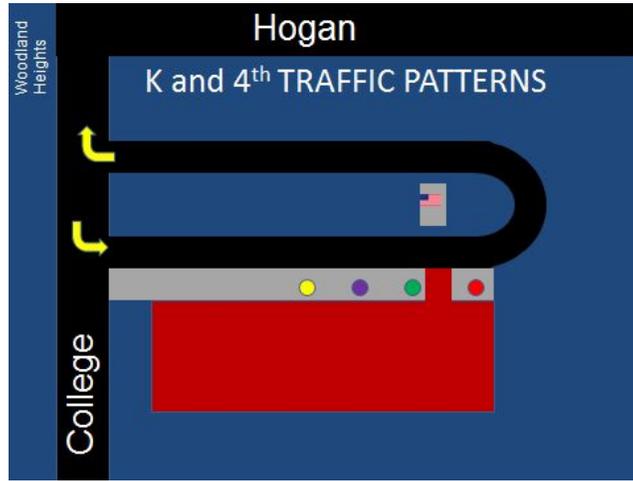
- Day Care dismissal in the bus lane at the north end.
- Kindergarten and fourth grade at front entrance - (Parents, remember 4<sup>th</sup> Grade Choir and music practice days)
- First and Second at the south entrance (Blue Ribbon Loop)
- Walker dismissal
- Car Rider Dismissal –**third grade in parking lot at north end of building (see map)**

**3:30**

- Bus dismissal in the bus lane at the north end

*Diagram on page 7*

*Walkers and Cyclists are expected to utilize the crosswalk that crosses College. A bicycle rack is provided.*



## 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. This will be the ***last Friday of each month***, except 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.
- Please make other family members and friends aware of this guideline. Snacks sent to classes at any other time will have to be refused.
- 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.
- 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.

## 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 and Valentine's Parties will also serve as birthday celebrations for students who have birthdays during the months of December and February.
- Christmas parties are scheduled for December 20th. 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 parties are scheduled for February 14<sup>th</sup>. Students may not give Valentine's 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. We appreciate your cooperation.

## STUDENT CHECK IN AND CHECK OUT

Arrival and dismissal of students are the two most potentially dangerous times of the school day if procedures are not followed by all students, parents, and staff members. We have several procedures in place:

1. Any student arriving after the 8:10 Tardy Bell must be checked in at the front office by a parent or guardian.
2. If a change needs to be made in how your child is getting home in the afternoon, a note needs to be sent to the classroom teacher with your child.
3. If a change needs to be made in how your child is getting home in the afternoon after the child has already arrived at school, a parent must send an e-mail to the teacher and carbon copy the principal and assistant principal by 2:30 PM.
4. Please note that no changes will be accepted after 2:30 PM and **no changes will be made through the office by phone at any point in the day.**

## FIELD TRIPS AND EXCURSIONS

Conway Public Schools recognizes that the first-hand learning experiences provided by field trips are a most effective and worthwhile means of learning. It is the desire of the Conway Board of Education and Conway Public Schools to encourage field trips as an integral part of the program of all of the schools.

Please assist us with the following procedures/policies:

- Students and staff are the only ones permitted to ride our school buses.
- Preschool students should not go on field trips or picnics.
- All students must travel in transportation provided by Conway Public Schools, unless special arrangements have been made with the school. Even though the absence will not count against them, for legal purposes students must be checked out through the office.
- Students will be permitted to leave a field trip with his/her parent only if signed out at the location. Your child's teacher will have a check-out sheet. Parents can only sign-out their own child. Teachers cannot release children to anyone other than the parent or guardian.
- Any special arrangements need to be made in advance through the school office. A note to the teacher cannot be accepted in this situation.

## **VISITORS TO CLASSROOMS**

All visitors must ring bell at entrance of the building and wait to have the door unlocked prior to checking in at the front office by utilizing the Hall Pass Secure Check-in System. There are no exceptions. Every visitor must present a valid driver's license before accessing the building.

While we are excited to have parents visit our school, it can be a disruption to the class if there are random visitors. For the safety of our students as well as the need to maintain a quality learning environment, we CANNOT ALLOW parents to sign in and randomly visit classrooms. If you need to visit with a teacher or perhaps check on your child's behavior please set an appointment either through the counselor or school administration. Once again, parents are NOT allowed to go to the classrooms at anytime without prior knowledge of the counselor or administration.

## **PARENTAL ENGAGEMENT PLAN**

Jim Stone Elementary School will comply with the parental engagement requirements as outlined in ACT 307, of 207, Act 397 of 2009.

1. In order to encourage communication with parents, our school will prepare an informational packet to be distributed annually to the parents of each child in the school through the school's website and smartphone app. The packet, website, and app will contain descriptions of: The school's parental involvement program; the recommended role of the parent, student, teacher, and school; ways for parents to become involved in the school and their child's education; a schedule of activities planned throughout the school year to encourage parental involvement; and procedures to allow the parents and teachers to communicate in a regular, two way, and meaningful manner with the child's teacher and principal. A survey for the parent regarding their interests concerning volunteering in the school will be sent out by PTO and a volunteer sign up will be provided at open house. Other ways we encourage communication with parents include:

- "Meet and Greet" nights before school starts
- Kindergarten Camp before school starts
- Conway School District Student Handbook
- Daily Take Home Folders
- Stallion Stampede Weekly Newsletter
- Classroom and/or grade level weekly newsletter
- Jim Stone Elementary Website <http://jses.conwayschools.org/>

- Conferences with parents
- Parent Link
- Notes and phone calls
- Jim Stone Social Media Outlets including Facebook and Twitter.

2. To help our parents in assisting their children our school shall: Schedule regular parental involvement meetings at which parents are given a report on the state of the school and an overview of: A. What students will be learning. B. How students are assessed. C. What parents should expect for their child's education and D. How a parent can assist and make a difference in their child's education. These parental involvement meetings include:

- Parent Teacher conferences
- Parent Involvement Events
- Individual parent conferences as needed
- Weekly newsletters from the school and classroom teacher

3. In order to welcome parents, our school shall use the volunteer surveys to compile a Volunteer Resource Book listing the interests and availability of volunteers so that school staff may determine how frequently a volunteer would like to participate; including options for those who are available to help at home and help match school needs with volunteer interests. Teachers will also use the online tool, Sign Up Genius, to gather volunteers for specific needs. Other ways parents may volunteer include:

- Jim Stone PTO: All parents are invited to attend monthly meetings.
- Watch D.O.G.S/MASH Moms Program Program
- Book Fair
- Grandparents' Day

4. In order to encourage parents to participate as a full partner in the decisions that affect their child and family, our school will provide the process for resolving parental concerns. This is located on the Conway Public School webpage at <http://www.conwayschools.org/legal-parent-notice.html>.

5. In order to take advantage of community resources our school will enable a Parent Teacher Organization that will foster parental and community involvement within the school.

- Jim Stone Elementary PTO

6. The Principal shall designate one certified staff member who is willing to serve as a Parent Facilitator in order to help organize meaningful training for staff and parents; promote and encourage a welcoming atmosphere to foster parental involvement in the school and to undertake efforts to ensure that parental participation is recognized as an asset to the school.

- Kristy Bentley, Library Media Specialist

7. We will continue to schedule two parent teacher conferences per school year. These conferences will be widely advertised and scheduled in such a manner that as many parents as possible may visit our campus and interact with their student's faculty.

- Fall Parent-Teacher conferences will be held October 25 and 26 from 4-7.
- Spring Parent-Teacher conferences will be held March 14 and 15 from 4-7.

8. We will provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment. Websites will be provided to parents on the website. Parent information can also be found in the parent center of the media center.

9. We will continue to engage our parents in activities and programs designed to assist them in helping with their children's learning.

10. We will maintain a Parent Center which will have available various resources, including children's books, parenting books, academic activities and materials such as flashcards, and family games. Materials will be available for check out from the Parent Center in the media center between the hours of 8:00-3:20.

11. We will provide teachers and administrators with in-service opportunities for improving parental involvement.

Parental Involvement is a huge part of the success of our school. Please contact your child's teacher, the principal, or a member of the PTO Board for more information on how you can become a part of your child's education by becoming a member of the WatchDOGS or MASHmoms, as well as many other opportunities. You may also contact the parent facilitator, Kristy Bentley, at 450-3111 or [bentleyk@conwayschools.net](mailto:bentleyk@conwayschools.net).

## JIM STONE ELEMENTARY LIBRARY

Reading is one of the most important skills your child will learn in school, and like all skills, improvement comes with practice. The Jim Stone Elementary library provides a wide variety of books for students to borrow for reading practice, information, and enjoyment. Each week your student's class will visit the library to select a book, and you can help your student by reading it together and encouraging your child to spend time reading at home every day. *Part of the excitement of the library is choosing a library book, so students are free to choose what interests them.*

- Students are responsible to handle library books with care. Please keep books away from pets, food, all liquids, and eager younger siblings.
- Students may check out one library book at a time, and it may be kept for one week. A book may be checked out again if the student is not finished reading it. There are no fines for overdue books, but please encourage your child to return his or her book each week.
- Any book damage should be reported to Mrs. Bentley as soon as possible so she can attempt repairs.
- Mrs. Bentley tries to send out overdue reminders about once a quarter. These are simply reminders that a book is checked out and needs to be returned. The book does not have to be paid for if it is returned. Sometimes accidents happen, so if a library book is lost or damaged while checked out to your child, the book must be replaced. The book can be paid for by check (made out to Jim Stone Elementary) or cash (correct change is appreciated) for the original retail price. Once the book is paid for, your child's account will be cleared and he or she may resume library checkout. *If your family plans to move out of the Jim Stone Elementary zone, please return all books before moving.*
- Jim Stone Elementary offers lots of resources you can use at home. Take a moment to look at the library website for access to our catalog, ebooks, Tumblebooks, and research databases like World Book.  
<http://jses.conwayschools.org/library-media-center.html>

Kristy Bentley, Jim Stone Library Media Specialist