

Stewart Elementary School



Parent-Student Information Packet

Happy, Advanced, Positive, Prepared, Young Leaders

400 Dawson Road
Forrest City, AR 72335
(870) 633-3248
Fax: (870) 633-1825
www.fcmustangs.net

Stewart Elementary School
400 Dawson Road
Forrest City, AR 72335
870-633-3248

Dear Parents,

We are excited to welcome you to Stewart Elementary School!

Our mission, in partnership with parents and community, will target and address the specific needs of all students to provide a secure and supportive educational environment that focuses on meeting the standards and expectations at a level of excellence in order to succeed in a global society.

At Stewart Elementary, you will find a community of learners, both teachers and students, dedicated to growing and learning. We make every effort, every day to meet students' individual needs academically, socially, and emotionally. This commitment to our students can be found in the high expectations set for our students.

As always, we look forward to a partnership with you in your child's educational success this year. We know that it is only by working together as a team that our students will be able to reach their full potential.

Sincerely,

*Hazel V. Wallace, Principal
Principal*

Renata Bryant, Assistant

OUR SCHOOL MOTTO:

"Happy, Advanced, Positive, Prepared, Young Leaders..."

OUR SCHOOL MASCOT:

We feel that our students should be proud of their school. We use the district mascot and school colors throughout the year to instill this school spirit.

Our School Mascot:

Mustangs

Our School Colors:

Navy Blue, White, Silver



We encourage our students to show their school spirit every Friday by wearing their school t-shirt and/or school colors.

SCHOOL HOURS:

-Parent and student cooperation is requested in observing the daily school schedule.

-Students should not arrive to school before 7:30 a.m. Students are not permitted in the building prior to 7:30 a.m.

- Classroom instruction begins at 7:50 a.m. (Any student not in the classroom at 7:50 a.m. is tardy.)
- Classroom instruction ends at 3:05 p.m.
- Car Rider/Walker Dismissal begins at 3:05 pm. Bus dismissal begins at 3:10 p.m.

Stewart Elementary Expectations

SCHOOL VISITATION:

We encourage parents to visit our school frequently and to actively participate in their child's education. You are always welcome here!

For the protection of our students and staff, all visitors are asked to please check in at the office upon arrival. There you will be given a "Visitor" pass. Please carry this pass during your time in our school and return it to the office upon your departure.

Although our staff would like the opportunity to talk with you at every visit, our priority is the education of our students. If you have questions or concerns about your child that you would like to discuss, our staff would be more than happy to meet with you during non-student contact times. Please feel free to schedule an appointment with the office. Conferencing during our non-student contact times allows our staff to be able to fully focus on your questions or concerns. This assures that we will be able to give your child and your concerns the proper time and attention they deserve with the least amount of distractions.

Our Principal, Assistant Principal, and/or Counselor would be pleased to conference with you as needed.

Should you need to give your child a message, medication, homework, supplies, etc., please check in at the office. The office staff will deliver items and messages during a time that will be least disruptive to the classroom-learning environment.

COMMUNICATION:

Communication between the parent, teacher, student, and school is vital to our success. Parents are encouraged to contact the school whenever the need arises. Teachers may be contacted by phone, note, and/or e-mail. If you call during the school day, the office will leave the teacher a message. Your child's teacher will return your call as soon as possible during non-student contact times.

Parent/Teacher Conferences are scheduled twice yearly in September and February.

Additional conferences are best scheduled in advance. If you have questions regarding your child's progress, please let your teacher know. He/she will arrange an appointment time with you during non-student contact time. Likewise, if your child's teacher believes that additional conferences are necessary, he/she will contact you. Here are some other examples of times communication is expected.

Communication from Parents: Notes are needed when:

- A student has been absent, be sure to state the reason for their absence
- A student is going to visit or take a visitor home. (Both children must bring a note.)
- You wish your child to go home a different way than usual (Children without notes will be sent home their customary way.)
- A different person is picking your child up from school (Children without notes will be sent home their customary way.)
- You wish your child to be excused from P.E./physical activity due to an illness or injury. (In order to miss physical activity/P.E. for an extended period of time, your child must have a doctor's excuse.)
- If you will be picking your child up early for an appointment (Please make sure to check your child out through the office.)

Communication from Staff and/or School:

Notes and Information are sent home

- If there is a change in schedule
- To announce activities or special events such as picture day, assemblies, etc.
- To request a conference
- Student's Work
- Behavior concerns as needed

ATTENDANCE:

Attendance is expected every day. (Exceptions are sickness, family emergencies, and other situations which are deemed necessary.)

In an effort to support your child's attendance, parents are encouraged to make all appointments before or after school hours when possible.

Should your child miss school for any reason, please send a note to the office stating your child's name, the day(s) they were absent, and reason.

Excused absences are those where the student was on official school business or when the absence was due to illness, death or serious illness of immediate family, observance of recognized holidays by student's faith, appointment with governmental agency, medical appointment, and exceptional circumstances. Upon return, the student should bring a written statement stating such reason. A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will not be accepted.

MAKE-UP WORK:

If your child is absent for two consecutive days and you would like to pick up their assignments, please notify the Office by 9:00 AM. Their work will be ready for you to pick up after 3:00 p.m. in the office. If their work is requested after noon, it will not be ready until the following day.

STUDENT APPEARANCE:

Students must be in compliance with the district dress code policy. Please refer to the Forrest City School District's Handbook policy for the dress code.

STUDENT BEHAVIOR:

One of the most important lessons that educators teach is self-discipline. It is the shared responsibility of the home and the school to accomplish this goal. Training and instruction develop self-control, character, orderliness, and efficiency.

Self-discipline is the key to good conduct and proper consideration for other people. At Stewart Elementary, recognizing and praising good behavior and, when necessary, taking corrective actions encourage self-discipline.

Stewart's students are expected to put forth their best effort and at all times conduct themselves in a manner that will promote a safe, and orderly learning environment for all our students.

Stewart Elementary School recognizes that effective school discipline can best be achieved and maintained through the cooperative efforts of parents, educators, and students. Everyone has the right to expect a wholesome atmosphere that is conducive to learning.

Building-Wide Non-Negotiable Procedures:

-Follow directions by all adults

- Show kindness and respect to everyone
- Be prepared and on time for all classes
- Move about the building quietly walking on the right side of the hallway

Bullying is strictly prohibited. Any act intended to cause emotional or physical harm or to threaten, intimidate, or damage reputations of friends is considered bullying behavior. This includes teasing, taunting, name-calling, rumor-spreading, tripping, pushing, hitting, extorting money or other things of value, damaging property, or any other act intended to belittle or intimidate.

Any disruptive behavior, inappropriate language, or hurtful act that keeps the teacher from teaching or students from learning will not be tolerated. This behavior will be subject to corrective measures.

Corrective Measures include:

- Teacher/student conference
- Loss of privileges or preferred activities
- Time-out in the classroom or office
- Communication with the parent via note, phone, email
- Parent/teacher conference,
- Referral to Counselor
- Referral to Principal and/or Assistant Principal
- In-school suspension
- Out-of-school suspension

General Student Regulations:

Students are responsible for their personal property. Articles of clothing and personal belongings should be marked with your child's name.

Cell phones are not allowed on school property.

Stewart Elementary School reserves the right to control behavior which does not support good order, discipline, and learning even though such behavior is not directly specified in the preceding section.

PERIOD OF SILENCE:

Stewart Elementary School students and staff will observe a one minute period of silence at the beginning of each school day in accordance with Act 576 of Arkansas's 2013 Legislative Session. The Act states that the teacher or school employee in charge of the classroom shall ensure that all students remain silent and do not interfere with or distract another student during the period of silence.

Stewart Elementary General Procedures

ARRIVAL PROCEDURES:

Car Riders/Walkers:

All Car Riders/Walkers should enter the building through Main Entrance doors.

We need parental cooperation to ensure the safety of all children. For your child's safety, please only let your child out of the car in the Drop-Off Lane. (The Drop-off Lane is closest to the sidewalk. The outside lane is reserved for moving cars.)

To allow traffic to move smoothly, please park your vehicle in the parking spaces provided to the right at the main entrance into the school.

Bus Riders:

Bus riders enter the building using the back bus entrance for loading and unloading.

DISMISSAL PROCEDURES:

-The school day ends at 3:05.

-Car riders and walkers are dismissed at 3:05.

-Bus riders are dismissed at 3:10.

Teachers are to be informed of a student's dismissal method. Please notify your child's teacher in writing if their means of transportation changes. Unless information is provided in writing, the student will be dismissed following their usual manner.

If your child is going home with someone else or is bringing someone home with him/her, BOTH CHILDREN must have a note. This is a safety issue. We appreciate your support in this matter.

CHECKOUT PROCEDURES:

Attendance is an important component of a student's educational success. If your child must leave during the school day, please remember:

- A parent or guardian must come in to the office to sign out the child
- Staff will call your child to the office via the intercom
- Your child will only be released to you unless you notify the office otherwise

SCHOOL MEALS:

- School breakfast and lunch are served daily. Breakfast is served from 7:50 to 8:15 a.m.
- Children may bring their lunches to school.

INCLEMENT WEATHER PROCEDURES:

During snow and icy conditions, local radio stations will announce if school will be in session or dismissed early. It is impossible many times to predict the road conditions in advance. The decision concerning bus operations may have to be made shortly before regular bus departure time. If during the day, weather conditions become severe enough to require busses to make their runs before the regularly scheduled time, local radio and television stations will be notified.

TELEPHONE PROCEDURES:

The school's telephone is for business calls only. We have a limited number of lines. Necessary plans should be made with your child before leaving home.

HEALTH SERVICES PROCEDURES:

A registered nurse or a nurse paraprofessional will be in our building every day.

It is important for parents to bring to the school's attention any medical problems or allergies that might affect a child's academic or behavioral performance. The nurse or paraprofessional can communicate your child's needs with the teacher and modify and/or excuse your child from activities as needed.

If a child is injured or becomes ill at school, parents will be notified. If the parent cannot be reached, then the person designated as an emergency contact will be called. Please be sure to keep the school notified of any changes in telephone numbers, addresses, places of employment, and emergency contacts. This will help ensure that you receive notification of your child's needs as quickly as possible.

Medication:

Parents, with the cooperation of physicians are requested to schedule all medication to be given at home whenever possible. In the case that medication must be given at school, written permission from the child's parent or guardian must be on file in the office before school personnel are permitted to administer medication. Medication cannot be given unless it is in a prescription container that is clearly marked with your child's name, dosage, when it is to be given, and the name of the medication.

Stewart Elementary Activities

Library/Media Center:

Our School Library/Media Center is a source of pride. It is well equipped and a vital part of our school's instructional program. Through regularly scheduled class times students are exposed to many books, research materials, audio-visual materials, and computer software. Pupils are encouraged to use all materials and check out books as often as needed.

In order to maintain an adequate collection, pupils, teachers, and parents must cooperate to see that materials are returned on time and in good condition. If materials are not returned or are returned damaged, a replacement cost will be required.

Physical Education:

Physical Education is offered to all students in third through fifth grade.

If a student's participation has some limitations, it will be necessary to submit a written note to the nurse to be excused from any activities.

Regular school clothing is satisfactory for physical education activities. However, sturdy footwear such as tennis shoes is needed for most activities. Please help your child be safe by not wearing sandals on scheduled Physical Education days.

Art:

Art is offered to elementary students in third through fifth grade.

Music:

Music is offered to elementary students in third through fifth grade.

Guidance:

The Counseling/Guidance program is designed to help all students reach their fullest potential. The Counselors offer Guidance Lessons to every student in third through fifth grade. These lessons focus on social issues that will help children develop problem solving, communication, and inter-personal relationship skills.

The counselors are also available to conference with students one-on-one or in small groups.

Our counselors also monitor the weekend snack program, helps with basic needs, as well as being available during crisis.

Awards:

Students are awarded recognition for their performance in the classroom. Award assemblies occur throughout the year. Parents are invited to attend these special days.

School Parties:

The Arkansas Department of Education rules prohibit treats at school except on designated party days or other days sanctioned by the school. Please check with your child's teacher before bringing treats to school.

SPECIAL SERVICES:

Teachers with professional preparation in speech and language pathology, developmental learning problems, specific learning disabilities, and gifted behaviors teach a large cross section of our school's population. Students are taught in the least restrictive environment that is appropriate for the individual child. The continuum of services includes speech, occupational therapy, physical therapy, resource, and self-contained classes.

Stewart is a school that believes in the concept of inclusion. Inclusion truly intends to have children in their least restrictive environment. Through inclusion, students receive their support services while staying in their regular classroom as much as possible.

If you believe your child should be referred for any type of special services, please speak with your child's Assistant Principal. He/she will begin the Response to Intervention process.

PARENT ACTIVITIES:

Parent and Family Engagement:

Stewart Elementary believes that the link between the home and the school is so important to your child's education. We encourage parents to partner with their child's teacher to provide the best educational opportunities for your child.

Act 603 of 2003, 307 of 2007, and 397 of 2009 requires all public schools to create a parent and family engagement plan. The purpose of this plan is to outline a way by which parents, staff, and community can work together to support each child's education. This plan is part of the overall school improvement plan. A copy of this plan is available online and in the Parent Resource Center.

The goals of the Stewart Parent and Family Engagement Plan are:

- To increase involvement of parents and community members
- To increase parental awareness of grade-level expectations
- To provide assistance/resources to parents in academic areas and parenting skills as needed

Communication with parents should be regular, on-going, and two-way. Please feel free to contact your child's teacher with any questions or concerns.

Parent meetings will be held to inform parents of school status, spending of federal monies, student expectations, grading, state and federal testing and results, and student progress.

Resources and suggested tips will be provided to assist parents as they work with their child at home.

A volunteer survey is sent home at the beginning of each school year. It offers parents ways in which they can become involved in their child's education.

PTO:

Stewart Elementary is the school for your child! Becoming involved in PTO provides an opportunity to contribute suggestions for the improvement of the educational program. We have a very active PTO. We look forward to your involvement and participation.

Newsletter:

A grade level newsletter will be provided monthly. This informational newsletter will keep you up-to-date on events, assignments, needs, activities, and other happenings. It will offer opportunities for you to be involved in your child's education.

Website:

For those of you with computer access, check out our district's website for the latest information about school. Calendars, lunch menus, school weather announcements, educational links, and more are available. The address is www.fcmustangs.net.

For more specific information about Stewart Elementary, follow the links on the main site to our homepage.



ROLE OF THE STUDENT-TEACHER-SCHOOL-PARENT

STUDENTS are expected to contribute to their own learning success. A student's role includes:

- participate in learning opportunities
- accept increasing responsibility for his or her learning/try your best each day
- complete homework
- attend school regularly and on-time/come prepared
- be part of a safe and positive learning environment
- be responsible for his or her conduct at school and on the way to and from school
- respect the rights of others/be respectful to faculty, staff, and peers
- obey all school policies

TEACHERS are expected to contribute to learning success. A teacher's role includes:

- providing all students with equal access to quality education
- developing cooperative efforts and providing access to resources to ensure improved academic achievement for all students
- establish a safe, supportive learning environment

- to help students apply concepts, such as math, English, and science through classroom instruction and presentations
- to prepare lessons, grade papers, manage the classroom, meet with parents, and work closely with school staff
- plan lessons that teach specific subjects, such as math, science, and English
- assess and evaluate student's abilities (strengths and weaknesses)
- prepare students for standardized tests
- communicate student progress to parents
- develop and enforce classroom rules
- supervise children during extracurricular activities
- conduct in-class activities

SCHOOLS are expected to contribute to learning success. A school's role includes:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the State's student academic achievement standards as follows: – Combine relevant curriculums and align them to the State standards.
- Hold parent-teacher conferences to discuss the individual child's achievement.
- Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:
 - Report Cards
 - Achievement test results as soon as they are available.
- Provide parents reasonable access to staff. (email, conferences during planning, etc.)
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
 - To chaperone field experiences
 - To participate in classrooms discussions and presentations when appropriate
 - To observe classes throughout the school with permission of the school administration

PARENTS are expected to contribute to learning success. A parent's role includes:

- help your child take charge of his learning
- be a role model for learning
- tune into how your child learns
- to establish routines that include time for completing homework
- *monitor grades*
- show support for a child's education

WAYS FOR PARENTS TO BECOME INVOLVED

- ATTEND CONFERENCES
- CHECK CHILD'S BINDER DAILY
- DISCUSS THE SCHOOL DAY
- ENSURE THAT HOMEWORK IS COMPLETE
- VISIT PARENT CENTER
- GET CHILD/CHILDREN TO SCHOOL ON TIME
- NO EARLY CHECKOUTS UNLESS ABSOLUTELY NECESSARY

- ENCOURAGE APPROPRIATE BEHAVIOR/SIGN BEHAVIOR SHEETS
- PARTICIPATE IN PTO (PARENT TEACHER ORGANIZATION)
- ATTEND LITERACY/MATH NIGHT
- BECOME A PLAYGROUND VOLUNTEER

**Forrest City School District
2017-2018 School Year**

August 7-11
August 14
September 4
September 14
September 18
September 19

September 21

October 9
October 17
October 18
October 19
October 23
November 2 & 3 *
November 17

Teacher In-Service

First Day of School

Labor Day

Mid-Nine Weeks

Progress Reports go Home

**Parent/Teacher Conferences: ABC, Central,
Stewart 4:00-7:00**

**Parent/Teacher Conferences: Lincoln, Choice,
Jr. High, High School and Mustang Academy
4:00-7:00**

Teacher In-Service

End of 1st Nine Weeks (45days)

Begin 2nd Nine Weeks

Grades Due for 2nd Nine Weeks

Report Cards go home

Teacher in-Service/ AEA (No Students)

Mid-Nine Weeks

November 20-24	Thanksgiving Break
November 28	Progress Reports go home
December 21	Teacher In-Service
December 22- January 4	Christmas Break
January 5	Students and Staff return
January 12	End of 2 nd Nine Weeks (45 days) End of 1 st Semester (90)
January 15	MLK Day
January 16	First Day of 3 rd Nine Weeks
January 18	Grades due for 2 nd Nine Weeks
January 22	Report Cards go home
February 14	Mid-Nine Weeks
February 16	Grades Due
February 19	President's Day
February 20	Parent/Teacher Conferences: ABC, Central, Stewart 4:00-7:00
February 22	Parent/Teacher Conferences: Lincoln, Choice, Jr. High, High School and Mustang Academy 4:00-7:00
March 19-23	Spring Break
March 27	End of 3 rd Nine Weeks (45 days)
March 28	Begin 4 th Nine Weeks
March 30	Good Friday
April 25	Mid-nine weeks
April 27	Grades due
April 30	Progress Reports go home
May 28	Memorial Day
May 29	Last Day for Students (43 days), End of 2 nd Semester (88), end of Year (178)
May 30 & 31	Teacher In-Service

Stewart Elementary School

400 Dawson Road
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Phone: 870-633-3248 – Fax: 870-261-1825

Hazel Wallace, Principal

Renata Bryant, Assistant Principal

Parent Volunteer Survey

Please help us with your **time** and your **talent**. Take a minute to let us know how to best use your skills by completing the form below.

Your Full Name: _____

How can we best contact you?

Cell phone _____ Home phone _____

Work phone_____

Your E-Mail address_____

Choose any way that you can help Stewart Elementary School be even more successful.

_____*PTO* _____*Book Fair* _____*Field Day Support* _____*Teacher Appreciation Support* _____*Support a School-Wide Event*

_____*Library/Media Center Support* _____*School Adopter* _____*Good Behavior Activity Support* _____*Fundraisers*

My child/children are in _____*3rd* _____*4th* _____*5th*

Please share any ideas you have for parent support at Stewart School.

**Forrest City School District
2016-2017 Parent and Family Engagement Survey**

We want to hear from you!

One of the goals of the Forrest City School District is to maintain a strong system of communication with our parents. It is of great importance to us that we receive your input on how to better assist you with the education of your child/children.

Your individual answers will not be shared with anyone. Please do not put your name on the survey. Choose the answer that best describes how you feel. Thank you for participating.

For information on ways to be involved at your child’s school, please contact LaSandra Bean at 870-633-1485 ext. 111.

	Disagree	Neither Agree or Disagree	Agree
1. I feel comfortable and welcome at the school.			
2. School employees are polite to me when I call or visit the school.			
3. I am aware of opportunities to become involved in my child’s school.			

4. If I need help or have a question, I know whom to talk to at the school.			
5. Overall, I am satisfied with communication between the school and myself.			

6. How many school events do you attend each year? 0 1-2 3-5 6-10 11+

7. In the past school year, how many times did you contact the school? 0 1-2 3-5 6-10 11+

8. Would you be interested in volunteering at your child's school this school year? Yes No

9. How do you currently receive the majority of your information about school? **Circle only one.**

- Child's folder
- Flyers from school
- Phone calls from school
- Other: (please list) _____
- Website
- Newsletter
- Mustang Mobile App
- Teacher
- My child

10. How would you prefer to receive information from the school? **Circle only one.**

- Child's folder
- Flyers from school
- Phone calls from school
- Other: (please list) _____
- Website
- Newsletter
- Mustang Mobile App
- Teacher
- My child

11. Which workshops would you be most interested in attending that would help you in assisting your child in their education? **Circle all that apply.**

- Successful Parent/Teacher Conferences
- Strengthening Study Skills
- Creating a Home Environment for Learning
- Managing Discipline at Home and School
- College Readiness
- Making Learning Fun
- Resume Enhancement
- Improving Organizational Skills

Increasing Motivation to Learn

Homework Assistance

Bullying

Other: _____

12. I would prefer workshops be held: In the morning During school hours At night

13. I am the: Mother Father Stepmother Stepfather
Grandmother Grandfather Other guardian

14. What grade is your child in? **Mark all that apply.**

Pre-K Kindergarten 1st 2nd 3rd 4th 5th
6th 7th 8th 9th 10th 11th 12th

Forrest City School District Parent-School Compact

Parent/Guardian Agreement:

I want my child to achieve. Therefore, I will encourage and support him/her by doing the following:

- See that my child is punctual, dressed appropriately, and attends school regularly
- Establish a time and place for homework and review it regularly
- Remind my child of the necessity of discipline in the classroom-especially self-discipline
- Encourage my child's efforts and be available for questions
- Read with my child and let me child see me read
- Provide the school with a current address and phone number
- Support the activities of my child's school
- Follow the rules and regulations established by the school

Signature _____ Date _____

Student Agreement:

It is important that I work to be the best of my ability. Therefore, I shall strive to do the following:

- Attend school regularly
- Come to school each day prepared to learn and with appropriate learning tools
- Complete and return homework assignments

- Conform to the rules
- Be the best student that I can be

Student _____ Date _____

Teacher Agreement:

It is important that students achieve. Therefore I shall strive to do the following:

- Provide necessary assistance to parents so that they can help with the assignments
- Encourage students and parents by providing information about student progress
- Use special activities in the classroom to make learning engaging
- Respect all students and encourage them to respect others
- Administer fair, firm, and consistent discipline
- Ensure that each parent feels welcomed to my classroom

Signature _____ Date _____
 Signature _____ Date _____
 Signature _____ Date _____
 Signature _____ Date _____

Activities Planned throughout the School Year

Family Literacy and Math Nights

Book Fair

Awards Assemblies

Red Ribbon Week

Fall Celebration/Parade/Costume Contest

Thanksgiving Activities

Christmas Program

Heritage/Black History Program

Valentine's Activities
Parent-Teacher Conferences
Good Behavior Celebrations
Field Trips
Accelerated Reading Activities
Various PTO Activities

Communication



Parents and teachers are two of the most influential contributors to a student's educational success.

When parents and teachers communicate with one another, they are able to support student learning together more effectively. As a team, the two can work to create the best possible environments to foster physical, emotional and intellectual well-being for our students.

Email

Parent-Teacher Conferences

Phone Conferences

Individual Parent Conferences

Text Messages

Notes and Binders

Newsletters and Binders

School Website

Report Cards and Progress Reports