

Booker Arts Magnet School
Student Handbook
2020-2021

BOOKER ARTS MAGNET SCHOOL'S MISSION STATEMENT

Believing,

Accelerating, and

Motivating

Every Student Every Day!

VISION STATEMENT

The staff of Booker Arts Magnet School believes that every individual can and will learn. Our mission is to educate all students to higher levels of academic performance, while developing divergent thinking and creativity, promoting physical and emotional well-being, and fostering positive growth in social behaviors through integration of the curriculum and the fine and performing arts. In partnership with parents and the community, we accept the responsibility to teach all students with the goal of enabling them to achieve their ultimate educational potential and to equip them to meet the challenges of the Twenty-first Century. Reviewed August, 2020

SCHOOL IMPROVEMENT PLAN PRIORITIES AND GOALS

PRIORITY ONE: Increase effective instructional practices through collaboration, observation, and reflective feedback.

GOAL: To increase the percentage of teachers receiving ratings of “Highly Effective” on TESS Indicators 1e (Designing Coherent Instruction), 2c (Managing Classroom Procedures), 3c (Engaging Students in Learning), and 4d (Participating in Professional Learning Communities) by at least 5% as measured by administrative observations documented in EdReflect for the 2020-2021 school year.

PRIORITY TWO: Improve student achievement in Reading and Mathematics.

GOAL: To increase the percentage of kindergarten-fifth grade students moving from one proficiency level to the next highest proficiency level by at least 5% in Reading and Mathematics as measured by the 2020-2021 NWEA MAP Growth Fall, Winter, and Spring Assessments.

PRIORITY THREE: Increase student engagement through increasing time on task.

GOAL: To increase student engagement by reducing by at least 5% the number of students receiving Office Referrals during the 2020-2021 school year.

PRIORITY FOUR: Provide a safe and nurturing academic and social emotional learning environment upon re-entry to school for both virtual and in-person learning.

GOAL: To ensure that students, staff, and parents/guardians work collaboratively to provide a safe and nurturing academic and social emotional learning environment upon re-entry to school for both virtual and in-person learning as measured by a 5% reduction in chronic absenteeism and a 10% increase in the number of parents/guardians participating in conferences during the 2020-2021 school year.

MASTER RECESS/GROSS MOTOR/LUNCH SCHEDULE

7:35	First Bell
7:40	Instruction Begins/Breakfast in Classroom
7:50	Tardy Bell
8:00-8:20	Kindergarten-Fifth Grade Recess
8:20-9:00	Acceleration Period
9:15-9:45	Pre-Kindergarten Morning Gross Motor Period
10:30-11:15	Fine Arts Push In Intervention Period
10:40-11:10	Pre-Kindergarten Lunch
10:45-11:30	Kindergarten and First Grade Lunch and Recess
11:30-12:15	Second Grade and Fourth Grade Lunch and Recess
12:15-1:00	Third Grade and Fifth Grade Lunch and Recess
1:40-2:10	Pre-Kindergarten Afternoon Gross Motor Period
2:25	Dismissal Bell

MASTER FINE ARTS SPECIALIST SCHEDULE

Kindergarten and First Grade: 12:00– 12:45 p.m.

Second Grade and K-2 Self-Contained Behavior Class: 1:25 p.m. – 2:10 p.m.

Third Grade and 3-5 Self-Contained Behavior Class: 10:30 a.m. – 11:15 a.m.

Fourth Grade and Fifth Grade: 9:00 a.m. – 9:45 a.m.

Virtual Students Video Conferencing Time for Fine Arts Specialists—9:45-10:30 a.m.

STUDENT PROGRESS REPORTS

Booker Arts Magnet School reports student academic progress in four nine week periods. Parents/guardians are encouraged to view their student's progress on HAC and to schedule conferences with teachers to discuss their child's progress. Teachers are to inform parents/guardians about a student's impending failure by interim reports. Interim reports are posted on HAC during the fifth week of the nine-week grading period.

HOMEWORK

Students will have homework Mondays – Thursdays (with exception of holidays) to:

1. To provide extra practice on learned skills.
2. To provide an opportunity for students to learn good work habits and grow in responsibility.
3. To provide parents/guardians with the opportunity to see what their students are studying and how well they are progressing.

The reinforcement of learning continues after school hours. Daily homework extends learning and is a way for parents/guardians to support their student's education by reviewing the assignments and emphasizing the importance of their completion. Homework is included in each student's quarterly grades.

'PARTICIPATION IN STUDENT PERFORMANCES

The fine arts curriculum is an integral component in the academic program at Booker Arts Magnet School, and student performances are an important part of implementing the fine arts curriculum. It is essential that all students are allowed to participate in school performances. **During performances, it is imperative that an adult accompany each student and remain throughout the entire performance.**

FIELD TRIPS

Field trips are an integral part of Booker Arts Magnet School's program. **Students must have permission slips signed by a parent or legal guardian giving permission for the students to participate in the field trip.** Student behavior is expected to be exemplary at all times on a field trip.

PARENT/GUARDIAN CONFERENCES

Frequent communication between the home and school is necessary for students' academic success. Parents/guardians are encouraged to contact Booker Arts Magnet School to confer with teachers. Parents/guardians may schedule appointments for conferences by calling the Office at 447-3800. Two required conferences will be held each year, and additional conferences are held upon parent/guardian or teacher request.

OPEN COMMUNICATION AND RESOLUTION OF CONCERNS

The staff of Booker Arts Magnet School values the input and suggestions of parents/guardians and students. Parents/guardians and students are encouraged to ask questions, offer suggestions, and voice concerns. If a question arises about instruction or discipline, the parent/guardian is to contact the appropriate classroom teacher or specialist. If a question is not answered or concern is not resolved satisfactorily, parents/guardians are asked to bring their questions or concerns to Dr. Carson by e-mail at cheryl.carson@lrsd.org or by phone at 447-3802.

STUDENT RECORDS

Permanent record folders are maintained for all students throughout their school career, beginning with pre-kindergarten. Parents/guardians may view a student's Permanent Record Folder upon request.

TEXTBOOKS

Textbooks are issued to students for their use, and students are responsible for the care of their books. If a textbook should become lost or damaged during the school year, the student is financially responsible for the textbook.

LIBRARY MEDIA CENTER

The Library Media Specialist will provide weekly or bi-weekly information literacy lessons for all students. Students in first and second grades may check out one book during individual check-out. Third-fifth grade students may check out two books.

Parents/guardians may check out up to five books. Books are due one week following the checkout date, but they may be renewed for additional time. If a book should become lost or damaged during the school year, the student is financially responsible for the book.

STUDENT EXPECTATIONS

At Booker Arts Magnet School, acceptable behavior is expected at all times. All students should abide by all rules from the time they leave home in the morning until they return home in the afternoon. This includes all the time spent in the school building, campus, at school-related activities, and during transportation to and from school.

Courtesy and good manners should be the goal of each student while at school. Booker Arts Magnet School utilizes a behavior management program cooperatively developed by parents, students, and staff members, as well as the Little Rock School District's Student Handbook. Discipline is administered when any student's actions interfere with the rights of teachers to teach and students to learn.

HALL PASSES

Students must utilize hall passes as they travel throughout the building. This will include trips to the restroom, library, and/or office, as well as any place other than the room to which the student is assigned. Passage is made by the shortest route possible without stopovers at other points and without disturbing other classes in session. Hall passes are issued only as needed and must be turned in at the point of destination or returned to the teacher who originated the pass.

PERSONAL PROPERTY

Students should bring only school-related materials and items to school. Personal items such as cell phones, sports equipment, electronic games, toys, and non-instructional items are not to be brought to school. These items will be confiscated and returned only to parents or guardians.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care and usage of their books, materials, and furniture supplied by the school. Disciplinary action will be administered to students who damage school property as outlined in the LRSD Student Handbook .

BOOKER ARTS MAGNET SCHOOL BEHAVIOR MANAGEMENT PLAN

SCHOOL EXPECTATIONS

Students will allow teachers to teach and students to learn by:

1. Following the directions of all staff members.
2. Remaining focused and on-task during instruction.
3. Respecting others, the environment, and myself.
4. Not participating in bullying, verbal, or physical fighting.
5. Walking silently in the halls, gym, restrooms, and whenever in a line, while maintaining the appropriate physical distance.

PLAYGROUND EXPECTATIONS

Students will:

1. Play in assigned areas until dismissed.
2. Line up silently in assigned areas immediately when instructed.
3. Leave ground cover on the ground.
4. Use playground equipment in a safe manner.
5. Demonstrate good sportsmanship.

CAFETERIA EXPECTATIONS

Students will:

1. Make sure to bring my money and/or all lunch supplies to the Cafeteria daily.
2. Remain silent in line.
3. Whisper when seated at my table.
4. Use good table manners, and leave my area clean.
5. Stay seated until dismissed.

BEHAVIOR INCENTIVE PLAN

To encourage students to display good character throughout the school day, the Booker Behavior Incentive Plan will include daily, weekly, quarterly and end of the year rewards as follows.

PREFERRED ACTIVITY TIME (PAT) AWARD – Each week, the students will have the opportunity to participate in **PAT Time**. In order to participate, the student must not commit an infraction that warrants a consequence other than a verbal warning for 3 out of 5 days and not receive any behavior documents. **PAT Time** activities will not exceed 30 minutes a week. Activities will be determined by grade level. **PAT** activities could include game day, extra recess, special snacks, etc. During the **PAT** activity, students who do not attend will participate in some form of Character Education training is led by a classroom teacher.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care and usage of their books, materials, and furniture supplied by the school. Disciplinary action will be administered to students who damage school property as outlined in the LRSD Student Handbook.

ATTENDANCE

The school day for students begins at 7:40 A.M. and ends at 2:25 P.M. Students should not arrive earlier than 7:15 A.M. or later than 7:40 A.M. Students are supervised on the playground in nice weather and in the gym during inclement weather. Bus students will load on the **EAST SIDE** of the building at 2:25 P.M. Students who walk or are picked up by car/van will be dismissed on the **WEST SIDE** of the building at 2:25.

Students must not be left unsupervised on campus. Parents who must leave students before 7:15 or after 2:25 must make arrangements with the CARE Program. **Parents who drop off their children before 7:15 will be responsible for any injuries that might occur.**

ATTENDANCE POLICY

Due to Act 1223 of the State Legislature, the Little Rock School District revised the Attendance/Tuancy policy for all students.

Absences are no longer counted as Excused or Unexcused. A total of 12 or more absences may result in the denial of credit and/or promotion of your child.

RESPONSIBILITIES OF THE PARENT/GUARDIAN

1. Ensure the child attends school daily and on time
2. Notifies the school of an absence by 12:00 PM on the day of the absence
3. Presents documentation of the absence to the school within 48 hours of the absence
4. Contacts the school administrator requesting a conference at the third and sixth absence to discuss interventions and the consequences for more than 12 absences
5. Before the eleventh absence, petitions the school in writing for special arrangements to address the student's absences.

RESPONSIBILITIES OF THE STUDENT

1. Attend school daily
2. Be on time for all classes
3. Come to school prepared to learn

MAKE-UP WORK

Elementary students may make up work for absences and for short-term, out-of-school suspensions. **It is the student's and/or parent's/guardian's responsibility to request make-up assignments upon returning from absences.** Teachers will determine a reasonable amount of time for the completion of make-up work following absences. **If**

make-up work is not requested within two days of returning from absences, the student forfeits the opportunity to make up work missed.

CHECKING STUDENTS OUT

Parents are urged to allow their children to remain in school for the entire school day. Doctor or other appointments should be scheduled outside school hours and on school holidays whenever possible. If a child is to be checked out early, he/she should bring a note to his/her teacher stating the time and reason for the check-out. Parents must contact the school office by phone to notify the staff that the parent/guardian has arrived for student pick-up. **Students may not be checked out after 1:00 PM unless approved by the principal. Students are not to be checked out by an adult other than a custodial parent/guardian without submitting a note signed by the custodial parent/guardian giving permission for the adult to check out the child.**

HEALTH SERVICES

HEALTH INFORMATION AND PHYSICAL RECORDS

The Little Rock School district requires every student to receive a physical examination at the beginning of his/her school experience. Parents/guardians may obtain the physical examination from the school nurse during the first week of school.

IMMUNIZATIONS

Arkansas State Law requires that every new kindergarten student and student entering the Little Rock School district must present proof of immunization. Students transferring from another school within the District have this information on file at the previous school.

MEDICATION PROTOCOL

The following steps must be taken if it becomes necessary for a student to take prescription medication at school:

1. A parent must bring the medication to school where it is counted with the nurse or school secretary.
2. A parent must fill out and sign a Medication Authorization and Release Form.
3. A parent must pick-up any unused portion of the medication.

Narcotic pain medication will not be administered.

Asthma Inhalers – Students are allowed to bring, keep, and take their own asthma inhalers. Students who have asthma should have an Asthma Action Plan on file in the Health Room and should have an inhaler available for their use at all times.

ILLNESS OR INJURY

If a student is injured or becomes ill at school, he/she is to report to his/her teacher and ask for a pass to the Health Room. If necessary, the school nurse will attempt to contact his/her parents. All students who are injured or become ill and require dismissal must check out through the office before leaving school. Injuries requiring medical attention will be paid for by purchased school accident insurance or by the parents' individual carrier.

SAFETY AND SECURITY

BUILDING SECURITY PROCEDURES

Building security procedures include locking all entrance doors during the school day, including the northwest door near the office area. This door will be closely monitored throughout the day. Students can exit through any of these doors, but no one can enter through the doors. The Track will be closed for community use during the school day. Windows will remain uncovered for easy visibility. Teachers will lock classroom doors. Safety drills will be practiced regularly throughout the year.

INCLEMENT WEATHER

In case of inclement weather or other emergency, parents are to listen to local radio or TV stations for information on early dismissal or school closings. ParentLink will also be utilized to send parents/guardians information regarding school closings by phone, e-mail, and text messages.

ARRIVAL AND DEPARTURE PROCEDURES

All students are to proceed to the Gym upon arrival to school. Students who arrive by car are to arrive on the West Side of the building. **Please do not stop in the driveway to drop off your child, as this creates traffic flow problems and is a safety hazard for our students.** Parents/guardians are to drive to the curb by the flagpole to release a student or park their vehicle in a designated parking space and walk the child to the main entrance doors. Parents/guardians are not to release a student on the east side of the building, as this is the Bus Loading Zone and staff parking areas. Students who walk to school are to proceed directly to the Gym. Students who travel by car are to be picked up by curb by the flagpole at 2:25 P.M. Students may not wait in any other area for pick-up, as they will not be properly supervised.

AFTERNOON TRANSPORTATION CHANGE NOTIFICATION

Please assist our Office staff by informing your student of changes in afternoon transportation before he/she arrives at school each day. If an emergency arises that causes a change in afternoon transportation, please notify the Office staff as soon as possible. Afternoon Transportation Change Requests must be made by 1:00 PM each day to ensure that the change is communicated to the students.

Booker Arts Magnet School Staff Directory

PRINCIPAL

Dr. Cheryl Carson Office 447-3802

PRINCIPAL'S SECRETARY

Judy Wilson-Murray Office 447-3803

PRE-K

Amanda Green 206 447-3809

Victor Martinez 206 447-3876

KINDERGARTEN

Sherry Durham 102 447-3870

Julie Post 101 447-3859

FIRST GRADE

Dixie Fair 108 447-3832

Alicia Jones 106 447-3845

SECOND GRADE

Elizabeth Hammons 112 447-3822

Darrell Hayden 111 447-3836

Theresa Ibekwe 109 447-3863

THIRD GRADE

Fattama Alkaysi 310 447-3811

Kassandra Hasley 312 447-3838

Elizabeth McAdams 309 447-3842

FOURTH GRADE

Tyeisha Dupree 307 447-3844

Alma Mireles 305 447-3861

Lisa Powell 305 447-3883 (VM)

FIFTH GRADE

Gail Hollamon 301 447-3829

Kristy Mosby 303 447-3814

RESOURCE

Loretta Davis 308 447-3886

SELF CONTAINED SPECIAL EDUCATION

Emily Hanson 202 447-3853

Debra Davis 202 447-3880 (VM)

Tina Marks 202 447-3820 (VM)

Leonard Leach 201 447-3812 (VM)

Joann Dobbins 201 447-3818 (VM)

Omega Hamilton 201 447-3831 (VM)

Paul Holder 201 447-3821 (VM)

BEHAVIOR INTERVENTION SPECIALIST

April Manning Office 447-3871

GIFTED/TALENTED

410 447-3819

COUNSELOR

Tammy Ringler 408 447-3833

SPEECH

Sarita Sanford 311 447-3852

MUSIC SPECIALISTS		
Tyler Barnes	402/404	447-3825 and 447-3848
Debbie Headley	401/404	447-3872 and 447-3848
CREATIVE MOVEMENT SPECIALISTS		
Chris Henry	Gym	447-3815
Micaela Battles	406	447-3858
VISUAL ART SPECIALIST		
Carrie Porter	411	447-3862
DRAMA SPECIALISTS		
Deborah Ramsey	405	447-3860
Mariah Reescano	405	447-3889
READING TEACHER		
Ruth Keogh	105	447-3849
ACADEMIC INTERVENTION SPECIALIST		
Amy Hallum	110	447-3835
NURSE		
Sheila Nolen	Health Room	447-3805
MEDIA SPECIALIST		
Emily Hester	Media Center	447-3806
MEDIA CLERK		
Carolyn Milton	Media Center	447-3855
PARAPROFESSIONALS		
Kerry Evans		447-3818 (VM)
Valeria Freeman (ISS)	104	447-3816
Pamela Graves		447-3856 (VM)
Brenda Woods		447-3873 (VM)
CUSTODIANS		
Joseph Hall (Head)		447-3808
Quinton Minton		447-3820 (VM)
Rose Talley		447-3857 (VM)
Felecia Woodbury		447-3846 (VM)
CAFETERIA		
Katisha Smith (Manager)	Cafeteria	447-3807
Teresa McGuire	Cafeteria	447-3826 (VM)
Ruby Steward	Cafeteria	447-3812 (VM)
Marcey Williams	Cafeteria	447-3828 (VM)

