

DeSoto School, Inc.
P.O. Box 2807
West Helena, AR 72390

HANDBOOK FORM

This serves notice that I have read the online copy of the 2022-2023 DeSoto School, Inc., Student Handbook. I understand that I am responsible to be aware of all policies, rules and regulations set forth by the Board and Administration of DeSoto School, Inc.

THIS FORM IS TO BE SIGNED AND GIVEN TO THE HOMEROOM TEACHER BY THURSDAY, AUGUST 11, 2022, OR THE STUDENT WILL BE ASSIGNED TWO (2) DEMERITS. IF NOT RETURNED BY HOMEROOM ON FRIDAY, AUGUST 12, 2022, THE STUDENT WILL RECEIVE FIVE (5) ADDITIONAL DEMERITS. A SEPARATE FORM MUST BE SUBMITTED FOR EACH STUDENT.

All students must be current on immunizations and submit written proof of updated immunizations.

Student Name: _____ Grade: _____

Student's Signature _____

Parent Signature _____

Date: _____

Please be advised that during the school year, your child may be photographed, videoed, or interviewed at various school sponsored events. With your consent, the photographs, videos, etc. may be released for promotion of DeSoto School in the newspaper, brochures, the school website, and other school related social media platforms such as Facebook, Instagram, etc.

Please indicate your preference below.

Student's Name: _____

Grade: _____

(Check one)

- Yes, my child's photos/videos may be released for use in the media as described above.
- No, my child's photos/videos may NOT be released for use in the media as described above.

STUDENT INFORMATION SHEET

TO BE FILLED OUT BY THE **PARENT** - PLEASE FILL OUT **COMPLETELY** AND RETURN TO SCHOOL BY THE FIRST FRIDAY

STUDENT'S FULL NAME _____ DOB _____ GRADE _____

NAME STUDENT GOES BY _____ SOCIAL SECURITY NUMBER _____

PARENT'S/GUARDIAN'S NAME(S) _____

MAILING ADDRESS _____

CITY _____ ST _____ ZIP _____ HOME PHONE (____) _____

911 ADDRESS (IF DIFFERENT FROM MAILING ADDRESS) _____

FATHER'S EMPLOYER _____ PHONE _____

MOTHER'S EMPLOYER _____ PHONE _____

STUDENT CELL (____) _____ MOM CELL(____) _____ DAD CELL (____) _____

FAMILY PHYSICIAN _____ PHONE _____

EMERGENCY CONTACT OTHER THAN PARENT _____

RELATIONSHIP _____ PHONE _____ 2ND PHONE _____

STUDENT EMAIL _____ (necessary for 6th grade and up)

MOM'S EMAIL _____ DAD'S EMAIL _____

CHILD LIVES WITH (circle one): MOM, DAD, BOTH PARENTS, OTHER _____

CHILD MAY BE PICKED UP BY: _____

RELIGIOUS/CHURCH PREFERENCE _____

ALLERGY/MEDICAL INFORMATION: _____

BROTHER(S)/SISTER(S) NAME(S) & AGE(S) _____

DID PARENT/STEP-PARENT GRADUATE FROM DESOTO? _____ NAME and GRAD. YEAR _____

DID GRANDPARENT GRADUATE FROM DESOTO? _____ NAME AND GRAD. YEAR _____

Any other pertinent information school should be aware of: (e.g. custody, who may/ may not pick student up, etc.)

Parent Signature

Date

JupiterEd requires internet access. Check here if you do not have internet and will need printed reports. _____

This form must be returned to school with handbook receipt form!!!!

Student's Name: _____ DOB _____ Grade: _____

Address: _____ City: _____ State: _____ Zip: _____

Father's Name: _____ Phone: _____

Mother's Name: _____ Phone: _____

- A. **Authorization to Consent to Medical Treatment:** In the event my child becomes ill or injured at school or in a school related event and I cannot be reached, DeSoto School, Inc. of West Helena, AR is authorized to take one or more of the following actions: (a) release my child to either of the people listed below; (b) take my child to the physician indicated; (c) take my child to a hospital and give consent for emergency care.

Local emergency telephone number if parents cannot be reached:

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

- B. **Release and Authorization to Participate in Athletic, Physical Education and School Trips:** I give my consent for my child to participate in all DeSoto School's approved sports; extra curricular activities and school trips with transportation being provided by the school, coach, or other representative of the school.

I understand that by participating in physical education and athletics at DeSoto School, Inc. my child will be exposed to the risk of injury. I understand that contact sports such as football, basketball, track, softball and baseball do have a risk factor of injury

I understand that DeSoto School, Inc. does not assume any responsibility in case an accident occurs. In consideration for my child being permitted to take part in such activities, and to make such trips, I hereby waive all claims, and I release DeSoto School, Inc. from any liability claims, suits, demands or causes of action, including all expenses.

- C. **Authorization of Administration of Medication at School:** I give my consent for my child to be administered the following non-prescription medication(s) by school officials:

Tylenol _____ Ibuprofen _____ Anti-Itch Cream _____ Benadryl Liquid _____
Neosporin _____ Pepto Bismol _____ Bactine _____

Other medications which may be required by the student during school hours or activities must be supplied by the parents and brought to the school in the original container properly labeled with the name of the student and identification of the medication, the dosage, and the time to be administered by the teacher.

Signature of Parent

Date

Allergy Information

Student Name _____

Grade _____

_____ My child has no known allergies.

_____ My child is allergic to the following:

DeSoto School 2022 School Supply List

K3

- 2" thick vinyl kindergarten mat (must be free of tears, rips, and holes)
- 1 fitted crib sheet (child can manage this independently)
- 1 small blanket (with no pillow attached) – can be a baby blanket or beach towel
- 1 travel pillow and travel pillow case (not a regular pillow or pillow pet; no beaded or character pillows)
- 2 Lysol or Clorox wipes
- 1 pack of spoons
- 2 box of Kleenex
- 4 roll of paper towels
- 1 box of Gallon Ziploc bags
- 2 box of sandwich Ziploc bags
- 1 set of computer headphones
- 1 coloring book with large pictures
- 1 (24 piece) puzzle with large pieces- can be found at the Dollar Tree, Walmart, or Dollar General
- 3 boxes wet wipes or refill packs
- 1 regular size backpack (not preschool or toddler size- if too small will be sent back home for bigger size)
- Change of clothes in a ziploc bag – must be solid red, blue, or white) shirt, khaki bottoms, 2 pair of underwear, socks, and a cheap pair of shoes. (These clothes are to be used if the child has an accident)
- 1 Refillable Water Bottle
- Lunch box
- 1 small stuffed animal (it will stay at school) nothing that rattles or makes noise
- \$16 Supply Fee (provides crayons, markers, glue, etc.) Make separate check to DeSoto School
- \$150 Book Fee and \$35 Technology Fee (due by 1st day of school)- show receipt to teacher
- LABEL ALL ITEMS AND BRING TO PARENT ORIENTATION ON Monday, August 8 @ 5 pm
- ***New students- must have copy of birth certificate, social security card, and updated shot record.

K4

- 2" thick vinyl kindergarten mat (must be free of tears, rips, and holes)
- 1 fitted crib sheet (child can manage this independently)
- 1 small blanket (with no pillow attached) – can be a baby blanket or beach towel
- 1 travel pillow and travel pillow case (not a regular pillow or pillow pet; no beaded or character pillows)
- 2 Lysol or Clorox wipes
- 1 bottle of hand sanitizer
- 2 box of Kleenex
- 2 packages of straws - plastic not paper
- 4 roll of paper towels
- 1 container of wet wipes
- 1 set of computer headphones
- 1 coloring book with large pictures
- 1 regular size backpack (not preschool or toddler size- if too small will be sent back home for bigger size)
- Change of clothes in a ziploc bag – must be solid (red, blue, or white) shirt, khaki bottoms, 2 pair of underwear, socks, and a cheap pair of shoes. (These clothes are to be used if the child has an accident)
- Lunch Box for snack
- 1 Refillable bottle
- 1 small stuffed animal (it will stay at school)
- \$16 Supply Fee (provides crayons, markers, glue, etc.) Make separate check to DeSoto School
- \$150 Book Fee and \$35 Technology Fee (due by 1st day of school)- show receipt to teacher
- LABEL ALL ITEMS AND BRING TO PARENT ORIENTATION ON Monday, August 8 @ 5 pm
- ***New students- must have copy of birth certificate, social security card, and updated shot record.

DRESS CODE POLICY & GUIDELINES

Students at DeSoto School are expected to be dressed and groomed appropriately for school. It is hoped that the student's behavior and attitude will reflect well upon the individual and DeSoto School.

All students in K3 thru 12th grades will be required to wear a school uniform. French Toast Uniforms provides a website detailing all available options. The web address is www.frenchtoastschoolbox.com. Select "Shop by School" and search by school code QS5KUDP or school name DeSoto School. French Toast Schoolbox Customer Service may be reached at 800-636-3104.

The uniform is to be worn every day with the exception of spirit days or other occasions approved by the Administration. Guidelines for dress will be given to students for days when they are allowed to wear clothing other than the approved school uniform. To promote school spirit, students will be allowed to wear DeSoto jerseys, cheer uniforms, or a DeSoto School shirt on game days during Jr. and Sr. High football season.

Required Casual Uniform (K3-12th)

- Girls - Red logoed polo shirt (from French Toast or Parker)
Khaki pants, shorts, or skirt
- Boys - Red logoed polo shirt (from French Toast or Parker)
Khaki pants or shorts

Required Dress Uniform (6-12th)

- Girls - White logoed blouse (from French Toast or Parker)
(with pointed collar, not Peter Pan collar)
Plaid skirt (from French Toast or Parker)
- Boys - White logoed, button-down shirt (from French Toast or Parker)
Khaki pants, belt, and red tie

Each student should have at least one red logoed polo, but blue or white logoed polo shirts are allowed as part of the casual uniform. Several casual options are listed on the French Toast Schoolbox website. Logoed and plaid items must be purchased through French Toast (or Parker) Uniform. Khaki items may be purchased from any vendor who offers tailored dress or uniform style pants (no cargo pants or skinny leg, etc.)

DRESS CODE POLICY & GUIDELINES

Other Guidelines

- All clothing should be in good condition with no holes, frayed edges, or too tight, etc.
- Proper undergarments will be worn, but not visible outside clothing
- Leggings or modesty shorts may be worn with skirts or jumpers
- Hats or caps may not be worn
- Skirts and jumpers should not be more than 2" above the knee in length; shorts and skorts should not be more than 3" above the knee in length
- Visible tattoos, body piercings, or other inappropriate adornment are not allowed
- Male students may not wear earrings
- Shoes should be of sensible style and comfort to compliment school uniform

Cold Weather Clothing Guidelines

Solid red, white, blue (royal or navy) or black turtlenecks or long-sleeved t-shirts may be worn under the short-sleeved uniform shirts.

Solid red, white, blue (royal or navy), gray, or black leggings, tights, and socks may be worn with skirts or jumpers.

DeSoto-logoed fleeces, letter jackets, or other school-colored DeSoto spirit wear may be worn **over the uniform shirt**.

Solid red, white, blue (royal or navy), gray, black, or khaki sweatshirts or jackets may be worn throughout the day **over the uniform shirt**.

Coats or jackets that do not compliment the uniform should only be worn while outdoors (break, recess, etc.) They are not be worn all day over the uniform. Students tending to wear sweatshirts or jackets all day should make sure to have the correct color.

Students who abuse the dress code will be referred to the Administration for appropriate action. Obvious attempts by students to work against the function and purpose of the school uniform through inappropriate choices will be considered violation of the school dress code policy. Students violating dress code will receive 2 demerits for each infraction and be required to correct the violation. Class time missed to remedy the situation will be excused or unexcused at the Administrator's discretion.

DESOTO AFTER-SCHOOL CARE

TIME: 3:05 PM UNTIL 5:30 PM MONDAY – FRIDAY
(Except on announced ½ days)

COST \$130 per month (August thru May) added into monthly tuition payments.
(This is for full-time care commitments.)
This year we are offering after-school care for drop-ins at the rate of
\$12/hour or \$25/day (billed at the end of each month.)

LATE FEE: \$1.00 PER MINUTE WILL BE ASSESSED TO STUDENTS NOT
PICKED UP BY 5:30. Frequent lateness will result in child not being
allowed to attend.

ELIGIBLE: DESOTO STUDENTS GRADES K3 THROUGH 5TH GRADE.

PARENTS SHOULD CHECK BELOW IF THE CHILD WILL BE FULL-TIME OR
POSSIBLE DROP-IN. (PARENTS WILL NEED TO NOTIFY THE HOMEROOM
TEACHER EACH DAY THAT A DROP-IN WILL STAY AFTER SCHOOL.)

SNACKS: PLEASE SEND AN AFTERNOON SNACK WITH YOUR CHILD.

CHILD'S NAME: _____

My child will be full-time _____ **My child will be a possible drop-in** _____

PARENT'S NAME: _____

CELL PHONE: _____

EMERGENCY CONTACTS: _____

My child may be picked up by : _____

BANK DRAFT INFORMATION:

ROUTING NUMBER: _____

ACCOUNT NUMBER: _____

NAME ON ACCOUNT: _____

Elementary Traffic Procedures

SUNNY DAYS:

K3 – 5th grades will be dismissed at 2:50. K5-5th grade children will sit along the front wall with their classes in the assigned spots until their rides arrive. K3-K4 will be on playground steps. (A driver may have to stop at more than one spot to pick up all riders.)

RAINY DAYS/EXTREME WEATHER DAYS:

Students will go outside at 2:45. Teachers will place K3 – 2nd graders into cars at the awning near the playground. Grades 3-5 will load under the front awning. (A driver may have to stop at more than one spot to pick up all riders.)

GENERAL REMINDERS:

*PLEASE SHARE THIS INFORMATION WITH ANY PERSON WHO TRANSPORTS YOUR CHILD (SPOUSE, GRANDPARENTS, BABYSITTER)

*Please drive SLOWLY while you are in the school parking lot. This includes taking off after you've dropped off or picked up your rider.

*Parents of K3-2nd students should use the 1st traffic loop for dropping off children, but only K3-1st parents should use the first loop when picking up after school. (K3 and K4 parents will sign children out on a clipboard when picking them up.)

*K3 and K4 students must be signed in by a parent or older sibling each morning. Parents can pull past the playground steps and park along the playground fence in the designated spots. Please be careful as you get in and out of your vehicle because cars will be entering and exiting campus in the other lanes next to you.

*Parents of 3rd-5th graders should always use the 2nd traffic loop to drop off children in the morning, yet 2nd-5th parents use the 2nd loop to pick up children from the wall after school.

*Please do not try to visit with your child's teacher during loading after school. Arrange a conference by calling the office.

*It is imperative that you remain in line in your vehicle in order to keep traffic moving (especially in the morning). Do NOT leave your vehicle parked in the loading zone in order to go into the building. (Park your car along the football field if you must get out and go inside the building.) After school the teachers will load children into cars as the line progresses.

*Please do NOT come to pick up your child early unless it has been cleared through the office or by the teacher. This counts as time absent and affects perfect attendance.

*There is a teacher on duty beginning at 7:30 a.m. and until 3:30 p.m. Please do not drop off your child before 7:30 a.m. Please arrange to pick up your child before 3:30 p.m. In the afternoon the children will have been on the wall since 2:50. If children haven't been picked up by 3:15 or 3:20, they begin to think that they have been left at school.

* Visitor parking borders the football field. Numbered parking spaces in the lot are designated for faculty and high school students.

*Traffic flow is marked by arrows. The loading zone is marked for pick-up areas. Please do not pass other cars. Try to be patient until the line moves.

*Please NO dogs in the back of an open vehicle.

*NO cars are to park on the playground after school unless for a softball game.

*If an elementary student rides with a high school driver, the older student will come and escort the elementary student after school to the high school parking lot.

*Parents must pick up in both lines if they have riders from both age groups. Do not park and get out of the vehicle and walk to get an elementary student and walk back to the vehicle. This creates a safety issue.

Grandparent Information Form

Student Name _____

Grade _____

Grandparent Name _____

Address _____

City, State, Zip _____

Grandparent Name _____

Address _____

City, State, Zip _____

Grandparent Name _____

Address _____

City, State, Zip _____

Grandparent Name _____

Address _____

City, State, Zip _____

Substitute Teacher Needed

We need substitute teachers for all grades, if you are interested in earning extra income and helping out the school, please fill out the form below and return it to the office or your child's homeroom teacher as soon as possible.

Name _____
Address _____
City & State _____
Home Phone _____
Cell Phone _____
SS # for Payroll _____

Days Available to sub: Mon. Tues. Wed. Thurs. Fri.

Do you have a preference of the grades you would like to sub? Elementary _____ Middle School _____ High School _____ All _____ Full Day Only _____ Full or half day _____

We pay substitute teachers minimum wage. We also need 1/2 day substitutes. If you can help only one day a week please let us know.