

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 2023-2024 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 WEDNESDAY, AUGUST 9, 2023, OR THE STUDENT WILL BE ASSIGNED TWO (2) DEMERITS. IF NOT RETURNED BY HOMEROOM ON THURSDAY, AUGUST 10, 2023, 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 \_\_\_\_\_ 2<sup>ND</sup> PHONE \_\_\_\_\_

STUDENT EMAIL \_\_\_\_\_ (necessary for 6<sup>th</sup> 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:

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Discipline Policy  
DeSoto School Pre-K

DeSoto School Pre-K uses the following methods of discipline:

- 1) Quiet corner
- 2) Head down on table
- 3) Sitting while others play

Time out will not last more than one minute per year of age.

I have read and understand the discipline policy of DeSoto School Pre-K.  
I give my permission for the teacher to use all methods described above if needed.

Parent's signature \_\_\_\_\_

Date \_\_\_\_\_

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If you disagree with any of the methods listed above, please explain methods you prefer:

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Parent's signature \_\_\_\_\_

Date \_\_\_\_\_

## 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 through 12<sup>th</sup> grade will be required to wear a school uniform. French Toast Uniforms provides a website detailing all available options. The web address is [www.frenchtoastsschoolbox.com](http://www.frenchtoastsschoolbox.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 except for spirit days or other occasions approved by the Administration. Guidelines for dress will be given to students for days when they can 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 (K3-12<sup>th</sup>)**

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

### **Required Dress Uniform (6-12<sup>th</sup>)**

- Girls - White logoed blouse (from French Toast or Parker)  
Plaid skirt or skirted skort (from French Toast or Parker)
- Boys - White logoed, button-down shirt (from French Toast or Parker)  
Khaki pants, belt, and red tie

## DRESS CODE POLICY & GUIDELINES

Each student should have at least one red logoed polo shirt, 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.)

### 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.
- Shorts, skirts, skorts, and jumpers should cover at least half of the student's upper leg. (As a guide - the bottom edge of the garment should be as long as where the student's fingertips are when arms are down by his/her side.)
- 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 – (anything worn along with the uniform shirt)

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. MAIS clothing 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. Items with a mixture of these colors may be allowed by the Administration.

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 in violation of the school dress code policy. Students violating dress code will receive 3 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 School 2023 School Supply List***

### **K3**

2" thick vinyl kindergarten mat (must be free of tears, rips, and holes)  
2 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 pillowcase (not a regular pillow or pillow pet; no beaded or character pillows)  
2 Lysol or Clorox wipes  
1 pack of spoons  
2 boxes of Kleenex  
4 roll of paper towels  
2 box of Gallon Ziploc bags  
2 box of sandwich Ziploc bags  
1 set of computer headphones  
1 coloring book with large pictures  
4 boxes of baby wipes  
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 pairs of underwear, socks, and a cheap pair of shoes. (These clothes are to be used if the child has an accident)  
1 Refillable Spill proof 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 1<sup>st</sup> day of school)- show receipt to teacher  
LABEL ALL ITEMS AND BRING TO PARENT ORIENTATION ON Monday, August 7 @ 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)  
2 fitted crib sheet (child can manage this independently)  
1 small blanket (with no pillow attached) – can be a baby blanket or beach towel (please no large blankets)  
1 travel pillow and travel pillowcase (not a regular pillow or pillow pet; no beaded or character pillows)  
2 Lysol or Clorox wipes  
2 boxes of Kleenex  
1 box of gallon Ziploc bags  
1 box of quart Ziploc bags  
2 packages of straws - plastic not paper  
4 roll of paper towels  
3 packs of baby wipes  
1 set of computer headphones  
2 coloring books with large pictures  
1 old adult t-shirt for art smock  
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 spill proof water bottle  
1 small stuffed animal that doesn't rattle or make noise (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 1<sup>st</sup> day of school)- show receipt to teacher  
LABEL ALL ITEMS AND BRING TO PARENT ORIENTATION ON Monday, August 7 @ 5 pm  
\*\*\*New students- must have copy of birth certificate, social security card, and updated shot record.



# DESOTO AFTER-SCHOOL CARE

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**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 5<sup>TH</sup> 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 – 5<sup>th</sup> grades will be dismissed at 2:50. K5-5<sup>th</sup> 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 – 2<sup>nd</sup> 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 K3-2<sup>nd</sup> students should use the 1<sup>st</sup> 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 3<sup>rd</sup>-5<sup>th</sup> graders should always use the 2<sup>nd</sup> traffic loop to drop off children in the morning, yet 2<sup>nd</sup>-5<sup>th</sup> parents use the 2<sup>nd</sup> 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 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 substitute (circle all that apply):

Monday Tuesday Wednesday Thursday Friday

Full Day Only \_\_\_\_\_ Full or half day \_\_\_\_\_

Do you have a preference of the grades you would like to sub?

Elementary \_\_\_\_\_ Middle School \_\_\_\_\_ High School \_\_\_\_\_ Any \_\_\_\_\_

We pay substitute teachers \$100 per day.