

2025-2026
Whitten Elementary Preschool
Program Handbook



Lee County School District No. 1

161 Walnut Street

Marianna, Arkansas 72360

(870) 295-7178

Pre-School Administration Staff

- Dr. Micheal Stone, Superintendent
micheal.stone@lcsdtrojans.net
- Mrs. Mary Hayden, Program Director
mary.hayden@lcsdtrojans.net
- Mrs. Tenika McCray, Lead/Classroom Teacher
tenika.mccray@lcsdtrojans.net
- Mrs. Shirley Eggerson, Secretary
shirley.eggerson@lcsdtrojans.net

PreSchool Instructional Staff

- Mrs. Keseya Gates—Teacher
keseya.gates@lcsdtrojans.net
- Miss Fa'daejah Donaldson —Teacher
fadaejah.donaldson@lcsdtrojans.net
- Mrs. Teresa Smith—ParaProfessional
teresa.smith@lcsdtrojans.net
- Mrs. Betty Brady—ParaProfessional
betty.brady@lcsdtrojans.net
- Mrs. Davita Summerville—ParaProfessional
davita.summerville@lcsdtrojans.net

Lee County School District Vision and Mission Statements

Vision Statement

A community of stakeholders working together to prepare students for worldwide successes in a global society.

Mission Statement

To authentically EMPOWER students, teachers and families in creating paths that honor the aspirations, talents, and needs of each student.

GO, TROJANS!

Whitten Elementary Preschool

Vision Statement

Whitten Elementary Preschool's vision is to inspire students to become scholars for success in kindergarten and to become lifelong learners.

Mission Statement

Whitten Elementary Preschool's mission is to create a safe and engaging learning environment that meets the diverse needs of students and families.

WHITTEN ELEMENTARY PRESCHOOL

CORE BELIEFS

WEP STAFF HAVE ESTABLISH THE FOLLOWING COMMON CORE BELIEFS:

- **WE MUST HAVE INTEGRITY AND BE HONEST WITH EACH OTHER, STUDENTS, AND FAMILIES.**
- **WE MUST BE RESPECTFUL IN OUR COMMUNICATION AND BEHAVIOR.**
- **WE MUST BE CARING, UNDERSTANDING, AND OPEN-MINDED.**
- **WE MUST BE KNOWLEDGEABLE PROBLEM-SOLVERS.**
- **WE MUST SURE THAT ALL STUDENTS HAVE AN EQUAL OPPORTUNITY TO SUCCEED.**
- **WE MUST BE COMMITTED TO WORK AS A TEAM.**
- **WE BELIEVE THAT EDUCATION IS A KEY TO SUCCESS.**

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Whitten Preschool Philosophy

Whitten Elementary Preschool believes that a scholar's early years of development are important. Scholars develop and learn through play in a safe, secure, and nurturing environment. We know that each scholar has an individual style of learning and we will foster their individuality by building their knowledge of learning through implementing age appropriate activities that are fun and educational.

Self-esteem and self-reliance skills are important aspects in early childhood and are emphasized throughout our program. Since scholars learn through play and discovery, Whitten Preschool will provide materials that will promote creativity and stimulate the scholar's imagination and learning. We know that language development is also an important aspect for the growth and development of early learners.

At Whitten Preschool we will implement age appropriate concepts, activities and skills that will foster scholars' cognitive development and independence in the following areas:

- Language and Literacy
- Social Relations
- Initiative
- Music and movement
- Mathematics
- Science
- Social Studies
- Creativity

PRESCHOOL POLICIES

1. Arrival/Dismissal

Parents may begin to sign their scholars in at 7:30am. All scholars must be picked up by 2:30 pm. All scholars should arrive by no later than 8:00 am.

2. Tardy Policy

Late Arrival to School: Preschool scholars are expected to arrive by 8:00 AM. Preschool scholars arriving after 8:00 AM are considered late. After a scholar is late (4) unexcused days in a month, Parents/Guardians will be required to attend a mandatory mediation conference with the program coordinator to discuss how we may help facilitate your child's timely arrival to school. If excessive tardiness continues, your scholar may be recommended for removal from the preschool program.

3. Attendance

Consistent and daily scholar attendance is the expectation of the district. Attendance records will be kept daily. Parents must call or contact their scholar's teacher with an explanation of scholar absence.

****In the event that a student is absent for three (3) consecutive days, the parent should contact the school.**

****If a scholar is absent for ten (10) consecutive days without contact with the center, he/she will be automatically dropped on the 11th day.**

4. Observing School Days

Preschool scholars will attend classes on days the local school district is in session. When the center is closed for special circumstances, such as staff training, parents will be notified in advance. The Preschool Center observes the same holidays and bad weather days as the local school district. During inclement weather, parents should listen to their local radio or television stations to determine if public schools will be open on that day. Notifications are also sent to cell phones via text. If you do not receive the district-wide text messages, please inform Mrs. Eggerson.

5. Breakfast and Lunch Programs

Breakfast and lunch are provided on a daily basis, free of charge.

6. Snacks

A snack is provided each day after nap time. If parents/guardians wish to send extra food for snack time, please consult with the scholar's teacher to ensure extra food will not impede any allergy needs of others within the classroom. State regulations require that food be individually packaged by the manufacturer; no homemade snacks and sugary foods will be permitted. If parents desire to provide special treats for the class on holidays or your scholar's birthday, please speak with the teacher in advance before purchasing and sending extra food.

7. Extra Clothing

An extra set of clothing is required in case your scholar has an accident. In the event that your scholar has an accident or mishap and their extra clothing has to be used, please send another set of extra clothing the following school day. A set of clothing should include top, bottom, underclothes, and socks. Please consider the season when sending clothing. Clothing should be labeled with your scholar's name.

****** If parents need assistance in providing additional clothing for scholars, please see Ms. Eggerson.

8. Rest Time

All scholars attending the center are required to have a cot and two (2) large towels for rest time. These items will be provided by the center. Scholars will be required to rest or lay quietly, and scholars wanting to sleep may do so. If you choose to bring personal towels, please make sure all items are labeled with your scholar's name.

9. Medication

Sometimes the need arises for the school nurse to administer medication to scholars; therefore, parents will be required to sign a "Permission for Medication Form." This form is available in the WEP main office.

All medication(s) must be prescribed by a physician and appropriately labeled with the scholar's name, physician's name, dosage, and date. Prescription labels must show the name of the drug and must be undamaged and easily readable. Personnel cannot administer medication without parental consent. Medication cannot be sent in a scholar's backpack. Parents/guardians must give the school nurse, the scholars medication in person. Medication brought to school will be kept in locked storage in a secure designated area at the center.

10. Care of Sick scholars

Scholars who are sick need to remain at home until the illness subsides. A scholar with a fever or known illness will not be admitted to the center. You are required to keep your scholar home if he or she is sick with a fever or diarrhea the night before, so that infection will not spread.

Scholars with communicable diseases, such as head lice, scabies, chicken pox, impetigo, ringworm, or pink eye will not be admitted to the center until treatment has been completed, the condition has cleared, or a written statement from their doctor has been provided. If your scholar is at home due to an illness, you should call the center and state the nature of the illness. This will enable the staff to inform other parents, should the illness be contagious.

A scholar who becomes ill at the center will be removed from group activities and seen by the nurse. Parents will be notified immediately to pick up their sick scholar. A telephone number and current address where you can be reached at any and all times while your scholar is at the center is required.

11. Visitors

All visitors to Whitten Elementary Preschool must check in at the center's main office. To ensure maximization of instructional time, parents/guardians, please review your scholars daily schedule, to determine an appropriate time to schedule a meeting with your scholar's teacher. If a meeting is needed, please make an appointment with Mrs. Eggerson, who will schedule a meeting with your scholar's teacher and notify you via phone, letter, or email. For the on-going safety of staff and students no parents will be allowed in the building. Meetings with the teachers will be conducted in a designated area. Exceptions to this rule will be made on a case by case basis.

12. Withdrawal of Students

If you are moving or withdrawing your scholar from services, please notify the WEP office staff at least 3 days prior to the withdrawal date, to submit any necessary paperwork. Your cooperation in this matter is greatly appreciated.

13. Telephone/Address Change

Please, notify the school if you change your address or telephone number during the school year. It is very important that our records are kept current so that we can reach you by phone or mail at all times. Also, notify us if there are changes in your emergency phone number or work number.

14. Early Dismissal Policy

Parents are encouraged to leave scholars at the center all day unless an emergency arises. Only the scholar's parents/guardian or their designee will be permitted to pick up the scholar. Parents are asked to call the center when they are not able to pick up their scholar and inform designated personnel that someone else (another person on the permission slip) will be picking up their scholar. At no time will anyone be allowed to pick up a scholar unless the parent/guardian has listed that person on the registration form.

15. Reporting Alleged Neglect and/or Abuse

All district personnel are required by law to report any suspected neglect or abuse in the home or the center. Anything suspicious may be reported to the center supervisor before or after the proper authorities are contacted.

16. Emergency Exit Procedures

FIRE:

All scholars and adults will exit from the main north door, and move to a predetermined area at least 50 feet from the building. In the event that the main north door is not available, scholars will exit from the closest and safest exit point.

TORNADO:

Students in rooms 1, 2, 3, 4, and 5 will exit the rooms into the hall and assume a safe position on their knees with hands over their heads.

17.Documents Required for Initial Preschool Enrollment

When enrolling your scholar in Whitten Elementary Preschool for the first time, you must provide copies of the following records to our office:

- Birth Certificate (original with seal – not a hospital certificate of birth)
- Shot record (must be up to date)
- Social Security Card
- Medicaid card, AR Kids, or Private Insurance
- Proof of Family Income
- Proof of Physical Address (example: Utility Bill, cable bill, etc.) NO P.O. Boxes
- Health Screening (Physical – must be recent) Documents Required Annually
- Permission to Video
- Permission to Transport
- Discipline Policy
- Scholar's Personal Data Sheet
- Physician's Form (if needed)
- Orientation Form
- ABC Application Form
- Contract to attend Parenting Meetings
- Daily Schedule
- School Calendar

18.Volunteers

Those persons who want to volunteer regularly will be required to have the following on file in the office:

- Scholar Maltreatment Registry Check
- FBI Criminal Background Check

An exception is noted for parents who volunteer to assist on field trips.

Volunteers are not considered personnel and will not be given disciplinary control over scholars. A background check of volunteers may be deemed necessary by the Lee County School District.

19.Separation of Church and State

Any religious topics should be discussed only in the context of the approved Curriculum. No student shall be forced to participate in any activity that contradicts religious beliefs. No religious activity may occur during any ABC day and no ABC funds may be used to support religious services, instruction, or programming at any time.

20. Kindergarten Transition

Scholars who are eligible for Kindergarten during the next school year will begin the following transition activities after Spring Break:

- Nap/quiet time will be reduced to no more than one hour, per regulations.
- The Director and Lead Teacher will collaborate with the elementary school counselor to create a schedule in which 4-year-old scholars will have an opportunity to go to Anna Strong Learning Academy to visit kindergarten classrooms, tour the building, etc., during the month of May. Parents/guardians will be notified in advance when transition activity will occur.
- All preschool students will participate in a promotion/graduation ceremony.
- Students will receive a summer packet with work and activities to prepare them for a kindergarten classroom.

2025-2026 WES TENTATIVE PARENT ENGAGEMENT PLAN

DATE	TIME	TOPIC	EXPECTATIONS	PRESENTER
July	8a.m. to 6p.m.	Orientation/ Registration	<ul style="list-style-type: none"> • School Year Expectations • Parents Participations • Policies and Regulations 	Superintendent, Director, Parent Coordinator, Community Volunteers and Secretary
July/Early August	4 p.m. to 6 p.m.	Open House District Wide	<ul style="list-style-type: none"> • School Year Expectations • Parents and questions see learning through the eyes of a child 	Superintendent, Coordinator and all Staff
August	3 p.m. to 7 p.m.	Parent Teacher Conference	Discuss student progress Become familiar with the selected curricula	All Staff
September	4:30 p.m.	Getting Started at What did you do at School today?	Explaining the purpose of the schedule and routines	Staff and Students
October	4:30 p.m.	STEM Event	Discuss we use science, math, technology, and engineering in our daily lives. Fun family games to boost math skills.	All Staff
November	4:30 p.m.	Literacy Event	Discuss we use science, math, technology, and engineering in our daily lives. Fun family games to boost math skills.	All Staff, parents, and students
December	9 a.m. to 10:30 a.m.	Seasonal Program	Students display seasonal themes	All Staff and Students
January	4 p.m.	Reading to your Child\Dental Health	Dental Health, Reading to your child at home.	School Nurse, Local Dentist
February	3 p.m. to 7 p.m.	Parent Teacher Conference	Discuss student progress-use WMS summary to lead the discussion. Collect materials to create activities to use at home	All Staff
March	4 p.m. to 6 p.m.	Movie Night	Parents assist child in selecting a movie to see. Parents help child make decision on which snacks to select	Parents in charge
April	4:30 p.m.	Stop and Think\Nutrition\Dental Health	I care rules, Nutrition and exercise, dental health.	Dental Hygienist from local clinic.
April		Arkansas Children's Week	Activities Planned for students and parents	Staff, Parents and Community
May	9 a.m.-2 p.m.	May Day	Day of fun and Games parents are encouraged to spend the entire day with their child having fun.	Parents in charge
May	9 a.m.	Transition	Participate in a kindergarten classroom. Meet and participate with other staff members	School Counselor Coordinator
May	9:30 a.m.	Graduation	Students display skills learned throughout the year	Staff and Students
June	1:30 p.m.	End of Year Celebration	Student recognition	All Staff, parents, and students

MINIMUM LICENSING REQUIREMENTS FOR CHILD CARE CENTERS

CODES

304 Volunteer Requirements

1. Volunteers are those individuals who have routine contact with children and assist staff in the facility. If they are left alone with children, considered in the staff to child ratios, or given supervisory or disciplinary control over children, they shall be considered staff and must meet the requirements for personnel (Section 300) and staff requirements (Section 303).
2. All volunteers in a child care center shall be eighteen (18) years of age or older unless the volunteer is under the direct supervision of the director, assistant director, or site supervisor and has been approved on an individual basis by the Child Care Licensing Unit.
3. Volunteers who have routine contact with children shall have on file a child maltreatment Central Registry check. An exception shall be given to parents who volunteer on field trips but are not left alone with children. Child maltreatment Central Registry checks for volunteers under eighteen (18) years of age must include a parent's signature.
4. Individuals who provide health services or program enrichment activities on a limited basis are not considered volunteers. The facility shall retain a register of such persons listing name, organization, address, telephone number, date, and time in the center. (Note: This section does not apply to therapists or others who have routine contact with children. Therapists who are not left alone with children are required to have child maltreatment background checks. Therapists who are left alone with children at any time are subject to all background checks required for personnel. The therapist is entitled to a copy of the initial background and maltreatment check results and may share a copy with other facilities in which the therapist may be working)

401 – PROGRAM REQUIREMENTS FOR ALL AGES (p. 26)

1. Each child care center shall be equipped with supplies, resources, and indoor and outdoor equipment to take care of the needs of the total group and to provide each child with a variety of activities throughout the day.
 2. Children shall have a variety of toys, books, creative materials, and equipment that is easily accessible and arranged to support learning.
 3. There shall be a total of thirty (30) minutes per day of moderate to vigorous physical activity. This could be included in outdoor play time if it meets this criterion. See Division website.
 4. There shall be a total of thirty (30) minutes per day of moderate to vigorous physical activity. This could be included in outdoor play time if it meets this criterion. See Division website.
 5. Staff shall plan and provide experiences that meet children's needs and stimulate learning in the following developmental areas: physical, social and emotional, creative and aesthetic, cognitive and intellectual, and language, found in Arkansas's Learning Standards.
 - a. The facility shall have an approved curriculum with weekly activity plans appropriate for the developmental needs of each group of children. See Division website for a list of approved curricula;
 - b. Each child is viewed by staff as a unique person with an individual pattern of growth and development;
 - c. The center has a variety of learning areas, for example: areas for dramatic play, blocks, books, art, language, literacy, math, and science; and
 - d. Children are provided opportunities to work individually or in small, informal groups most of the day and permitted to choose staff-directed, self-selected activities, or not to participate.
 6. Facility staff shall avoid activities or experiences that may be damaging to children's self-esteem and positive self-image.
 7. There shall be meaningful, positive interaction between staff and children, to include but not limited to the following:
 - a. Comfort children who are upset;
 - b. Engage in frequent, multiple, and rich social interchanges such as smiling, conversation, touching, and singing;
 - c. Interact with children by being their play partner as well as protector;
 - d. Help children identify and label feelings by being attuned to children's needs;
 - e. Communicate consistently with parents and guardians; and
 - f. Interact with children and develop a relationship in the context of everyday routines.
 8. There shall be an opportunity for a supervised rest period.
 - a. The supervised rest period shall be at least one (1) hour but shall not exceed two (2) hours; and
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604– Child Records – DHS Child Care Manual, p. 33

The childcare facility shall maintain a record for each child in care which shall be on site.

Records for children no longer enrolled may be maintained off site. Children's records shall contain the following information:

- a. Application form which includes child's name, date of birth, address, name of parent or guardian, telephone numbers (home and business), work hours of parents or

guardians, and date of enrollment in facility;

b. The name, address, and telephone number (home and business) of a responsible person to contact in an emergency if the parent or guardian cannot be located promptly;

c. Name, address, and telephone of child's physician or emergency care facility;

d. Written permission of parent or guardian authorizing emergency medical care and transportation of child for emergency treatment (This authorization shall accompany children anytime they are transported);

e. Name(s) of persons authorized to pick up child;

f. Permission slips signed by parent or guardian authorizing the child to be taken on specific field trips;

g. Pertinent medical history on the child;

h. An authorized record of up-to-date immunizations or documentation of a religious, medical, or philosophical exemption from the Arkansas Department of Health (ADH) (Updated immunization schedules will be provided as changes are received from the ADH);

i. A written record of all significant changes in the child's physical or emotional state and accidents, incidents or injuries, indicating the date, location, time of day, area, or piece of equipment where the incident occurred (A copy of this shall be given to the parent on the day of occurrence);

j. Any legal or medical documentation that has been given to the facility, by the parent or legal guardian, regarding the care of the child;

k. Written permission for the facility to photograph or video tape their child, if applicable;

l. Written permission for the facility to place photos and video recordings of their child on social media or other websites, if applicable;

m. Infant feeding documentation shall be maintained for at least one (1) year; and

n. Documentation of distribution of Shaken Baby Syndrome information to all parents of infants in accordance with Carter's Law.

1100 - HEALTH

1101 General Health Requirements

1. No child or staff shall be admitted who has a contagious or infectious disease.

2. The parent or legal guardian shall be notified as soon as possible when a child has any symptom that requires exclusion from the facility. The child shall be separated from other children and closely monitored until the parent arrives to pick the child up.

3. The caregiver shall determine if the illness prevents the child from participating comfortably in activities, results in a greater need for care than the childcare staff can provide without compromising the health and safety of the other children, or poses a risk of spread of harmful diseases to others.

The caregiver shall temporarily exclude the child from childcare if the child has:

a. Sudden change in behavior, such as:

- lethargy or lack of responsiveness.

- unexplained irritability or persistent crying.
- Difficulty breathing.
- a quickly-spreading rash.

b. Fever over one hundred and one (101) degrees oral or one hundred (100) axillary (or equivalent method) in a child who also has pain, behavior changes, or other symptoms of illness;

- An infant younger than two (2) months with any increased temperature shall get urgent medical attention, within an hour.

- An infant younger than six (6) months with any increased temperature shall be medically evaluated.

c. Diarrhea, defined as watery and runny stools if frequency exceeds two (2) or more stools above normal for that child, and is not related to a change in diet or medication (Exclusion from child care is required if diarrhea cannot be contained in the diaper or if diarrhea is causing soiled clothing in toilet-trained children);

d. Blood or mucus in stools (unless caused by hard stools);

e. Vomiting illness (two (2) or more episodes of vomiting in the previous twenty-four (24) hours);

f. Abdominal pain which lasts more than two (2) hours;

g. Mouth sores with drooling;

h. Rash with fever or behavior change;

i. Conjunctivitis or “pink eye” – with white, yellow, or green eye discharge, and red (“bloodshot”) eyes, exclude only if child has:

- Fever;
- eye pain;
- redness or swelling of the skin around the eyes; or
- if more than one (1) child in the program has symptoms.

j. Pediculosis (head lice), until after the first treatment;

k. Active tuberculosis, until a health care provider or health official states that the child is on appropriate therapy and can attend child care;

l. Impetigo, until treatment has been started;

m. Strep throat, until twenty-four (24) hours after antibiotic treatment has been started;

n. Chicken pox, until all lesions have crusted (usually six (6) days after the rash appears);

o. Rubella, until six (6) days after onset of rash;

p. Pertussis (whooping cough); until five (5) days of antibiotic treatment;

q. Mumps, until five (5) days after onset of gland swelling;

r. Measles, until four (4) days after onset of rash; and

s. Hepatitis A, until one (1) week after onset of illness or as directed by the health department.

4. Any child who is injured shall have immediate attention. Parents shall be notified of all injuries. Injuries that require the attention of medical personnel shall be reported to the parent immediately and to the Licensing Unit within one (1) business day.

5. Parents or guardians of all children shall be notified of contagious illness as soon as possible.

6. Medication shall be given to children only with signed parental permission which includes date, type, drug name, time and dosage, length of time to give medication, and what the medication is being given for. It shall be in the original container with a child resistant

cap, not have an expired date, and be labeled with the child's name. (Aspirin substitutes, such as ibuprofen and acetaminophen, may be provided by the facility if parental permission has been granted. These medications shall be in the original container.) Staff shall not dispense medications in dosages that exceed the recommendations stated on the medication bottle.

7. Children with special health care needs (ex. asthma, seizures, diabetes, etc.) who require scheduled daily medications or medications to be given on an emergent basis (Benadryl, EpiPen, rescue asthma medication, etc.) shall have a care plan. Care plans shall have clearly stated parameters, directions, and symptoms for giving the medications. Care plans shall be updated as needed, but at least yearly.

8. The facility shall share information with families regarding medical homes for children.

9. Medication shall be returned to the parent or disposed of properly when a child withdraws from the program or when the medication is out of date.

10. Medicine shall be stored at the proper temperature, separately from food at all times.

15. The facility shall follow any health or medical care plans and medical documentation as provided by the child's physician, parent, or guardian.

20. The communicable diseases listed in Appendix B, whether suspected in a child or adult shall be reported within twenty-four (24) hours to either the local County Health Unit or the toll-free Reporting System (800-482-8888). Immediate notification is recommended for the following:

- a. Hepatitis;
- b. Rash illness (including Measles and Rubella);
- c. Whooping Cough (Pertussis);
- d. Meningitis;
- e. Mumps;
- f. Tuberculosis;
- g. Salmonellas (including Typhoid); and
- h. E-coli.

21. Reporting data should include:

- a. The reporter's name, location, and phone number;
- b. The name of the disease reported and the date of onset;
- c. The patient's name, address, phone number, age, sex, and race (Please spell the patient's name);
- d. The attending physician's name, location, and phone number;
- e. Any pertinent clinical and laboratory information used in the diagnosis (Please give the laboratory name); and
- f. Any treatment information, if known.

NOTIFICATION

Parents of scholars who attend the Whitten Preschool Center are duly notified that there is a possibility that your scholar may be interviewed by law enforcement officials, department of human services caseworkers, or other legal state agency representatives if there is reasonable or noted circumstances to cause concern to those agency officials.

Lee County School District No. "1"

Whitten Preschool Center Progressive Discipline

1. Behavior guidance shall be:
 - a. Individualized and consistent for each child;
 - b. Appropriate to the child's level of understanding;
 - c. Directed toward teaching the child acceptable behavior and self-control. See Division website for recommended behavior guidance training.
2. Physical punishment shall not be administered to children.
3. The length of time a child is placed in time out shall not exceed one (1) minute per year of the child's age.
4. Acceptable behavior guidance techniques include:
 - a. Look for appropriate behavior and reinforce the child with praise and encouragement when they are behaving well;
 - b. Remind the child daily of the rules by using clear, positive statements regarding how they are expected to behave rather than what they are not supposed to do;
 - c. Attempt to ignore minor inappropriate behavior and concentrate on what the child is doing properly;
 - d. Use brief supervised separation from the group only when the child does not respond to a verbal command which instructs the child as to how he or she is supposed to behave;
 - e. When a misbehaving child begins to behave appropriately, encourage and praise small steps rather than waiting until the child has behaved appropriately for a long period of time; and
 - f. Attend to the children who are behaving appropriately, and other children will follow their example in order to obtain your attention.

GUN-FREE SCHOOL ACT OF 1994 COMPLIANCE FORM

1988

Lee County School District No. "1" follows state and federal law which requires us to state in our student handbook that scholars are not permitted to bring weapons to school. It also "requires expulsion for students for a period of not less than one year for possession of any firearm or other weapon prohibited on school campus by law. However, the superintendent shall have discretion to modify such expulsion requirements for a student on a case-by-case basis."

SMOKING

Smoking or use of tobacco products containing tobacco in any form in or on any property owned or leased by the Lee County School District, including school buses, is prohibited.

INCLEMENT WEATHER

Procedure to be used to inform the staff, students, and public when school is to be closed because of inclement weather:

- Announcements will be made on KXJK-AM 950 and KBFC-FM 93.5, Forrest City/Marianna; ● KCLT-Delta Force 105.3 in Helena.
- In addition to the radio stations mentioned, the following television stations in Memphis and Little Rock will be asked to make announcements:
 - WREG-TV, Channel 3, Memphis;
 - WMC-TV, Channel 5, Memphis;
 - KTHV-TV, Channel 7, Little Rock.
- Scholars and their parents should tune to the stations indicated when the weather appears to become inclement and listen for announcements

**Lee County School District has implemented a program by which automated telephone notifications are made whenever school is closed because of inclement weather. Staff, parents, and other patrons of the school district are notified by the phone number on record.

I CARE RULES For Little Kids!

1. We listen to each other.
2. Hands are for helping, not hurting.
3. We use I-Care language.
4. We care about each other's feelings.
5. We are responsible for what we say and do.

PLAYGROUND BEHAVIOR

1. We run when we are outside on the playground, but we watch out for others.
2. We go up the slide on the steps only, one scholar at a time, one step at a time.
3. We must stay on the school campus at all times during school hours.
4. We do not throw things – except balls and other toys that are meant to be thrown when playing games.
5. We stay away from all fences and gates.

6. We are careful to avoid running into others when we are riding tricycles, wagons, and other “vehicles” on the playground.
7. We talk to the teacher if we need to go inside for a drink or to use the bathroom – WE NEVER GO INDOORS WITHOUT A TEACHER.

Whitten Preschool Daily Schedule

Time	Activity
7:30– 7:55	Center Time
7:55 - 8:00	Clean-up (Bathroom)
8:00 – 8:30	Breakfast
8:30 – 9:55	Center Time
9:55 – 10:30	Outdoor Learning

10:30 – 10:45	Bathroom
10:45 – 11:25	Lunch
11:25 – 12:00	Outdoor Learning / Travel
12:00 – 12:10	Story (Bathroom)
12:10 – 1:30	Rest Time
1:30 – 2:00	Snack / Center Time
2:00-2:30	Small groups/ Prepare for home
2:30-2:45	Dismissal

Whitten Elementary Preschool 2025-2026 Calendar

July 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

August 28th counts as two contract days

September 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

February 12th counts as two contract days

March 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Inclement Weather Days: Additional hours may be used/or on June 4-10, 2026.

Federal Holidays 2024-2025

First Quarter	Jul 4, 2025 Sep 1, 2025 Oct 13, 2025	Independence Day Labor Day Columbus Day
Second Quarter	Nov 11, 2025 Nov 27, 2025 Dec 25, 2025	Veterans Day Thanksgiving Day Christmas Day
Third Quarter	Jan 1, 2025 Jan 19, 2025 Feb 16, 2025	New Year's Day Martin L. King, Jr. Day Presidents' Day
Fourth Quarter	May 25, 2025 Jun 19, 2025	Memorial Day Juneteenth

Hours of Operation:

7:20AM-3:15PM Monday through Friday

Daily Program Operation:

7:30AM-2:30PM Monday through Friday

This calendar includes two extended days for **Parent-Teacher Conference Days: Aug 28, 2025, and Feb 12, 2026.**

Color Key

Color	Event
	First Day of School
	Monthly Parent Meeting or Engagement Activity (except during months with parent-teacher conferences).
	Holidays—no school
8/28/25 & 2/12/26	Teacher Workday/No Students (Parent-Teacher Conferences will begin at 2:00pm each day.)
	Professional Development
	Last Day of School