

August, 2016

It is with great pleasure that we take this opportunity to welcome you to Pyron Elementary School. We are extremely proud of the programs and services we offer our students and families, and we encourage you to make the most of your time with us.

This handbook has been developed by our faculty, parents and administrators to help you and your parents learn as much as possible about school policies and procedures and the services we offer our students. It is a quick reference guide you will find extremely useful as questions arise throughout the school year.

Whether you are joining our school family for the first time this year or have been with us for a while, we would like you and your parents to become active members of Pyron Elementary School. Our "Commitment to Excellence" is our promise to you and our expectation of every student.

We look forward to this school year with great excitement and hope all of our students will have a rewarding and successful school year.

Once again, welcome!

Christel Thompson  
Principal

Anna Fulmer  
Assistant Principal

We ask that you review the Student Handbook with your parents. Please sign below upon completion of your review, and return this form to school.

My parents and I have reviewed and understand the Student Handbook for the 2016-2017 school year.

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Student Signature

Grade

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Parent/Guardian Signature

Date

This document is prepared in accordance with Arkansas Statute §6-18-502.

It shall be the policy of the Clarksville school district that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this district. In the event that there is a conflict between the student handbook and a general board policy or policies, the more recently adopted language will be considered binding and controlling on the matter provided the parent(s) of the student, or the student if 18 years of age or older have acknowledged receipt of the controlling language.

Principals shall review all changes to student policies and ensure that such changes are provided to students and parents, either in the Handbook or, if changes are made after the handbook is printed, as an addendum to the handbook.

Principals and counselors shall also review Policies 4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS and the current ADE Standards for Accreditation Rules to ensure that there is no conflict. If a conflict exists, the Principal and/or Counselor shall notify the Superintendent and Curriculum Coordinator immediately, so that corrections may be made and notice of the requirements given to students and parents.

Members of the Pyron Elementary School Handbook Committee for the 2015-2016 school year:

Tara Hollingsworth, Teacher  
Shelley Freeman, Parent  
Sharla Fultz, Teacher  
Steven Wyatt, Assistant Superintendent  
Amanda Brewer, Counselor  
Christel Thompson, Principal  
Anna Fulmer, Assistant Principal/District ESL Coordinator

Any person having inquiries concerning Clarksville School District's compliance with the regulations governing Equity; The Homeless; Americans with Disabilities Act (ADA); Title I, Improving the Academic Achievement of the Disadvantaged; Title II A, Class Size Reduction; Title II D, Technology; Title III, Language Instruction for Limited English Proficient Students (ESL); Title IV, Safe and Drug-Free Schools; Title V, Innovative Programs; Title VI, Rural Endowment Program (REAP); Title IX; and all other federal programs not mentioned herein is directed to contact: Mr. Steven Wyatt, Assistant Superintendent, Clarksville High School, 1701 Clark Road, Clarksville, Arkansas 72830, 479-705-3239.

Inquires about Parental Involvement should be directed to Mrs. Christel Thompson, Principal, Pyron Elementary School, 1903 Clark Road, Clarksville, AR 72830. 479-705-3258.

Inquiries about Health Advisory should be directed to Mr. Mark Mooney, Assistant Principal, Clarksville Primary School, 2023 Clark Road, Clarksville, Arkansas 72830. 479-979-6002.

Inquiries about Section 504 should be directed to Ms. Jo Ella Peever, District LEA Supervisor, 1901 Clark Road, Clarksville, AR 72830. 479-705-3216.

Inquiries about Crisis Plan or Drug Testing, should be directed to Mr. Butch Schucker, Assistant Principal, Clarksville Junior High School, 1801 Clark Road, Clarksville, Arkansas 72830, 479-705-3224.

## **Shared Core Beliefs**

We, the educators, parents, community and businesses, believe that Clarksville Schools must

- Prepare every student for a successful life in a global economy
- Recruit and retain the best qualified staff to provide high standards and high expectations for a well-rounded education for all students
- Provide a learning environment that is safe, student-centered, and motivates and supports learning
- Work together to support the success of all students as they learn.

## **Shared Vision**

Together, we envision a school district that is a leader in student achievement in the state and nation, where all students graduate and are prepared to succeed in life.

## **Mission**

The mission of the Clarksville School District is to do ***whatever it takes*** to identify and secure all resources necessary to accomplish our vision.

Pyron Elementary School  
CRISIS DIRECTORY

Maintaining a safe environment is a major concern of the Clarksville School District staff. Measures have been taken to ensure that each student feels secure when entering our classrooms. A crisis team composed of teachers, administrators, local law enforcement agents, fire fighters, and emergency officials has developed a comprehensive crisis policy. The crisis team meets annually to ensure that if we are ever faced with a crisis on our campus, we will be as prepared as possible.

If you ever receive information regarding a potential crisis situation, please contact us immediately. Contact persons and telephone numbers are listed below.

**Clarksville High School**

Cheyne Dougan, Principal	705-3213
Shelley Sosebee, Assistant Principal	705-3212
Melissa Wiggins, CHS Counselor	705-3209

**Clarksville Junior High School**

Paul Dean, Principal	705-3224
Butch Schucker, Assistant Principal	705-3226
Phyllis Koerdt, Counselor	705-3231

**Kraus Middle School**

Janice Price, Principal	705-3240
Mark Mooney, Assistant Principal	705-3240
Sheila Helms, Counselor	705-3248

**Pyron Elementary**

Christel Thompson, Principal	705-3258
Anna Fulmer, Assistant Principal	705-3257
Amanda Brewer, Counselor	705-3259

**Clarksville Primary School**

Steve Ziegler, Principal	979-6000
Mark Mooney, Assistant Principal	979-6000
Laura Hyden, Counselor	979-6004

**Central Office**

Superintendent's Office	705-3200
Steven Wyatt, Assistant Superintendent	705-3239
Toby Cook, Assistant Superintendent	705-3213
Kara Chrisman, Curriculum Coordinator	705-3203
Jeremy Hatchett, Resource Officer	705-3229
Laura Baskin King, Literacy specialist	705-3254

***We appreciate your help in keeping our students safe.***

***In the case of an actual emergency, the district, automated communication system will be used and community members may tune into social media sites, KXIO 106.9, KLYR 92.7, or KFSM TV news.***

## **Emergency Response Team**

### **SUPERINTENDENT'S RESPONSIBILITIES FOR DISTRICT SECURITY**

The board of directors for the Clarksville School District recognizes that in order to provide its students and staff with some protection from an active shooter situation or other life-threatening situations, appropriate actions must be taken to prevent or mitigate the horrific damage that can result from such events. In order to meet this challenge the board is directing the superintendent to have the security of the physical plant reviewed periodically and to implement any viable recommendations that may arrive from these reviews. The superintendent is now directed to create and maintain an Emergency Response Team, (ERT). This will require the superintendent to file the necessary paperwork, required by the Arkansas State Police, for the establishment of a Security Department of a Business. The ERT will consist of multiple individuals from each campus and can include individuals from both certified and classified positions. ERT members must be district employees. ERT membership will be on a voluntary basis. ERT members must be mentally ready and willing to meet the demanding challenges that are presented if an active shooter situation or other similar emergency should ever arise at Clarksville Schools. Prior to being named to the team, each volunteering employee will be carefully screened by the superintendent and will be psychologically tested with a valid instrument. When these hurdles are met, the qualifying employee will then be rigorously trained, and properly equipped. The initial training will require that each member adhere to and pass the necessary requirements to become a Commissioned Security Officer as established by the Arkansas State Legislature, the Arkansas State Police and, the Arkansas Board of Private Investigators and Private Security Agents. The superintendent will establish an ongoing training regimen and each ERT member will be required to capitulate with the regiment. The superintendent has the authority to remove any member at any time from the ERT. If at any time a member believes that they can no longer meet the requirements to be a member of the ERT, they can resign the position with no questions or statements being required by the administration. Serving on, resigning from, or declining to serve on the ERT will have no bearing, what so ever, on the regular employment contract of the district employee. All equipment provided to ERT members by the district or any associated grant is the property of the district and must be properly maintained, secured and returned in accordance with the procedures established by the superintendent. The superintendent is directed to seek input from local law enforcement agencies with the development of the ERT and with ongoing reviews of the ERT and its associated procedures. The superintendent is also directed to seek cooperative training exercises for the ERT with local law enforcement agencies. A, "one time only," stipend will be provided to each ERT member to help offset some of the initial expenses of the training and extraneous supplies.

Date Adopted: 5-20-2013

Any questions about this team or policy may be directed to Dr. David Hopkins, 479-705-3200, [david.hopkins@csdar.org](mailto:david.hopkins@csdar.org)

Pyron Elementary School  
Student Handbook  
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**ALE PROGRAM AND EVALUATION:**

The ALE program shall be evaluated at least annually to determine its overall effectiveness. The evaluation shall specifically address how the use of ALE funds is in alignment with the district's ACSIP in addressing identified achievement gaps and student performance deficiencies.

Legal Reference: A.C.A. § 6-15-426(f)

The District shall provide an eligible alternative learning environment (ALE) for each eligible ALE student enrolled in a District school. The ALE shall be part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic problems. Placement of a student in an ALE shall not be punitive in nature.

The superintendent or designee shall appoint an Alternative Education Placement Team which shall have the responsibility of determining student placement in the ALE. A student may be enrolled in an ALE only on the referral of the Alternative Education Placement Team. The team's placement decision is final and may not be appealed.

The team is to be comprised of the following:

- a school counselor from the referring school;
- the ALE administrator and/or ALE teacher;
- the building principal or assistant principal from the referring school;
- a parent or legal guardian (if they choose to participate);
- The District shall document its efforts to contact the student's parent or guardian to schedule a meeting or a phone call for a placement meeting at the parent or guardian's convenience, and maintain such documentation in the student's Student Action Plan (SAP).
- LEA special education/504 representative (if applicable);
- at least one (1) of the student's regular classroom teacher(s); and
- if the District so chooses, the student.

Students who are placed in the ALE shall exhibit at least two of the following characteristics:

- a) Disruptive behavior;
- b) Dropping out from school;
- c) Personal or family problems or situations;
- d) Recurring absenteeism;

For the purposes of the ALE, personal or family problems or situations are conditions that negatively affect the student's academic and social progress. These may include, but are not limited to

- a) Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics
- b) Abuse: physical, mental, or sexual;
- c) Frequent relocation of residency;
- d) Homelessness;
- e) Inadequate emotional support;
- f) Mental/physical health problems;
- g) Pregnancy; or
- h) Single parenting.

No later than five (5) school days after a student begins alternative education interventions, the Alternative Education Placement Team shall develop a signed agreement between the ALE, the parent or legal guardian (if they choose to participate), and the student, outlining the responsibility of the ALE, parent or legal guardian, and the student to provide assurance that the plan for each student is successful.

No later than one (1) week after a student begins alternative education interventions, the Alternative Education Placement Team shall assess the student's current functioning abilities and all relevant social, emotional, academic, career, and behavioral information and develop an SAP outlining the intervention services to be provided to the student that is in compliance with the Arkansas Department of Education (ADE) Rules. The SAP may be revised from time to time by the ALE placement team and a positive behavior or transitional plan shall be developed and added to the SAP prior to a student's return to the regular educational environment.

The district's ALE program shall follow class size, staffing, curriculum, and expenditure requirements identified in the ADE Rules.

## **ATTENDANCE:**

### ***Absences***

If any student's Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence.

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement.

### **Excused Absences**

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement to the principal or designee upon his/her return to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will **not** be accepted.

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal; or
7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12). It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Excessive absences may, however, be the basis for the denial of course credit, promotion, or graduation.
11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.

### **Unexcused Absences**

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student **may be denied promotion**. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has **4 unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified**. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

**Whenever a student exceeds 8 unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.**

At any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they

shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee.

Students who attend in-school suspension shall not be counted absent for those days.

Days missed due to **out-of-school suspension or expulsion shall be unexcused absences.**

***Arrival, dismissal, and tardies:***

Prompt arrival at school is expected of all students. Late arrivals disrupt classroom activities and cause loss of instructional time. Instructional time begins at 8:05 a.m. Any student who arrives to school after 8:05 and before 9:00 is considered tardy and will be marked as such. All tardies are counted as unexcused unless the student has a note from the doctor, has attended a funeral of an immediate family member, has participated in a school sponsored event, or the bus was late or did not run. Any student who leaves school before 3:05 will also be charged with a tardy. **Three (3) unexcused tardies constitutes one unexcused absence.** Any student who arrives to school after 9:00 and before 11:30 will be considered absent ½ day. A student who leaves school after 11:30 and before 2:00 will be considered absent ½ day. **The school day for students begins at 8:05 a.m. and ends at 3:05 p.m. Students should arrive at school no earlier than 7:35 a.m.**

***Compulsory attendance requirements:***

Every parent, guardian, or person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy (RESIDENCE REQUIREMENTS), within the District shall enroll and send the child to a District school with the following exceptions:

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of HOME SCHOOLING have been met.
3. *The child will not be age six (6) on or before September 15 of that school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.*
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two year or four year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

If a student is not in attendance for ten (10) consecutive school days, he will be dropped from the school rolls unless the parents have contacted the school regarding the nature of the absence.

**Student participation after absence:**

Students who are absent during all or part of the school day shall not participate in any school activity on that day or night unless the principal, due to extenuating circumstances, grants advance permission.

**ANIMALS/PETS/INSECTS:**

Under no circumstance is an animal or insect to be brought to school by a student. Teachers may bring or authorize adults to bring pets or insects as part of a special activity. Animals of any type will never be permitted on the bus.

**ASSEMBLIES:**

Assemblies are planned periodically as special events on the school calendar. Student attendance is a requirement, not an option. Special attention to etiquette and good citizenship is expected of all students.

**BULLYING POLICY:**

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

**Definitions:**

**Bullying** means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of:

- Physical harm to a public school employee or student or damage to the public school employee's or student's property;
- Substantial interference with a student's education or with a public school employee's role in education;
- A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment;

**Electronic act** means without limitation a communication or image transmitted or forwarded by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.

Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose;

**Harassment** means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; and

**Substantial disruption** means without limitation that any one or more of the following occur as a result of the bullying:

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

**Cyberbullying of School Employees** is expressly prohibited and includes, but is not limited to:

- a. Building a fake profile or website of the employee;
- b. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
- c. Posting an original or edited image of the school employee on the Internet;
- d. Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee; making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
- e. Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;
- f. Signing up a school employee for a pornographic Internet site; or
- g. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

Examples of "Bullying" may also include but are not limited to a pattern of behavior involving one or more of the following:

1. Sarcastic "compliments" about another student's personal appearance,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
5. Demeaning humor relating to a student's race, gender, ethnicity or personal characteristics,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,

9. Stealing or hiding books or belongings, and/or
10. Threats of harm to student(s), possessions, or others.
11. Sexual harassment, as governed by policy 4.27, is also a form of bullying,
12. Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles (Example: "Slut") or conduct or is homosexual, regardless of whether the student self-identifies as homosexual (Examples: "You are so gay." "Fag" "Queer").

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice.

Copies of this policy shall be available upon request.

Legal Reference: A.C.A. § 6-18-514

### **BUS POLICIES AND PROCEDURES:**

**Conduct to and from school and transportation eligibility:** Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules.

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's bus transportation privileges. **Transporting students to and from school who have lost their bus transportation privileges shall become the responsibility of the student's parent or legal guardian.**

Students are eligible to receive district bus transportation if they meet the following requirements.

The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus must comply with the requests of the driver. Bus rules have been established in order to insure the safety of all students who ride buses. Infractions of the bus rules will be reported to the building principal and to the student's parents. Abuse of bus privileges will result in the denial of transportation to and from school or transportation for class trips.

Parents and students are to review these rules and sign a statement that bus rules will be followed. The bus rules are as follows:

1. Sit down in seat, face the front, and stay in seat until bus stops at your stop.
2. Keep hands, feet and belongings to yourself and out of the aisle. All belongings should stay in backpack.
3. Mind the bus driver at all times.
4. Talk quietly.
5. Sit in the seat assigned by the driver.
6. No profanity or vandalism.

Consequences for failure to follow bus rules will result in the following:

1. **First** bus discipline report from the driver to the office will result in contacting the parents and a conference with the student to review bus rules and consequences.
2. **Second** bus discipline report will result in corporal punishment or three days bus suspension.
3. **Third** bus discipline report will result in a 5 day bus suspension.
4. **Fourth** bus discipline report will result in a 10 day bus suspension.
5. **Fifth** bus discipline report could result in suspension from the bus for the remainder of the school year.

A student who has been suspended from the bus may lose field trip privileges.

The building principal/assistant principal reserves the right to override the sequence of consequences for behavior that is considered severe.

Vandalism of school property is strictly prohibited. Students who willfully cause damage to the school bus will be required to pay for the damage before bus privileges are reinstated.

Balloons and/or flower arrangements will not be allowed on the bus. No food, drinks, candy, gum, or glass containers are allowed on the bus.

Without written permission by the parent on file in the school office, a student must ride his/her assigned bus.

**Telephone messages concerning changes in the way students go home will not be accepted.** You may fax changes to 479-754-3756, or you may email changes to [jessica.key@cstar.org](mailto:jessica.key@cstar.org). Please be sure to call to let the office know you are emailing a change. Please include the child's full name, teacher's name, and the address/physical description where your child is going, and a contact number where you can be reached if there is a problem. If a change is needed, **PLEASE contact the school before 2:30.**

Bus routes and stops are planned and established by the transportation department. Parents who wish to make requests for changes in routes or stops should contact the transportation department at 754-2440. Students and parents are encouraged to notify the school immediately of any safety hazards which they observe during bus operations.

#### **CAFETERIA RULES:**

The same general rules for behavior apply in the cafeteria as in the classroom. Students are to remain quiet, in line, and keep hands and food to themselves. Classes will sit together. Students may leave their table only when excused. Parents are encouraged to come to school and have lunch with their child. Parents must sign in at the office and get a visitor's badge before eating lunch in the cafeteria with his/her child. Due to dietary restrictions and/or allergy concerns, parents may only bring/provide food and sit with their children.

#### **CANCELLATION OF SCHOOL:**

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The School Board and administrators are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances.

Every practical means is used to notify parents of a cancellation. The district-wide, automated ALERT NOW calling system will be used. The following media will be notified: local radio stations KXIO and KLYR in Clarksville and KCJC in Russellville. Television stations 4, 5, 7, 11 and 40 will also be contacted if cancellation is unavoidable. The School Info APP may also be used for push notifications. Please do not call the school for information.

In the unusual event that school must be canceled during the school day, the school will work to ensure that all students have satisfactory transportation home before releasing them from school.

**CHANGE OF ADDRESS/ TELEPHONE:**

It is very important that every student maintain an up-to-date address and telephone number in the school office. Please indicate on registration form the ALERT NOW contact number. **Parent(s)/ Guardian(s) should notify the school immediately if there is a name change, change of address, or telephone number during the school year.**

If a student moves outside the Clarksville School District, they must enroll in the district of residence unless a legal transfer has been approved.

**CLASSROOM PARTIES:**

There are nine (9) scheduled "party" days within the school year. Parents will be notified by the classroom teacher when treats for the class may be brought to school.

**CLOSED CAMPUS:**

All schools in the District shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day unless given permission to leave the campus by a school official. Students must sign out in the office upon their departure.

**CONTACT WITH STUDENTS WHILE AT SCHOOL:**

**Contact by Parents:** Parents wishing to speak to their children during the school day shall register first with the office.

**Contact by Non-Custodial Parents:** If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or his/her designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may, with prior approval of the principal, eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours. Such contact is subject to the limitations outlined in any other policies that may apply.

Arkansas law provides that, In order to avoid continuing child custody controversies from involving school personnel and to avoid disruptions to the educational atmosphere in the District's schools, the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation.

**Contact By Law Enforcement, Social Services, or By Court Order:** State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Except as provided below, other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen (18) years of age), or in response to a subpoena or arrest warrant.

If the district makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person in loco parentis identified on student enrollment forms.

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who represents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-hours telephone number. **Contact by Professional Licensure Standards Board Investigators:** Investigators for the Professional Licensure Standards Board may meet with students during the school day to carry out the investigation of an ethics complaint.

**COUNSELOR:**

Our school counselor is a full-time staff member. She assists students with social problems, crisis situations, study skills, etc. The counselor conducts small group and individual counseling sessions. She also teaches lessons in character development and conflict resolution in each classroom on a regular basis. The counselor is also available to meet with parents when she is not in class or in scheduled counseling sessions. The counselor's direct telephone line is 479-705-3259.

**DISRUPTION OF SCHOOL:**

No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing disruption or obstruction of any lawful mission, process, or function. Nor shall any student encourage any other student to engage in such activities.

Disorderly activities by any student or group of students that adversely affect the school's orderly educational environment shall not be tolerated at any time on school grounds. Teachers may remove a student from class and send to the principal or principal's designee any student whose behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the students, the class, or with the ability of the student's classmates to learn. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration or the school resource officer.

**DRESS CODE:**

The Clarksville Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the District has a responsibility to promote an environment conducive to student learning. This requires limitations to student dress and grooming that could be disruptive to the educational process because it is immodest, disruptive, unsanitary, unsafe, could cause property damage, or is offensive to common standards of decency.

Students generally conduct themselves in a manner similar to the way in which they dress and groom. Any type of disruptive dress or grooming, including unnatural hair color will not be permitted. Shirts with inappropriate slogans or advertising, sagging pants, or inappropriate shorts are not permitted. Students will not be allowed to remain in the classroom if disruptive or inappropriate dress is worn. Inappropriate dress will include, but not be limited to, such items as the following: tank tops, crop tops that expose the midriff, halter-tops, or shorts/skirts shorter than mid-thigh. No hats, hoods, knit caps, bandanas, ball caps, etc. are to be worn at any time inside the school building except for special designated occasions. Piercings other than the ears are unacceptable. Tattoos, temporary tattoos, or face paints are unacceptable as well. Any concerns about inappropriate dress, by parent or teacher, will be directed to the building principal.

Parents will be asked to bring appropriate clothing for the student to change in to or to take the student home.

**Absences due to inappropriate dress will be unexcused.** Shorts, capris, flip flops, sleeveless shirts are not to be worn after October 31 or before March 1.

**DRUG-FREE SCHOOL POLICY:**

An orderly and safe school environment that is conducive to promoting student achievement requires a student population free from the deleterious effects of alcohol and drugs. Their use is illegal, disruptive to the educational environment, and diminishes the capacity of students to learn and function properly in our schools.

Therefore, no student in the Clarksville School District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who; is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; is en route to or from school or any school sponsored activity.

Prohibited substances shall include, but are not limited to, alcohol, or any alcoholic beverage, inhalants or any ingestible matter that alter a student's ability to act, think, or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, "designer drugs," look-alike drugs, or any controlled substance.

Selling, distributing, or attempting to sell or distribute, or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited.

When it has been established that a student is in possession or under the influence of illegal drugs or alcohol, or any mind-altering non-prescribed substances expressly prohibited by federal, state, or local laws (Act 567 of 1995) while he/she is on school property, at a school function, or on official school business, he/she will be immediately suspended from school. The superintendent will be given written notification of the suspension, and the student will be reported to the legal authorities. The student will then be subject to suspension or expulsion.

Any student who may have a drug or alcohol problem is encouraged to seek help from the school counselor, nurse, school social worker, principal, or from a professional agency of their choice. The decision to seek counseling for the student and the cost of counseling/rehabilitation shall be the responsibility of the parent/guardian.

### **EDUCATION GOALS:**

The basic goal of Pyron Elementary School is to provide a quality education to each and every student. This means developing the academic and social skills of each student to the highest possible degree. Our mission statement confirms that goal:

*"Pyron Elementary School, working with parents and community, will inspire **ALL** students to have the desire to learn. All students will achieve academically, socially and physically to the best of their ability. We will promote the development of successful and responsible students."*

We believe that all students **want** to learn and that all students **can** learn. Therefore, our school creed states:

***"Pyron Kids Always Say: With help, I want to learn, I can learn, I will learn."***

### **EMERGENCY INFORMATION:**

In case of emergency each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name(s)
2. Complete and up-to-date address
3. Home phone and parent(s) work phone, cell phone
4. Emergency phone number of friend or relative
5. Physician's name and phone
6. Medical alert information

**It is very important that every student maintain an up-to-date address and telephone number in the school office.**

Parents should notify the school immediately if there is a change of address or telephone number during the school year.

### **ENGLISH LANGUAGE LEARNERS**

The district shall utilize the special needs funding it receives for identified English Language Learners on activities, and materials listed in the ADE Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditure of These Funds.

The expenditures of ELL supplemental funding shall be evaluated at least annually to determine their overall effectiveness. The evaluation shall specifically address how the use of ELL funds is in alignment with the district's ACSIP in addressing identified achievement gaps and student performance deficiencies.

### **ENTRANCE and RESIDENCE REQUIREMENTS 4.2:**

To enroll in a school in the District, the child must be a resident of the District as defined in District policy (4.1—RESIDENCE REQUIREMENTS), meet the criteria outlined in policy 4.40—HOMELESS STUDENTS or in policy 4.52—STUDENTS WHO ARE FOSTER CHILDREN, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option.

Students may enter kindergarten if they will attain the age of five (5) on or before August 1 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District.

Any child who will be six (6) years of age on or before October 1 of the school year of enrollment and who has not completed a state-accredited kindergarten program shall be evaluated by the district and may be placed in the first grade if the results of the evaluation justify placement in the first grade and the child's parent or legal guardian agrees with placement in the first grade; otherwise the child shall be placed in kindergarten.

Any child may enter first grade in a District school if the child will attain the age of six (6) years during the school year in which the child is seeking enrollment and the child has successfully completed a kindergarten program in a public school in Arkansas.

Any child who has been enrolled in the first grade in a state-accredited or state-approved elementary school in another state for a period of at least sixty (60) days, who will become age six (6) years during the school year in which he/she is enrolled in grade one (1), and who meets the basic residency requirements for school attendance may be enrolled in the first grade.

Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Home-schooled students and private school shall be evaluated by the District to determine their appropriate grade placement.

The district shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment.

Prior to the child's admission to a District school:

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
  - a. A birth certificate;
  - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
  - c. An attested baptismal certificate;
  - d. A passport;
  - e. An affidavit of the date and place of birth by the child's parent or guardian;
  - f. United States military identification; or
  - g. Previous school records.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.
4. The child shall be age appropriately immunized or have an exemption issued by the Arkansas Department of Health

**Uniformed Services Member's Children** For the purposes of this policy, "active duty members of the uniformed services" includes members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211; "uniformed services" means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services; "veteran" means: a person who served in the uniformed services and who was discharged or released there from under conditions other than dishonorable.

- "Eligible child" means the children of:
- active duty members of the uniformed services;
- members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and
- members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.

An eligible child as defined in this policy shall:

1. be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;
2. be eligible for enrollment in the next highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;
3. enter the District's school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;
4. be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to the extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses/and/or programs;
5. be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
6. make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
7. be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;
8. be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

#### **EQUAL EDUCATIONAL OPPORTUNITY:**

No student in the Clarksville School District shall, on the grounds of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District. The District has a limited open forum granting equal access to the Boy Scouts of America and other youth groups.

Inquiries on non-discrimination may be directed to Mr. Steven Wyatt, Assistant Superintendent, who may be reached at 479-705-3200. For further information on notice of non-discrimination or to file a complaint, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>; for the address and phone number of the office that serves your area, or call 1-800-421-3481.

#### **EXTRACURRICULAR ACTIVITIES - ELEMENTARY**

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the Board believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity (tournaments or other similar events excepted with approval of the Principal or his/her designee). All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

A student may lose his/her eligibility to participate in extracurricular activities when, in the opinion of the school's administration, the student's participation in such an activity may adversely jeopardize his/her academic achievement. Students may also be denied permission to participate in extracurricular activities as a consequence of disciplinary action taken by the administration for inappropriate behavior.

For the purposes of this policy, extracurricular activities are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, interscholastic athletics, cheerleading, band, choral, math, or science competitions, and club activities.

A student who enrolls in the district and meets the definition of "eligible child" in Policy 4.2—ENROLLMENT shall be eligible to tryout for an extracurricular activity regardless of the date the student enrolls in the District so long as the student meets all other eligibility requirements and the extracurricular activity is still ongoing.

Students who participate in extra-curricular and non-instructional activities at Pyron Elementary must meet high academic standards, demonstrate good conduct, and have a high attendance record.

### **FIELD TRIPS:**

Field trips within Clarksville and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. Sometimes a small amount of money may be requested from each student to help defray facility use costs. Parents may be asked to attend field trip outings with their children.

A student who has been suspended from the bus may lose field trip privileges. Any student who continuously demonstrates disruptive behavior may be denied the privilege to go on field trips. Use of the District Field Trip form is required. No handwritten notes or phone calls will be allowed as a substitute for this form.

### **FIGHTING:**

Fighting is strictly forbidden on school property and at school events off campus. Breaking this rule can result in immediate suspension from school or the school bus, and a conference with the student's parents may be scheduled. The School Resource Office (SRO) may be notified of any incident involving students. A decision will be made at that time whether the offense warrants notification of juvenile authorities and/or the prosecuting attorney's office.

### **FOOD SERVICES:**

Breakfast is served in the cafeteria each morning from 7:35 to 8:05 a.m. Any student arriving to school after 8:05 a.m. can go to the cafeteria for an alternate breakfast or purchase a "to go" breakfast from the breakfast cart.

Lunches are served by grade level. School lunches are prepared by professional cooks working in cooperation with a food service director.

**Meal Substitutions:** The district only provides substitute meal components on menus to accommodate students with handicapping conditions meeting the definition of a disability as defined in USDA regulations. A parent/guardian wishing to request such a dietary accommodation must submit to the district's Director of Child Nutrition a Certification of Disability for Special Dietary Needs Form completed by a:

Physician, including those licensed by:

The Arkansas State Medical Board;

The Arkansas State Board of Chiropractic Examiners (Chiropractors);

The Arkansas Board of Podiatric Medicine (Podiatrists);

Nurse Practitioners (APRNs in family or pediatric practice with prescriptive authority);

Physician Assistants (PAs who work in collaborative practice with a physician); and

Dentists.

The district will not prepare meals outside the normal menu to accommodate a family's religious or personal health beliefs.

The price for breakfast and lunch are determined annually by the School Board. Extra milk may be purchased daily. Lunch and/or milk may be purchased from the cafeteria supervisor, who recommends that this be purchased weekly. Every student will receive an application for free and/or reduced meals at the beginning of each school

year. If your situation changes anytime throughout the year and you think you might be eligible for free or reduced lunches, please contact the Pyron Office to obtain a new form. *If application is submitted for free/reduced meals, payment is expected and required until the free/reduced application is approved.* Parents are encouraged to pay for their child's lunch on a weekly basis. Money should be placed in an envelope with the student's and teacher's name on the outside. Notes will be sent home at the end of the week for students who have a negative balance. The school menu is published weekly in the local newspapers and on our school website at [www.csdar.org](http://www.csdar.org). Students' report cards and *newspaper honor-roll recognition* will not be released and will be kept in the office of Pyron Elementary until all breakfast/lunch/extra milk or juice charges are paid in full.

**The application for free/reduced lunches can be obtained any time during the year . Please contact Andrea Edgmon, District Social Worker, at 705-3242 or [andrea.edgmon@csdar.org](mailto:andrea.edgmon@csdar.org) for assistance or questions.**

### **FUND RAISING:**

All fund raising activities held in the District or in the name of the District must be pre-approved in writing by the school principal. Approval will be predicated on the potential for return relative to the time and energy to be invested in the fund raising. Fund raising that conflicts excessively with and/or detracts from student or teacher instructional time in either the planning or the execution of the activity will not be approved.

Neither an individual school nor the District shall be liable for any contract between clubs or organizations and third parties. Student participation in any fund raising activity shall:

1. Be voluntary. Students who choose not to participate shall not forfeit any school privileges. It shall not be considered discriminatory to reward those who participate; and
2. Not influence or affect the student's grade.

For purposes of this policy, "Door-to-door sales" means the selling of merchandise outside of the child's home and off the school grounds. Fund raising in the Pyron may only be done by the school or a school sponsored organization. Door to door fundraising activities are not allowed.

### **GANGS AND GANG ACTIVITY:**

The Board is committed to ensuring a safe school environment conducive to promoting a learning environment where students and staff can excel. An orderly environment cannot exist where unlawful acts occur causing fear, intimidation, or physical harm to students or school staff. Gangs and their activities create such an atmosphere and shall not be allowed on school grounds or at school functions.

The following actions are prohibited by students on school property or at school functions:

1. Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang;
2. Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;
3. Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or
4. Extorting payment from any individual in return for protection from harm from any gang.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion.

Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

### **Gifted and Talented**

#### **What is LIGHTS?**

LIGHTS is a gifted education program offered to identified gifted students in the third - sixth grade.

#### *Philosophy*

- Long history of commitment to excellence
- Entails helping every student meet his/her potential
- Recognizes and supports the concept of differentiated curriculum
- Provides for the needs of gifted and talented students

### *Program*

- Offers challenging and supportive educational experiences
- Nurtures the academic, creative, artistic, leadership abilities, social/emotional
- Coordinates with the regular school program

### *Three Areas of Modifications*

#### Content – What is being learned?

- Focus on complex and abstract ideas
- Study the practices/methods of inquiry used by scholars
- Include content areas not taught in the regular curriculum

#### Process – How is the material learned?

- Emphasis on critical thinking skills
- Explanations for reasoning used to reach conclusions
- Discovery approach to learning
- Opportunity to investigate areas of interest
- Provide small group activities to develop social/leadership skills
- Provide for the development of creative thinking skills, decision-making, and communication skills

#### Product – Results from the learning

- Produce a product to reflect learning
- Show the results of an investigation by sharing with an audience
- Evaluation will be a product made alone, with peers, and/or other audiences

Formal Nomination begins at the end of 2nd grade and continues until the end of 5th grade. Parents are notified of the nomination and asked to complete a survey about their child and to sign a form which gives permission for the testing of their son/daughter by the Gifted and Talented facilitators.

#### NOMINATION PHASE:

The nomination procedure consists of accepting referrals of potentially gifted students for the selection committee to consider via: Teacher Nomination, Parent Nomination, Peer Nomination, Self Nomination or Community Member Nomination

#### DATA COLLECTION:

A Case Study is developed for each referred student which includes a variety of sources in order to obtain an overall picture of the nominated student's abilities. This includes: achievement test scores, grades, intelligence test score, creativity test score, parent and teacher ratings, self and another adult ratings, and any other data that might assist in the selection process.

The data is entered on a 'blind review' summary form; this means that the name of the student is not listed, thereby making the screening as objective as possible.

#### PLACEMENT:

An Identification Committee composed of the GT Facilitators, building principals, guidance counselor, and classroom teachers meet to identify those students whose case studies indicate a need for gifted and talented services. Each student is considered on his/her own merit.

Parents are notified of the committee's decision. Parents of students selected for the program must sign a "Permission to Participate" form before the identified student may begin attending gifted and talented classes.

Should the parents of referred student disagree with the findings of the selection committee, they may appeal the decision, following the procedures laid out in the program handbook.

Although nominations are formally requested once a year, student nominations are accepted at any time during the school year. Students referred will be tested for possible inclusion in the program during the spring semester for inclusion in the program the following year. The opportunity for identification extends from 2nd through 5th grade.

## **GRADES:**

Academic grades assigned to students for performance in a subject shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades that reflect other educational objectives contained in the curriculum standards may also be given. Extra credit will not be given in lieu of assignments not turned in.

Grades will be recorded as points possible/points earned. From those points percentages will be figured and appropriate grades assigned at the end of each grading period for reporting purposes.

Pyron Elementary will use the following uniform grading system:

90-100	A	Advanced
80- 89	B	Proficient
70- 79	C	Basic
60- 69	D	Below Basic (Unsatisfactory)
0- 59	F	Unsatisfactory

Any grade below 70% in reading, math, or language arts may be used in considering promotion or retention.

The final grades of students who transfer in for part of a semester will be determined by blending the grades earned in the district with those earned outside the district.

## **GRIEVANCES AND COMPLAINTS:**

If a parent or guardian has a complaint or grievance concerning a policy of Pyron Elementary School, the following procedure should be followed:

- Step 1:** A parent or guardian who feels that he/she has a grievance should present the matter orally or in writing to the individual staff member. A conference should be scheduled between the two parties.
- Step 2:** If the parent or guardian feels the complaint or grievance is unresolved after the first step, the parent or guardian may request a meeting with the building principal.
- Step 3:** If the parent or guardian feels the complaint or grievance is unresolved after the second step, the parent or guardian may request a meeting with the Superintendent.
- Step 4:** If the parent or guardian feels the complaint or grievance is unresolved after the third step, the parent or guardian may request a meeting with the School Board. This request must be made in writing to the Superintendent a minimum of one (1) week prior to the scheduled Board meeting. The request must state the reason(s) for the meeting. The request to meet with the School Board shall be considered by the Superintendent and the president of the School Board. The president of the School Board shall make the decision as to whether or not the matter is placed on the School Board agenda. The president is under no obligation to place the matter on the School Board agenda. The decision of the School Board shall be final.

Citizen complaints involving school personnel may not be presented to the School Board because state and constitutional law closely govern these.

Any patron who has a complaint about an employee should first attempt to resolve any such issues with the employee. If no satisfactory result is obtained, or if the nature of the complaint would render such an approach to the employee futile, the patron may present the complaint to the employee's immediate supervisor (usually the Principal).

If no satisfactory result is obtained from the immediate supervisor, the patron may then present the complaint to the next level of supervision (usually the Superintendent). The Superintendent is the final authority in such matters, unless some employment action is justified which would require action by the School Board on the recommendation of the Superintendent. In such a circumstance, the Superintendent has the sole discretion in deciding whether to make such a recommendation.

The disciplinary action, if any, taken against the employee may not be revealed to the patron bringing the complaint, since to do so could violate statutory and constitutional prohibitions.

## **GUM:**

Students are not allowed to chew gum in school buildings, school grounds, or school buses.

## **HEALTH SERVICES:**

The Board believes that healthy children promote a better learning environment, are more capable of high student achievement, and will result in healthier, more productive adults. Therefore, the goal of the District's health services is to promote a healthy student body. This requires both the education of students concerning healthy behaviors, as well as providing health care services to pupils.

While the school nurse is under the supervision of the school principal, the delegation of health care duties shall be in accordance with the Arkansas Nurse Practice Act and the Arkansas State Board of Nursing Rules and Regulations Chapter Five: Delegation of Nursing Care.

**Communicable Diseases & Parasites (Including Head Lice):** The Board reserves the right to remove or exclude any student whose physical condition interferes with his ability to learn or expose other students to communicable diseases.

Communicable disease control procedures regarding removal from school and readmission will be maintained in cooperation with the Arkansas Department of Health and the Johnson County Department of Health. The Disease Control Guide for schools, prepared by the Arkansas Department of Education, will be available in all nurses' office.

For diseases not referred to in the Guide, and in cases where proof of treatment cannot be clearly verified, the Board reserves the right to require a physician's statement for readmission to school. Similarly, the Board will recognize physician authorization for earlier readmission than called for in the Guide when the physician deems it appropriate.

Protocol for communicable diseases will be prepared and disseminated by a designated district health nurse.

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: chicken pox, measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant Staphylococcus aureus), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis B or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment will be asked to pick their child up at the end of the school day. The parents or legal guardians will be given information concerning the eradication and control of human host parasites. A student may be readmitted after the school nurse or designee has determined the student no longer has live human host parasites that are transmittable in a school environment. Each school may conduct screenings of students for human host parasites that are transmittable in a school environment as needed. The screenings shall be conducted in a manner that respects the privacy and confidentiality of each student.

Parents must bring their child back to school with proof of treatment and receive permission from the nurse or principal for that student to return to class.

To help control the possible spread of communicable diseases, school personnel shall follow the District's exposure control plan when dealing with any bloodborne, foodborne, and airborne pathogens exposures. Standard precautions shall be followed relating to the handling, disposal, and cleanup of blood and other potentially infectious materials such as all body fluids, secretions and excretions (except sweat).

The District shall maintain a copy of each student's immunization record and a list of individuals with exemptions from immunization which shall be education records as defined in policy 4.13. That policy provides that an education record may be disclosed to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

A student enrolled in the District who has an immunization exemption may be removed from school at the discretion of the Arkansas Department of Health during an outbreak of the disease for which the student is not vaccinated. The student may not return to the school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health.

**Illness or Injury:** If a student becomes too ill to remain in class and/or could be contagious to other students, the principal or designee will attempt to notify the student's parents or legal guardian. The student will be cared for temporarily by the school nurse or a member of the school staff until the parent/legal guardian can check the student out of school. School personnel will render first aid treatment only.

If a student becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical care facility. The school assumes no responsibility for treatment of the student. When available, current and applicable, the student's emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date.

## **IMMUNIZATIONS:**

### **Definitions**

"In process" means the student has received at least one dose of the required immunizations and is waiting the minimum time interval to receive the additional dose(s).

"Serologic testing" refers to a medical procedure used to determine an individual's immunity to Hepatitis B, Measles, Mumps, Rubella and Varicella.

### **General Requirements**

Unless otherwise provided by law or this policy, no student shall be admitted to attend classes in the District who has not been age appropriately immunized against:

- Poliomyelitis;
- Diphtheria;
- Tetanus;
- Pertussis;
- Red (rubeola) measles;
- Rubella;
- Mumps;
- Hepatitis A;
- Hepatitis B;
- Meningococcal disease;
- Varicella (chickenpox); and
- Any other immunization required by the Arkansas Department of Health (ADH).

The District administration has the responsibility to evaluate the immunization status of District students. The District shall maintain a list of all students who are not fully age appropriately immunized or who have an exemption provided by ADH to the immunization requirements based on medical, religious, or philosophical grounds. Students who are not fully age appropriately immunized when seeking admittance shall be referred to a medical authority for consultation.

The only types of proof of immunization the District will accept are immunization records provided by a:

- A. Licensed physician;
- B. Health department;
- C. Military service; or
- D. Official record from another educational institution in Arkansas.

The proof of immunization must include the vaccine type and dates of vaccine administration. Documents stating "up-to-date", "complete", "adequate", and the like will not be accepted as proof of immunization. No self or parental history of varicella disease will be accepted. Valid proof of immunization and of immunity based on serological testing shall be entered into the student's record.

In order to continue attending classes in the District, the student must have submitted:

- 1) Proof of immunization showing the student to be fully age appropriately vaccinated;
- 2) Written documentation by a public health nurse or private physician of proof the student is in process of being age appropriately immunized, which includes a schedule of the student's next immunization;
- 3) A copy of a letter from ADH indicating immunity based on serologic testing; and/or
- 4) A copy of the letter from ADH exempting the student from the immunization requirements for the current school year, or a copy of the application for an exemption for the current school year if the exemption letter has not yet arrived.

Students whose immunization records or serology results are lost or unavailable are required to receive all age appropriate vaccinations or submit number 4 above.

### **Temporary Admittance**

While students who are not fully age appropriately immunized or have not yet submitted an immunization waiver may be enrolled to attend school, such students shall be allowed to attend school on a temporary basis only. Students admitted on a temporary basis may be admitted for a maximum of thirty (30) days (or until October 1st of the current school year for the tetanus, diphtheria, pertussis, and meningococcal vaccinations required at ages eleven (11) and sixteen (16) respectively if October 1<sup>st</sup> is later in the current school year than the thirty (30) days following the student's admittance). No student shall be withdrawn and readmitted in order to extend the thirty (30) day period. Students may be allowed to continue attending beyond the thirty (30) day period if the student submits a copy of either number 2 or number 4 above.

Students who are in process shall be required to adhere to the submitted schedule. Failure of the student to submit written documentation from a public health nurse or private physician demonstrating the student received the vaccinations set forth in the schedule may lead to the revocation of the student's temporary admittance; such students shall be excluded from school until the documentation is provided.

The District will not accept copies of applications requesting an exemption for the current school year that are older than two (2) weeks based on the date on the application. Students who submit a copy of an application to receive an exemption from the immunization requirements for the current year to gain temporary admittance have thirty (30) days from the admission date to submit either a letter from ADH granting the exemption or documentation demonstrating the student is in process and a copy of the immunization schedule. Failure to submit the necessary documentation by the close of the thirty (30) days will result in the student being excluded until the documentation is submitted.

### **Exclusion From School**

In the event of an outbreak, students who are not fully age appropriately immunized, are in process, or are exempt from the immunization requirements may be required to be excluded from school in order to protect the student. ADH shall determine if it is necessary for students to be excluded in the event of an outbreak. Students may be excluded for twenty-one (21) days or longer depending on the outbreak. No student excluded due to an outbreak shall be allowed to return to school until the District receives approval from ADH.

Students who are excluded from school are not eligible to receive homebound instruction unless the excluded student had a pre-existing IEP or 504 Plan and the IEP/504 team determines homebound instruction to be in the best interest of the student. To the extent possible, the student's teacher(s) shall place in the principal's office a copy of the student's assignments:

- for the remainder of the week by the end of the initial school day of the student's exclusion; and
- by the end of each school's calendar week for the upcoming week until the student returns to school.

It is the responsibility of the student or the student's parent/legal guardian to make sure that the student's assignments are collected.

Students excluded from school shall have five (5) school days from the day the student returns to school to submit any homework and to make up any examinations. State mandated assessments are not included in "examinations" and the District has no control over administering state mandated make-up assessments outside of the state's schedule. Students shall receive a grade of zero for any assignment or examination not completed or submitted on time.

**Medications:** Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse.

Unless authorized to self-administer, students are not allowed to carry any medications, including over-the-counter medications or any perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent or legal guardian shall bring the student's medication to the school nurse. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity of the medication(s). If the medications are brought by a student, the school nurse shall ask another school employee to verify, in the presence of the student the quantity of the medication(s). Each person present shall sign a form verifying the quantity of the medication(s).

Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double locked cabinet.

Students with an individualized health plan (IHP) may be given over-the-counter medications to the extent giving such medications are included in the student's IHP.

The only Schedule II medications that shall be allowed to be brought to the school are methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse).

For the student's safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication than permitted by this policy. Students who are taking Schedule II medications which are not allowed to be brought to school shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

The district's supervising registered nurse shall be responsible for creating both on campus and off campus procedures for administering medications.

Students who have written permission from their parent or guardian and a licensed health care practitioner to self-administer either a rescue inhaler or auto-injectable epinephrine, or both and who have a current consent form on file shall be allowed to carry and self-administer such medication while in school, at an on-site school sponsored activity, while traveling to or from school, or at an off-site school sponsored activity. Students are prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry an rescue inhaler or auto-injectable epinephrine, or both does not require him/her to have such on his/her person. The parent or guardian of a student who qualifies under this policy to self-carry a rescue inhaler or auto-injectable epinephrine, or both on his/her person shall provide the school with the appropriate medication which shall be immediately available to the student in an emergency.

Students may be administered Glucagon in emergency situations by the school nurse or, in the absence of the school nurse, a trained volunteer school employee designated as a care provider, provided the student has:

1. an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of Glucagon in emergency situations; and
2. a current, valid consent form on file from their parent or guardian.

### **Emergency Administration of Epinephrine**

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to

students who have an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of an epinephrine auto-injector in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee certified to administer auto-injector epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction.

Students with an order from and a licensed health care provider to self-administer auto-injectable epinephrine and who have written permission from their parent or guardian shall provide the school nurse an epinephrine auto-injector. This epinephrine will be used in the event the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes the student is having a life-threatening anaphylactic reaction and the student is either not self-carrying his/her /epinephrine auto-injector or the nurse is unable to locate it.

The school nurse for each District school shall keep epinephrine auto-injectors on hand that are suitable for the students the school serves. The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician may administer auto-injector epinephrine to those students who the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be disposed of by the school nurse in accordance with current law and regulations.

### **MEDICATION ADMINISTRATION CONSENT FORM**

Student's Name (Please Print) \_\_\_\_\_

This form is good for school year \_\_\_\_\_. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

Medications, including those for self-administration, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

I hereby authorize the school nurse or his/her designee to administer the following medications to my child.

Name(s) of medication(s) \_\_\_\_\_

Name of physician or dentist (if applicable) \_\_\_\_\_

Dosage \_\_\_\_\_

Instructions for administering the medication \_\_\_\_\_

\_\_\_\_\_

Other instructions \_\_\_\_\_

\_\_\_\_\_

I acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of medications in accordance with this consent form.

Parent or legal guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Date adopted: 8-19-2-13

**MEDICATION SELF-ADMINISTRATION CONSENT FORM**

Student's Name (Please Print) \_\_\_\_\_

This form is good for school year \_\_\_\_\_. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

The following must be provided for the student to be eligible to self-administer rescue inhalers and/or auto-injectable epinephrine. Eligibility is **only** valid for this school for the current academic year.

- a written statement from licensed a health-care provider who has prescriptive privileges that he//she has prescribed the rescue inhaler and/or auto-injectable epinephrine for the student and that the student needs to carry the medication on his/her person due to a medical condition;
- the specific medications prescribed for the student;
- an individualized health care plan developed by the prescribing health-care provider containing the treatment plan for managing asthma and/or anaphylaxis episodes of the student and for medication use by the student during school hours; and
- a statement from the prescribing health-care provider that the student possesses the skill and responsibility necessary to use and administer the asthma inhaler and/or auto-injectable epinephrine.

If the school nurse is available, the student shall demonstrate his/her skill level in using the rescue inhalers and/or auto-injectable epinephrine to the nurse.

Rescue inhalers and/or auto-injectable epinephrine for a student's self-administration shall be supplied by the student's parent or guardian and be in the original container properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. Students who self-carry a rescue inhaler or an epinephrine auto-injector shall also provide the school nurse with a rescue inhaler or an epinephrine auto-injector to be used in emergency situations.

My signature below is an acknowledgment that I understand that the District, its Board of Directors, and its employees shall be immune from civil liability for injury resulting from the self-administration of medications by the student named above.

Parent or legal guardian signature \_\_\_\_\_

Date \_\_\_\_\_

Date Adopted: 8-19-2013

**GLUCAGON ADMINISTRATION AND CARRY CONSENT FORM:**

Student's Name (Please Print) \_\_\_\_\_

This form is good for school year \_\_\_\_\_. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

The school has developed a Section 504 plan acknowledging that my child has been diagnosed as suffering from diabetes. The 504 plan authorizes the school nurse or, in the absence of the nurse, trained volunteer district personnel, to administer Glucagon in an emergency situation to my child.

I hereby authorize the school nurse or, in the absence of the nurse, trained volunteer district personnel designated as care providers, to administer Glucagon to my child in an emergency situation. Glucagon shall be supplied to the school nurse by the student's parent or guardian and be in the original container properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

I acknowledge that the District, its Board of Directors, its employees, or an agent of the District, including a healthcare professional who trained volunteer school personnel designated as care providers shall not be liable for any damages resulting from his/her actions or inactions in the administration of Glucagon in accordance with this consent form and the 504 plan.

Parent or legal guardian signature \_\_\_\_\_

Date \_\_\_\_\_

Date Adopted: 8-19-2013

**EPINEPHRINE EMERGENCY ADMINISTRATION CONSENT FORM**

Student's Name (Please Print) \_\_\_\_\_

This form is good for school year \_\_\_\_\_. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

My child has an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of epinephrine in emergency situations. I hereby authorize the school nurse or other school employee certified to administer auto-injectable epinephrine in emergency situations when he/she believes my child is having a life-threatening anaphylactic reaction.

The medication must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

Date of physician's order \_\_\_\_\_

Circumstances under which Epinephrine may be administered \_\_\_\_\_

\_\_\_\_\_

Other instructions \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Date adopted: 8-19-2013

\*Do not remove this form; it will be provided in the nurse's information.

**ALL MEDICATION MUST BE BROUGHT TO SCHOOL BY THE PARENT. MEDICATION IS NOT ALLOWED TO BE SENT TO SCHOOL OR HOME ON THE SCHOOL BUS OR WITH THE CHILD.**

**Nurse:** The school nurse's office is located in the hallway connecting the Pyron and Kraus Elementary buildings. The nurse is responsible for the maintenance of health records, routine health checks, contacting parents concerning health problems, care of minor injuries, teaching healthy living and vision and hearing screening. If a child is absent from school due to a communicable disease, notify the school nurse immediately so precautions may be taken to protect other students. Chronic visits to the nurse will be turned over to the principal. The principal will contact parents to determine if a medical problem exists. The district's supervising registered nurse shall be responsible for creating both on campus and off campus procedures for administering medications.

Children that are sent to the nurse and have an elevated temperature of 101 degrees or higher, have to be picked up from school and cannot return until 24 hours free of the elevated temperature. This helps break the chain of infecting other students with bacterial and/or viral infections.

If a child appears to have pink eye they will need to see a doctor to confirm and treat the diagnosis. Children must remain out of school one (1) day from the time that they see the doctor and begin taking medication.

A child that has been up a few times during the night vomiting but doesn't have an elevated temperature has or has not vomited since they woke up, may need to stay home that day. Rest is a big part of getting well and your child may be unproductive in class due to lack of sleep the night before.

If your child has injured a part of his/her body at home and you are unsure if a bone is broken, please have it looked at by a doctor. The nurse may not be able to tell if it is broken, thus postponing treatment.

If your child becomes a regular visitor to the nurse's office, you will be notified with a letter concerning his/her behavior. The nurses try to educate children that the nurse's office is only a first aid health office. They encourage parents to speak with their children about excessive use of the nurse's office. Little bumps and bruises are not an emergency.

Due to children beginning their menstrual cycles earlier, school nurses will be presenting a small program at the beginning of each school year concerning hygiene. This will be very structured with only hygiene and basic knowledge of the menstrual cycle explained. This presentation will be conducted by a physician or the school nurse.

**Physical Examinations or screenings:** The district conducts routine health screenings such as hearing, vision, and scoliosis due to the importance these health factors play in the ability of a student to succeed in school. The intent of the exams or screenings is to detect defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve to his/her full potential.

Except in instances where a student is suspected of having a contagious or infectious disease, parents shall have the right to opt their student out of the exams or screenings by using form 4.41F or by providing certification from a physician that he/she has recently examined the student. The rights provided to parents under this policy transfer to the student when he/she turns 18 years old.

**HOMELESS STUDENTS:**

The Clarksville School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for homeless children and youth whose responsibilities shall include coordinating with the state educational liaison for homeless children and youth to ensure that homeless children are not stigmatized or segregated on the basis of their status as homeless and such other duties as are prescribed by law and this policy.

Notwithstanding Policy 4.1, homeless students living in the district are entitled to enroll in the district's school that non-homeless students who live in the same attendance area are eligible to attend. If there is a question concerning the enrollment of a homeless child due to a conflict with Policy 4.1 or 4.2, the child shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. It is the responsibility of the District's local educational liaison for homeless children and youth to carry out the dispute resolution process.

The District shall act, according to the best interests of a homeless child and to the extent feasible do one of the following. (For the purposes of this policy "school of origin" means the school the child attended when permanently housed or the school in which the child was last enrolled.)

1. continue educating the child who becomes homeless between academic years or during an academic year in their school of origin for the duration of their homelessness;
2. continue educating the child in his/her school of origin who becomes permanently housed during an academic year for the remainder of the academic year; or
3. enroll the homeless child in the school appropriate for the attendance zone where the child lives.

If the District elects to enroll a homeless child in a school other than their school of origin and such action is against the wishes of the child's parent or guardian, the District shall provide the parent or guardian with a written explanation of their reason for so doing which shall include a statement of the parent/guardian's right to appeal.

In any instance where the child is unaccompanied by a parent or guardian, the District's local educational liaison for homeless children and youth shall assist the child in determining his/her place of enrollment. The Liaison shall provide the child with a notice of his/her right to appeal the enrollment decision.

The District shall be responsible for providing transportation for a homeless child, at the request of the parent or guardian (or in the case of an unaccompanied youth, the Liaison), to and from the child's school of origin.

For the purposes of this policy, students shall be considered homeless if they lack a fixed, regular, and adequate nighttime residence and are

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Abandoned in hospitals; or
- Awaiting foster care placement;

### **HOMEWORK:**

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed.

Any assignment that is given as homework and turned in the next day will receive full credit. After that, it is up to the individual teacher(s)/grade level(s) whether or not to give credit for the assignment.

### **HONOR ROLL:**

The Honor Roll is a special recognition for academic achievement. It is based on the total grade point average for the preceding semester and is published each semester in the local newspaper. A student may have no grade lower than "B" or 80% in any subject for Honor Roll recognition. If there is an objection to this recognition, parent(s)/guardian(s) may contact the building administration for further information. *This recognition will be withheld if a student owes fines or charges to the school.*

### **INSURANCE:**

Information about insurance may be provided at the beginning of each school year. Parents are encouraged to take advantage of this service if a student injury occurs at school. Questions concerning insurance should be directed to the insurance provider.

### **LASER POINTERS:**

Students shall not possess any hand held laser pointer while in school, on or about school property, before or after school, in attendance at school or any school-sponsored activity, en route to or from school or any school sponsored activity, off the school grounds at any school bus stop or at any school sponsored activity or event. School personnel shall seize any laser pointer from the student possessing it and the student may reclaim it at the close of the school year, or when the student is no longer enrolled in the District.

**LIBRARY:**

Each day students are scheduled for class time in the Media Center. During that time, books may be checked out. Along with this, all other students are allowed to come to the Media Center to return and check out books each day. Each student is allowed to check out two books per week. There is no fine for overdue books, but lost or damaged books must be paid for. A student owing for one lost or damaged book will be allowed to check out one book. A student owing for two lost or damaged books will not have any check out privileges. Student ID cards are used for check out.

**LOST AND FOUND:**

All clothing found on the campus, regardless of its value, is placed in the hallway outside the cafeteria. Money, jewelry, or any other articles of value are turned into the office. Students may claim lost items after proper identification. **Parents are urged to place the student's name on all personal items, especially coats and jackets.** After 30 days, unclaimed articles will be used in the nurses' office or donated to a local charity.

**MAKE-UP WORK:**

Students who miss school due to an absence *other than out-of-school suspension* shall be allowed to make up the work they missed during their absence under the following rules:

1. On the first day back to class, the student or parent(s) are responsible for asking the teacher(s) of the class(es) missed what assignments student needs to make up.
2. Teachers are responsible for providing the missed assignments when asked by a returning student.
3. Make up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
4. Students shall have one class day to make up their work for each day of class they are absent.
5. Make up work which is not turned in within the make up schedule for that assignment may receive a zero.
6. Students are responsible for turning in their make up work.
7. Students who are absent on the day their make up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
8. As required/permitted by the student's Individual Education Program or 504 Plan.

Parents may call the school for make-up work before 11:00 a.m. The work will be in the office after school that day. If a parent calls after 11:00 a.m. make-up work will be ready for the parent to pick up the following morning. Work missed while a student is expelled from school may not be made up for credit and students shall receive a zero for missed assignments.

**NEWSLETTER:**

A school newsletter containing items of interest to students and parents will be distributed monthly and posted to the website. The newsletter will feature timely information about the school and special events. Classroom and individual notices and reminders will be sent home periodically.

**PARENTAL INVOLVEMENT: Refer to registration packets for compacts. The Parental Involvement informational packet will be given out at the beginning of each school year.**

**PARENTAL/COMMUNITY INVOLVEMENT PLAN  
PYRON ELEMENTARY SCHOOL**

Pyron Elementary School understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the school and those it serves. Therefore, we shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community. To achieve such ends, the school shall work to

1. Involve parents and the community in the development and improvement of Title I programs for the school;
2. Have a coordinated involvement program where the involvement activities of the school enhance the involvement strategies of other programs;

3. Explain to parents and the community the State's content and achievement standards, State and local student assessments and how the school's curriculum is aligned with the assessments and how parents can work with the school to improve their child's academic achievement;
4. Provide parents with the materials and training they need to be better able to help their child achieve. The school may use parents resource centers and other community based organizations to foster parental involvement and provide literacy and technology training to parents;
5. Educate school staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents;
6. Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;
7. Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include providing transportation and child care to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;
8. Find and modify other successful parent and community involvement programs to suit the needs of our school;
9. Train parents to enhance and promote the involvement of other parents;
10. Provide reasonable support for other parental involvement activities as parents may reasonable request.

To help promote an understanding of each party's role in improving students learning, a parent compact that outlines the responsibilities of parents, students and the school staff in raising student academic achievement and in building partnerships that will enable students to meet the State's academic standards.

Administrators shall convene an annual meeting, or several meetings at varying times if necessary to adequately reach parents of participating students, to inform parents of the school's participation in title I, its requirements regarding parental involvement, and the parents' right to be involved in the education of their child.

Administrators shall, at least annually, involve parents in reviewing the school's Title I program and parental involvement policy in order to help ensure their continued improvement.

This policy shall be part of the school's Title I plan and shall be distributed to parents of the district's students and provided, to the extent practicable, in a language the parents can understand.

**Parent/Teacher Conference:** The School Board recognizes the importance of communication between teachers and parents/legal guardians. To help promote positive communication, parent/teacher conferences shall be held once each semester. Parent-teacher conferences are encouraged and may be requested by parents or guardians anytime they need to discuss their child's progress with his/her teacher. (Act 603).

Parents shall be notified by letter prior to each parent/teacher conference, and local news media shall be used to make public announcements of the conferences. Provisions shall be made to accommodate working parents.

Elementary school teachers, kindergarten through sixth grade (K-6), shall meet with the parent(s) or guardian(s) of each student at least once a semester through a parent-teacher conference, telephone conferences, or a home visit. (ADE Standard 12.04.2)

All grade level conferences with parent(s) or guardian(s) shall be scheduled at a time and place to best accommodate those participating in the conference. The school shall document participation or nonparticipation in required conferences. (ADE Standard 12.04.3)

If a student is to be retained at any grade level, notice of retention and the reasons for retention shall be communicated promptly in a personal conference. (ADE Standard 12.04.3)

Progress reports will be sent according to the school calendar to alert parents of possible problems, and other contact will be made as needed to monitor student behavior and/or progress.

Any employee who needs to make a home visit for any reason shall discuss the need for the visit with the building principal. After the building principal has given approval for scheduling a visit, the employee shall call the parent or guardian of the student to make an appointment for a visit. The principal may require the employee to be accompanied by another school employee during the home visit. At the request of the employee, an administrator shall accompany the employee on the home visit. If a parent or guardian is not home at the time of the visit, the school employee(s) are not to enter the home. If the home visit is performed, the employee is to report the outcome of the visit to the building principal.

Replaces Current Parent/Teacher conference Policy (6.21) Approved by School Board: February 17, 2005

**Parent/Teacher Organization (PTO):** Pyron Elementary Parent/Teacher Organization (P.T.O.) is an important segment of our school community. All parents and teachers are urged to become members and to actively participate. Meetings are generally scheduled as needed. They are announced several weeks in advance.

**Parent/Grandparent Volunteers:** Pyron Elementary School considers volunteers a very special resource. Parents, grandparents, and other community members are encouraged to help in all classrooms, programs, and extracurricular activities. Parents should contact the school Volunteer Coordinator if they have time and/or skills they can share to make our schools a better place for students to learn and grow.

Pyron Elementary houses a Parent Resource Center. Parents may come in to check out books, videos, tapes, magazines, or an iPad (one night) to assist them with parenting issues, helping their child be successful in school, etc. The Parent Resource Center is open every day until 3:30 p.m. and Wednesdays until 5:00 p.m. The phone number is 705-3262.

#### **PERMANENT RECORDS:**

Permanent school records, as required by the Arkansas Department of Education, shall be maintained for each student enrolled in the District until the student receives a high school diploma or its equivalent or is beyond the age of compulsory school attendance. A copy of the student's permanent record shall be provided to the receiving school district within ten (10) school days after the date a request from the receiving school district is received.

#### **PERFECT ATTENDANCE AND ATTENDANCE AWARDS:**

Students who achieve perfect attendance will be recognized and awarded each semester. In order to be eligible for perfect attendance in any nine weeks, students are required to be present from 8:05 a.m. to 3:05 p.m. each school day. Students who arrive after 8:05 a.m. or leave before 3:05 p.m. will not be eligible for perfect attendance recognition for the semester in which the incident occurs.

Excessive late arrivals or early pick-ups will result in further action.

#### **PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance shall be recited during the first class period of each school day. Those students choosing to participate shall do so by facing the flag with their right hands over their hearts, or in an appropriate salute if in uniform, while reciting the Pledge. Students choosing not to participate shall be quiet while either standing or sitting at their desks.

Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge shall not disrupt those students choosing to recite the Pledge.

Students choosing not to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action.

#### **PICTURES:**

Individual student pictures are taken in the fall and spring. Class and special group pictures are also taken in the spring.

#### **PLACEMENT HOME SCHOOL STUDENTS OR STUDENTS FROM NON-ACCREDITED SCHOOLS:**

Parents or legal guardians desiring to provide a home school for their children must give written notice to the Superintendent of their intent to do so and sign a waiver acknowledging that the State of Arkansas is not liable for the education of their children during the time the parents choose to home school. Notice shall be given:

1. At the beginning of each school year, but no later than August 15;
2. By December 15 for parents who decide to start home schooling at the beginning of the spring semester; or

3. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter.

The parents or legal guardians shall deliver written notice in person to the Superintendent the first time such notice is given and the notice must include:

1. The name, date of birth, grade level, and the name and address of the school last attended, if any;
2. The location of the home school;
3. The basic core curriculum to be offered;
4. The proposed schedule of instruction; and
5. The qualifications of the parent-teacher.

To aid the District in providing a free and appropriate public education to students in need of special education services, the parents or legal guardians home-schooling their children shall provide information which might indicate the need for special education services.

The Clarksville School District shall have the authority to assess any home school student and/or any student enrolling from a non-accredited school that enrolls or re-enrolls in the district in order to determine proper educational placement. It is the sole responsibility of the school district to determine the method by which credits are earned in order to receive a high school diploma. There is no requirement that the school honor the credits from home schooling and/or a non-accredited school.

If the student has taken any achievement test(s) as required by law, a copy of the results must be provided to the school by the parent. The parent shall also provide a copy of the student's transcript and all records required for enrollment in Clarksville Public Schools.

The school district shall utilize, among other means of assessment, the norm-referenced test approved by the state board to assess the student and shall determine placement in the appropriate grade level.

Students enrolling in kindergarten through the eighth grade will be tested one time on an exam covering the year-long objectives for the classes in the last grade the student was enrolled in. The grades will be utilized to help determine grade placement.

Following all tests and other data collection, a placement conference will be held on all students transferring from home school or a non-accredited school. Conference participants shall include an administrator, a counselor, the parent(s)/guardian(s), and other personnel designated by the building principal. Based on data and current test scores presented during the conference, the school administrator will determine class and grade placement. The administrator will notify the parent of his/her decision. The Clarksville School District will retain the option to reconsider placement at any time during the school year.

Students who transfer grades from home schooling or non-accredited schools will not have grades entered on their permanent record cards. When they enroll, "Home Schooling" or "Non-Accredited School" will be written in the attendance and grade sections of the card.

Rank in class and grade point average will be determined only for students who attend an accredited school in grades 9-12. Summer school may not be substituted for a regular semester.

### **EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS**

Home-schooled student means a student legally enrolled in an Arkansas home school and who meets or has met the criteria for being a home-schooled student, as established by A.C.A. § 6-15-503.

Interscholastic activity means an activity between schools subject to regulations of the Arkansas Activities Association that is outside the regular curriculum of the school district, such as an athletic activity, fine arts program, or a special interest group or club.

Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.

Home-schooled students whose parents or guardians are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student's resident school zone as permitted by this policy. Although not guaranteed participation in an interscholastic activity home-school students who meet the provisions of this policy, AAA Rules, and applicable Arkansas statutes shall have an equal opportunity to try out and participate in an interscholastic activities without discrimination.

To be eligible to try out and participate in interscholastic activities, the student or the parent of a student shall mail or hand deliver the student's request to participate to the student's school's principal before the signup, tryout or participation deadline established for traditional students. This request letter template is available upon request. Additionally, the student shall demonstrate academic eligibility by obtaining a minimum test score of the 30<sup>th</sup> percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition; another nationally recognized norm-referenced test; or a minimum score on a test approved by the State Board of Education.

A student who meets the requirements for eligibility to participate in an interscholastic activity is required to register for no more than one course in the District's school where the student is intending to participate in an interscholastic activity.

The student shall regularly attend the class in which the student is registered beginning no later than the eleventh (11) day of the semester in which the student's interscholastic activity participation is desired. The student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.

A home-schooled student who has met the try out criteria; and who has been selected to participate in the interscholastic activity shall meet the following criteria that also apply to traditional students enrolled in the school:

- standards of behavior and codes of conduct;
- attend the practices for the interscholastic activity to the same extent as is required of traditional students;
- required drug testing;
- permission slips, waivers, physical exams; and
- participation or activity fees.

Students who participate in extracurricular or athletic activities under this policy will be transported to and from the interscholastic activities on the same basis as other students are transported.

A student who withdraws from an Arkansas Activities Association member school to be home-schooled shall not participate in an interscholastic activity in the resident school district for a minimum of three hundred sixty-five days after the student withdraws from the member school.

### **PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION:**

All students' education records are available for inspection and copying by the parents of any student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. A student's parent or the student, if over the age of 18, requesting to review the student's education records will be allowed to do so within no more than forty five (45) days of the request. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll.

The district shall receive written permission before releasing education records to any agency or individual not authorized by law to receive and/or view the education records without prior parental permission. The District shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of, personally identifiable information(PII) from the education records of each student. Disclosure of education records is authorized by law to school officials with legitimate educational interests. A personal record kept by a school staff member is **not** considered an education record if it meets the following tests.

- it is in the sole possession of the individual who made it;
- it is used only as a personal memory aid; and
- information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute.

For the purposes of this policy a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

For the purposes of this policy a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility, contracted duty, or duty of elected office.

In addition to releasing PII to school officials without permission, the District may disclose PII from the education records of students in foster care placement to the student's caseworker or to the caseworker's representative without getting prior consent of the parent (or the student if the student is over eighteen (18)). For the District to release the student's PII without getting permission:

- The student must be in foster care;
- The individual to whom the PII will be released must have legal access to the student's case plan; and
- The Arkansas Department of Human Services, or a sub-agency of the Department, must be legally responsible for the care and protection of the student.

The District discloses personally identifiable information from an education record to appropriate parties, including parents, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The superintendent or designee shall determine who will have access to and the responsibility for disclosing information in emergency situations.

When deciding whether to release personally identifiable information in a health or safety emergency, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

For purposes of this policy, the Clarksville School District does not distinguish between a custodial and noncustodial parent with respect to gaining access to a student's records. The fact of a person's status as parent or guardian, alone, enables that parent or guardian to review and copy his child's records.

If there exists a court order which directs that a parent not have access to a student or his records, the parent or guardian must present a file-marked copy of such order to the building principal and the superintendent. The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys and the court which issued the order.

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, disciplinary rulings, disability placements, or other such determinations, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student's file must be initiated with the building principal, with an appeal available to the Superintendent or his designee. The challenge shall clearly identify the part of the student's record the parent wants changed and specify why he/she believes it is inaccurate or misleading. If the school determines not to amend the record as requested, the school will notify the requesting parent or student of the decision and inform them of their right to a hearing regarding the request for amending the record. The parent or eligible student will be provided information regarding the hearing procedure when notified of the right to a hearing.

Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, directory information about a student may be made available to the public, military recruiters, post secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, his/her placement on the honor role (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such

information will be beyond the control of the District. A student's name and photograph will only be displayed on the district or school's web page(s) after receiving the written permission from the student's parent or student if over the age of 18.

The form for objecting to making directory information available is located on page 36 and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year or the date the student is enrolled for school. Failure to file an objection by that time is considered a specific grant of permission.

The right to opt out of the disclosure of directory information under Family Educational Rights and Privacy Act (FERPA) does not prevent the District from disclosing or requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled.

Parents and students over the age of 18 who believe the district has failed to comply with the requirements for the lawful release of student records may file a complaint with the U.S. Department of Education at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

**Objection to Publication of Directory Information:** (Not to be filed if the parent/student has no objection)

I, the undersigned, being a parent of a student, or a student eighteen (18) years of age or older, hereby note my objection to the disclosure or publication by the Clarksville School District of directory information, as defined in Policy No. 4.13 (Privacy of Students' Records), concerning the student named below.

I understand that the participation by the below-named student in any interscholastic activity, including athletics and school clubs, may make the publication of some directory information unavoidable, and the publication of such information in other forms, such as telephone directories, church directories, *etc.*, is not within the control of the District.

I understand that this form must be filed with the office of the appropriate building principal within ten (10) school days from the beginning of the current school year or the date the student is enrolled for school in order for the District to be bound by this objection. Failure to file this form within that time is a specific grant of permission to publish such information.

I object and wish to deny the disclosure or publication of directory information as follows:

Deny disclosure to military recruiters \_\_\_\_\_

Deny disclosure to Institutions of postsecondary education \_\_\_\_\_

Deny disclosure to Potential employers \_\_\_\_\_

Deny disclosure to all public and school sources \_\_\_\_\_

Selecting this option will prohibit the release of directory information to the three categories listed above along with all other public sources (such as newspapers), **AND** result in the student's directory information **not** being included in the school's yearbook and other school publications.

Deny disclosure to all public sources \_\_\_\_\_

Selecting this option will prohibit the release of directory information to the first three categories listed above along with all other public sources (such as newspapers), but permit the student's directory information **to be included** in the school's yearbook and other school publications.

\_\_\_\_\_  
Name of student (Printed)

\_\_\_\_\_  
Signature of parent (or student, if 18 or older)

\_\_\_\_\_  
Date form was filed (To be filled in by office personnel)

*A copy of this form may be obtained from the building office if needed.*

### **PROHIBITED CONDUCT:**

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the Board.

Prohibited behaviors include, but shall not be limited to the following:

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property or any student's personal property;
7. Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection;
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy;
16. Excessive tardiness;
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
18. Hazing or aiding in the hazing of another student;
19. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
20. Sexual harassment;
21. Bullying; and
22. Lying
23. Operating a vehicle on school grounds while using a wireless communication device.
24. Any other disruption deemed by the school administration to be in conflict of the best interests of the students

At the discretion of the principal, punishment for prohibited conduct could result in consequences ranging from a verbal reprimand to a recommendation of expulsion.

The Board directs each school in the District to develop implementation regulations for prohibited student conduct consistent with applicable Board policy, State and Federal laws, and judicial decisions.

### **PROMOTIONS AND RETENTIONS:**

Promotion of students in the elementary will be the combined responsibility of the elementary principal and the teacher(s) who have worked with the student.

The classroom teacher and special education teacher (if involved) should initiate action, such as collecting samples of work, discussing advantages and disadvantages, completing retention checklist, and furnishing other supporting data. The principal should be contacted, conference held with the principal, and a decision made whether or not to arrange a parent conference. If so, the teacher will contact the parents.

Generally there should not be more than two (2) retentions through 4<sup>th</sup> grade and no more than one retention in any one grade level. Several factors should be considered in student retention. These factors include:

1. chronological age
2. physical size
3. academic ability
4. social maturity

5. academic performance (daily and weekly assignments for quality and quantity), and
6. frequent or long absences
7. meets any and/or all of criteria listed below for boycott of state mandated testing

Any student performing below 70% in the areas of reading, math, language arts, and/or writing will be considered for retention.

If a discussion of the child's work and situation warrants a parent conference, the parents, principal, and teacher(s) should be present at a conference to be held in the fourth quarter.

Material should be discussed and reasons discussed for considering retention. Effort should be made to acquaint all parties with the advantages and disadvantages, progress which would be required later to preclude retention, and clear understanding regarding when a final decision would be made if delay is suggested.

A list of students to be retained will be provided to the next appropriate grade level to avoid any misunderstanding for enrollment in the fall.

If a decision has been reached to retain, the parents will be informed accordingly for verification of the group's action. Parent agreement is strongly encouraged. In the absence of a consensus by the evaluation team, the principal shall make the final decision regarding retention or promotion. Records will be marked appropriately if there is to be a retention or promotion.

A disservice is done to students through social promotion and is prohibited by state law. The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference between the building principal, the student's teacher(s), counselor, a 504/special education representative (if applicable), and the student's parents shall be held before a final decision is made. The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement or receipt of course credit, the final decision shall rest with the principal or the principal's designee.

Regardless of the student having earned passing grades, a student who falls under one of the following categories shall be considered for retention or shall not receive credit for the course associated with the assessment. The student:

- does not take the State mandated assessment for the student's grade level or course within the time frame specified by the State;
- takes the State mandated assessment but does not put forth a good faith effort on the assessment as determined by the assessment administrator/proctor.

The Superintendent or designee may waive this provision when the student's failure was due to exceptional or extraordinary circumstances.

Students who do not score proficient or above on their grade level Benchmark Exams shall be required to participate in an Academic Improvement Plan (AIP). Each AIP shall be developed by school personnel and the student's parents and shall be designed to assist the student in attaining the expected achievement level. The AIP shall also state the parent's role as well as the consequences for the student's failure to participate in the plan, which shall include the student's retention in their present grade.

In addition to the possibility of retention, students who either refuse to sit for a State assessment or attempt to boycott a State assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are originally administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity, including school awards ceremonies. The student shall remain ineligible to participate until the student takes the same or a following State mandated assessment, as applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. The Superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day. Promotion/retention or graduation of students with an IEP shall be based on their successful attainment of the goals set forth in their IEP.

### **RECESS POLICIES:**

Weather permitting, students have recess each day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Students should always dress for outside recess. All students must be on the playground during outside recess. Students with medical excuses will be allowed to remain in the building during scheduled outside breaks. In order to promote a safe and orderly school environment, the playground is only accessible to students, school employees, and related school officials during the school day.

### **RELIGION IN THE SCHOOL:**

The First Amendment of the Constitution states that "Congress shall make no law respecting the establishment of religion, or prohibiting the free exercise thereof..." As the Supreme Court has stated (*Abington School District v. Schempp*, 374 U.S. 203) the Amendment thus, "embraces two concepts—freedom to believe and freedom to act. The first is absolute but, in the nature of things, the second cannot be." Therefore, it is the Board's policy that the school system, as an agency of the government, shall be neutral in matters regarding religion and will not engage in any activity that either advocates or disparages religion. The District shall assume no role or responsibility for the religious training of any student.

The need for neutrality does not diminish our school system's educational responsibility to address the historical role of religion in the development of our culture. Since we live in a diverse society, the District's goal shall be to address the subject of religion objectively in such a way that it promotes an understanding of, and tolerance for, each other's religious or non-religious views.

Discussions concerning religious concepts, practices, or disciplines are permissible when presented in a secular context in their relation to an inclusive study of religion or to the study of a particular region or country. The discussions shall be so that they are objective and academically informational and do not advocate any particular form of religious practice.

Instructional activities in the schools that are contrary to a pupil's religious beliefs or teachings shall be optional.

The teacher in charge of each classroom may, at the opening of school each day, conduct a brief period of silence with the participation of all students in the classroom who desire to participate.

Students and employees may engage in personal religious practices, such as prayer, at any time, and shall do so in a manner and at a time so that the educational process is not disrupted.

### **REMEDIATION AND ACADEMIC IMPROVEMENT PLAN (AIP):**

In accordance with Act 35 of the 2<sup>nd</sup> Extraordinary Session of 2003, students in grades kindergarten through twelve (K-12) who do not demonstrate proficiency on the Arkansas Comprehensive Assessment Program exams, including those who are not present for testing, shall participate in an intense remediation program. The building principal and the director of instruction will determine the length and type of remediation. Credit will not be given for the remediation course. Any student failing to achieve at the proficient level on the State mandated exams shall be evaluated by school personnel, who shall develop a student Academic Improvement Plan (AIP) to assist the student in achieving the expected standard in subject area(s) the student was not proficient in. The AIP shall describe the consequences for the student's failure to participate in the plan. Parents will sign and be provided a copy of the student's AIP.

Participation in the testing and remediation program is mandatory. Beginning in the 2005-2006 school year, students in grades one through eight, identified for an AIP who do not participate in the remediation program shall be retained.

### **RESIDENCE REQUIREMENTS:**

Definitions:

"*Reside*" means to be physically present and to maintain a permanent place of abode for an average of no fewer than four (4) calendar days and nights per week for a primary purpose other than school attendance.

"*Resident*" means a student whose parents, legal guardians, persons having legal, lawful control of the student under order of a court, or persons standing in loco parentis reside in the school district.

"*Residential address*" means the physical location where the student's parents, legal guardians, persons having legal, lawful control of the student under order of a court, or persons standing in loco parentis reside. A student may use the residential address of a legal guardian, person having legal, lawful control of the student under order of a court, or person standing in loco parentis only if the student resides at the same residential address and if the guardianship or other legal authority is not granted solely for educational needs or school attendance purposes.

The schools of the Clarksville School District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty-one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the District and to all persons between those ages who have been legally transferred to the District for educational purposes.

Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parents or guardians for school attendance purposes.

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District's schools separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance.

The children or wards of any person who is at least a half-time employee of this district but reside in another district are eligible to enroll in District schools. A.C.A. 6-18-203

### **SCHOOL CHOICE:**

#### **Standard School Choice**

##### Exemption

The District is under an enforceable desegregation court order/court-approved desegregation plan<sup>1</sup> regarding the effects of past racial segregation in student assignment and has submitted the appropriate documentation to the Arkansas Department of Education (ADE).<sup>2</sup> As a result of the desegregation order/desegregation plan<sup>1</sup>, the District is exempt from the provisions of the Public School Choice Act of 2015 (Standard School Choice) and the Arkansas Opportunity Public School Choice Act of 2004 (Opportunity School Choice). The District shall notify the superintendents of each of its geographically contiguous school districts of its exemption. The exemption prohibits the District from accepting any school choice applications from students wishing to transfer into or out of the District through standard School Choice or Opportunity School Choice.

##### Definition:

"*sibling*" means each of two (2) or more children having a common parent in common by blood, adoption, marriage, or foster care.

##### Transfers Into the District

##### Capacity Determination and Public Pronouncement

The Board of Directors will adopt a resolution containing the capacity standards for the District. The resolution will contain the acceptance determination criteria identified by academic program, class, grade level, and individual school. The school is not obligated to add any teachers, other staff, or classrooms to accommodate choice applications. The District may only deny a Standard School Choice application if the District has a lack of capacity

by the District having reached ninety percent (90%) of the maximum student population in a program, class, grade level, or school building authorized by the Standards or other State/Federal law.

The District shall advertise in appropriate broadcast media and either print media or on the Internet to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline and the requirements and procedures for participation in the program. Such pronouncements shall be made in the spring, but in no case later than March 1.

#### Application Process

The student's parent shall submit a school choice application on a form approved by ADE to this district. The transfer application must be postmarked or hand delivered on or before May 1 of the year preceding the fall semester the applicant would begin school in the District. The District shall date and time stamp all applications as they are received in the District's central office. It is the District's responsibility to send a copy of the application that includes the date and time stamp to the student's resident district. Applications postmarked or hand delivered on or after May 2 will not be accepted. Statutorily, preference is required to be given to siblings of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

The approval of any application for a choice transfer into the District is potentially limited by the applicant's resident district's statutory limitation of losing no more than three percent (3%) of its past year's student enrollment due to Standard School Choice. As such, any District approval of a choice application prior to July 1 is provisional pending a determination that the resident district's three percent (3%) cap has not been reached.

The Superintendent will consider all properly submitted applications for School Choice. By July 1, the Superintendent shall notify the parent and the student's resident district, in writing, of the decision to accept or reject the application.

#### Accepted Applications

Applications which fit within the District's stated capacity standards shall be provisionally accepted, in writing, with the notification letter stating a reasonable timeline by which the student shall enroll in the District by taking the steps detailed in the letter, including submission of all required documents. If the student fails to enroll within the stated timeline, or if all necessary steps to complete the enrollment are not taken, or examination of the documentation indicates the applicant does not meet the District's stated capacity standards, the acceptance shall be null and void.

A student, whose application has been accepted and who has enrolled in the District, is eligible to continue enrollment until completing his/her secondary education. Continued enrollment is conditioned upon the student meeting applicable statutory and District policy requirements. Any student who has been accepted under choice and who either fails to initially enroll under the timelines and provisions provided in this policy or who chooses to return to his/her resident district voids the transfer and must reapply if, in the future, the student seeks another school choice transfer. A subsequent transfer application will be subject to the capacity standards applicable to the year in which the application is considered by the District.

A present or future sibling of a student who continues enrollment in this District may enroll in the District by submitting a Standard School Choice application. Applications of siblings of presently enrolled choice students are subject to the provisions of this policy including the capacity standards applicable to the year in which the sibling's application is considered by the District. A sibling who enrolls in the District through Standard School choice is eligible to remain in the District until completing his/her secondary education.

Students whose applications have been accepted and who have enrolled in the district shall not be discriminated against on the basis of gender, national origin, race, ethnicity, religion, or disability.

### Rejected Applications

The District may reject an application for a transfer into the District under Standard School Choice due to a lack of capacity. However, the decision to accept or reject an application may not be based on the student's previous academic achievement, athletic or other extracurricular ability, English proficiency level, or previous disciplinary proceedings other than a current expulsion.

An application may be provisionally rejected if it is for an opening that was included in the District's capacity resolution, but was provisionally filled by an earlier applicant. If the provisionally approved applicant subsequently does not enroll in the District, the provisionally rejected applicant could be provisionally approved and would have to meet the acceptance requirements to be eligible to enroll in the district.

Rejection of applications shall be in writing and shall state the reason(s) for the rejection. A student whose application was rejected may request a hearing before the State Board of Education to reconsider the application which must be done, in writing to the State Board within ten (10) days of receiving the rejection letter from the District.

Any applications that are denied due to the student's resident district reaching the three percent (3%) limitation cap shall be given priority for a choice transfer the following year in the order that the District received the original applications.

### Transfers Out of the District

All Standard School Choice applications shall be granted unless the approval would cause the District to have a net enrollment loss (students transferring out minus those transferring in) of more than three percent (3%) of the average daily membership on October 15 of the immediately preceding year. By December 15 of each year, ADE shall determine and notify the District of the net number of allowable choice transfers. For the purpose of determining the three percent (3%) cap, siblings are counted as one student, and students are not counted if the student transfers from a school or district in:

- Academic Distress under either A.C.A. § 6-15-430(c)(1) or A.C.A. § 6-18-227; or
- Facilities Distress under A.C.A. § 6-21-812.

If, prior to July 1, the District receives sufficient copies of requests from other districts for its students to transfer to other districts to trigger the three percent (3%) cap, it shall notify each district the District received Standard School Choice applications from that it has tentatively reached the limitation cap. The District will use confirmations of approved choice applications from receiving districts to make a final determination of which applications it received that exceeded the limitation cap and notify each district that was the recipient of an application to that effect.

### Facilities Distress School Choice Applications

There are a few exceptions from the provisions of the rest of this policy that govern choice transfers triggered by facilities distress. Any student attending a school district that has been identified as being in facilities distress may transfer under the provisions of this policy, but with the following four (4) differences.

- The receiving district cannot be in facilities distress;
- The transfer is only available for the duration of the time the student's resident district remains in distress;
- The student is not required to meet the June 1 application deadline; and
- The student's resident district is responsible for the cost of transporting the student to this District's school.

### **Opportunity School Choice**

#### Transfers Into or Within the District

For the purposes of this section of the policy, a "lack of capacity" is defined as when the receiving school has reached the maximum student-to-teacher ratio allowed under federal or state law, the ADE Rules for the Standards of Accreditation, or other applicable rules. There is a lack of capacity if, as of the date of the application for Opportunity School Choice, ninety-five percent (95%) or more of the seats at the grade level at the nonresident school are filled.

Unless there is a lack of capacity at the District's school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student who is enrolled in or assigned to a school classified by the ADE to be in academic distress is eligible to transfer to the school closest to the student's legal residence that is not

in academic distress. The student's parent or guardian, or the student if over the age of eighteen (18), must successfully complete the necessary application process by July 30 preceding the initial year of desired enrollment.

Within thirty (30) days from receipt of an application from a student seeking admission under this section of the policy, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, whether the Opportunity School Choice application has been accepted or rejected. The notification shall be sent via First-Class Mail to the address on the application.

If the application is accepted, the notification letter shall state the deadline by which the student must enroll in the receiving school or the transfer will be null and void.

If the District rejects the application, the District shall state in the notification letter the specific reasons for the rejection. A parent or guardian, or the student if the student is over eighteen (18) years of age, may appeal the District's decision to deny the application to the State Board of Education. The appeal must be in writing to the State Board of Education via certified mail, return receipt requested, no later than ten (10) calendar days, excluding weekends and legal holidays, after the notice of rejection was received from the District.

A student's enrollment under Opportunity School Choice is irrevocable for the duration of the school year and is renewable until the student completes high school or is beyond the legal age of enrollment. This provision for continuing eligibility under Opportunity Choice does not negate the student's right to apply for transfer to a district other than the student's assigned school or resident district under the Standard School Choice provisions of this policy.

The District may, but is not obligated to provide transportation to and from the transferring district.

#### Transfers out of, or within, the District

If a District school or the District has been classified by the ADE as being in academic distress the District shall timely notify the parent, guardian, or student, if the student is over eighteen (18) years of age, as soon as practicable after the academic distress designation is made of all options available under Opportunity Choice. The District shall offer the parent or guardian, or the student if the student is over eighteen (18) years of age, an opportunity to enroll the student in any public school or school district that has not been classified by the ADE as a public school or school district in academic distress.

Additionally, the District shall request public service announcements to be made over the broadcast media and in the print media at such times and in such a manner as to inform parents or guardians of students in adjoining districts of the availability of the program, the application deadline, and the requirements and procedure for nonresident students to participate in the program.

#### **SCHOOL SUPPLIES:**

Each teacher will furnish his/her students with an exact list of supplies needed for the school year. These supplies are modestly priced and easy to obtain. Most items are available daily through our school store—Pyron Elementary Old School Store.

#### **SEARCH AND SEIZURE AND INTERROGATIONS:**

Pyron and the District respect the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the District in order to promote an environment conducive to student learning. The Superintendent, principals, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable and individualized suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

School property shall include, but not be limited to, lockers, desks, and parking lots, as well as personal effects left there by students. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness, however, searches may be done at any time with or without notice or the student's consent. A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

The Superintendent, principals, and their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs.

A school official of the same sex shall conduct personal searches with an adult witness of the same sex present.

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis on student enrollment forms.

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an afterhours telephone number.

### **SELECTION OF LIBRARY/MEDIA CENTER and INSTRUCTIONAL MATERIALS:**

The ultimate authority for the selection and retention of materials for the schools' media centers rests with the Board of Education which shall serve as a final arbiter in resolving a challenge to any media center materials. Licensed media center personnel shall make the initial selections in consultation with school and district licensed staff. Materials selected shall be in accordance with the guidelines of this policy.

The purpose of the schools' libraries/media centers is to supplement and enrich the curriculum and instruction offered by the District. Promoting the dialogue characteristic of a healthy democracy necessitates the maintenance of a broad range of materials and information representing varied points of view on current and historical issues. In the selection of the materials and resources to be available in each library/media center, consideration will be given to their age appropriateness. Materials should be available to challenge students' different interests, learning styles, and reading levels that will help them attain the District's educational goals. For more information about our library or the Accelerated Reader booklist, please visit our website at [www.csdar.org](http://www.csdar.org).

**Selection Criteria for Media Center:** The criterion used in the selection of media center materials includes the following:

1. Support and enhance the curricular and educational goals of the district
2. Are appropriate for the ages, learning styles, interests, and maturity of the schools' students, or parents in the case of parenting literature
3. Contribute to the examination of issues from varying points of view and help to broaden students understanding of their rights and responsibilities in our society
4. Help develop critical thinking skills
5. Are factually and/or historically accurate, in the case of non-fiction works and/or serve a pedagogical purpose
6. Have literary merit as perceived by the educational community
7. Are technically well produced, physically sound (to the extent appropriate), and represent a reasonably sound economic value

**Selection of Instructional Materials:** Instructional and supplemental materials are selected for their compatibility with the District's educational program and their ability to help fulfill the District's educational goals and objectives.

**Retention and Continuous Evaluation:** Media center materials shall be reviewed regularly to ensure the continued appropriateness of the center's collection to the school's curriculum and to maintain the collection in good repair. Those materials no longer meeting the selection criteria, have not been used for a long period of time, or are too worn to be economically repaired shall be withdrawn from the collection and disposed of.

**Gifts:** Gifts to the media centers shall be evaluated to determine their appropriateness before they are placed in any media center. The evaluation shall use the same criteria as for all other materials considered for inclusion in the media centers. Any items determined to be unacceptable shall be returned to the donor or disposed of at the discretion of the media specialist.

**Challenges to media center selections:** The parent of a student affected by a media selection, a District employee, or any other resident of the district may formally challenge the appropriateness of a media center selection by following the procedure outlined in this policy. The challenged material shall remain available throughout the challenge process.

Before any formal challenge can be filed, the individual contesting (hereinafter complainant) the appropriateness of the specified item shall request a conference with the principal and the licensed media center employee in the building. The complainant shall be given a copy of this policy and the *Request for Formal Reconsideration Form* prior to the conference. The meeting shall take place at the earliest possible time of mutual convenience, but in no case later than five (5) working days from the date of the request unless it is by the choice of the complainant.

In the meeting, the principal or media specialist shall explain the selection criteria and how the challenged material fits the criteria. The complainant shall explain his/her reasons for objecting to the selected material. If, at the completion of the meeting, the complainant wishes to make a formal challenge to the selected material, he/she may do so by completing the *Request for Formal Reconsideration Form* and submitting it to the principal's office.

To review the contested media, the principal shall select a committee of five (5) or seven (7) licensed personnel including: of the principal as chair, director of instruction, and the building media specialist. The remaining committee members shall be personnel with curriculum knowledge appropriate for the material being contested and representative of diverse viewpoints. The task of the committee shall be to determine if the challenged material meets the criteria of selection. No material shall be withdrawn solely for the viewpoints expressed within it and shall be reviewed in its entirety and not selected portions taken out of context.

The principal shall convene a meeting after a reasonable time for the committee members to adequately review the contested material and the *Request for Formal Reconsideration Form* submitted by the complainant. The complainant shall be allowed to present the complaint to the committee after which time the committee shall meet privately to discuss the material. The committee shall vote by secret ballot to determine whether the contested material shall be removed from the media center's collection. A member from the voting majority shall write a summary of the reasons for their decision. A notice of the committee's decision and the summary shall be given (by hand or certified mail) to the complainant.

If the decision is to not remove the material, the complainant may appeal the committee's decision to the district Board of Directors by filing a written appeal to the Superintendent within five (5) working days of the committee's decision or of written receipt of the decision. The Superintendent shall present the original complaint and the committee's decision along with the summary of its reasons for its position plus a recommendation of the administration, if so desired, to the Board within fifteen (15) days of the committee's decision. The Board shall review the material submitted to them by the Superintendent and make a decision within thirty (30) days of receipt of the information. The Board's decision is final.

**Challenge to Instructional/Supplemental Materials:** Individuals wishing to challenge or express concerns about instructional or supplemental materials may do so by filling out a *Challenge to Instructional Material* form available in the school's office.

The contesting individual may present a copy of the form to the principal and request a conference be held at a time of mutual convenience. Prior to the conference, the principal shall consult with the teacher regarding the contested material. In the conference, the principal shall explain to the contesting individual the criteria used for the selection of the material and its relevancy to the educational program as well as any other pertinent information in support of the use of the material.

Following the conclusion of the meeting, the principal shall have five (5) working days to submit a summary of the concerns expressed by the individual and the principal's response to those concerns to the Superintendent<sup>1</sup>.

If the contesting individual is not satisfied with the principal's response, the individual may, after the five (5) working day period, request a meeting with the Superintendent where the individual shall present the same *Challenge to Instructional Material* form previously presented to the principal. The Superintendent shall explain to the contesting individual the criteria used for the selection of the material and its relevancy to the educational program as well as any other pertinent information in support of the use of the material.<sup>2</sup>

Following the conclusion of the meeting, the Superintendent shall have five (5) working days to write a summary of the concerns expressed by the individual and the Superintendent's response to those concerns. The Superintendent shall create a file of his/her response along with a copy of the principal's response and a copy of the contesting individual's *Challenge to Instructional Material* form.

If, after meeting with the Superintendent, the contesting individual is not satisfied with the Superintendent's response regarding the appropriateness of the instructional or supplemental material, he/she may appeal the Superintendent's decision to the Board. The Superintendent shall present the contesting individual's *Challenge to Instructional Material* form to the Board at the next regularly scheduled meeting along with the written responses to the challenge. The Board may elect, if it so chooses, to hear brief verbal presentations from the parties involved in the challenge.

The Board shall decide at that meeting or their next regularly scheduled meeting whether to retain the material, limit the availability of the material, or remove the material from the school. The Board's primary consideration in reaching its decision shall be the appropriateness of the material for its intended educational use.

**REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL OR SUPPLEMENTAL MATERIALS**

Name: \_\_\_\_\_

Date submitted: level one \_\_\_\_\_ level two \_\_\_\_\_ level three \_\_\_\_\_

Instructional material being contested:

\_\_\_\_\_  
\_\_\_\_\_

Reasons for contesting the material (be specific):

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What is your proposed resolution? \_\_\_\_\_

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Signature of receiving principal \_\_\_\_\_

Signature of curriculum coordinator \_\_\_\_\_

Signature of Superintendent \_\_\_\_\_

Date Adopted: 3-15-2010

Last Revised:

**REQUEST FOR FORMAL RECONSIDERATION FORM**

Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Media Center material being contested:

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Reasons for contesting the material. (Be specific about why you believe the material does not meet the selection criteria listed in policy (*Selection of Library/Media Center Materials*):

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What is your proposed resolution?

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Signature of receiving principal: \_\_\_\_\_

Signature of Superintendent (if appealed): \_\_\_\_\_



## **SERVICE ANIMAL IN DISTRICT FACILITIES**

In accordance with the provisions of the Americans with Disabilities Act, service dogs and trained miniature horses<sup>1</sup> (hereinafter referred to as service animals) are permitted for use by individuals with disabilities on district property and in district facilities provided the individuals and their animals meet the requirements and responsibilities covered in this policy.

When an individual with a disability seeks to bring a service animal into a district facility, the district is entitled to ask the individual if the animal is required because of a disability and what work or task the animal has been trained to perform.<sup>2</sup> The district is not entitled to ask for documentation that the animal has been properly trained, but the individual bringing the animal into a district facility will be held accountable for the animal's behavior.

Any service animal brought into a district facility by an individual with a disability must have been trained to do work or perform tasks for the individual. The work or tasks performed by the service animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this policy.

Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of a public entity's facilities where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go.

A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control by means of voice control, signals, or other effective means.

District staff may ask an individual with a disability to remove a service animal from the premises if:

- (1) The animal is out of control and the animal's handler does not take effective action to control it; or
- (2) The animal is not housebroken.

If the district excludes a service animal due to the reasons listed above, the district shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises.

The District and its staff are not responsible for the care or supervision of a service animal brought onto district property or into district facilities by an individual with a disability.

The District shall not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets.

**SMART START and COMMON CORE INITIATIVE:**

The Arkansas Department of Education initiated Smart Start during the 1998-1999 school year. This initiative is based on the premise that "all children will meet or exceed grade level requirements in reading and mathematics by Grade 4." Smart Start represents a comprehensive plan for student achievement. It focuses on strong accountability with an emphasis on well-defined, high education standards in reading and math. Performance standards of Advanced, Proficient, Basic and Below Basic have been created to assess student achievement. Advanced and Proficient levels are considered mastery of basic skills and more complex abilities to apply those skills in a variety of problem solving situations. Basic and Below Basic levels are considered not having mastered basic skills needed for that grade level and not considered as passing. Students scoring below 70% have not mastered the basic skills of that grade level and will be considered for retention.

What are the Common Core State Standards? The Common Core State Standards (CCSS) are a set of shared K-12 learning expectations for students in English language arts and mathematics. The standards are the result of a state-led effort coordinated by the National Governor's Association (NGA) and the Council of Chief State School Officers (CCSSO). The CCSS for grades K-12 were developed in collaboration with a variety of stakeholders including content experts, state education leaders, teachers, school administrators, and parents. The Common Core State Standards provide a consistent, clear understanding of what students are expected to learn in K-12 mathematics and English language arts. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. The CCSS supports the college and career ready expectations. More details are available at [www.arkansased.org](http://www.arkansased.org).

**SPECIAL EDUCATION:**

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in state and federal statutes which govern special education. Implementation of an Individualized Education Program (IEP) in accordance with the IDEA satisfies the district's obligation to provide a free and appropriate education under Section 504.

The Board directs the superintendent to ensure procedures are in place for the implementation of special education services and that programs are developed to conform to the requirements of state and federal legislation. The superintendent is responsible for appointing a district coordinator for overseeing district fulfillment of its responsibilities regarding handicapped students. Among the coordinator's responsibilities shall be ensuring district enforcement of the due process rights of handicapped students and their parents.

The district shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, required under the Individuals With Disabilities Education Act ("IDEA"), Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and Arkansas Statutes.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

**STUDENT ASSAULT OR BATTERY:**

A student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). Any gestures, vulgar, abusive or insulting language, taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs.

Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common understanding, is calculated to: a) cause a breach of the peace; b) materially and substantially interfere with the operation of the school; c) arouse the person to whom it is addressed to anger to the extent likely to cause imminent retaliation. Students guilty of such an offense may be subject to legal proceedings in addition to student disciplinary measures.

**STUDENT AWARDS PROGRAM:**

Students receive special recognition at school through a variety of awards programs. These awards are intended to promote and recognize high academic standards and achievement, perfect attendance, and good citizenship. "Something to Roar About" and teacher notes are given for classroom contribution and individual improvement. The "Cubs with Character" program promotes good citizenship, cooperation, self-control, responsibility, high academic achievement and perfect attendance. Students may also be recognized for excellence in the Accelerated Reader program.

**STUDENT DISCIPLINE:**

The Clarksville Board of Education has a responsibility to protect the health, safety, and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school sponsored function, activity, or event; going to and from school or a school activity.

The District's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and including expulsion. Such acts could include, but are not limited to, a felony or an act that would be considered a felony if committed by an adult, an assault or battery, drug law violations, or sexual misconduct of a serious nature. Any disciplinary action pursued by the District shall be in accordance with the student's appropriate due process rights.

Teachers have the authority and responsibility to maintain discipline in the classroom and at school events on or off campus. School discipline policies will be consistently enforced. When a student is having a problem the teacher may do one or more of the following: conference with the student, conference with the parent, use classroom disciplinary procedures, or refer the student directly to the building principal.

All teachers are responsible for the supervision of the behavior of all students in the school. This includes not only students who are regularly assigned to the teacher, but all students with whom he/she comes in contact. Students are to follow the request of any teacher or staff member. Behavior expected from students at school is a combination of common courtesy, safety considerations and abiding by the rules and regulations established by the Board of Education and Pyron Elementary School. The following types of conduct are never permissible:

1. Fighting
2. Defiance/disrespect of school staff
3. Use of profanity
4. Refusal to prepare assignments or to participate in class
5. Leaving school grounds without permission
6. Indecent exposure and/or sexual harassment
7. Persistent disregard for school rules
8. Repeated aggressive behavior/threatening others

The above are considered serious infractions of proper conduct. At the discretion of the principal, punishment for prohibited conduct could result in consequences ranging from a verbal reprimand to a recommendation of expulsion.

Disciplinary action includes, but is not limited to, student reprimand, recess restriction, parent conference, corporal punishment, after school detention, in-school or out-of-school suspension, or expulsion.

The District's student discipline policies shall be distributed to each student during the first week of school each year and to new students upon their enrollment. Each student's parent or legal guardian shall sign and return to the school an acknowledgement form documenting that they have received the policies.

It is required by law that the principal or the person in charge report to the police any incidents the person has personal knowledge of or has received information leading to a reasonable belief that a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under

school supervision. If the person making the report is not the Superintendent, that person shall also inform the Superintendent of the incident. Additionally, the principal shall inform any school employee or other person who initially reported the incident that a report has been made to the appropriate law enforcement agency. The Superintendent or designee shall inform the Board of Directors of any such report made to law enforcement.

The Clarksville School District and Pyron Elementary School reserve the right to pursue legal or disciplinary action for behavior that is subversive to good order and discipline in the school even though such behavior may not be specified in this handbook.

### **Corporal Punishment:**

The Clarksville School Board authorizes the use of corporal punishment to be administered in accordance with this policy by the Superintendent or his/her designated staff members who are required to have a state-issued certificate as a condition of their employment.

Prior to the administration of corporal punishment, the student receiving the corporal punishment shall be given an explanation of the reasons for the punishment and be given an opportunity to refute the charges.

All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, and shall be administered in the presence of another certified staff member as a witness, shall not be excessive, or administered with malice.

### **In-School and Out-of-School Suspension:**

A student may be suspended from school for inappropriate conduct as listed in the conduct section of this book or for other conduct that would impair the discipline in the school or harm other students or school personnel. The authority to suspend a student is delegated to the school principal, but all cases must be reported to the superintendent. Students are responsible for their conduct that occurs:

- At any time on the school grounds;
- Off school grounds at a school-sponsored function, activity, or event; and
- Going to and from school or a school activity.

Suspension is the prohibition of a student from entering the school or the school grounds (except for a prearranged conference with an administrator) for a period of time set by the principal of the school or superintendent. Suspensions normally will not be longer than ten (10) school days, including the day on which the offense occurred. Make-up work will not be allowed. Students shall receive an unexcused absence for each day of out of school suspension. A student shall receive a zero (0) for each test and/or assignment missed.

In-school suspension shall be treated as if the student was present at school. During the period of their suspension, students serving in-school suspension shall not attend any school-sponsored activities during the imposed suspension nor shall the student participate in any school-sponsored activities.

The goal of 'In-School' suspension (ISS) is to provide a supervised setting in which students, who behave unacceptably in the regular classroom, including those who would ordinarily be suspended from school, have the opportunity to keep up their class assignments for credit and maintain their school attendance. Work completed in ISS will be graded and recorded in the grade book as if the student were in the classroom.

Placement of a student in ISS will be based on disciplinary infractions not associated with a handicapping condition. Behavioral problems leading to placement shall include, but is not limited to, disruptive behavior that interferes with the educational process, behavior that threatens the general welfare of others, chronic incomplete or missing assignments, or reoccurring incidents of a disruptive or insubordinate nature while the student is under the jurisdiction of the school. This could occur in or out of the classroom.

The building administrator will assign students to ISS. Students may be assigned to ISS from one to ten school days. Extra days may be assigned by the building principal/assistant principal for continued misbehavior or incomplete assignments.

Guidelines of the In School Suspension Program:

1. Students will report to the principal's office the first day of their ISS assignment. They will then be taken to the ISS classroom.
2. Students in ISS are not allowed on any district campus after school hours, including other school campuses. Students may NOT attend or participate in any school function while assigned to ISS. This includes athletic events, concerts, plays, dances, etc.
3. Students will courteously and immediately obey the direct, reasonable requests of school employees. There will be no communication between students unless the ISS teacher grants permission.
4. All ISS students will have lunch at the same time. All students will have the choice of eating the cafeteria lunch or bringing their own, but will all eat together in the cafeteria.
5. There will be no food, drink, or gum allowed in ISS.
6. Students will be responsible for bringing all necessary materials to complete assignments.
  - a) Students will complete all assignments received from their classroom teacher or the ISS teacher.
  - b) Students will receive an assignment sheet per day from their regular classroom teacher. Completed assignments will be stapled to this sheet and returned each day.
  - c) When daily assignments are completed, the ISS teacher will assign other class work.
  - d) When a test is scheduled, the student will leave their booth and move to a table or desk near the ISS teacher. When the test is completed, the student will return to their booth.
7. The grading scale for assignments and tests given in ISS will be the same as the scale used in the regular classroom. Students' grades or absences from the regular classroom will not be penalized.
8. Students will be required to adhere to the following rules while in ISS:
  - a) Students will raise their hand if they need assistance. **Do Not Turn Around.**
  - b) Face the wall at all times. Do not turn to see who may be entering or leaving the classroom.
  - c) Sit upright in the chair at all times. Good posture is expected.
  - d) Keep chair legs on the floor at all times.
  - e) Keep feet on the floor at all times.
  - f) Keep shoes on at all times.
  - g) No sleeping is allowed.
  - h) Keep head up at all times. Do not place head on hands, arms, or desk at any time.
  - i) Remember that ISS is a place to WORK at your studies.

One student at a time will be allowed in the restroom. Restroom breaks will be scheduled before, during and after lunch. Emergency usage may be granted at the discretion of the ISS teacher.

Students will dress according to the dress code of the school district/ building.

No visitors, other than parents with emergencies, are allowed at any time. Parents must check in with the building principal prior to going to the ISS classroom.

Parents are to notify the principal or ISS teacher between 7:40-8:05 a.m. if their child is going to be absent. When the student returns, he/she must bring a note from his/her parents to the ISS teacher explaining the reason for the absence. If the absence is deemed unexcused, the student will receive a zero (0) for that day's work and must make up that day in ISS.

Failure to comply with the rules and regulations of the ISS program could result in extra days being assigned, recommendation for suspension, or recommendation for expulsion. Students already assigned to ISS will not be allowed to return to their regular classes until they have successfully completed their days in the ISS classroom.

No marking, writing, scratching on, or defacing property. Each booth will be checked daily and the student will not be released unless or until it is clean. A charge will be assessed for repair of damaged property. Students will re-enter the regular classroom based on the student's progress and the conference between the student, parents and the building principal. All assigned work must be completed before re-entrance may take place.

Prior to an ISS assignment, a parent or guardian of any student may request in writing that their child be suspended out of school in lieu of ISS with the following penalties:

No credit or make-up work will be given during the suspension. The student will receive a grade of zero (0) for all work missed.

Parents/Guardians must accompany the student upon his/her return to school for a review of the student's total school status.

Students will not be allowed on any district campus during their suspension.

Students will not be allowed to participate in or attend any school activity until they have returned to school and completed a full day in their regular classes.

Out-of-school suspension is the prohibition of a student from entering the school or school grounds (except for a prearranged conference with an administrator) for a period of time set by the principal of the school or the Superintendent. Suspensions normally will not be longer than ten (10) school days, including the day on which the offense occurred.

Suspensions from school are given by the principal for the very worst infractions or repeated infractions of school rules and policy. Teachers cannot give suspensions. Parents may be required to meet with the principal before a student can be reinstated in school.

Suspensions are given only as a last resort. It signifies that the student's behavior has been so disruptive that the only reasonable way to deal with the situation is to remove the student from the school environment. For actions that place other students or teachers in physical danger, the principal may give suspension with a recommendation for expulsion.

The district shall keep a log of contacts attempted and made to the parent or legal guardian. During the period of their suspension, students serving out-of-school suspensions shall not be permitted on campus except to attend a student/parent/administrator conference.

***Make-up work will not be allowed for an out-of-school suspension. Students will receive an unexcused absence for each day of out-of-school suspension. A student will receive a zero (0) for each test and/or assignment missed.***

### **Expulsion:**

The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct deemed to be of such gravity that suspension would be inappropriate, or where the student's continued attendance at school would disrupt the orderly learning environment or would pose an unreasonable danger to the welfare of other students or staff.

The Superintendent or his/her designee shall give written notice to the parents or legal guardians (mailed to the address reflected on the District's records) that he/she will recommend to the Board of Education that the student be expelled for the specified length of time and state the reasons for the recommendation to expel. The notice shall give the date, hour, and place where the Board of Education will consider and dispose of the recommendation.

The hearing shall be conducted not later than ten (10) school days<sup>1</sup> following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation.

The President of the Board, Board attorney, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. Both the district administration and School Board also may be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, or student if age 18 or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

During the hearing, the Superintendent, or designee, or representative will present evidence, including the calling of witnesses, that gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the

student. Formal cross-examination will not be permitted. However, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

Except as permitted by policy 4.22, the Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property.<sup>2</sup> The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The Superintendent and the Board of Education shall complete the expulsion process of any student that was initiated because the student possessed a firearm or other prohibited weapon on school property regardless of the enrollment status of the student.

### **STUDENT HANDBOOK:**

It shall be the policy of the Clarksville school district that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this district. In the event that there is a conflict between the student handbook and a general board policy or policies, the more recently adopted language will be considered binding and controlling on the matter provided the parent(s) of the student, or the student if 18 years of age or older have acknowledged receipt of the controlling language.

Principals shall review all changes to student policies and ensure that such changes are provided to students and parents, either in the Handbook or, if changes are made after the handbook is printed, as an addendum to the handbook.

Principals and counselors shall also review Policies 4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2010-11, 2011-12, AND 2012-13 and 4.45.1—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2013-14 AND ALL CLASSES THEREAFTER and the current ADE Standards for Accreditation Rules to ensure that there is no conflict. If a conflict exists, the Principal and/or Counselor shall notify the Superintendent and Curriculum Coordinator immediately, so that corrections may be made and notice of the requirements given to students and parents.

### **STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE:**

#### **Student Publications:**

All publications that are supported financially by the school or by use of school facilities, or are produced in conjunction with a class shall be considered school-sponsored publications. School publications do not provide a forum for public expression. Such publications, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial control of the District's administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations.

1. Advertising may be accepted for publications that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorse such things as tobacco, alcohol, or drugs.
2. Publications may be regulated to prohibit writings which are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
3. Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, sexual activity, or conduct otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.
4. Prohibited publications include:
  - a. Those that are obscene as to minors;
  - b. Those that are libelous or slanderous, including material containing defamatory falsehoods about public figures or government officials, which are made with knowledge of their falsity or reckless disregard of the truth;
  - c. Those that constitute an unwarranted invasion of privacy as defined by state law;

- d. Publications that suggest or urge the commission of unlawful acts on the school premises;
- e. Publications which suggest or urge the violation of lawful school regulations;
- f. Hate literature that scurrilously attacks ethnic, religious, or racial groups.

### **Student Publications on School Web Pages:**

Student publications that are displayed on school web pages shall follow the same guidelines as listed above plus they shall:

1. Not contain any non-educational advertisements. Additionally, student web publications shall;
2. Not contain any personally identifying information, as defined by "Directory Information" in policy (Privacy of Student Records), without the written permission of the parent of the student or the student if over eighteen (18);
3. State that the views expressed are not necessarily those of the School Board or the employees of the district.

### **Non-school Publications:**

The school principal or his designee shall review non-school publications prior to their distribution and will bar from distribution those materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that disruption will likely result from the distribution.

### **Distribution of Literature:**

The school principal or designee shall establish reasonable regulations governing the time, place, and manner of student distribution of literature.

The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of literature;
3. Allow no interference with classes or school activities;
4. Specify times and places where distribution may and may not occur; and
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.

The Principal, along with the student publications advisors, shall develop administrative regulations for the implementation of this policy. The regulations shall include definitions of terms and timelines for the review of materials.

### **STUDENT RECORDS:**

Except when a court order regarding a student has been presented to the district to the contrary, all students' education records are available for inspection and copying by the parent of his/her student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. A student's parent or the student, if over the age of 18, requesting to review the student's education records will be allowed to do so within no more than forty five (45) days of the request. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

The district shall receive written permission before releasing education records to any agency or individual not authorized by law to receive and/or view the education records without prior parental permission. The District shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of, personally identifiable information (hereinafter "PII") from the education records of each student. Disclosure of education records is authorized by law to school officials with legitimate educational interests. A personal record kept by a school staff member is **not** considered an education record if it meets the following tests.

- it is in the sole possession of the individual who made it;
- it is used only as a personal memory aid; and
- information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute.

For the purposes of this policy a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

For the purposes of this policy a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility, contracted duty, or duty of elected office.

The District discloses PII from an education record to appropriate parties, including parents, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The superintendent or designee shall determine who will have access to and the responsibility for disclosing information in emergency situations.

When deciding whether to release PII in a health or safety emergency, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.<sup>2</sup>

For purposes of this policy, the Clarksville School District does not distinguish between a custodial and noncustodial parent, or a non-parent such as a person acting in loco parentis or a foster parent with respect to gaining access to a student's records. Unless a court order restricting such access has been presented to the district to the contrary, the fact of a person's status as parent or guardian, alone, enables that parent or guardian to review and copy his child's records.

If there exists a court order which directs that a parent not have access to a student or his records, the parent, guardian, person acting in loco parentis, or an agent of the Department of Human Services must present a file-marked copy of such order to the building principal and the superintendent. The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys and the court which issued the order.

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student's file must be initiated with the building principal, with an appeal available to the Superintendent or his designee. The challenge shall clearly identify the part of the student's record the parent wants changed and specify why he/she believes it is inaccurate or misleading. If the school determines not to amend the record as requested, the school will notify the requesting parent or student of the decision and inform them of their right to a hearing regarding the request for amending the record. The parent or eligible student will be provided information regarding the hearing procedure when notified of the right to a hearing.<sup>3</sup>

Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, "directory information" about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance,<sup>45</sup> his/her placement on the honor role (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. "Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student's ID badge,

provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user,

A student's name and photograph will only be displayed on the district or school's web page(s) after receiving the written permission from the student's parent or student if over the age of 18.

The form for objecting to making directory information available is located on page 36 and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year or the date the student is enrolled for school. Failure to file an objection by that time is considered a specific grant of permission. The district is required to continue to honor any signed-opt out form for any student no longer in attendance at the district.

The right to opt out of the disclosure of directory information under FERPA does not prevent the District from disclosing or requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled.

Parents and students over the age of 18 who believe the district has failed to comply with the requirements for the lawful release of student records may file a complaint with the U.S. Department of Education at

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

### **STUDENT SAFETY:**

The board recognizes that the safety of students is of paramount importance. The Superintendent is directed to plan programs and activities to provide the safest environment possible.

Playground equipment will meet safety standards set by the Arkansas School Safety Association, installed under the direction of the school principal, and meet the approval of the District maintenance supervisor.

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted no fewer than three (3) times per year with at least one each in the months of September, January, and February. Students who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.

The District shall annually conduct an active shooter drill and school safety assessment for all District schools in collaboration with local law enforcement and emergency management personnel. The training will include a lockdown exercise with panic button alert system training. Students will be included in the drills to the extent that is developmentally appropriate for the age of both the students and grade configuration of the school.

Drills may be conducted during the instructional day or during non-instructional time periods.

Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event of violence, terrorist attack, natural disaster, other emergency, or the District's Panic Button Alert System. Students shall be included in the drills to the extent practicable.

The district's Panic Button Alert System meet the following requirements:

- a) Connect the caller with 911 while simultaneously notifying designated on-site personnel;
- b) Directly integrate into the existing statewide Smart911 system.
- c) Be available for use as a smartphone application and have a mechanism for panic notifications to be triggered by non-smartphone wireless callers and landline callers; and
- d) Be limited to users designated, approved, and confirmed by school administrators.

Smart911 is required to provide a way for schools to geo-fence the school campus and provide and manage floor plans and other documents to assist emergency responders when they automatically display during a 911 call. Districts are responsible for keeping the floor plans and pertinent emergency contact information for the statewide Smart911 system.

**STUDENT SEXUAL HARRASSMENT:**

The Clarksville School District is committed to having an academic environment in which all students are treated with respect and dignity. Student achievement is best attained in an atmosphere of equal educational opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated.

Believing that prevention is the best policy, the District will periodically inform students and employees about the nature of sexual harassment, the procedures for registering a complaint, and the possible redress that is available. The information will stress that the district does not tolerate sexual harassment and that students can report inappropriate behavior of a sexual nature without fear of adverse consequences. The information will take into account and be appropriate to the age of the students.

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment as defined in this policy. Any student found, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion.

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature made by someone under any of the following conditions:

1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile, or offensive academic environment.

The terms "intimidating," "hostile," and "offensive" include conduct of a sexual nature which has the effect of humiliation or embarrassment and is sufficiently severe, persistent, or pervasive that it limits the student's ability to participate in, or benefit from, an educational program or activity.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are not limited to, the following: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the student self-identifies as homosexual; and spreading rumors related to a person's alleged sexual activities.

Students who believe they have been subjected to sexual harassment, or parents of a student who believes their child has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will assist them in the complaint process. Under no circumstances shall a student be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment.

To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form.

Students who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion.

Individuals, who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion.

### **STUDENT VISITORS:**

The board strongly believes that the purpose of school is for learning. *Social visitors*, generally, disrupt the classroom and interfere with learning that should be taking place. Therefore, visiting with students at school is strongly discouraged, unless approved by the principal and scheduled in advance. This includes visits made by former students, friends, and/or relatives of teachers or students. Any visitation to the classroom shall be allowed only with the permission of the school principal and **all visitors must first register at the office.**

### **STUDY SKILLS:**

Specific skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class prepared with pencil, paper, and other necessary materials.
2. Be an active participant in class. Listen well and take part in class.
3. Ask questions to clarify or for understanding.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible. Just "getting by" is not a worthwhile goal.

### **SUBSTITUTE TEACHERS:**

A substitute teacher will periodically teach students. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergency. Students are expected to be extra courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately.

### **SUPERVISION OF STUDENTS:**

School staff will supervise the playground/building during all scheduled play times. The playground/building is not supervised prior to 7:35 a.m. or after 3:35 p.m. Students are **expected to arrive at school and leave after dismissal in accordance with 8:05 a.m. start time and 3:05 p.m. dismissal** unless they are participating in the after school tutoring program (CUB club) or under the supervision of an adult.

### **TECHNOLOGY:**

**Cyber bullying:** Cyber bullying means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment. Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose; The forwarding of any electronic act, as defined in this policy, will also be considered bullying.

### **Home Access Center (HAC):**

The Clarksville School District is pleased to announce that the Home Access Center is available to you. You have the opportunity to go on line to check your child's information on the following areas: assignments, attendance, discipline, and grades. Parents of students in grades 1-12 are issued a login and password at the beginning of each school year. Parents may login and change their password to whatever they would like it to be. Students in grades 10-12 will also be issued a login and password.

Simply use your web browser and use the following steps to access information:

1. <https://hac24.eschoolplus.k12.ar.us/homeaccess24/>
2. Please select Clarksville from the district drop down menu.
3. Enter your login name
4. Enter your password
5. It is the responsibility of the parents and students to keep up with their login and passwords.

Parents or students with questions or problems concerning the Home Access Center may e-mail Mr. Steve Ziegler at [steve.ziegler@cstdar.org](mailto:steve.ziegler@cstdar.org) or Jessica Key at [Jessica.key@cstdar.org](mailto:Jessica.key@cstdar.org).

**Internet Use:** The Clarksville School District makes computers and/or computer Internet access available to students, to permit students to perform research and to allow students to learn how to use computer technology. Use of district computers is for educational and/or instructional purposes only. It is the policy of this school district to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors. For the purposes of this policy "harmful to minors" is defined as any picture, image, graphic image file, or other visual depiction that--

- (A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- (B) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- (C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

## **INTERNET SAFETY AND ELECTRONIC DEVICE USE**

### **Definition**

For the purposes of this policy, "electronic device" means anything that can be used to transmit or capture images, sound, or data.

The District makes electronic device(s) and/or electronic device Internet access available to students, to permit students to perform research and to allow students to learn how to use electronic device technology. Use of district electronic devices is for educational and/or instructional purposes only. Student use of electronic device(s) shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their electronic device use, including email, and that monitoring of student electronic device use is continuous.

No student will be granted Internet access until and unless an Internet and electronic device use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the Internet and electronic device use agreement is incorporated by reference into board policy and is considered part of the student handbook.

### **Technology Protection Measures**

The District is dedicated to protecting students from materials on the Internet or world wide web that are inappropriate, obscene, or otherwise harmful to minors; therefore, it is the policy of the District to protect each electronic device with Internet filtering software that is designed to prevent students from accessing such materials. For purposes of this policy, "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

- (A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- (B) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- (C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

### **Internet Use and Safety**

The District is dedicated to ensuring that students are capable of using the Internet in a safe and responsible manner. The District uses technology protection measures to aid in student safety and shall also educate students on appropriate online behavior and Internet use including, but not limited to:

- interacting with other individuals on social networking websites and in chat rooms;
- Cyberbullying awareness; and
- Cyberbullying response.

### **Misuse of Internet**

The opportunity to use the District's technology to access the Internet is a privilege and not a right. Students who misuse electronic devices or Internet access in any way will face disciplinary action, as specified in the student handbook and/or Internet safety and electronic device use agreement. Misuse of the Internet includes:

- The disabling or bypassing of security procedures, compromising, attempting to compromise, or defeating the district's technology network security or Internet filtering software;
- The altering of data without authorization;

- Disclosing, using, or disseminating passwords, whether the passwords are the student's own or those of another student/faculty/community member, to other students;
- Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, addresses, and phone numbers.
- Using electronic devices for any illegal activity, including electronic device hacking and copyright or intellectual property law violations;
- Using electronic devices to access or create sexually explicit or pornographic text or graphics;
- Using electronic devices to violate any other policy or is contrary to the Internet safety and electronic device use agreement.

**Student Computer Use Policy:** The Clarksville School District makes computers and/or computer Internet access available to students to perform research and to allow students to learn how to use computer technology. Use of district computers is for educational and/or instructional purposes only, Elementary students have Internet access. Students are reminded that being able to access the network is considered a privilege and not a right. It is the policy of this school district, along with the Department of Information Services (DIS), to equip our internet access with Internet filtering software designed to prevent users from accessing material that is harmful to minors. However, it is impossible to control access to all materials that might be considered offensive. Nevertheless, the administration, faculty, and staff of Clarksville School District believe that the valuable information and interaction available on the world wide network far outweigh the possibility that a user may obtain material that is not consistent with the mission statement of the Clarksville School District.

Students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous. Students who misuse district-owned computers or Internet access in any way, including using computers except as directed or assigned by staff or teachers, using computers to violate any other policy or contrary to the computer use agreement, attempting to defeat or bypass Internet filtering software, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action as specified in the student handbook and/or computer use agreement.

Clarksville School District makes no warranties of any kind for the services it provides, and will not be responsible for loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions. In addition, it denies any responsibility for the accuracy or quality of information obtained through its services. The designated District Technology Coordinator or designee may authorize some disabling of the filter to enable access by an adult for a bona fide research or other lawful purpose.

Their classroom teachers will directly supervise Pyron students at all times. *Parents and students are encouraged to visit the Clarksville School District website at [www.csdar.org](http://www.csdar.org).*

**Web Site Privacy Policy:** The Clarksville School District operates and maintains a web site for the purpose of informing the citizens of the district about its activities. The web site does not use "cookies" or ISP addresses to collect or retain personally identifying information about visitors to its web site nor is any such information given to "third parties." Any data collected is used solely for the purpose of monitoring site activity to help the district improve the usefulness of the site to its visitors.

The site serves no commercial purpose and does not collect any information from individuals for such purpose.

The site provides for email communication between the District and individuals for the purpose of exchanging information regarding the District and its activities or between teachers and their students. The site may also provide for password protected communication between the District and its staff.

**Possession and use of cell phones and other electronic devices:**

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.

To protect the security of state originated tests that are administered as part of the Arkansas Comprehensive, Testing, Assessment and Accountability Program (ACTAAP), no electronic, device as defined in this policy shall be accessible by a student at any time during test administration unless specifically permitted by a student's IEP or

individual health plan,. This means that when a student is taking an ACTAAP assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions.

As used in this policy, "electronic devices" means anything that can be used to transmit or capture images, sound, or data.

Misuse of electronic devices includes, but is not limited to:

1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the device when not being used for reason #1 above;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to take photographs in locker rooms or bathrooms;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

Use of an electronic device is permitted to the extent it is approved in a student's individualized education program (IEP) or it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Before and after normal school hours, possession of electronic devices is permitted on the school campus. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated. A search of a confiscated device shall meet the reasonable individualized suspicion requirements of policy 4.32—Search and Seizure.

Students who use a school issued cell phones and/or computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. Students are forbidden from using school issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including expulsion.

**Cell phones not allowed grades k-6.**

Date Adopted: 8-19-2013

**STUDENT ELECTRONIC DEVICE AND INTERNET USE AGREEMENT**

Student's Name (Please Print) \_\_\_\_\_ Grade Level \_\_\_\_\_

School \_\_\_\_\_ Date \_\_\_\_\_

The \_\_\_\_\_ School District agrees to allow the student identified above ("Student") to use the district's technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student owned electronic device (as used in this Agreement, "electronic device" means anything that can be used to transmit or capture images, sound, or data):

1. Conditional Privilege: The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet whether through a District or student owned electronic device unless the Student and his/her parent or guardian have read and signed this agreement.
2. Acceptable Use: The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.

3. **Penalties for Improper Use:** If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action. [**Note: A.C.A. § 6-21-107 requires the district to have "...provisions for administration of punishment of students for violations of the policy with stiffer penalties for repeat offenders, and the same shall be incorporated into the district's written student discipline policy." You may choose to tailor your punishments to be appropriate to the school's grade levels.**]

4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:

- a. using the Internet for other than educational purposes;
- b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
- c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
- d. making unauthorized copies of computer software;
- e. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
- f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
- g. posting anonymous messages on the system;
- h. using encryption software;
- i. wasteful use of limited resources provided by the school including paper;
- j. causing congestion of the network through lengthy downloads of files;
- k. vandalizing data of another user;
- l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- m. gaining or attempting to gain unauthorized access to resources or files;
- n. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
- o. invading the privacy of individuals;
- p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, address, and phone number.
- q. using the network for financial or commercial gain without district permission;
- r. theft or vandalism of data, equipment, or intellectual property;
- s. attempting to gain access or gaining access to student records, grades, or files;
- t. introducing a virus to, or otherwise improperly tampering with the system;
- u. degrading or disrupting equipment or system performance;
- v. creating a web page or associating a web page with the school or school district without proper authorization;
- w. providing access to the District's Internet Access to unauthorized individuals;
- x. failing to obey school or classroom Internet use rules; or
- y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
- z. Installing or downloading software on district computers without prior approval of the technology director or his/her designee.

5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or access to the Internet including penalties for copyright violations.

6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.

7. **No Guarantees:** The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.

8. **Signatures:** We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

**TEXTBOOKS:**

Textbooks and workbooks are furnished to students by the school. If a book is lost, misused, or damaged beyond reasonable wear, the student and parent are responsible for replacing the book.

**TOBACCO PRODUCTS:**

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff) in or on any real property owned or leased by a District school, including school buses owned or leased by the District, is prohibited. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures.

With the exception of recognized tobacco cessation products, this policy's prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pips, or under any other name or descriptor.

**TOYS AND VALUABLES:**

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. The school administrators and staff cannot be responsible for articles or money which students bring to school. It is a school rule that students leave all valuables at home. Items such as video games, trading cards, electronic equipment, communication devices, etc. are not to be brought to school. Failure to follow this policy will result in the item being held in the principal's office until either the parent is contacted to come and get the item or until the last day of school. The time frame for holding items is the principal's decision. Other disciplinary actions may also result.

**TRADING/SELLING ITEMS:**

Trading and or selling items at school, on the bus, or at the bus stop is strictly prohibited. Pyron Elementary School is not responsible for recovering items that have been traded or sold.

**USE OF DRUG DOG:**

It is the desire of the Clarksville School Board, administration, and staff to have a safe and drug-free school environment. Therefore, the school board has approved the use of a drug dog to search for drugs in school. The primary purpose for using the dog is to serve as a deterrent against drugs being brought onto the school campuses. All school property and vehicles parked on school property are subject to being searched for drugs by use of a drug dog.

A school official will accompany the handler during the sniffing search of lockers and automobiles. Sniff search will take place while students are in class so that students will not be exposed to the dog, and the instructional program will not be disrupted.

Should a suspicious locker or automobile be identified, the affected student will be notified before a search is conducted. The student will be advised of his/her rights. Every effort will be made to protect students from embarrassment. If possible, the search of a locker or automobile will be conducted while other students are not present. The investigative interview will be conducted in the privacy of the school official's office with the school official present.

Periodic, unannounced visits to the school and school activities may be made by the dog and handler in an effort to prevent possession of drugs on the campuses. Students are responsible for the contents of their lockers and automobiles. Should contraband be located, the responsible student will be subject to school district policies, and local, state, and federal laws.

**VANDALISM:**

Pyron Elementary Schools and school equipment is public property. Willfully damaging or destroying this property is cause for immediate suspension and possible expulsion. The school requires that vandal damage be paid for before a student is allowed to return to class. If he/she accidentally causes damage he/she should report it to their teacher immediately, so that the damage is not misconstrued as vandalism. Students who willfully cause damage to a school bus will be required to pay for the damage before bus privileges are reinstated.

**VIDEO SURVEILLANCE:**

The board of directors has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras, automatic identification technology, data compilation devices, and technology capable of tracking the physical location of district equipment, students, and/or personnel.

The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of bodily privacy is reasonable and customary.

Signs shall be posted on campus buildings and in district vehicles to notify students, staff, and visitors that video cameras may be in use. Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras and other technologies authorized in this policy.

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording. Other than video recordings being retained under the provisions of this policy's following paragraph, the district's video recordings may be erased any time greater than seven days after they were created.

Videos, automatic identification, or data compilations containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or student handbook; any release or viewing of such records shall be in accordance with current law.

Students who vandalize, damage, disable, or render inoperable (temporarily or permanently) surveillance cameras and equipment, automatic identification, or data compilation devices shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

**VIOLENCE:**

When a principal or other person in charge of a public school has personal knowledge or has received information leading to a reasonable belief that any person has committed or has threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision, the principal or the person in charge shall immediately report the incident or threat to the superintendent of the school district and the appropriate local law enforcement agency. The report shall be by telephone or in person immediately after the incident or threat and shall be followed by a written report within three (3) business days.

**VISITORS:**

Parents are welcome and are encouraged to visit the school. All visitors, however, are required to report to the school office upon entering the building. All visitors to the building must wear a visible visitor badge while in the building.

### **WEAPONS, DANGEROUS INSTRUMENTS:**

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity, en route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event. Military personnel, such as ROTC cadets, acting in the course of their official duties are exempted.

A weapon is defined as any firearm, knife, razor, ice pick, dirk, box cutter, numchucks, pepper spray, mace or other noxious spray, explosive; Taser or other instrument that uses electrical current to cause neuromuscular incapacitation; or any other instrument or substance capable of causing bodily harm. For the purposes of this policy, "firearm" means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

Possession means having a weapon, as defined in this policy, on the student's body or in an area under his/her control. If a student discovers prior to any questioning or search by any school personnel that he/she has accidentally brought a weapon, other than a firearm, to school on his/her person, in a book bag/purse, or in his/her vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon unless it is a firearm. The weapon shall be confiscated and held in the office until such time as the student's parent/legal guardian shall pick up the weapon from the school's office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of not less than one year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The mandatory expulsion requirement for possession of a firearm does not apply to a firearm-brought to school for the purpose of participating in activities approved and authorized by the district that include the use of firearms. Such activities may include ROTC programs, hunting safety or military education, or before or after-school hunting or rifle clubs. Firearms brought to school for such purposes shall be brought to the school employee designated to receive such firearms. The designated employee shall store the firearms in a secure location until they are removed for use in the approved activity.

The district shall report any student who brings a firearm to school to the criminal justice system or juvenile delinquency system by notifying local law enforcement.

### **WELLNESS POLICY:**

The Clarksville School District, in accordance with Act 1220 of 2003, has an established wellness policy filed with the Arkansas State Department of Education. The school district has adopted objectives for improving the school nutrition environment, promoting student health, and reducing childhood obesity (Public Law 108-265, Section 204). The school district can only allow non-healthy items to be brought to school nine days per year for such things as class parties or special events. The administration and faculty of each building in accordance with the Arkansas Department of Education Rule 5.02.4 will decide those days. Snacks may be provided or distributed by the school as part of the planned instructional program. Snacks can be provided by parents as long as they meet the United States Department of Agriculture Snack Patterns. This policy does not restrict what parents may provide for their own child's lunch or snacks. Parents may provide foods of minimal nutritional value or candy items for their child's own consumption, but they may not provide restricted items to other children at school.

**Bringing cakes, cupcakes, or other minimal nutritional value items for a student's birthday or other personal celebration is prohibited unless it is a part of one of the nine days per year and is pre-approved.**

**WITHDRAWALS:**

An application for withdrawal should be completed by the parents of any student who is withdrawing from Pyron Elementary School. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to their next school of enrollment.

Records will not be released until all school property, fines and/or fees have been cleared through the office.

***Any policy changes voted by the Board of Education or laws passed by the legislature after the printing of this book will supersede the policies in this book.***

PYRON ELEMENTARY SCHOOL  
Clarksville School District

**TRAVEL AND EXCURSION PERMIT**

Trip: \_\_\_\_\_ Group Participating: \_\_\_\_\_

Sponsors \_\_\_\_\_

Mode of Transportation \_\_\_\_\_ Provided by \_\_\_\_\_

Departing on \_\_\_ / \_\_\_ / \_\_\_ Time \_\_\_\_\_ Returning on \_\_\_ / \_\_\_ / \_\_\_ Time \_\_\_\_\_

Your child will need to bring \_\_\_\_\_

Description of Program or Trip

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We give permission for \_\_\_\_\_ to go on the above field trip and agree that our child will be expected to conform to the same rules of behavior as are expected at school. We also agree that school authorities should take disciplinary action if he/she does not conform to policy. We hereby agree to hold harmless and free from blame the school and its employees in case of injury.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

**Please list on the back of this form any allergies or medical conditions your child may have.**

\_\_\_\_ Sack Lunch Requirement

\_\_\_\_ Sack lunches are not needed on this trip.

\_\_\_\_ Your child will need a sack lunch on this trip. Please check one of the options below.

\_\_\_\_ My child will bring a sack lunch from home.

\_\_\_\_ My child will need a sack lunch from the cafeteria.

# **Pyron CUB Club**

## **Clarksville School District 21<sup>st</sup> CCLC After-School Program**

**Please call Pyron Elementary at 479-705-3256 for any questions/comments about this program.**

### **Policies & Procedures**

Enrollment in the After-School Program constitutes an understanding that you will abide by the policies listed as follows:

#### **Section I. PARENT'S EXPECTATIONS OF THE PROGRAM**

1. Their children are cared for in a safe, supportive environment.
2. They may visit with teachers and other staff about concerns related to their child or the program.
3. They will be told about any misbehavior on the part of their child.
4. They will be informed promptly if their child does not arrive at the program according to his/her enrollment information.
5. They will be regularly informed by teachers and staff about the program activities.

#### **Section II. PROGRAM'S EXPECTATIONS OF THE PARENTS**

1. Keep the child's records up-to-date as explained in Section VII. Enrollment Forms.
2. Pick up children on time as explained in Section VII. Hours of Operation.
3. Contact school if their child will not be attending on a scheduled day as explained in Section VIII. Absences.
4. Pay attention to any communications from the Director, Principal, Teacher and/or other staff members regarding their child's behavior and cooperate in efforts to bring about improvement in the situation.

#### **Section III. CHILDREN'S EXPECTATIONS OF THE PROGRAM**

1. To have a safe, supportive and consistent environment.
2. To use all the program equipment, materials and facilities on an equal basis.
3. To receive respectful treatment.
4. To have discipline that is fair.
5. To receive nurturing care from all staff members who are actively involved with them.
6. To receive help with their homework.

#### **Section IV. PROGRAM'S EXPECTATIONS OF THE CHILDREN**

1. Be responsible for their actions
2. Respect the school rules that guide them during the day and while at the program.
3. Remain with your group at all times.
4. Take care of the materials and equipment properly and return them to their place when done or before taking new ones.
5. Arrive at the program promptly, according to the enrollment information.

#### **Section V. REGISTRATION AND ELIGIBILITY**

The After-School Program encourages children of all backgrounds to attend. The Program does not discriminate on the basis of sex, race, color, creed, national origin or ethnic background.

Registration: The parent must complete a registration form and submit it to child's teacher. These registration forms will then be forwarded to the Director of the program.

Eligibility: The After-School Program is open to all students, but priority will be given to students with the greatest academic needs and then on a first come, first serve bases.

#### **Section VI. ENROLLMENT FORMS**

Parents will be asked to complete the following:

ENROLLMENT FORM (which includes emergency medical contacts and consent)

BUS FORM (if riding bus home after program)

AFTER-SCHOOL PROGRAM POLICY AGREEMENT FORM (last page of handbook)

## **Section VII. HOURS OF OPERATION**

Program days are **Monday through Thursday**, except on scheduled days off from school according to the school calendar and holidays. Operation hours will be from **3:30 PM to 5:30 PM**, unless otherwise noted. The Program will close promptly at 6:00 PM. ***Parents whose children remain past 5:30 PM must pay an overtime fee as follows:***

- 5 – 15 minutes overtime - \$5.00 per child
- Each additional 1 – 15 minutes, \$5.00 per child

Beginning five (5) minutes after the close of program time, the director or designee will begin to call parents and all emergency contacts listed on program registration. If parents and/or emergency contacts cannot be reached, the director will contact the Clarksville Police Department or Johnson County Sheriff Office.

Late fees are to be paid at the time of pick-up to the director or designee. After three (3) late pick-ups, your child will be suspended from the program for three (3) days. If after returning from suspension a late pick-up occurs, termination from the program will be necessary.

**Please make sure that the director and staff members have an updated list of emergency contacts and telephone numbers.**

## **Section VIII. ABSENCES**

In order to maximize benefits for the program, students are expected to attend the program on a daily basis. Failure to do so may result in dismissal from the program at which point the space will be offered to another student.

If your child will not be attending the program because of scheduled appointments, vacations, or other planned absences, please notify the child's teacher in advance. If your child is ill or picked up from school early, please inform the school your child will not be attending the program that afternoon. Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time spent in searching for the child may occur. If a child does not arrive at the program as intended, the building coordinator or the program director will contact the parents. If the parents cannot be reached, the building coordinator or the program director will contact the child's emergency persons.

## **Section IX. BEHAVIOR AND DRESS CODE**

Students are expected to behave respectfully and follow the instructions given by the director, teachers, volunteers and other staff members. As the program is conducted at school, the school handbook policies will be enforced. This also applies to the school's dress code and bullying policy. Each school's policy is as follows:

### ***BULLYING POLICY (as stated in school student handbook)***

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

### **Definitions:**

**Bullying** means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of:

1. Physical harm to a public school employee or student or damage to the public school employee's or student's property;
2. Substantial interference with a student's education or with a public school employee's role in education;
3. A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
4. Substantial disruption of the orderly operation of the school or educational environment;

**Electronic act** means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment. Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose;

**Harassment** means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; and

**Substantial disruption** means without limitation that any one or more of the following occur as a result of the bullying:

1. Necessary cessation of instruction or educational activities;
2. Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
3. Severe or repetitive disciplinary measure are needed in the classroom or during educational activities; or
4. Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

Examples of "Bullying" may include but are not limited to a pattern of behavior involving one or more of the following:

1. Sarcastic "compliments" about another student's personal appearance,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
5. Demeaning humor relating to a student's race, gender, ethnicity or personal characteristics,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings, and/or
10. Threats of harm to student(s), possessions, or others.

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice. Copies of this policy shall be available upon request.

Legal Reference: A.C.A. 6-18-514  
Replaces School Board Policy 7.19

Consequences for not following these policies will progress as follows:

1. verbal warning,
2. call or conference with parent,
3. dismissal from program.

### **DRESS CODE (as stated in school student handbook)**

Students generally conduct themselves in a manner similar to the way in which they dress and groom. Any type of dress or grooming, including unnatural hair color, which is disruptive, will not be permitted. Shirts with inappropriate slogans or advertising (tobacco, alcohol, Austin 3:16, ripped, sarcastic or negative messages) or inappropriate shorts are not permitted. With the exception of ears, visible body piercing will not be allowed. Students will not be allowed to remain in the classroom if disruptive or inappropriate dress is worn. Parents will be asked to bring appropriate clothing for the student to change into or to take the student home. **Absences due to inappropriate dress will be unexcused.** Shorts/flip-flops/sandals will not be worn after Halloween or before March 1. (Applies to grades K-6)

Inappropriate dress will include, but not be limited to, such items as tank tops with spaghetti straps or large sleeve openings revealing the chest, crop tops that expose the midriff or shorts/skirts/dresses shorter than mid-thigh. Sagging pants are not allowed. Any concerns about inappropriate dress, by parent or teacher, will be directed to the building principal.

Consequences for not following these policies will progress as follows:

1. verbal warning,
2. call or conference with parent,
3. dismissal from program.

### **Section X. BUS POLICIES AND PROCEDURES**

Bus transportation will be available to students at the end of each session. The guidelines for bus behavior will follow the school's handbook policy as stated below.

#### **BUS POLICIES AND PROCEDURES (as stated in school student handbook)**

The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus must comply with the requests of the driver. Bus rules have been established in order to ensure the safety of all students who ride buses. Infractions of the bus rules will be reported to the building principal and to the student's parents. Abuse of bus privileges will result in the denial of transportation to and from school.

Parents and students are to review these rules and sign a statement that bus rules will be followed. The bus rules are as follows:

1. Sit down in seat, face the front, and stay in seat until bus stops at your stop.
2. Keep hands, feet and belongings to yourself and out of the aisle. All belongings should stay in backpack.
3. Mind the bus driver at all times.
4. Talk quietly.
5. Sit in the seat assigned by the driver.
6. No profanity or vandalism.

Consequences for failure to follow bus rules will result in the following:

1. **First** bus discipline report from the driver to the office will result in contacting the parents and a conference with the student to review bus rules and consequences.
2. **Second** bus discipline report will result in corporal punishment or three days bus suspension.
3. **Third** bus discipline report will result in a 5 day bus suspension.
4. **Fourth** bus discipline report will result in a 10 day bus suspension.
5. **Fifth** bus discipline report could result in suspension from the bus for the remainder of the school year.

A student who has been suspended from the bus may lose field trip privileges.

The building principal/assistant principal reserves the right to override the sequence of consequences for behavior that is considered severe.

Vandalism of school property is strictly prohibited. Students who willfully cause damage to the school bus will be required to pay for the damage before bus privileges are reinstated.

Balloons and/or flower arrangements will not be allowed on the bus. No food, drinks, candy, gum, or glass containers are allowed on the bus.

Without written permission by the parent on file in the school office, a student must ride his/her assigned bus. Telephone messages concerning changes in the way students go home will not be accepted. You may fax changes to 479-754-5045, or send a note with your student.

Bus routes and stops are planned and established by the transportation department. Parents who wish to make a request for changes in routes or stops should contact the Transportation Department at 754-2440. Students and parents are encouraged to notify the school immediately of any safety hazards which they observe during bus operations.

### **Section XI. ACCIDENT REPORTS**

All injuries requiring any kind of attention will be documented and kept on file. The information will be shared with the parent/guardian. An accident report will be completed for any injury requiring more than a simple bandage.

### **Section XII. EMERGENCY PROCEDURES**

All 21<sup>st</sup> Century Community Learning Centers are required to hold a fire drill each month during the hours of operation. Maps are posted in each classroom. Procedures that are followed during regular school hours will be adhered to.

### **Section XIII. INFORMATION AND TECHNOLOGY ACCESS AGREEMENT**

The Internet offers the opportunity to enhance the educational experience for our students. Students are directly responsible to use this tool in an appropriate manner. Failure to act responsibly will result in dismissal from the program. Software is utilized to block sites that considered inappropriate sites.

### **Section XIV. STUDENT SAFETY AND SUPERVISION NOTICE**

Students must sign-in each day when arriving at the program site. Failure to sign-in could cause unnecessary confusion for the parties involved. This policy is required for the safety of your child. Also, if parents/guardians need to have their child leave the program early, they ***MUST*** sign-out their child with the teacher on hand.

### **Section XV. PERSONAL PROPERTY**

The staff is not responsible for lost or stolen items. It is recommended that students leave valuable items such as jewelry and electronics at home. Label all items brought to the program with student's name.

### **Section XVI. HEALTH POLICY**

In keeping with the minimum licensing requirements we ask that you not allow your child to stay after-school with the following illnesses:

- Fever: temperature of 101 or above
- Diarrhea: 3 or more watery stools within a 24-hour period
- Vomiting: 2 or more occasions within the past 24-hour period
- Rash: body rashes, not obviously associated with heat or allergic reactions to medications.
- Sore throat: if associated with fever and/or swollen glands in the neck.
- Untreated scabies, head-lice (live nits and/or eggs)
- Pink eye: eye is running, red, has pus, and/or crusty
- Ring worm: a fungal infection of the scalp or skin; may return after evaluation and under treatment by a health provider.
- Impetigo: may return 24 hours after treatment is initiated.

If your child comes to the program with any of the above illnesses or produces any of the above illnesses while in our care we will contact you immediately. You must pick up your child as soon as possible. This will help to keep other children and staff from becoming ill.