

# S. C. Tucker Elementary School

## 2009-2010

### **Mission Statement**

The mission of S. C. Tucker Elementary School is learning for all. Our goal is to improve literacy and math achievement by providing a challenging and relevant curriculum which will also develop skills in critical thinking, technology, and social interaction to enable our students to become responsible, productive citizens.

304 East 9<sup>th</sup> Street  
Danville, AR 72833  
Telephone: (479) 495-4820  
Fax: (479) 495-4819  
School Web Address: [www.dps-littlejohns.net](http://www.dps-littlejohns.net)

Mr. Alan Love  
Superintendent

Mrs. Nancy Barrick  
Principal

Mrs. Sheila Trusty  
Counselor

### **This Student Planner belongs to:**

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Grade \_\_\_\_\_

Homeroom \_\_\_\_\_

**S. C. Tucker Elementary School  
P. O. Box 939  
Danville, AR 72833**

Dear Parent,

The State Department of Education requires that we keep proof of receipt of this handbook in each student's file. Please read this handbook. Your signature verifies that you have received this handbook.

This page will be removed by your child's teacher and placed in your child's permanent record.

Nancy Barrick, Elementary Principal

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Student Signature

Date

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Parent/Guardian Signature

Date

---

Child's Name

Teacher



**COMMITTEE MEMBERS  
ELEMENTARY HANDBOOK  
Revised May 2009**

CHRISTY PAPASAN.....	KINDERGARTEN TEACHER
KATHY FRAZIER.....	1 <sup>ST</sup> GRADE TEACHER
LORI GREEN.....	2 <sup>ND</sup> GRADE TEACHER
JESSICA BAGGETT.....	3 <sup>RD</sup> GRADE TEACHER
TRESSIE FOWLER.....	4 <sup>TH</sup> GRADE TEACHER
TAMMY ROSE.....	5 <sup>TH</sup> GRADE TEACHER
SHEILA TRUSTY.....	SCHOOL COUNSELOR
BECKY WILKINS.....	APSCN CLERK
NANCY BARRICK.....	SCHOOL PRINCIPAL
KELLY KLOBER.....	LIBRARIAN
PHILIP ALEXANDER.....	PARENT
GINNY HUCKABA.....	CURRICULUM COORDINATOR

**FOREWORD**

This handbook is planned to help parents become familiar with the school program as it operates. Many of the problems which arise daily in the school routine have their answer within this handbook. If you will read it carefully and refer to it when you have a question throughout the school year, it will help you to have a better understanding of the school program.

If there is a conflict between the student handbook and board policy the board policy will be considered binding and controlling on the matter. Board policy can be viewed at the superintendent's office. If a parent has a concern or issue that cannot be resolved by working with the teacher involved, the parent may appeal the situation with the building principal. If the concern or issue is not resolved with the building principal the parent may appeal the situation with the superintendent.

The entire S. C. Tucker Elementary School Handbook has been translated into Spanish and is available upon request.

**TELEPHONE NUMBERS**

Elementary Principal.....	495-4820
Elementary Counselor.....	495-4824
Attendance Coordinator.....	495-4821
Superintendent's Office.....	495-4800
Danville School Information System.....	495-8555
Pre-K Office.....	495-4838
Kindergarten.....	495-4835

**CHECK IN/CHECK OUT POLICY**

All checking in and out of students must be done through the elementary office. In order to insure the safety of your children, all other entrances to the building will be locked to incoming traffic. Please use the main office entrance.

## **STUDENTS ELIGIBLE TO ATTEND DANVILLE SCHOOLS**

To be eligible to attend Danville Schools students must do one of the following:

1. Reside in the Danville School District
2. Present a properly signed transfer
3. Complete a Freedom of Choice form and have on file with the Danville School District by the deadline.

### **REGISTRATION OF STUDENTS**

For the 2009-2010 school year, students may enter kindergarten if the student will attain the age of five (5) years on or before September 1, 2009; for 2010-2011, on or before August 15, 2010; and for 2011-2012 and afterwards if the student attains the age of five (5) years on or before August 1 of the year the student is seeking initial enrollment.

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; otherwise the child shall be placed in kindergarten.

Any child may enter the 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 six (6) years during the school year in which he/she is enrolled in grade one (1), and who meets the basic residency requirement 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 assigned in their previous school. Home-schooled students shall be evaluated by the District to determine their appropriate grade placement.

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.
4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas State Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization.
5. Every new student enrolling in the Danville School system must have a TB skin test before being admitted to class.

Legal References: A.C.A. 6-18-207

A.C.A. 6-18-208

A.C.A. 6-18-702

A.C.A. 6-15-504 (f)

Date Adopted: 9-2004

### **STUDENT TRANSFERS**

The Danville District shall review and accept or reject requests for transfers, both into and out of the district, on a case by case basis at the July and December regularly scheduled board meetings.

The District may reject a nonresident's application for admission if its acceptance would necessitate the addition of staff or classrooms, exceed the capacity of a program, class, grade level or school building, or cause the District to provide educational services not currently provided in the affect school. The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation.

Any student transferring from a school accredited by the Department of Education to a school in this district shall be placed into the same grade the student would have been in had the student remained in the former school.

Any student transferring from home school or a school that is not accredited by the Department of Education to a District school shall be evaluated by District staff to determine the student's appropriate grade placement.

The Board of Education reserves the right after a hearing before the Board not to allow any person who has been expelled from another district to enroll as a student until the time of the person's expulsion has expired.

The responsibility for transportation for any nonresident student admitted to a school in this District shall be borne by the student or the student's parents. The District and the resident district may enter into a written agreement with the student or student's parents to provide transportation to or from the District, or both.

## **SCHOOL CHOICE**

The superintendent will consider all applications for School Choice postmarked no later than the July 1 preceding the fall semester the applicant would begin school in the District. The superintendent shall notify the parent or guardian and the student's resident district, in writing, of the decision to accept or reject the application within 30 days of its receipt of the application.

The District shall advertise in appropriate print and broadcast media 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 procedure for participation in the program. Such pronouncements shall be made in the spring, but in no case later than June first.

When considering applications, priority will be given to applications from siblings or stepsiblings residing in the same residence or household of students already attending the District through school choice.

The District may reject a nonresident's application for admission if its acceptance would necessitate the addition of staff or classrooms, exceed the capacity of a program, class, grade level or school building, or cause the District to provide educational services not currently provided in the affected school. The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation. Letters of rejection shall state the reason(s) for the rejection.

The Board of Directors reserves the right, after a hearing before the board, not to allow any person who is currently under expulsion from another district to enroll in a District school.

Students admitted under this policy shall be entitled to continued enrollment until they graduate or are no longer eligible for enrollment in the District's schools. Any student admitted to this district under the provisions of this policy who chooses to return to his/her resident district during the school year voids the transfer and must reapply for a school choice admission if desiring to return to this district in the future.

## **DAILY SCHEDULE**

7:30.....	School Doors Open
7:55.....	First Bell
8:00.....	Classes Begin
10:45-11:55.....	Lunch Periods
3:15.....	Dismissal for Students Not Riding a Bus
3:20.....	Dismissal for Bus Students

**PLEASE DO NOT ALLOW YOUR CHILD TO ARRIVE AT SCHOOL BEFORE 7:30 A.M. CHILDREN WILL NOT HAVE SUPERVISION BEFORE THAT TIME.**

## **TRAFFIC**

School buses will unload on East Ninth Street, north of the building.

**IT IS A VIOLATION OF ARKANSAS LAW TO PASS A BUS WHEN STUDENTS ARE LOADING OR UNLOADING, EVEN THOUGH THE CHILDREN ARE NOT CROSSING THE STREET.**

Parents who bring their children to school may let them out of the car in the bus unloading zone if they do not block the area for an extended period of time.

## **TRANSPORTATION**

Public transportation by school bus will be furnished for students living two or more miles from the school. This is a privilege we grant to students, not a right.

Transportation will be furnished for all school sponsored activities and field trips. Buses will be driven and students supervised by authorized personnel. Liability insurance is carried on all school buses, and any child injured while in transit on a school bus should file a report at the office as soon as possible.

### **POLICIES FOR STUDENTS RIDING SCHOOL BUSES**

This is a privilege we grant to students, not a right.

1. Be at the bus stop at the scheduled time. Stand back about ten feet from the bus and wait until the door is opened before moving closer to the bus. Do not play on the highway.
2. Remain in a safe place, away from the traffic, while waiting for the bus.
3. While loading or unloading, enter or leave the bus in a quick and orderly manner.
4. While on the bus, obey the driver at all times.
5. Conduct yourself in a manner that will not distract the attention of the driver or disturb other riders on the bus.
6. Do not change seats while the bus is in motion. If someone leaves the bus and you wish to change seats, do so while the bus is stopped.
7. Do not tamper with any of the safety devices on the bus.
8. Remain seated while the bus is in motion. Do not put your hands, arms, head or body out of the window.
9. Drivers are not allowed to stop the bus to unload students at any destination, except home, school and prearranged stops.
10. If you must cross the highway to enter the bus, wait until the bus has come to a complete stop and the driver has signaled for you to cross in front of the bus.
11. No tobacco, food or alcohol on the bus.
12. Students with head lice, nits or any other contagious disease will not be allowed to ride the school bus.

## **PARTIES**

Students shall not bring birthday invitations or presents to school. This practice causes injured feelings on the part of students who are not included.

Four parties for grades K-4 will be scheduled during the school year to celebrate Halloween, Christmas, Valentine's Day and Easter. Fifth grade teachers will schedule special events for students during the school year.

## **EXTRACURRICULAR ACTIVITIES**

The Board of Directors 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 be minimal (tournaments or other similar events excepted with approval from the principal). Any elementary age student may participate in any elementary extracurricular activity unless for disciplinary or attendance reasons.

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 purpose 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.

Legal References: Arkansas Department of Education: Rules and Regulations Establishing the Academic Standards for Student Participation in Competitive Interscholastic Activities. State Board of Education Standards for Accreditation 10.05 and 10.06.

Date Adopted: 10-18-04

### **FUND RAISING**

All fund raising activities held in the District or in the name of the District must be pre-approved by the Superintendent and affected 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.

Fund raising at S. C. Tucker Elementary School may only be done by the school or a school-sponsored organization. Door to door fund raising is strictly prohibited. The school will provide written notification of the following for parents or legal guardian of students who participate in fund raising programs.

1. Student participation in fund raising programs is voluntary;
2. Students who do not participate will not forfeit any school privileges;
3. Students who may not participate will not forfeit any school privileges;
4. S. C. Tucker Elementary School prohibits door to door selling;
5. Unless the school provides supervision, parents must accept responsibility for appropriate adult supervision.

### **REPORT CARDS**

Report cards will be prepared for each student in grades K-5 at the end of each nine-week grading period. Grade reports will be sent by students in grades 1-5 at the middle of each nine-week grading period. The grades assigned to the student for performance in each class/subject area reflect the extent to which the student has achieved the objectives of the class/subject area.

**GRADING SCALE**

90-100	A
80-89	B
70-79	C
60-69	D
59 and below	F

**PROMOTION/RETENTION**

S. C. Tucker Elementary School shall notify, in writing, parents/guardians and students within the first nine weeks of school of the criteria for promotion of students to the next grade. Parents or guardians shall be kept informed concerning the progress of their child. Notice of a child’s possible retention shall be included in the quarterly grades sent home. Parent-teacher conferences are encouraged and may be held at any time in an effort to improve a student’s academic success.

A disservice is done to students through special promotion. Promotion or retention of students shall be primarily based on their ability to succeed in the next grade. If there is doubt concerning the promotion or retention of a student, before a final decision is made a conference between the parents/guardians, teacher(s), other pertinent personnel and principal shall be held. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student, the final decision to promote or retain shall rest with the principal.

Students in kindergarten through fifth grade not performing at grade level during the school year shall participate in remediation. Students participating in remediation must successfully complete remediation to be eligible for promotion to the next grade level.

**AWARD ASSEMBLIES**

Award assemblies will be held at the end of the first three nine-week grading periods to recognize students showing outstanding achievement. At the end of the school year, two evening award assemblies will be held to honor students’ overall achievement for the school year. There will be one evening ceremony for grades K-2 and one ceremony for grades 3-5.

Fifth grade students earning all A’s in grades 1-5 will be recognized with a special All A award for their elementary career. Perfect attendance awards are based on a student having no more than three tardies per semester and no partial or full-day absences.

**CONTACT WITH STUDENT WHILE AT SCHOOL**

Parents wishing to visit their children during the school day shall register first with the office. If there is any question concerning the legal custody of the child, the parent shall present documentation to the principal or his/her designee establishing the parent’s custody of the student or legal right of visitation. It shall be the responsibility of the custodial parent to make any visitation restrictions regarding the non-custodial parent known to the principal by presenting a copy of the file-marked court order. Estranged parents may visit their child during school hours with the consent of the custodial parent.

Questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with the permission of the parents of a student, 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 the principal or principal designee shall make a good faith effort to contact the student's parent or legal guardian. If the student is taken into custody by law enforcement personnel or a social service agency the principal or principal designee shall make a reasonable and good faith effort to get a message to the parent. The message will include both a daytime and an afterhours phone number of the principal or principal designee.

### **PARENT-TEACHER CONFERENCES**

Two regularly scheduled Parent-Teacher Conferences will be held during the school year. Teachers will communicate students' progress to parents not attending the conference either by a phone call or a written letter of progress sent to the parent. If, for any reason, you wish to talk to your child's teacher other than at these times, please call the office. A conference will be arranged.

### **LUNCH**

The students in the Danville Schools are urged to eat balanced meals prepared in the cafeteria. These meals are served at a reasonable cost. If, for some reason, parents do not want their children to eat in the school cafeteria, they may send a lunch. Parents are welcome to eat lunch with their child. You must sign in and out through the elementary office and pay the computer operator in the cafeteria for adult meals. State law prohibits the purchase of soft drinks prior to scheduled lunch time. Elementary students may not be served food items from the ala carte line.

Please send lunch money each week so that your child's account stays current. Lunch is \$1.25 and breakfast is \$0.50 each day. We encourage you to pay by check if possible. You will receive written notification if your child qualifies for free or reduced-price meals. If you have any questions, please call 495-4831.

### **HEAD LICE POLICY**

1. No student will be allowed to remain in school with head lice or nits. Parent/guardian will be called to pick the child up from school.
2. No student will be re-admitted to school until completely free of both live bugs and nits. Following treatment, a parent/guardian must return to school to have the child examined by the school nurse before the child may return to class.

### **MANDATORY ATTENDANCE POLICY**

All children who are ages five through seventeen on or by September 15 are required to attend school that school year with the exception of five-year old children for whom kindergarten has been waived by the parent, guardian or person having custody or charge.

Students have the right to attend school in the Danville School District in accordance with state law, Board of Education policies, and individual school procedures. Regular attendance is necessary for success in school. Each student is expected to attend every day of school and attend every class to which he/she is assigned during the school day. Regular attendance is a part of the course requirements for every class offered by Danville Schools. The responsibility for regular attendance rests first with the student and second with his/her parents or guardians.

## **ATTENDANCE**

Students have the right to attend school in the Danville School in accordance with state law, Board of Education policies and individual school procedures. Because regular attendance is necessary for success in school, each student is expected to attend every day of school and attend every class to which he/she is assigned during the school day. Regular attendance is a part of the course requirements for every class offered by Danville Schools. The responsibility for regular attendance rests first with the student and second with his/her parents or guardians. Excessive absences shall not be a mandatory basis for denial of promotion or graduation, but shall be considered with other factors including, but not limited to, reasons for absences, performance on standardized tests, and grades earned during the school year.

In compliance with Act 292 of 1991 and Act 527 of 1995, all children between the ages of five and seventeen, both inclusive, shall attend a public, private, parochial or home school.

## **HOMELESS POLICY**

The Danville School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The local educational liaison for homeless children shall work to ensure that homeless children are not stigmatized or segregated on the basis of their status as homeless.

The Danville School District, acting in the best interest of the homeless child and to the extent feasible will do the following: (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 doing so which shall include a statement of the parent or guardian's right to appeal.

Students shall be considered homeless if they lack a fixed, regular and adequate nighttime residence and:

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and includes
4. Are migratory children who are living in circumstances described in clauses 1 through 3.

## **ABSENCES**

In compliance with state law, student attendance will be governed by the following regulations: Students are not permitted more than eight absences per semester. This should be adequate time to take care of the student's normal illness or extenuating circumstances. A student will be allowed to make up all assignments during these eight absences by presenting an explanation of the absences signed by the student's parent or legal guardian or a telephone call the following day after the absence. Any time a student presents a note from a licensed medical professional, or the student's absence is cleared by the building administration, the absence(s) will not count toward the allowed number and the student will be allowed to make up all assignments.

If a student exceeds the allowed number of absences in a semester, each absence will be considered unexcused unless the student, upon returning to school, brings to the building administration a note from a licensed medical professional or from the administration of the school. A student will be allowed five unexcused absences per semester. When an absence is classified as unexcused, no credit may be granted for work due nor can assignments be made up. A student may have no more than five unexcused absences per semester per class. The student's parents, guardians, or person(s) legally responsible shall be notified when the student has accumulated absences equal to one-half of the allowed number of absences permitted under the school district's student attendance policy per semester, and again when the student reaches the maximum number allowed under the same policy. Notice shall be made by telephone contact with the student's parent(s), guardian(s), or person(s) legally responsible or by regular mail with a return address on the envelope.

The responsibility for arranging for and completing make-up work lies with the student. School personnel will cooperate with the student to arrange permitted make-up work so that the student will not be unduly penalized for necessary and/or unavoidable absences. However, students will be responsible for arranging make-up work prior to school-sponsored trips. Students must present documentation for absences immediately upon returning to school.

Whenever a student exceeds the number of excessive unexcused absences, five, as provided for the district's student attendance policy, the school district shall notify the prosecuting authority. The student's parent(s), guardian, or person(s) legally responsible for the student shall be subject to a civil penalty in such an amount a court of competent jurisdiction presiding in the presence of a representative of the school district, may prescribe, but not to exceed five hundred dollars (\$500.00) plus cost of court and any reasonable fees assessed by the court.

Daily prompt attendance allows a student to take full advantage of the educational opportunities planned regularly for him/her by the staff. Successful completion of this objective is the joint responsibility of students, teachers and parents.

## **TARDIES**

Promptness is an important character trait that the Danville School District staff is encouraged to model and help develop in our school's students. At the same time, promptness is the responsibility of each student and their parent. Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement.

## **Tardy Policy**

Students will be assigned to Saturday Detention once they have received a third unexcused tardy in a nine week grading period. Saturday Detention will be assigned for each subsequent tardy during that nine week grading period.

## **STUDENT CONDUCT BEHAVIOR CODE**

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system and not infringe on the rights of others. Students are to keep their hands to themselves, and treat teachers and fellow students with respect and courtesy. Horseplay and physical teasing, as well as shoving, striking, fighting or threatening others with physical injury, etc., constitute battery and/or assault, and are strictly forbidden. Parents and police will be notified.

Students assigned to Saturday Detention are expected to be at school at 7:30 a.m. and will be dismissed at 11:30 a.m. No transportation or meals will be provided by the school during Saturday Detention. A certified teacher will supervise Saturday Detention. Students failing to attend Saturday Detention will be subject to further disciplinary action by the school which may include In-School Suspension, Out-of-School Suspension or Expulsion.

When a student is sent to the principal's office for misbehavior at school or a school activity, the minimum and maximum consequences are as follows:

Minimum – Principal discusses the misbehavior with the student and teacher or other school personnel. The principal may assign the student to detention, Saturday detention, or use corporal punishment.

Maximum- Principal may make the following recommendation to the superintendent: out-of-school suspension or expulsion from school.

## **TRUANCY**

Truancy is an act of misconduct and is subject to appropriate disciplinary action through the principal's office. Truancy is defined as:

- a. Being on campus and not being in the assigned class.
- b. Leaving school without following the sign-out/sign-in procedure in the principal's office.
- c. "Skipping" school

## **STUDENT DRESS**

1. Students are not permitted to wear any covering on their heads (hats, caps, or bandanas) in any covered building (classrooms, cafeteria etc.)
2. Length of Apparel – We want our students to be able to dress fashionably, but remember that one of our goals is to maintain an atmosphere that is conducive to learning. Therefore, the length of articles of clothing will be such that a student will be modestly covered. Shorts or skirts must be fingertip length when standing.
3. All undergarments must be covered at all times.
4. Examples of dress that is not acceptable:
  - a. Biking shorts
  - b. See-through blouses or shirts
  - c. Spaghetti straps

- d. Midriff, open sides, open back
- e. Pants with holes above the knees
- f. Open-arm shirts or blouses
- g. Skirts and dresses slit excessively high
- h. Pants or shorts cut excessively low at the waist
- i. Skate shoes

Note – Girls may wear sleeveless shirts unless undergarments are visible

- 5. Dress and grooming should be clean and in keeping with health and safety and sanitary practices.
- 6. Items of clothing which have vulgar, obscene or offensive messages or which advertise alcohol, drugs or tobacco will not be allowed on campus.
- 7. The principal and faculty will have the discretionary authority in deciding cases which do not fall into the specific guidelines within the policy. As styles change, other forms of dress may be inappropriate.
- 8. Changes in dress code may be granted, for special situations, by the principal.
- 9. If a question arises concerning the appropriateness of a student's dress, the parent will be notified, and their cooperation asked in the future.

## **HOMEWORK POLICY GUIDELINES**

### **Grades K-3**

All unfinished class work becomes homework. It is due the next day by the time specified by the teacher. All unfinished/missing work is given a mark in the student's discipline folder.

### **Grades 4-5**

All unfinished class work becomes homework. Students in grades 4-5 that have incomplete homework receive an automatic detention the day the work is due. Parents will be notified by phone if more than one homework assignment is incomplete within one week.

After an excused absence, students will be allowed two school days to make up missed assignments. If requested, assignments for make-up work may be picked up from the school office at 3:30 p.m.

## **ASSIGNMENT JOURNALS**

Children will need to purchase an assignment journal at the beginning of the school year. The assignment journal is a valuable way for parents and teachers to communicate with each other. It is very important for parents to look over assignment journals each night with the child. Important information from the teacher will be included in the assignment journal. Teachers will check assignment journals each morning for notes and information from parents.

**The following activities are considered improper conduct and will subject the student to disciplinary action by the school:**

- 1. WILLFULLY AND INTENTIONALLY ASSAULTING OR THREATENING TO ASSAULT OR ABUSE ANY TEACHER, PRINCIPAL, SUPERINTENDENT OR OTHER EMPLOYEE OF THE SCHOOL, OR ANY VISITOR WHILE ON THE SCHOOL GROUNDS.  
(A student shall not cause or attempt to cause physical injury to a school employee. Violence will not be tolerated under any circumstances.)

- A. First Offense in a School Year:  
MINIMUM – 5 days suspension from school  
MAXIMUM – Recommended expulsion from school for the remainder of the semester.
- B. Second Offense in a School Year: Recommend expulsion from school for the remainder of the semester.

2. WILLFULLY AND INTENTIONALLY ASSAULTING ANOTHER STUDENT

- A. First Offense in a School Year:  
MINIMUM – Corporal punishment or in-school suspension, depending on severity  
MAXIMUM – Recommend expulsion from school for the remainder of the semester.
- B. Second Offense in a School Year: Recommend expulsion from school or the remainder of the semester.

3. WILLFULLY OR INTENTIONALLY DAMAGING, DESTROYING, OR STEALING OF SCHOOL PROPERTY BY STUDENTS.

(The school district will attempt to recover damages from the student destroying school property. Parents of any minor student under the age of 18 living with the parent may be liable for damages caused by said minor in an amount not in excess of \$1,000.)

- A. First Offense in a School Year:  
MINIMUM – 5 days suspension from school  
MAXIMUM – Recommend expulsion for the remainder of the semester
- B. Second Offense in a School Year: Recommend expulsion for the remainder of the semester.

4. WEAPONS AND 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 for 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 excepted.

A weapon is defined as any knife, gun, pistol, revolver, shotgun, BB gun, rifle, pellet gun, razor, ice pick, dirk, box cutter, nun chucks, pepper spray or other noxious spray, explosive, or any other instrument or substance capable of causing bodily harm.

Possession means having a weapon, as defined in this policy, on the student's body or in an area under his/her control. If, prior to any questioning or search by any school personnel, a student discovers that he/she has accidentally brought a weapon to school including a weapon that is in a 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. 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.

Students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of no less than one year. The School Board 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 weapon 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 or a student

enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall also be given a copy of the current laws regarding the possibility or parental responsibility for allowing a child to possess a weapon 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 district shall report any student who brings a firearm or weapon to school to the criminal justice system or juvenile delinquency system to notifying local law enforcement.

Note: The statute that specifies the penalties in A.C.A. is 5-27-206.

Legal References: A.C.A. 6-18-502 (c) (2)(A)(B)

A.C.A. 6-18-507 (e) (1)(2)

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Date Adopted: 9-20-04

5. STEALING (Students engaged in stealing from other students will be held accountable for restitution.)
  - A. First Offense in a School Year: 1 day Saturday Detention with work. Parents notified.
  - B. Second Offense in a School Year: 2 days Saturday Detention with work, followed by parent-student-principal conference. MAXIMUM – Recommend 5 days suspension from school.
  - C. Student may be recommended for expulsion.
6. FIGHTING
  - A. First Offense in a School Year: Parent will be notified and student will serve a minimum of 2 days Saturday Detention, depending on severity.
  - B. Second Offense in a School Year: Parent will be called for a conference and the student will serve 3 days of Saturday Detention.
  - C. Third Offense in a School Year: Parent will be called to pick up the student immediately and the student will be suspended from school for the following 2 school days.Further offenses for fighting during the school year will result in the student's conduct record being presented to the school board for action.
7. TRUANCY

Truancy is an act of misconduct and is subject to appropriate disciplinary action through the Principal's Office. Truancy is defined as:

  1. Being on campus and not being in class.
  2. Leaving school without following sign-out procedure in the school office.
  3. "Skipping" school
    - A. First Offense in a School Year: Saturday Detention with work. Parents notified.
    - B. Second Offense in a School Year: 3 days Saturday Detention with work.
8. SEXUAL HARASSMENT

(Sexual harassment is sex discrimination under Title IX. It is the policy of the Danville District to maintain a learning and working environment that is free from sex discrimination, including sexual harassment.

It shall be a violation of this policy for any student to harass other students or members of the school district staff through conduct or communications of a sexual nature.

Sexual harassment may include, but is not limited to, the following:

1. Remarks to a person with sexual or demeaning implications
2. Suggesting or demanding sexual involvement
3. Inappropriate patting or pinching
4. Intentional brushing against a student's or employee's body
5. Sexually suggestive notes or pictures.
  - A. First Offense in a School Year: One day of Saturday Detention with work.
  - B. Second Offense in a School Year: Three days of Saturday of Detention with work.
  - C. Third Offense in a School Year: Five days out of school without work.

Further offenses will mandate a suspension of not less than five days. A conference between the parent, school administrator and representative of the school board will be required before the student will be re-admitted to school.

#### 9. CHEMICAL SUBSTANCE PRODUCTS

Students of the Danville School District are not permitted to use or possess tobacco products, alcohol, drugs, or any foreign substance either on school property or at school activities.

- A. First Offense in a School Year

MINIMUM – 5 days suspension from school

MAXIMUM – Recommended expulsion for the remainder of the semester.

#### 10. STUDENT USE OF COMPUTERS AND THE INTERNET

Students may have the opportunity to use a variety of technologies at school, including computers and the Internet. Students who use this and any other technology in an inappropriate manner and/or are not directed by the school are in violation of school policy and subject to discipline. Students who use technology to violate other policies will be subject to misuse of technology as well as the policy violation. (Example: a student sends a threatening E-mail message to another student.) Damaging technological equipment, software, hardware, etc. falls under #2 of the Student Conduct Behavior Code.

- A. First Offense in a School Year: Student will be suspended from the use of the technological equipment for one month and will serve one day of Saturday Detention.
- B. Second Offense in a School Year: Student will be suspended from the use of the technological equipment for two months and serve three days of Saturday Detention.

MAXIMUM – Suspension for the remainder of the semester. Parents may appeal the recommendation.

#### 11. OFF-CAMPUS BEHAVIOR

Act 742 of 1997 was developed to protect a school district's ability to discipline students for off-campus acts and misbehavior. A student may be suspended or expelled for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanliness, or other conduct that would tend to impair the discipline of the school or harm other pupils, regardless of whether a specific prohibition of the conduct is contained in this student in this handbook. Suspension and expulsions for these reasons will be determined by the board of directors of the Danville School District.

#### 12. INAPPROPRIATE LANGUAGE

It is the policy of the Danville District to maintain a learning environment free of inappropriate language either spoken or written. This includes, but is not limited to, cursing, disrespectful language, foul, or any other derogatory remarks.

- A. First Offense in a 9-week grading period:

Student will use a recess period to write a letter to the parent telling of the incident. The letter is to be signed and returned to school. Failure to return the signed letter will result in no recess until the letter is returned.

B. Second Offense in a 9-week grading period:  
Parent will be called to school for a conference.

C. Third Offense in a 9-week grading period:  
1 day of In-School Suspension

Further offense may result in Out-of-School Suspension

### 13. MEDICINE POLICY

Possession of or distribution to any other student of any prescription or non-prescription drugs, such as herbal supplements, aspirin and diet pills at school is illegal.

A. First Offense in a School Year: One day out-of-school suspension

B. Second Offense in a School Year: Recommend expulsion for remainder of semester.

### 14. BULLYING

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.

Definition:

**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 or more students or public school employee's 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 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.

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 characteristic,
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 a person or property,
9. Stealing or hiding books or belongings, and/or
10. Threats to harm the 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.

- A. First Offense in a School Year: One day of Saturday School
- B. Second Offense in a School Year: Three days of Saturday School
- C. Third Offense in a School Year: Student may be assigned to Saturday School indefinitely or assigned to the Alternative School for a period of time to be determined by the principal.

Notice of what constitutes bullying, the District’s prohibition of 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.

## **SUSPENSION FROM SCHOOL**

Students not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days, including the day upon which the suspension is imposed. The suspension may be in-school or out-of-school. 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. A student may be suspended for behavior including, but not limited to that which:

1. Is in violation of school policies, rules or regulations;
2. Substantially interferes with the safe and orderly educational environment;
3. School administrators believe will result in the substantial interference with the safe and orderly educational environment; and/or
4. Is insubordinate, incorrigible, violent, or involves moral turpitude.

The school principal or designee shall proceed as follows in deciding whether or not to suspend a student.

1. The student shall be given written notice or advised orally of the charges against him/her;
2. If the student denies the charge he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts;
3. If the principal finds the student guilty of the misconduct, he/she may be suspended.

When possible, notice of the suspension, its duration, and any stipulations for the student's readmittance to class will be given to the parent(s), legal guardian(s), or to the student if age 18 or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), or to the student if age 18 or older or mailed to the last address reflected in the records of the school district.

Generally, notice and hearing should precede the student's removal from school, but if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as practicable.

It is the parents' or legal guardians' responsibility to provide current contact information to the district which the school shall use to immediately notify the parent or legal guardian upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority:

- A primary call number
  - The contact may be by voice, voice mail or text message
- An e-mail address
- A regular first class letter to the last known mailing address

The district shall keep a log of contacts attempted and made to the parent or legal guardian.

Out-of-school suspensions shall be treated as unexcused absences and during the period of suspension students shall not be permitted on campus except to attend a student/parent/administrator conference.

In-school suspension shall be treated as if the student was present at school. The student shall not attend any school-sponsored activities during the imposed suspension nor shall the student participate in any school-sponsored activities.

Suspensions initiated by the principal or his/her designee may be appealed to the Superintendent, but not to the Board.

Suspensions initiated by the Superintendent may be appealed to the Board.

### **ALTERNATIVE SCHOOL**

Students may be referred to alternative school by the building principal. The principal will contact the parent/guardian to begin the placement procedure. If a student is in Alternative School or In-School Suspension for disciplinary reasons, he/she will not be allowed to participate in extracurricular activities during that time.

### **BEHAVIOR RULES FOR KINDERGARTEN**

All students are expected to:

1. Follow teacher directions at all times.
2. Keep your hands, feet and other objects to yourself.
3. Take turns.
4. Be kind.
5. Use quiet voices when indoors.

#### **CONSEQUENCES FOR KINDERGARTEN**

Verbal Warning

3 behavior marks in one day.....Office visit (principal)

2 marks or less per week.....Fabulous Friday Reward

7 marks or more per week.....Detention on Friday

### **BEHAVIOR RULES FOR GRADES 1-3**

All students are expected to:

1. Follow teacher/paraprofessional/substitute teacher's directions at all times.
2. Keep hands, feet and other objects to self.
3. Refrain from rude gestures or put-downs (verbal or non-verbal).
4. Have necessary supplies and assignments for class.
5. Raise hand for permission before speaking.

#### **CONSEQUENCES FOR GRADES 1-3**

3 marks for unacceptable BEHAVIOR in one day.....Visit to principal

### **BEHAVIOR RULES FOR GRADES 4-5**

All students are expected to:

1. Keep hands, feet, books, and all objects to yourself.
2. Refrain from rude gestures or put-downs (verbal or non-verbal).
3. Raise hand for permission before speaking.
4. Follow teacher directions at all times.
5. Bring necessary supplies to class on time.
6. Have assignment homework journals signed and brought back on time.

Students with detention remaining to be served at the time of a class sponsored trip or activity will not be allowed to participate. These students will be referred to in-school suspension for the day.

## **STUDENT DISCIPLINE FOLDERS GRADES K-3**

Students in grades 1-3 use a Student Discipline Folder (SDF) to show weekly progress of behavior and study habits at school. These are sent home each Friday to be signed by the parent. Specific rules will vary for each grade, depending on age appropriateness (See your child's SDF for their grade's rules).

### **SEVERE DISRUPTION**

This includes, but is not limited to, fighting, inflicting injury upon another person, threatening to inflict injury, abusive language, stealing, and sexual harassment as defined under the "Student Conduct Behavior Code." Under these circumstances, a student will be immediately removed from the situation and appropriate discipline will be administered.

Further or repeated offenses will mandate a conference between the parent/guardian and school administrator.

### **CONSEQUENCES FOR GRADES 4 AND 5**

Behavior rules per 9-week grading period. Students begin with a clean record at the beginning of each nine-week grading period.

One check mark beside name on Detention clip board – Warning

Two check marks beside name on Detention clip board – Detention and miss recess

Three check marks beside name on Detention clip board – Pink slip/Conference with principal

When a student earns 5 detentions in a 9-week grading period he/she will serve 2 days in After School Detention. When a student earns 8 detentions in a 9-week grading period, he/she will serve 1 week in Saturday Detention to be scheduled by the principal on an as-needed basis. Saturday Detention will be supervised by a certified teacher and held from 7:30 a.m. to 11:00 a.m. No transportation or meals will be provided by the school for Saturday Detention. A student will be assigned to Saturday Detention when the student accumulates 9 or more detentions in a nine-week grading period.

### **NON-EDUCATIONAL MATERIALS**

No student will be allowed to bring non-educational personal play items to school. This could include, but is not limited to, the following: CDs, DVDs and CD and DVD players, radios, electronic games, trading cards, etc. Any items of this type that are brought to school will be kept in the office until picked up by a parent. It shall be the student's responsibility to let his/her parent know of this situation.

Students shall not possess any hand-held laser pointers while in school; on or about school property, before or after school; in attendance at 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 pointers 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.

## **POSSESSION AND USE OF CELL PHONES, BEEPERS, ETC.**

Use and misuse of cell phones has become a serious problem that threatens the ability of the district S schools to properly and efficiently operate its education program. The school board believes it is necessary to restrict student use and possession of cell phones, other electronic communication devices, cameras, MP3 players, iPods, and other portable music devices so that the opportunity for learning in the district's schools may be enhanced.

For the purpose of this policy, the use of a cell phone or other communication device includes any incoming call, text message, message waiting, or any other audible sound coming from the phone or device.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing any technology equipment.

From the time of the first bell until after the last bell, students are forbidden from using cell phones, any paging device, beeper or similar electronic communication devices. Exceptions may be made by the building principal or his/her designee for health or other compelling reasons.

From the time of the first bell until after the last bell, students are forbidden from having cameras, MP3 players, iPods, or any other portable music device. Exceptions may be made by the building principal or his/her designee for health or other compelling reasons.

Before and after normal school hours, possession of cell phones, any paging device, beeper, or similar electronic communication devices, cameras, MP3 players, iPods, and other portable music 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 even or activity the student is attending.

Students using or possessing cell phones or other portable music devices after the first bell and before the last bell shall have them confiscated. Confiscated cell phones and other electronic communication devices may be picked up at the school's administration office by the student's parents or guardians.

## **BUS RULES**

Elementary students need to ride near the front of the bus. Kindergarten students should be seated on the first seats or as close to the front as possible. Students are subject to the same rules of conduct while traveling to and from school as they are while on the 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. 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 the school, or suspending or terminating the student's transportation privileges. Transporting students to and from school who have lost their transportation privileges shall become the responsibility of the student's parent or legal guardian.

Per trip

1. Follow bus driver's directions
2. Stay seated unless loading or unloading
3. Keep hands, feet and objects to self
4. Use quiet voices
5. No fighting, swearing, rude gestures, or put-downs (verbal or non-verbal)
6. No food, drinks, or balloons allowed on the bus.

#### CONSEQUENCES

First offense – Verbal warning by driver

Second offense – Stop bus – Write down student's name

Third offense – Conference with principal and parents

Fourth offense – Suspension from bus for five days

#### **BEHAVIOR NOT COVERED ABOVE**

The school district reserves the right to punish behavior which is subversive to good order and discipline in the school even though such behavior is not specified in the preceding written rules.

#### **DANVILLE SCHOOL DISTRICT GANG RELATED "NO TOLERANCE POLICY"**

The Danville School has adopted the following policy on Gang Related Activity:

Clothing, hairstyles or other items that can be identified as "Gang Related" are not permitted on campus.

This includes, but is not limited to:

- Bandanas
- Pants with side-seams slit
- Low-rider (or saggy) pants
- Clothing in known gang colors
- Belts in excessive length
- Chains or any item considered a possible weapon
- Any items or symbols that identify the student as being affiliated with a gang.

Students who disregard these rules will have their parents notified and will be sent home immediately. To re-enter school, a student must return properly dressed, as defined by the school handbook, and accompanied by a parent. The parent and child will meet with a school official to document the first offense. If a second offense occurs, the student will be expelled.

#### **CORPORAL PUNISHMENT**

The Board of Education recognizes that good discipline in the schools results when students:

- A. Are taught in the home to respect the rights of others and to settle disagreements in an amicable manner.
- B. Attend a school that provides a relevant curriculum taught by effective personnel in pleasant surroundings.
- C. Live in a community that provides constructive outlets for youth.

The Board encourages and supports this positive approach to developing a desirable climate of discipline in the schools.

The Board recognizes the need for firmness in dispensing with any isolated problems calling for disciplinary action which occur in the classrooms and during other school activities, whether on or off the school premises. Accordingly, the Board expects:

- A. That the principal and faculty of each school will always contribute to the general welfare of the school or class as a whole and will be directed toward the positive improvement of citizenship for the group or individual involved;
- B. That each teacher will handle his or her own discipline at all times if at all possible; however, the more serious problems may be taken to the principal for advice and counsel.

Corporal punishment may be administered by any certified employee of the district to any pupil for disruptive or unmanageable conduct. This includes insubordination, profane, violent, vulgar or insulting language or other conduct that would tend to disrupt the educational process.

The Board directs that corporal (physical) punishment, when deemed necessary, will be administered according to the following requirements:

- A. Except for those acts of misconduct which are so antisocial and disruptive in nature as to shock the conscience, corporal punishment shall not be administered unless an attempt has been made to modify the pupil's behavior by some means other than corporal punishment and unless the pupil has been told that a continuation or repetition of his behavior may lead to corporal punishment.
- B. It must be administered by or in the presence of a school administrator, and a certified employee must witness and be advised, in the presence of the student, of the reason for the punishment.
- C. It will not be administered in the presence of other students, nor in a spirit of malice or anger, nor will it be excessive.
- D. It will be administered to the lower posterior only.
- E. Refusal to take corporal punishment may result in suspension.
- F. A written report signed by the employee administering the corporal punishment stating the reason for the punishment and the name of the witness will be filed with the principal.
- G. On request, the parent shall be informed in writing of the reason for the punishment and the name of the witness.

## **VISITORS**

All visitors are required to go first to the office of the school they are visiting. Let the people working in the office assist you. We welcome and have many visitors, but the administration needs to know who is here and why. Visitors are asked to practice confidentiality in relation to children, schools, faculty and staff. A visiting student interrupts the daily routine of the class.

## **STUDENT SCHOOL RECORDS AND EDUCATIONAL RECORDS**

1. The Family Education Rights and Privacy Act of 1974 (Public Law 91-380) states in part that "all academic and personal records pertaining to individual students are confidential and can only be inspected by students, parents and school officials."

2. The Act also states that school officials must provide parents of students the opportunity to inspect their child's records and challenge any records that may be misleading, inaccurate or otherwise inappropriate.
3. Any school that wishes to release personally identifiable data from a student's record must obtain written permission (consent) from the parents of the student before releasing such information.
4. Only in two specific instances is written permission not required:
  - A. Other school officials within the same school may request and receive a student's record.
  - B. Officials of other schools or school systems in which the student has enrolled may request and receive a student record.

## **SECTION 504**

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) requires that the Danville Public School District not discriminate on the basis of handicap in any District program or activity. The district will identify, evaluate and provide an appropriate public education to students who are handicapped under Section 504.

## **EMERGENCY DRILLS**

All schools in the district shall conduct fire drills monthly. Tornado drills shall also be conducted not fewer than four (4) times per year with at least one each in the months of September, October, January and February. Students who ride school buses shall also participate in emergency evacuation drills at least twice each school year. Other types of emergency drills may also be conducted. These may include, but are not limited to:

1. Earthquake;
2. Act of Terrorism;
3. Chemical Spill;
4. Airplane Crash

## **SCHOOL CLOSING DUE TO WEATHER OR ROAD CONDITIONS**

The decision to close school due to weather conditions will be made as early as possible on the day in question.

Check the following sources to find out whether school will be in session:

- A. Call the Danville School Information System from a touch-tone phone at 495-8555.
- B. Dardanelle and Russellville radio stations will make the announcements.

**REMEMBER, NO announcements from any of the above sources means SCHOOL WILL BE OPEN.**

## **MEDICATION GUIDELINES**

1. **The parent/guardian must bring all medication to the school.** The nurse will conduct a pill count in the parent's presence. Both the school nurse and the parent will sign a count sheet indicating its accuracy.
2. **All medication will be provided by the parent/guardian in the original container.** No medication will be accepted in baggies, envelopes, Kleenex, foil, etc.
3. **Physician/Health Care Provider shall provide a written doctor's order for all medication to be given during the school day. Any changes in the medication dosage or schedule (including discontinuation of medicine) will require a new written physician order and label.**

4. Medication ordered 1, 2, or 3 times daily should be given at home unless specifically ordered by the doctor to be given during school hours.
5. For medication given daily, it is recommended that parents bring a month's supply at a time.
6. **No first dose of a new medication will be given at the school.** First dose must be given at home at least four hours before coming to school.
7. A Medication Administration Release form must be completed and signed before any medication is given at school.
8. The student must swallow the medication in the presence of the adult administering the medication.
9. If the student forgets his/her a.m. medication, it will not be given at school without authorized verbal contact with the parent, followed by written request.
10. The school is not liable for reactions caused by medications which are properly administered.
11. If questions concerning medications arise, school personnel have the right to call the doctor/physician regarding medications.
12. Students are not allowed to bring/carry medications with them during the school day, with the exception of students who have a current Asthma action plan. These students may keep their inhaler with them. However, any student found to be improperly using the inhaler will be disciplined accordingly.

### **VIDEO SURVEILLANCE**

The Board 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 in any district building, on district property, and in district buses and vehicles. Video recorder placements shall be based on the presumption and belief that students, staff, and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view of other students, staff or visitors.

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.

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.

Videos 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 surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

## 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, irresponsible sex, 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 governmental 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 4.13** (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 of the employees of the district.

### Student Distribution of Nonschool Literature, Publications, and Materials

A student or group of students who distribute ten (10) or fewer copies of the same nonschool literature, publications, or materials (hereinafter "nonschool materials"), shall do so in a time, place, and manner that does not cause a substantial disruption of the orderly education environment. A student or group of

students wishing to distribute more than ten (10) copies of nonschool materials shall have school authorities review their nonschool materials at least three (3) school days in advance of their desired time of dissemination. School authorities shall review the nonschool materials, prior to their distribution and will bar from distribution those nonschool 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 a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial of distribution by the principal shall be heard by the superintendent, whose decision shall be final.

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

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 nonschool materials;
3. Allow no interference with classes or school activities;
4. Specify times, places, and manner 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.
6. Students shall be responsible for the removal of excess literature that is left at the distribution point for more than 5 days.

The Superintendent, 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.

### **SMART CORE**

The Arkansas Department of Education requires schools to include Smart Core Guidelines in elementary handbooks. These guidelines will not affect your child until your child reaches grade seven. Your signature indicating that you have received a copy of the S> C. Tucker Elementary Handbook also verifies that you have been informed of the Smart Core Guidelines of the Danville School District.

## SMART CORE GUIDELINES

### Guidelines for the Development of Smart Core Curriculum Policy

This is required by the Standards of Accreditation adopted by the state board in December 2003. The Standards provide for ADE to develop guidelines and an "Informed Consent Form" relating to the requirements prescribed in the Standards. The guidelines are not faithful to the language in the Standards, which makes the policy more prescriptive and proscriptive than it would otherwise have to be. Consent form is insufficient by itself for the purpose of providing parents with what they need to know to make an intelligent, informed decision for their child. We suggest using it in conjunction with counseling, newsletters, this policy, and/or other public forums to help explain the two curriculums A.C.A. 6-16-103 as amended by Act 1759 of 2003.

1. Schools must teach the Smart Core curriculum required within the thirty-eight (38) units every year as listed in the Standards for Accreditation.
2. In order to ensure that every child has access to a rigorous curriculum, beginning with the Seventh Grade class of 2004-2005 academic year, the Smart Core curriculum and Core curriculum will be a standard component of the required course of study to graduate from Arkansas public schools.
3. All students will participate in the Smart Core curriculum unless the parent or guardian waives a student's right to participate. In the case of a waiver, the student will be required to participate in core.
4. Each school district shall adopt written policies that inform parents about the Smart Core curriculum and the required course of study for graduation.
5. Each district's written policy shall:
  - Include the involvement of parents, staff and students
  - Outline a process for the view of Smart Core curriculum and course of study for graduation with parents and students to ensure informed understanding of the Smart Core curriculum and courses necessary for graduation.
  - Ensure parent and student notification of the Smart Core curriculum beginning in grade six (6) and continuing through grade twelve (12), as appropriate
  - Specify the optional parent waiver to the Core
  - Include a description documenting procedures and methods used to inform parents and students (i.e., Counselor meetings, Parent-teacher conferences, PTA meetings, newsletters, Student Handbook, etc.)
  - Include a requirement that parents sign informed consent documents provided by the Arkansas Department of Education
  - Include a provision for attaching signed informed consent documents to the permanent student transcript
  - Include a process for reversal of the informed consent agreement if the new required course of study can be completed by the end of the senior year
  - Provide for a procedure for training teachers, administrators, and counselors regarding this policy
  - Be included in the student handbook and filed with the Arkansas Department of Education
  - Include a provision for transferring to other schools/districts with students

## Smart Core Requirements

### English – 4 units (years)

- English 9<sup>th</sup> grade
- English 10<sup>th</sup> grade
- English 11<sup>th</sup> grade
- English 12<sup>th</sup> grade

### Oral Communication – ½ unit (1/2 year)

### Mathematics – 4 units (years)

- Algebra I or Algebra A & B (Grades 7-8 or 8-9)
- Geometry or Investigating Geometry or Geometry A & B
- Algebra II
- Choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III or an Advanced Placement mathematics (Comparable concurrent credit college courses may be substituted where applicable.)

### Natural Science – 3 units (years) with lab experience chosen from

- Physical Science
- Biology or Applied Biology/Chemistry
- Chemistry
- Physics or Principles of Technology I & II or PIC Physics

### Social Studies – 3 units (years)

- Civics or Civics/American Government
- World History
- U. S. History

### Physical Education – ½ unit (1/2 year)

### Health & Safety – ½ unit (1/2 year)

### Fine Arts – ½ unit (1/2 year)

### Career Focus – 6 units

## Core Requirements

### English – 4 units (years)

- English 9<sup>th</sup> grade
- English 10<sup>th</sup> grade
- English 11<sup>th</sup> grade
- English 12<sup>th</sup> grade

### Oral Communication – ½ unit (1/2 year)

### Mathematics – 4 units (years)

- Algebra or its equivalent\* 1 unit
- Geometry or its equivalent\* 1 unit
- All math units must build on the base of
- Comparable concurrent credit college courses may be substituted where applicable.

\*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement

### Science – 3 units (years)

- A least one (1) unit of Biology
- A Physical Science

### Social Studies – 3 units (years)

- Civics or Government, ½ unit
- World History 1 unit
- U.S. History unit

### Physical Education – ½ unit (1/2 year)

### Health & Safety – ½ unit (1/2 year)

### Fine Arts – ½ unit (1/2 year)

### Career Focus – 6 units