

# **Paragould School District Elementary Schools**



**Baldwin Elementary (2-4)**

**Oak Grove Elementary (2-4)**

**Woodrow Wilson Elementary (2-4)**

**Student Policies & Procedures Handbook  
2023 - 2024**

# Elementary Procedures

2023 - 2024

# Baldwin Elementary

## *Mission Statement*

The administration, staff, and parents at Baldwin Elementary School wish for students to enter a caring and visually inspiring environment. The core curriculum shall be enhanced with challenging, enriching theme-related activities and cultural experiences that promote academic excellence and prepare students to successfully transition to the middle grades.

# Oak Grove Elementary

## *Mission Statement*

The parents, staff, and administration at Oak Grove Elementary School believe students will master the core curriculum in a family atmosphere that is collaborative, organized, and visually stimulating. Challenging programs, including hands-on theme related activities, inspire all students to improve academic performance and exceed our high expectations.

# Woodrow Wilson Elementary

## *Mission Statement*

The learning community of Woodrow Wilson Elementary School will create a safe, interactive, and innovative educational environment for all students. The core curriculum shall be enhanced with technology and appreciation for diversity to promote academic excellence and prepare students to successfully contribute to an ever-changing world.

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**THE SCHOOL DAY**

The Paragould Elementary Schools believe that students achieve more when more time is spent on task. Student learning is thought to be directly related to student/teacher interaction time.

Criteria:

- A school day shall consist of at least six (6) hours of instructional time. (Arkansas Educational Standards)
- A school half-day shall consist of at least three (3) hours of instructional time. (Arkansas Educational Standards)
- Any day in which less than three (3) hours of instructional time is provided to students are not counted as any part of a school day. (Arkansas Educational Standards)

**EARLY ARRIVAL AT SCHOOL**

Arrival times for students not riding the school bus for each school are listed below:

- Baldwin - between 7:30am and 8:00am
- Woodrow Wilson - between 7:30am and 8:00am
- Oak Grove - between 7:30am and 8:00am

**EMERGENCY OR EARLY DISMISSAL OF STUDENTS**

When the decision is made to dismiss school early, the following methods of communication will be used to broadcast the information. When conditions warrant early dismissal, the public will be notified through:

- Paragould School District App
- PSD Facebook Page
- KAIT8
- PLWC Channel 6
- MOR Media (107.1, 1490 AM)
- Jonesboro Radio Group (104.9, 92.7, 98.5, 107.5, 106.3, 100.5)

*PLEASE DO NOT CALL SCHOOL PERSONNEL.*

## **ABSENCES**

As stated in our district policy, students are allowed a maximum of 6 excused absences per semester for illness (with written documentation for each absence provided within 2 school days of the absence) unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal. Absences not defined as excused or not having an accompanying note from the parent or guardian, presented in the timeline required by this policy, shall be considered as unexcused absences.

Consistent absenteeism will be addressed appropriately in the following manner:

- 1-4 Unexcused Absences: The student's parent, guardian, or person in loco parentis shall be notified of the student's consistent absence issue.
- 5+ Unexcused Absences: The District shall notify the prosecuting authority and the parent, guardian, or person in loco parentis shall be subject to a civil penalty as prescribed by law.

## **PARTIAL DAY ABSENCES**

Partial day absences can occur when a student is excessively tardy, leaves during the day but returns, or leaves before school is dismissed. Arrival at school after 9:00 am or leaving school prior to 2:10 pm will be counted as a half-day absence. Students must bring back a note from the parent or professional stating the reason for the partial day of absence. Students must be signed in and out at the office by a parent or designated adult on their approved pick-up list.

## **TARDIES**

Tardies are disruptive and must be avoided. Tardiness to class will not be excused unless the student presents a signed, dated note from the parent or from a professional (doctor, counselor, etc.). However, tardies are not excused if caused by breakdown of private transportation, oversleeping or missing the school bus. Students arriving between 8:00 am and 9:00 am will be counted as tardy. Students leaving school after 2:15 pm but before 3:10 pm will also be counted as tardy for the afternoon.

Consistent tardiness will be addressed appropriately in the following manner:

- 1-3 Unexcused Tardies: The student's parent, guardian, or person in loco parentis shall be notified of the student's consistent tardy issue.
- 4-5 Unexcused Tardies: The student's parent, guardian, or person in loco parentis shall be notified and may be required to attend a face-to-face meeting with the campus administrator to further discuss the issue.
- 6-10 Unexcused Tardies: The District may notify the prosecuting authority and the parent, guardian, or person in loco parentis may be subject to a civil penalty as prescribed by law.

## **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;
7. Possession of any paging device, beeper, or similar electronic communication devices, cameras, MP3 players, iPods, and other portable music devices on the school campus during normal school hours (unless stored in silent mode in the student's locker or vehicle) 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. Inappropriate public displays of affection;
10. Cheating, copying, or claiming another person's work to be his/her own;
11. Gambling;
12. Inappropriate student dress;
13. Use of vulgar, profane, or obscene language or gestures;
14. Truancy;
15. Excessive tardiness;
16. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
17. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
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. Persistent rule breaking.

**The minimum penalty for student misconduct will be a verbal warning and the maximum penalty will be out-of-school suspension (OSS) for up to 10 school days and/or legal action dependent upon the severity and frequency of the misconduct.**

## **PERSISTENT RULE BREAKER DISCIPLINE PLAN**

1. After a student receives their 5th discipline referral, the parent will be notified of the Persistent Rule Breaker policy.
2. After a student receives their 6th discipline referral:
  - a. A conference with the student, their parent, and their grade level principal will take place.
  - b. The grade level counselor will be notified.
3. After a student receives their 8th discipline referral:
  - a. The student may receive in-school suspension (ISS) or out-of-school suspension (OSS) as determined by the school administrator.
  - b. A conference with the student, their parent, and their grade level principal will take place to discuss future disciplinary action or placement.
4. After a student receives their 9th discipline referral:
  - a. The student may receive in-school suspension (ISS) or out-of-school suspension (OSS) as determined by the school administrator.
  - b. A conference with the student, their parent, and their grade level principal will take place to discuss future disciplinary action or placement.
5. After a student receives their 10th discipline referral:
  - a. The student may be suspended out of school (OSS) for a period of up to 10 days.
  - b. The student may have a FINS (Family in need of Services) petition filed against them.

### **Students Who Cause Major School Disruptions:**

1. After a student receives their 3rd disciplinary referral for a Major Disruption during the school year:
  - a. The student may be suspended out of school (OSS) for a period of 3 days.
  - b. Upon the student's return to school. A conference with the student, their parent, and their grade level principal may take place.
  - c. The student may have a FINS (Family In Need of Services) petition filed against them.
2. After a student receives their 5th disciplinary referral for a Major Disruption during the school year:
  - a. The student may be suspended out of school (OSS) for a period of 5 days.
  - b. A conference with the student, their parent, and their grade level principal may take place to discuss future disciplinary action.
3. After a student receives their 6th disciplinary referral for a Major Disruption during the school year:
  - a. The student may be suspended out of school (OSS) for a period of up to 10 days.

### **Examples of Major School Disruptions/Discipline Violations:**

1. Disrespectful to school employee
2. Leaving Campus or Truant
3. Drugs/Weapons
4. Fighting
5. Insubordination
6. Bullying

*\*This is not an all-inclusive list. Other incidents or situations could be deemed to be Major School Disruptions/Discipline Violations.*



## **CORPORAL PUNISHMENT**

The 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.

## **DISCIPLINE FOR THE DISABLED**

- Disabled students who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to free appropriate public education in accordance with the Individuals with Disabilities Education Act and Public Law (PL) 94 – 142.
- The Individual Education Plan (IEP) team for a disabled student should consider whether particular disciplinary procedures should be adopted for that student and included in the IEP.
- Disabled students may be excluded from school only in emergencies and only for the duration of the emergency. If a disabled student is excluded for more than (10) days in a school year, the IEP team will meet to determine if the behavior is a direct result of the student's disability.
- After an emergency suspension is imposed on a disabled student, an immediate meeting of the student's IEP team should be held to determine the cause and effect of the suspension with a view toward assessing the effectiveness and appropriateness of the student's placement and toward minimizing the harm resulting from the exclusion.
- The suspended student should be offered alternate educational programming for the duration of the exclusion.

## **GRADING**

Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades that reflect other educational objectives such as the student learning expectations contained in the curriculum frameworks may also be given.

The following grading scale will be in effect in all schools in the Paragould School District.

90% - 100% = A

80% - 89% = B

70% - 79% = C

60% - 69% = D

59% and below = F

## **HOMEWORK**

Homework is a flexible and individual responsibility of the individual teacher in the Paragould School District. Purposeful homework varies from day to day with each pupil, depending upon his/her capacity, potential, and need. Whenever homework exists in the school system, it should supplement, complement, and reinforce classroom teaching and learning. All students are responsible for homework as assigned by the individual classroom teachers.

## **MAKEUP WORK**

It is the responsibility of the student to make up any missed work occurring during an absence. All missed work due to absence will be allowed (and expected) to be completed. Long term assignments given in advance with due dates will not be considered as makeup work. Parents are encouraged to contact the teacher regarding missed work. Students will be given the same number of school days to turn-in makeup work as the number of days absent.

For absences of one or two days, students are expected to complete makeup assignments in the same amount of time that was missed. For absences longer than two days, the student will be allowed twice the time he or she was absent to make up the work if necessary.

## **HONOR ROLL and PRINCIPAL'S LIST**

It is the belief of this school district that the students who excel in the area of academics and citizenship should be acknowledged.

- To be eligible for Honor Roll (quarterly and yearly), students must:
  - Have no academic grade lower than a B.
- To be eligible for Principal's List (quarterly and yearly) students must:
  - Have no academic grade lower than an A.

## **PERFECT ATTENDANCE**

The Paragould Elementary Schools will issue Perfect Attendance Certificates quarterly and yearly according to the following criteria:

- Quarterly
  - Students who have attended all days of the quarter and who have had no more than 3 tardies.
- Yearly
  - Students who have achieved perfect attendance each of the four quarters.

## **INTERIM REPORTS**

Interim reports will be issued between the fourth and fifth week of each grading period to parents.

## **REPORT CARDS**

Report cards will be given following completion of each nine weeks marking period. If parents have any questions concerning marks on the report card, they are urged to call the school and arrange for a conference with the teacher.

## **HEALTH SERVICES**

The general health and welfare of the student is recognized as an integral part of the school program. Health services by the school nurse are primarily inspectional rather than diagnostic in nature. Health services provided by the school include:

- A school nurse
- Nurse's station adequately stocked with first aid supplies.
- The maintenance of a cumulative health folder on each student which contains the following:
  - Personal data sheet giving medical history of student containing an emergency clause signed by the parent for use in case of serious illness or injury.
  - Completed immunization form.
- The health nurse will conduct the following programs:
  - Screening test for vision and hearing conducted annually.
  - Scoliosis screening for upper elementary students.
  - Human growth and development classes.
  - Dental health program.

## **INJURY / ILLNESS / COMMUNICABLE DISEASES AND PARASITES**

When a student is injured in the school building or on the school grounds, the parent will be called immediately. The student may be taken to the family doctor if parents have made emergency numbers and the name of the family doctor available.

When a student becomes ill at school, the parent is called immediately. The student will remain in the health room until the parent can check the student out of school. If a student is sent home by the school nurse (or designee) for any reason, that day will be designated as an **EXCUSED** absence. Upon return, the school nurse (or designee) must clear the student for re-admittance to class.

If contact with the parent cannot be made, the principal and teacher will do what is expedient and safe for the injured and/or seriously ill student, which may include taking/sending the student to the emergency room of a hospital. The school assumes no responsibility for treatment.

## **RE-ADMITTANCE PROCEDURE FOR HEAD LICE**

If a student is found to have head lice, that student may be sent home for the day. Upon return the following day, the school nurse (or designee) must clear the student for re-admittance to class. If the school nurse (or designee) determines the student cannot be readmitted to class, the student will be sent home with that day designated as an absence.

### **MEDICATION ADMINISTRATION**

If possible medication should be administered at home. Paragould Elementary Schools realize at times students may need to be given medication during school hours. In order to maintain the health and safety of all students, the following procedures will be followed:

- A parent, guardian or designated adult must bring the medication to the school nurse or designee in the absence of the nurse and complete a medication consent form.
- All medication, whether prescription or over-the-counter, must be in its original bottle with the original label.
- All medication will be counted upon receipt by the school nurse or designee. Parent, guardian or designated adult and the school nurse or designee will sign the medication consent form verifying the count. Any medication picked up at the school will be counted, documented on the medication form, and signed by the parent or guardian and the school nurse or designee.
- All prescription labels will be strictly adhered to. Any changes in dosage **MUST** be reflected with a new label / prescription.

Please be aware that, for the safety of all students, at no time may a student transport medication to or from school on a school bus. All medication must be brought to school and/or picked up from school by the parent, guardian or designated adult. The only exceptions are rescue inhalers and/or Epi-Pens. These will require a physician's order stating the child must have the medication with them at all times due to a life threatening medical condition.

### **LUNCH / BREAKFAST**

The Paragould School District is pleased to announce the district will participate in the Community Eligibility Provision (CEP) during the 2023-2024 school year providing meals, regardless of eligibility category, at **NO CHARGE** for all students enrolled in the following schools

- Paragould Primary
- Baldwin Elementary
- Oak Grove Elementary
- Woodrow Wilson Elementary
- Oak Grove Middle School
- Paragould Jr. High School
- Paragould High School

## **BUS CONDUCT AND REGULATIONS**

It is a privilege and not a right of any student to ride a bus as transportation to or from school. Violation of transportation and safety rules noted below can result in that student losing his/her privilege to ride the bus.

1. The driver of the school bus is responsible for the safety of all students riding the bus. He has the same responsibility as a teacher in controlling discipline.
2. The first duty of the passengers is to obey the driver's directions promptly and cheerfully.
3. State law requests that students be assigned seats. **STUDENTS ARE TO SIT IN THEIR DESIGNATED SEATS FACING FORWARD AND BE REASONABLY QUIET AND KEEP THE AISLES CLEAR AT ALL TIMES.** Excessive noises of any kind cannot be tolerated.
4. Be at the bus stop at the scheduled time. Students are to be ready to get on the bus when it stops. Stand back ten feet from the bus stop and wait until the door is opened before moving closer to the bus.  
Do not play on the highway. School buses will not wait for riders. Riders wait for buses.
5. While loading or unloading, enter or leave the bus orderly and quickly. Going to the mailbox, garbage can, etc. is not permitted.
6. Students are not to put their hands, arms, heads or bodies out of the windows. No windows, doors or hatches, etc. are to be opened except by permission of the driver.
7. Students will be put off the bus only at the school building, in the morning, and will be picked up there only, in the afternoon. No students will be allowed to get off the bus anywhere in the afternoon except at his regular stop, unless a written statement from the child's parents has been previously approved by the school principal.
8. No objects of any kind shall be thrown on the bus or out the bus windows.
9. Fighting, scuffling or play activities will not be permitted on any school bus.
10. Only acceptable language will be tolerated. No obscene words, gestures or signs will be tolerated.
11. No food or drink will be consumed on the bus.
12. Riders are not to tamper with any safety devices such as door latches, fire extinguishers or write on or damage the school bus or seats.
13. No knives or sharp objects of any kind are allowed on a school bus. Neither firearms, pets nor other living animals will be allowed on a school bus at any time.
14. Students are expected to remove their personal belongings, books, coats, sweaters, etc. when they leave the bus.
15. No large musical instruments or any other item that cannot be placed under a seat will be permitted to be brought on board a school bus.
16. Balloons and glass objects will not be permitted on the bus.
17. Complete silence is required at all railroad crossings.
18. Students are required to cross in front of the bus when crossing a roadway, not in the back of the bus.
19. State and Federal laws require that the aisle remain clear at all times.
20. Riders who must cross the road after leaving the bus in the afternoon must go to a point on the

shoulder of the road ten feet in front of the bus. Cross the highway only after the driver has signaled you to do so. Never walk behind a school bus.

21. Any student who creates a disruption on a school bus will be reported to his/her principal or his/her designee for disciplinary action. Continued misconduct will be grounds for losing all privileges of riding the bus.
22. Bus routes shall be planned to get within one mile of the location of each student if other factors permit. School buses are not required to stop at every door.
23. Bus routes are designed to transport students within their respective school zones. If a student transfers from one school to another, then bus transportation may not be available.
24. Visitors are not allowed on the bus except in the case of an emergency. Permission must be granted by the principal of the school or the superintendent before a visitor may be transported.
25. Students getting off the bus at any place other than his/her regular stop must obtain a pass from the appropriate principal. A signed note or telephone call from a parent must be received before a pass will be given.

### **BUS DISCIPLINE CONSEQUENCES**

- First Offense - Warning
- Second Offense - 1 day bus suspension
- Third Offense - 3 day bus suspension
- Fourth Offense - 5 day bus suspension
- Fifth Offense - 10 day bus suspension
- Sixth Offense - Removal from the bus for the remainder of the school year

Students causing major disruptions/safety concerns on any bus forfeit the ‘Warning’ step listed above and will be immediately suspended. The number of days suspended will be determined by the severity of the student’s action(s).

### **PLAYGROUND RULES**

Care must be taken to ensure that students are taught to respect school property. State laws indicate that parents as well as the school must assume responsibility for the care and well being of school property.

General safety rules apply on the playground. In addition, care is taken to instruct students in the necessity for caution and care for others when playing on the playground equipment.

Children are to play in areas designated as playground for that grade level. Appropriate language is expected at all times.

Unacceptable Behavior:

- Fighting or inciting a fight
- Play fighting, wrestling or karate kicking
- Riding on the back of another student
- Contact games that require excessive roughness
- Playing with baseball bats except in designated areas

- Knives, dangerous toys, sharp objects are not allowed at school.
- Abusive or obscene language
- Rock or dirt throwing
- Playing on walls, steps, doors or porches
- Playing in areas reserved for other classes
- Skateboards are not allowed

### **STUDENT DRESS AND GROOMING**

The Paragould School 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 they are immodest, disruptive, unsanitary, unsafe, could cause property damage, or are offensive to common standards of decency. The following guidelines should be followed:

- Grooming or dress which could cause blocked vision or restricted movement is discouraged, as well as dress styles that create or are likely to create a disruption of classroom order. No hats, caps, doo rags bandanas, hoods, or sunglasses will be allowed to be worn in the building.
- Clothing which displays profanity, nudity or suggestive comments or clothing that is supportive of illegal chemicals, tobacco products, alcoholic beverages, drug paraphernalia, etc. will not be tolerated.
- Clothing or shoes made of materials or of such structure that cause damage to school facilities will not be permitted.
- During warm weather, students will be permitted to wear shorts; however, the appearance of students should not be disruptive to the educational atmosphere of the school. Halter tops and spaghetti straps are considered inappropriate attire.
- For health and safety reasons, students must wear shoes at school at all times.
- Clothing shall be clean and appropriate for school wear. Articles of dress which are distracting or which fail to conform to reasonable rules of decency shall not be worn.
- Body or facial piercings are considered distracting. Earrings are allowed.
- Clothing that exposes underwear, buttocks or the breast of a female will not be permitted.

(Act 835)

If, in the judgment of the administration, a student's attire is a health hazard or a distraction to the educational atmosphere of the school, the student will be asked to go home and make proper adjustments.

### **FOOD FOR PARTIES**

According to state law, all food brought by parents for parties, etc., must be commercially made and not prepared at home. Food brought by parents for parties, etc. may only be on pre-approved special-treat days as identified by the school.

## **FREEDOM OF INFORMATION**

Schools may disclose, without consent, “directory” information such as student’s name, address, telephone number, date and place of birth, and dates of attendance. However, schools must annually inform parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose such information. If you object to such information being disclosed, please notify your principal at once.

## **FUNDRAISING**

No fund raising projects will be permitted in the Paragould School District without prior approval of the Superintendent. Tickets or articles of any kind other than those associated with school sponsored activities are not to be sold on school property by students or outside organizations without prior approval of principal.

## **RECITATION OF THE PLEDGE OF ALLEGIANCE**

Students in grades K-12 shall participate in a daily recitation during the first class of each school day. Students shall stand and recite the Pledge of Allegiance while facing the Flag with their right hand over their heart or in an appropriate salute if in uniform. If the student or the student’s parent or legal guardian objects to the student’s participating in the exercise on religious, philosophical, or other grounds, they will be exempt from the recitation. However, they will be required to remain quietly standing or sitting at their desks while others recite the Pledge of Allegiance.

## **TEXTBOOKS AND COMPUTERS**

All school textbooks and computers, including guided readers, and other text materials, are the property of the school district. Students are issued textbooks and computers, and must accept the responsibility for their proper care. Students must replace or pay for damages to textbooks and computers that have been issued in their names, regardless of who was responsible for the damage.

## **VIDEO SURVEILLANCE POLICY**

The board authorizes the use of video cameras on district property to ensure the health, welfare, and safety of all staff, students, and visitors, to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent or designees. Students in violation of school policies shall be subject to appropriate disciplinary action.

## **PARENT INVOLVEMENT PLAN**

Each of the three elementary schools has a Parent Involvement Plan unique to their specific building. This document outlines opportunities for parents and families to be involved in their child’s education. Each plan addresses parenting, communicating, decision making and volunteering. In addition, each plan



highlights ways the school can provide assistance as well as opportunities for parents and families to be active participants in the education of our students. Each student will receive a copy of the Parent Involvement Plan each year. These documents can be found on the district website as well at [www.paragould.k12.ar.us](http://www.paragould.k12.ar.us) .

Paragould School District  
School Calendar  
2023-2024

August 7-10 .....	Staff Development
August 14 .....	First Day of School
September 4 .....	Labor Day Holiday
September 14.....	Parent/Teacher Conferences (4:00-7:00)
September 15.....	Staff Professional Development (No school for students)
October 13 .....	End of First Quarter (43 days)
November 6 .....	Staff Professional Development (No school for students)
November 20-24 .....	Fall Break
December 20 .....	End of Second Quarter (42 days)
December 21-January 3 .....	Winter Break
January 4 .....	First Day of Second Semester
January 15 .....	Martin Luther King Jr. Day
February 8.....	Parent/Teacher Conferences (4:00-7:00)
February 9.....	Staff Professional Development (No school for students)
February 19 .....	President’s Day
March 8 .....	End of Third Quarter (44 days)
March 18-22 .....	Spring Break
March 29 .....	No School
May 24 .....	End of Fourth Quarter (49 days)
May 27 .....	Memorial Day Holiday

Make Up Days, should they become necessary will be used as follows:

1. November 20
2. November 21
3. January 2
4. January 3
5. January 15
6. February 19

If needed, the calendar will extend beyond May 27 until all make up days are completed.

All Alternative Method of Instruction Days (AMI) approved by ADE will be determined by the superintendent.

STUDENT NAME: \_\_\_\_\_ TEACHER NAME: \_\_\_\_\_  
COMPREHENSIVE HANDBOOK AGREEMENT FORM

**\*\*IN AN EFFORT TO STREAMLINE THE AMOUNT OF NECESSARY PAPERWORK, SEVERAL ITEMS ARE COMBINED ON THIS SINGLE PAGE FOR YOUR CONVENIENCE. PLEASE COMPLETE THIS FORM AND RETURN IT TO SCHOOL AS SOON AS POSSIBLE.\*\***

**PARAGOULD SCHOOL DISTRICT PARENT-STUDENT STATEMENT OF RESPONSIBILITY**

The Paragould School District Elementary School Comprehensive Handbook Agreement Form must be signed and returned to school within one (1) week after the student receives it. My signature on this form indicates that I am aware I have access to the Paragould School District Elementary School Student Policies & Procedures Handbook on our district website at [www.paragould.k12.ar.us](http://www.paragould.k12.ar.us). (A paper copy will be provided upon request.) Although I may not agree with all of the regulations contained within, I understand that the student must adhere to them while he/she is at school or in attendance at school sponsored activities. In the event I am not entirely certain of some aspect of school policy, I agree to contact the principal for clarification. My signature further indicates that I am aware that I have access to our school's Parent Involvement Plan on our district website at [www.paragould.k12.ar.us](http://www.paragould.k12.ar.us).

**CONSENT AND RELEASE AGREEMENT FOR PUBLICATIONS, VIDEO AND INTERNET**

Students who attend Paragould School District Elementary Schools are occasionally asked to be a part of school and/or district publicity, publications, and/or public relations activities. In order to guarantee student privacy and ensure your agreement for your student to participate, please sign this form and return it.

**INFORMATION RELEASE AGREEMENT**

Student and Parent/Guardian release to Paragould School District the student's name (for example – honor roll), picture, art, written work, voice, verbal statements, portraits (video or still) and consent to their use by schools or PSD. The name, picture, art, written work, voice, verbal statements, and/or portraits (video or still) shall only be used for public relations, public information, school or district promotion, publicity, and instruction. Student and Parent/Guardian understand and agree that:

- No monetary consideration shall be paid;
- Consent and release have been given without coercion or duress;
- This agreement is binding upon heirs and/or future legal representatives;
- The photo, video, or student statements may be used in subsequent years;
- If the Student and Parent/Guardian wish to rescind this agreement, they may do so at any time with written notice.

\_\_\_\_\_ I AGREE    \_\_\_\_\_ I DISAGREE  
(Objection Form must be filed in the office no later than the 10<sup>th</sup> day of school)

**FIELD TRIPS**

I give my permission for the student named below to attend field trips conducted by the Paragould School District. I understand that I will receive notification of such trips in advance. I understand that I will not have to fill out other permission slips unless deemed necessary by the District.  
\_\_\_\_\_ YES    \_\_\_\_\_ NO

**PERSONALLY IDENTIFIABLE INFORMATION / STUDENT EDUCATION RECORDS**

In compliance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 123g; 34 CFR Part 99), I give my permission for the below named student's personally identifiable information / student education records to be disclosed to a Third Party Billing Agent for the purpose of billing Medicaid and/or private insurance. \_\_\_\_\_ YES    \_\_\_\_\_ NO

**CORPORAL PUNISHMENT**

I grant my permission for the District to administer CORPORAL PUNISHMENT for the student named below per the policy requirements. Please insert any comments regarding corporal punishment:

\_\_\_\_\_ YES    \_\_\_\_\_ NO

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_  
(please print)

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

State Law (80-1629.6 - 80-1629.8) requires documentation of student and parent receipt of student discipline policies. This document will become part of the student's file.