

Parkers Chapel School District Student Handbook



2021-2022

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

Inquiries on non discrimination may be directed to Superintendent, who may be reached at 870-862-4641.

For further information on notice of non-discrimination or to file a complaint, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>; for the address and phone number of the office that serves your area, or call 1-800-421-3481

Dear Students and Parents:

Welcome to Parkers Chapel School District. The 2021-2022 school year is here. We are excited to have you be a part of our school community. Our school has had a history of academic excellence and student safety and we are looking forward to another successful, safe, and productive year.

The Parkers Chapel School's goal is to ensure you receive quality instruction, guidance, and care. Our staff is highly qualified and dedicated to this united goal. We ask that you join us in the effort to make this your best school year to date and dedicate yourself to make every effort to succeed.

This handbook is one of the most important books that you will be issued this year. It is designed to provide you with information that you will need to know regarding the operation of our school. It is essential that you abide by these rules. There are good reasons for each one of them. If you have any questions, please ask to meet with your child's teacher or principal.

Sincerely,

Doug Smith
Principal, PCHS

Carrie Burson
Principal, PCES

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Parkers Chapel Schools

2021-2022 Calendar

August 16	1 st day of school for Students
September 6	Labor Day (no students)
October 1	Teacher In-Service (no students)
October 15	End of 1 st 9 weeks
October 19	Parent/Teacher Conferences ☺ 1:30 – 6 pm
November 22-26	Thanksgiving Holidays
December 17	End of 2 nd 9 Weeks
December 20-Dec. 31	Christmas Holidays
January 3	Start 2 nd Semester
January 17	MLK Day (no students)
February 3	Parent / Teacher Conferences ? times
February 18	Teacher In-Service (no students)
February 21	President's Day (no students)
March 11	End of 3 rd 9 Weeks
March 21-25	Spring Break
April 15	Good Friday (no students)
May 26	End of 4 th 9 Weeks

1st Quarter 43 days August 16 – October 15
 2nd Quarter 40 days October 18 – December 17
 3rd Quarter 47 days January 3 – March 11
 4th Quarter 48 days March 14 – May 26

178 total student days

Weather Make-Up Days (if needed) Jan. 17, Feb. 21, Apr. 15, May 27, May 31

Parkers Chapel Elementary Schedule

7:10 -7:30	Early drop off - Students must report to the cafeteria
7:25 -- 7:45	Buses drop off 7:25; Breakfast is served for 2 nd – 6 th grade in the cafeteria 7:25 - 7:40
7:30-7:45	Regular Morning Drop off K-6
7:50	<i>Any student being dropped off at 7:50 or later - must come to the office with parent and be signed in. Student will not be allowed to go to class until signed in by parent.</i>
7:50-8:10	<i>Breakfast served to all kindergarten and first grade students in the cafeteria</i>
8:30 – 8:50	<i>Preschool Breakfast served in classrooms</i>
10:25 – 11:55	<i>K-6 lunches will be served; grade level times will be posted on the school's website; Each lunch period will be 30 minutes.</i>
11:50 – 12:20	<i>Preschool Lunch – served in classrooms</i>
12:30 – 12:45	<i>Early Preschool Pickup</i>
2:15	<i>K-3 Car Line (Behind Gym)</i>
2:25	<i>4th and 5th Car Line (In front of Elementary Office)</i>
2:25	<i>6th grade Car Line (In circle drive in front of High School)</i>
2:40	<i>K-6 Load Buses (buses leave approximately 2:45-2:50)</i>
2:55 – 3:15	<i>Full Day Preschool Pickup - * Preschool parents may not enter the parking lot until the elementary line is finished</i>

- A staggered car line in the PM may be initiated to help with Social Distancing when necessary.

High School Bell Schedule

Breakfast	7:30-7:48	Located in ILT Room	
1st Period	7:48-8:40		
2nd Period	8:44-9:36		
3rd Period	9:40-10:32		
4th Period	10:36-11:28		
5th Period (9-12)	11:32-12:24	(7-8) Lunch	11:32-12:02
5th Period (7-8)	12:06-12:58	(9-12) Lunch	12:28-12:58
6th Period	1:02-1:52		
7th Period	1:56-2:46		
PLC/Athletics	2:46-3:30		

PARKERS CHAPEL DISCIPLINE POLICIES AND PROCEDURES

STUDENT CODE OF CONDUCT

Teachers, principals, administrators, and security officers have the authority to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision. Such measures may include the use of reasonable force in the exercise of lawful authority to restrain or correct pupils and maintain order. The teachers of Parkers Chapel are professional people who have been employed to help run the school. They are in charge of the campus as well as their classroom. They will be allowed to make decisions based on their professional knowledge on all aspects of their duties. If a teacher observes a violation of school rules by any student under the jurisdiction of the school, the teacher's word will be final and action will be taken on that observation according to the student disciplinary policies. The teacher's decision shall not be overruled unless the situation warrants and is deemed necessary by an administrator. If needed, the student's account of the situation will be heard in the following order: (1) teacher, (2) assistant principal / principal, (3) discipline committee, (4) superintendent.

Those in authority may use 24 hour audio/video surveillance available on campus.

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. The following activities are considered improper conduct and will subject the student to disciplinary action.

1. A minimum of a verbal reprimand to a maximum of suspension or expulsion from school. A violation of the rule will occur whether the conduct takes place on the school grounds at any time, off the school grounds at a school activity, function, or event, or enroute to and from school.
2. In all discipline cases the student will be provided an opportunity to hear the charges against him/her and respond.
3. In discipline cases where the offense is serious enough to warrant, parents will be notified and hearings scheduled at the time and place agreed upon by both parties, if desired.
4. A student handbook including all discipline policies will be provided to each parent/guardian. Signature receipt will be the school's documentation that parent/guardians were provided with all policies. Failure to return this receipt by the designated time will result in suspensions.
5. Occupy any school building or properties with intent to deprive others of its use or where the effect thereof is to deprive others of its use.
6. Block the doorway or corridor of any school building or property so as to deprive others of access thereto.
7. Prevent, or attempt to prevent, the convening or continued functioning of any

- school class, activity, or lawful meeting or assembly on the school campus.
8. Prevent students from attending a class or school activity.
 9. Block normal pedestrian or vehicular traffic on the school campus or adjacent grounds unless under the direction of a school administrator.
 10. Continuously and intentionally make noise or act in any other manner so as to interfere seriously with the teacher's ability to conduct classroom instruction or any other school activity.
 11. In any manner by the use of violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance or any other conduct intentionally cause the disruption of any lawful process or function of the school or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful process or function.
 12. Refuse to identify himself/herself on request of any teacher, principal, superintendent, school bus driver, school security officer, or other school personnel.
 13. A student shall not disrupt a class by making unnecessary noise, talking without permission, keeping other students from doing assigned class work, refusing to do assigned class work, sleeping, refusing to keep his/her head up off the desktop, refusing to pay proper attention to the teacher, or eating food without permission, or any action that will distract from a learning atmosphere in the classroom
 14. Encourage other students to violate any rule or school board policy

STUDENT DISCIPLINE

DISCIPLINE OF DISABLED STUDENTS:

Disabled students who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as treatment does not abridge the right to free appropriate public education. Guidelines outlined in Act 104 of the 1983 Special Session will be followed. Students identified as ID under IDEA guidelines may not receive corporal punishment.

DISCIPLINARY RECORD:

A student and/or the student's parent may question any part of the student's disciplinary record maintained by the school district on the grounds that it is an inaccurate record or that the conduct did not warrant the discipline assessed. The principal will receive any evidence tendered on behalf of the student on the issue and will make such other necessary investigations. If the record is found to be inaccurate, it will be corrected, or if it is found that the student's conduct did not warrant the discipline assessed, the record will be amended to reflect that finding.

Disciplinary actions will not be entered on the student's permanent record card except for expulsions. Individual records shall be treated as confidential and disclosed only with permission of the student if he or she is an adult or the student's parent if the student is a minor or under court order to public authorities requesting information in the

course and scope of their legal duties.

Discipline actions are reported to the State. Acts of violence or bullying are reported to local authorities as required by law.

DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property. 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 parents may be liable for damages caused by said minor in an amount not in excess of \$1,000.

THEFT, DAMAGE OR DESTRUCTION OF PRIVATE OR PUBLIC PROPERTY.

A student shall not cause or attempt to cause damage or steal or attempt to steal private or public property. Theft of property shall be dealt with at the discretion of the principal. Proper authorities will be notified if deemed necessary.

ASSAULT AND ABUSE OF STUDENTS AND STAFF MEMBERS:

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. Profanity, putting others up to abuse whether verbal or by action, rude and abusive language directed at others is considered abuse, and this is also strictly forbidden. Violation of this policy will result in disciplinary action, and may also constitute a criminal offense. By law, local law enforcement must be notified whenever a felony or an act of violence has been committed on campus.

DEFINITIONS:

“Assault” is the willful attempt to inflict injury upon the person of another, coupled with the apparent present ability to do so. Any display of force that would give the victim reason to fear bodily harm is assault, even if touching or striking does not occur.

“Battery” is similar to assault, but requires unexcused physical touching or injury.

“Abuse” means to wrong in speech, reproach coarsely, disparage, revile, or malign. Use of profanity or vulgar expressions directed at another person is considered abuse.

“Fighting” is defined as physical abuse by two or more people. A person has a choice when involved in a conflict. The person can walk away or involve themselves in the physical aspect of the fight. If involved, the person will face discipline. The person who instigates the fight can face more discipline than the other person(s) involved in the fight. Automatic suspension from school can apply.

“Verbal Threat” is any threat, written or verbal, to injure/damage persons or property at Parkers Chapel Schools will be taken seriously. This action will result in the immediate removal of the student from the school and all school functions, until the

teachers, counselors, administration, and parents have had an opportunity to meet and assess the situation. Local law enforcement will be notified of the threat.

NARCOTICS, BEVERAGES CONTAINING ALCOHOL, AND DRUGS

The Parkers Chapel Public Schools recognizes that the problem of use, possession, and sale of illegal drugs and alcohol by children and youth does extend to the schools and requires both attention and action by the Board of Education and the school staffs.

It is the express policy of the Parkers Chapel Schools to make parents and students aware of the prohibition against the use, possession, and sale of illegal drugs, alcoholic beverages, unauthorized inhalants or other materials expressly prohibited by Federal, State, or local laws, or of any non-prescribed mind-altering substance, or of any other material claimed to be a controlled or otherwise illegal substance by students at school, on school property, or at any school sponsored event, either on school property or elsewhere. The schools shall include in the curriculum information about the effects and dangers relating to drugs and alcohol abuse situations.

A student found to be in possession of or under the influence of alcoholic beverages, illegal drugs, other materials expressly prohibited by statute, or of any mind-altering non-prescribed substance while on school property or at school events either on or off the campus shall be disciplined at the discretion of the principal. The proper law enforcement officials shall be contacted if necessary.

A student guilty of selling alcoholic beverages, controlled substances, or other materials claimed to be a controlled substance will be recommended for long term suspension or expulsion depending on the circumstances surrounding the sale episode. The student shall be reported to proper law enforcement officials. Act 567 of the Legislative session of 1995 fully addresses this issue.

Possession or Use of TOBACCO products and products designed for nicotine delivery such as e-cigarettes, e-cigars by students on the school campus is prohibited. Covered in Acts 1331 and 1555 of the 1999 legislative session, said product will be confiscated and destroyed immediately. This is to include extra-curricular activities.

CLASSROOM DISRUPTIONS:

First Offense - A warning from the Teacher.

Second Offense - Parents will be contacted by Teacher (note, phone call, text, or email)

Third Offense - Student will be removed from class and will be referred to Counselor; Principal will be notified.

Fourth Offense - The student will be removed from class to the Office for discipline as determined by the Principal.

INSUBORDINATION

A student shall not fail to comply with directions or commands of teachers, student teachers, substitute teachers, teacher aides, principals, administrative personnel, superintendents, school bus drivers, school security officers or other authorized school personnel. Not necessarily in the confines of a classroom setting. This includes students on school sponsored trips. **This is considered a very serious offense and the student will be sent to the office immediately for discipline as determined by the Principal.**

WEAPONS, DANGEROUS INSTRUMENTS AND CONTRABAND

A person commits the offense of carrying a weapon if he possesses a handgun, knife, or club on or about his person, in a vehicle occupied by him, or otherwise readily available for use with a purpose to employ it as a weapon against a person. Handgun means any firearm with a barrel length of less than twelve inches that is designed, made, or adapted to be fired with one hand.

A knife means any bladed hand instrument that is capable of inflicting serious physical injury or death by cutting or stabbing. It includes a dirk, sword or spear in a cane, razor, ice pick, and a throwing star, switchblade and butterfly knife. Club means any instrument that is specially designed, made, or adapted for the purpose of inflicting serious physical injury or death by striking, including a blackjack, billie and sap. Any student found in possession of any of these items is subject to disciplinary action including expulsion.

CONTRABAND ITEMS NOT ALLOWED ON THE PARKERS CHAPEL CAMPUS

Act 1408 of the 1999 Legislative Session strictly prohibits persons under the age of 18 to be in possession of a **laser pointer**, unless supervised by a parent or teacher. Laser pointers will be confiscated and **not** returned to the student.

Other CONTRABAND items not allowed on the campus:

- Weapons, guns, knives, explosive materials (fireworks)
- Tobacco products and E-cigarettes, e-cigars, or any vapor smoking device
- Beepers, pagers
- Personal computer software/diskettes
- Radios, CD players, headsets, MP3 players, iPods
- Video games
- Caps and bandannas
- Lighters
- Any item that is deemed to be disruptive to the educational process.

FIREWORKS

A student shall not possess, handle, or store firecrackers, smoke bombs, cherry bombs, or any other kind of fireworks that could reasonably be a danger to him/her or that could be disruptive to the learning climate of the school.

FIRE ALARM OR BOMB THREAT

This is a serious offense. Students who turn in a false fire alarm or bomb threat will face expulsion and/or criminal charges for turning in a false alarm.

IMMORALITY

A student shall abstain from indecent and immoral acts. Violation of this rule is up to a five (5) day Out-of-School Suspension.

Public display of affection (PDA) is not allowed on campus. Principal will determine punishment.

CHEATING

First Offense - Students will get a "0" on the work being done and parents will be notified by the teacher.

Second Offense - The student will get a "0" on the work being done and a parent conference will be held with the parent, teacher, and principal.

Third Offense – The student will get a "0" on the work being done, and the student will be suspended from school.

GAMBLING

A student shall not participate in any activity which may be termed gambling or wagering where the stakes are money or any other object or objects of value.

UNACCEPTABLE LANGUAGE OR GESTURES

Students shall not use vulgar language or gestures (written or expressed). Punishment for the use of vulgar language or gestures will be determined by the principal.

OBSCENE MATERIAL

Students shall not possess and / or distribute obscene materials. Punishment for violation of this rule shall be determined by the principal.

GANGS AND GANG ACTIVITY

Gangs, secret societies, or other similar groups, whether organized in the community or in other settings are prohibited on the school grounds and campus and at any school-sponsored activity. Students who are arrested for gang-related offenses, regardless of where the offense may have occurred, are subject to this rule.

Gang-related activities include but are not limited to such activities as wearing apparel associated with gangs, displaying gang insignia, throwing signs or other language associated with gangs, intimidation and threats. Severity of the offense will determine punishment.

TARDIES

A student will be in class on time and have the materials needed for that class. This means the proper textbook, paper, pencil, and other items designated by the teacher. The following addresses tardies.

Elementary:

Elementary students must arrive daily by 7:45.

At 7:50 the school doors are locked. Any student arriving at 7:50 or later must be walked to the office by a parent / guardian and must be buzzed into the building. Students will not be allowed to enter without an adult. Students arriving at 7:50 or later will receive a tardy slip.

AM tardies – 7:50 – 10:00; arrival after 10:00 AM is considered ½ day absence AM.

PM tardies – assigned when students are checked out in the afternoon. 1:00 – 2:42 checkout is considered a PM tardy. When checked out after lunch, but before 1:00 PM, this will be considered ½ day absence PM. Tardies are accumulated each semester.

1st & 2nd tardy – warning

3rd tardy – counselor will meet with the student and call the parent

4th tardy – principal will meet with the parent when the student is signed in as tardy

5th tardy - after school detention will be served

6th tardy – counselor will meet with the student and call the parent

7th tardy – principal will meet with the parent when the student is signed in as tardy and two days of after school detention will be assigned

8th tardy – 3 days of after school detention will be assigned

9th tardy – face to face parent conference will be held

10th tardy – full day of ISS will be assigned

11th tardy – FINS petition will be filed with the prosecuting attorney's office / DHS will be notified with "documented educational neglect" as the cause of concern

High School:

Upon late arrival to school, students will be given tardy slips to be admitted to class. If a student is tardy for class, they will have to go to the office to get a tardy slip in order to be admitted to class. The following will apply:

4rd & 5th tardy – Detention will be assigned

6th tardy and beyond – ISS will be assigned by the Principal.

Tardy counts will begin anew at the beginning of second semester.

Not every situation can be covered. There will be extenuating circumstances. The Principal reserves the right to deal with the tardy issue on an individual basis.

Cell Phone Policy

Elementary:

Cell phones may not be used by any elementary student during school hours. Parents or guardians must complete a permission form for an Elementary student to have a phone on campus in his/her possession. Elementary students that have phones without permission forms on file will have phones confiscated and held for parents to collect from the office. Students with permission slips on file, but have phones out and turned on will have the following consequences:

1st offense: Phone will be turned into the office. Parent must pick up the phone.

2nd offense: Phone will be held until parent comes in for a conference. Student will be assigned after school detention.

3rd offense: Phone will be held until parent comes in for a conference and phone privilege on campus will be revoked. Student will be assigned a full day of ISS.

4th offense: Student will be suspended.

Exceptions: 7th-12th Graders-during assigned lunch period, ILT time, and passing periods.

Basically, cell phones and electronic devices may not be used on campus during instructional times. Students will be required to leave their electronic devices with their teacher, when they leave class during instruction time. (EX. bathroom, called to office, sent to office) Improper usage of phones during allowed time will result in loss of that privilege. Any variation of these rules must be approved by the Principal.

Students using cell phones or electronic devices for personal use during the restricted times, shall have them confiscated. Confiscated cell phones and other electronic devices may be picked up at the school's administration office by the student's parents or guardians after paying a \$15 fine. Students have no right of privacy as to the content contained on any cell phones and other electronic communication devices that have been confiscated.

Students who use school issued cell phones and or/computers for non-school

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

A parent shall obtain approval from the student's building principal before operating a student-tracking safety device at school or at a school-sponsored event if the device has recording or listen-in capability. The District requires the device's recording and listen-in technology to be disabled while the device is on the campus or at the school-sponsored event because of student privacy concerns. The District prohibits unauthorized audio or visual recordings or transmission of audio or images of other students. The District may prohibit future use of the device on campus or at a school-sponsored activity if it is determined that the device's recording or listening-in capabilities were used in violation of this policy before the student safety tracking device may be on campus or at a school-sponsored event

High School Cell Phone Violation Progression:

1st Offense: Phone turned into front office, must be picked up by a parent or guardian.

2nd Offense: Phone will be turned into front office, \$15.00 fine and must be picked up by a parent or guardian.

3rd Offense: Phone will be turned into front office, \$15.00 fine and must be picked up by a parent or guardian. The student will also be assigned In-School Suspension.

4th Offense: Phone will be turned into front office, \$15.00 fine and must be picked up by a parent or guardian. The student will not be allowed to have an electronic device on campus for the remainder of the school year.

INTERNET POLICY – ACT 801 OF 1997

Students may have the opportunity to use a variety of technologies at school, including computers and the Internet. Students are to use this technology as directed by the staff in conformity with school curriculum. Students who use any technology in an inappropriate manner and/or not as directed by the school are in violation of school policies and subject to discipline, up to and including the loss of the right to use the technology.

Elementary: Students opening multiple internet tabs without permission will be referred to the Principal and may receive disciplinary actions at the discretion of the Principal.

DRESS CODE:

The Parkers Chapel 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.

Students are prohibited from wearing, while on the school grounds during the

school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female. This prohibition does not apply, however, to a costume or uniform worn by a student while participating in a school-sponsored activity or event.

Student dress, grooming, and appearance should be the responsibility of the individual and his or her parents, guardian, or loco parentis under the following guidelines:

1. Dress and grooming should be clean and in keeping with health and sanitary practices.
2. Students may not wear clothing or hairstyles that can be hazardous to them in their educational activities such as lab work, physical education, art, or on-the-job-training. Clothing should be modest and not revealing.
3. Dress and grooming should not substantially disrupt the educational process.
4. A student shall not wear or use emblems, insignias, badges, or other symbols that cause substantial disruption or interference with the operation of the school. No alcohol or tobacco related advertisements or sexually suggestive message will not be allowed. "Hooters" T-Shirts will not be allowed.
5. No tank tops, halter tops, or halter-like upper garments will be permitted. (Elementary students may wear tank tops with at least 2" wide straps)
6. No clothing will be permitted if it reveals cleavage or midriff when arms are raised.
7. Dress and short lengths must be longer than the student's fingertips when his / her arms hang at the student's sides. (Elementary student's shorts will not be measured but are required to well cover the student while sitting, squatting, and bending). Students will be sent home to change shorts/skirts that are too short. Second time offenders will not be allowed to wear shorts for the remainder of the semester.
8. Sunglasses must be removed upon entering the building.
9. Leggings/tights must be covered by a proper outer garment – meeting the fingertip rule.
10. No tight jeans/pants may be worn. No running shorts may be worn.
11. Boys' pants **shall** be worn at the waist. If necessary, a belt will be worn and buckled. Overalls will have the straps buckled.
12. Gang related attire; bandannas on the head or hanging from the pocket will not be permitted. Chains dangling from the belt are not allowed. Insignias that can be inflammatory will not be allowed on campus even during ball games or at school functions.
13. No hats, hoods, or caps are permitted on campus during the school day. Toboggans can be worn outside when the temperature is extremely cold. Caps may be worn by baseball/softball teams during practice on the ball fields. No other type of headwear is permitted.
14. Sleep pants and/or pajamas will not be worn at school.
15. P.E./Athletic practice gear cannot be worn to class; can only be worn at practice and P.E. class.
16. Athletic uniforms worn in the classrooms must follow dress code.
17. Pants or shorts cannot have holes in them that can be seen through above

the knee higher than the fingertip rule. Any hole above the knee higher than the ends of the fingertips must have cloth or a patch sewn-in underneath.

Any student, who is inappropriately dressed, according to the above guidelines, will be asked to correct his/her attire immediately. The procedure may include sending the student home to change articles of clothing in question. **Absences due to this will be counted as Unexcused Absence.** Dress code violations should be addressed first thing in the morning. Addressing dress code violations can be done at any time during the day. The principal reserves the right to deal with dress code violations individually.

SEARCH OF PROPERTY AND STUDENTS:

Students are entitled to the guarantees of the fourth amendment, and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of students and school property when there is reasonable cause to believe that students may be in possession of drugs, weapons, alcohol and other materials (contraband) in violation of school policy or state law. Students who bring contraband onto school grounds may be searched in order to secure the school environment so learning can take place and to protect other students from any potentially harmful effects stemming from the contraband. School property shall remain under the control of school officials, and shall be subject to search. The Administration may utilize canines and metal detectors (magnetometers) as provided in the Administrative Procedures.

Definition of terms used specifically in the “search” section of the handbook:

Contraband- all substances or materials, the presence of which is prohibited by school policy or state law, including but not limited to, controlled substances, drugs, alcohol or alcoholic beverages, abuse of glue, aerosol paint, or any other substance that may cause a euphoric feeling, guns, knives, weapons and incendiary devices.

Reasonable cause- is the standard for search on school property or at school related events which is based on the school official's specific reasonable inferences which he or she is entitled to draw from the facts in light of the school official's experience. Specific reasonable inferences may be drawn from instances including but not limited to, a tip from a reliable student, suspicious behavior which suggests that contraband is present, a smell indicating the presence of the contraband or a bulge in a pocket, etc. Reasonable cause should not be based on a mere hunch.

SCHOOL PROPERTY:

Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over the school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school. At no time will a student occupy more than one locker.

AUTOMOBILES:

Automobiles on school property are subject to search by a school official if a school official has reasonable cause to believe that contraband is in or on the automobile.

THE PERSON:

Students and their effects are subject to being searched by school officials if a school official has reasonable cause to believe that the student is in possession of contraband. If a search of the student is conducted:

- (1) An adult witness shall be present when the search is conducted, and
- (2) A pat down search of a student's person will be done by a school official of the same sex.

SUGGESTED PROCEDURES:

If a school official has reasonable cause to believe that contraband is present he or she may institute a search. Although the following procedures for a search are suggested, they are not mandated because the circumstances attendant to the need for each search may vary. The student should ordinarily be required to be present and asked to consent to the search. If after being informed of the basis for the school official's reason to search the student does not consent and the circumstances permit, the student's parent or guardian should be called and informed of the circumstances. If the parent or guardian will not consent to the search, the school official may proceed with the search, contact security, or if necessary call law enforcement authorities. Ordinarily, and if circumstances permit, the search of a person or his effects should be conducted out of the presence of other students.

USE OF CANINES:

The Administration is authorized to utilize canines whose reliability and accuracy for sniffing out contraband has been established to aid in the search for contraband in school owned property and automobiles parked on school property. Canines shall not be used to search students unless school officials have established independently that there is reasonable cause to believe the student possesses contraband on his or her person. The canines must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions. An indication by the dog that contraband is present on school property or an automobile shall be reasonable cause for a further search by school officials.

USE OF METAL DETECTORS (MAGNETOMETERS):

Weapons of any nature on school property or at school functions are prohibited by school policy and state law. The presence of weapons is inherently dangerous to all

persons in the school setting. When the Administration has reasonable cause to believe that weapons are in the possession of unidentified students, when there has been a pattern of weapons found at school or when violence involving weapons has occurred at a school, the Administration is authorized to use stationary or mobile metal detectors.

If a metal detector is to be used in a particular school the students will be notified via the loudspeaker, at an assembly, or by similar means of its use. On the day of its use signs will be posted to warn students that each student will be required to submit to a screening for metal as a condition of entering or continuing attendance at school.

When a metal detector is being used, students will be allowed to use only the entries designated. If a metal detector activates on a student, the student should be asked to remove metal objects from his or her person and walk through or be scanned again. If, after the removal of other metal objects and a third activation by the metal detector on the student, the student should be taken to a room out of view from the other students where the procedures suggested for a search would be applicable.

Disciplinary actions:

DETENTION:

High School students may be assigned to report to detention. Students will be confined to detention hall by the principal or his designee. If the student is tardy for detention it will not count as being served.

Elementary students assigned to detention must report to the principal or designated teacher during physical activity time, lunch, activity time, or after school as determined by the teacher and/or the principal.

Failure to attend detention will result in further discipline as determined by the Principal.

SUSPENSION:

A teacher may dismiss for disciplinary reasons any student from class. The teacher shall, when feasible, accompany the student to the office of the principal or designee and shall, as soon as practical, file with the principal a written statement of the reason or reasons for the student's dismissal from class. The principal or designee shall determine whether to reinstate the student in class, reassign him or her, or take other disciplinary action.

The principal of any school or designee is authorized to suspend students from school for disciplinary reasons up to ten days, including the day upon which the suspension was initially imposed. Prior to such suspension, the principal or designee shall inform the student either orally or in writing what the student is accused of doing and what the basis of the accusation is. If the student denies the charges or accusations against him/her, the principal shall explain to him/her the evidence which forms a basis of the charges and shall permit the student to present his/her side of the story. If the principal considers that suspension is proper, he shall send the student home with a suspension notice. The principal or designee may require the attendance of the parent and/or student involved at a conference as a condition for considering reinstatement.

Parents may appeal suspensions which can be up to ten days to the superintendent of schools. Only suspensions of more than ten days can be appealed to the school board. When a student has been notified that he/she is suspended from school, he/she shall remain away from school premises until the principal reinstates him/her. This is to include ballgames home or away. A suspended student may return to the school premises when accompanied by his/her parent or guardian for a student-parent-principal conference.

If, in the conference, no decision is reached by the principal, for reinstatement of the student, or if any suspended student or his parent or guardian (when the student is a minor), requests a hearing before the superintendent or the school board on the suspension, then the principal or designee shall extend the suspension of the student and shall furnish the superintendent of schools with a full report on the suspension within a period of five days from the request. The superintendent of schools or designee shall have the authority to revoke, terminate, or otherwise modify the suspension and will notify the principal, parents, and the school board of his actions within five days from receiving the principal's report. If the superintendent or designee agrees with the suspension or modifies the suspension imposed by the principal and if the student or his parent so request, a hearing shall be scheduled before the school board within five days after the superintendent has notified the parent or student of his/her action. The board may revoke, terminate, alter or modify the suspension.

A suspended student will be re-admitted to school after being suspended for ten school days including the day upon which the suspension was initially imposed, even if the appeal process has not been completed.

This policy, however, does not prohibit a principal or superintendent from recommending the expulsion of the student if a satisfactory student-parent-principal conference has not been held. In this event the suspension will be treated procedurally as a recommendation for expulsion and the notices will be given by the superintendent or designee provided under the policy for expulsion.

LONG TERM SUSPENSION:

A suspension, not amounting to an expulsion for the remainder of the term but being more than ten days, is authorized. This long term suspension, however, shall come only after the student has been afforded notice, opportunity for a hearing, and the same procedural right as for expulsion.

EMERGENCY SUSPENSION:

Notwithstanding the policy concerning suspension and expulsion procedure, students may be suspended indefinitely without notice, hearing, and the other rights provided therein being first given where the school is undergoing a violent upheaval or where orderly educational processes have otherwise been substantially disrupted. This would apply only in rare instances such as when riots are taking place and where emergency circumstances make it unreasonable for the administration and board to consider the case under their usual time. In all such cases, notices, hearings, and other rights shall be provided in accordance with the normal provisions at the earliest practical date that the restoration of order permits.

EXPULSION:

The principal of a school may recommend that a student be expelled from school with loss of credit and shall make said recommendation to the superintendent in writing which will include a written statement of the charge or charges against the student. If the superintendent concurs with the recommendation, he/she shall schedule a hearing before the school board. The school board may expel a student for the remainder of the semester or for the remainder of the school year or permanently for conduct it deems to be of such seriousness as to make a suspension inappropriate, or where it finds that the student's continued attendance at school would be unacceptably disruptive to the educational program, or would be attended with unreasonable danger to other students, and faculty members. Permanent expulsion is appropriate only for those instances in which serious bodily harm occurred or reasonably could have been expected to occur to another person. The superintendent or designee shall give written notice, mailed within five calendar days from the alleged incident causing the expulsion recommendation, to the parent if the student is minor or the student if he/she is an adult. Such hearing will be conducted not earlier than three calendar days or more than seven calendar days following the date of the notice except that the superintendent and the student and the student's parent may agree in writing to a date not conforming to this limitation. The notice will also state the charge against the student in clear and concise terms.

In every case of a hearing held by a school board regarding the expulsion of a student, the president of the board, or, in his/her absence, another member selected by the board shall preside at the hearing. The student shall be entitled to representation by a lawyer or lay counsel. The superintendent or designee shall present evidence and may present witnesses or statements of those persons having personal knowledge of the events or circumstances giving rise to the expulsion recommendation at the hearing. The student or representative may then present witnesses or statements by witnesses with personal knowledge of events or circumstances relevant to the issue. Opportunity shall be afforded for the student to observe all evidence offered against him. Members of the board may question any witness.

At the conclusion of the hearing, the board may discuss the matter and will dispose of it by vote. If the board does not expel the pupil with loss of credit, they may impose less severe disciplinary actions such as long-term suspensions which may be with or without opportunity for make-up of school work. The board shall briefly state its findings in writing within ten days after the hearing.

The school administration has the responsibility to present the evidence to the board and the administration is entitled to open and conclude. The president of the board or the presiding officer has the authority to limit unproductively long or irrelevant questioning by non-board members.

GROUP HEARING FOR SUSPENSION OR EXPULSION:

When two or more students are charged with violating the same rule and have acted in concert and the facts are basically the same for all such student, a single

hearing may be conducted for them if the president of the board believes the following conditions exist:

1. A single hearing will not likely result in conclusion.
2. No student will have his/her interest substantially prejudiced by group hearing.

If during the hearing, the president finds that a student's interest will be substantially prejudiced by the group hearing, a separate hearing may be ordered for that student.

CORPORAL PUNISHMENT:

Reasonable discipline may include the administration of corporal punishment to a student in the exercise of sound discretion by a certified employee, provided that corporal punishment shall not be excessive or unduly severe.

Corporal punishment will be administered according to the following requirements:

1. Act 333 amends the Arkansas Code 6-18-503 to clarify procedures for administration of corporal punishment by allowing the punishment to be administered in the presence of a school administrator or his/her designee. The designee must be a teacher or administrator employed by the district. It will be administered in the presence of at least one certified employee in addition to the person dispensing it.
2. It will not be administered in the presence of other students nor in a spirit of malice or anger, nor will it be excessive.
3. Before corporal punishment is administered, the student shall be advised of the rule and infraction for which the student is being punished in the presence of the witness. If the student claims innocence, the certified employee will permit the student to state his/her position which shall be considered prior to punishment.
4. Refusal to take corporal punishment may result in suspension or other disciplinary measures.
5. The principal or designee at the school will administer the corporal punishment.

DISCIPLINE COMPLAINTS AND GRIEVANCES:

If a student and / or the parent of a student involved in a disciplinary ruling wish to contest a disciplinary ruling, they must state their complaint in writing to the school principal asking that the ruling be changed. If the complaint is not satisfactorily resolved by the principal, an appeal is possible to the discipline committee, then the superintendent, then to the School Board.

SEXUAL HARASSMENT AND BULLYING

STUDENT SEXUAL HARASSMENT

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

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

Any student, after investigation, to be in violation of this policy will be subject to disciplinary action.

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

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

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, or name calling; teasing related to sexual characteristics; and spreading rumors related to a person's alleged sexual activities.

Students who believe they have been subjected to sexual harassment, or parents of a student who believes their child has been subjected to sexual harassment, are encouraged to file a complaint by contacting the school counselor, Mrs. Gina Taylor, Title IX Coordinator at 401 Parkers Chapel Rd.; 863-0209, who will assist them in the complaint process. Under no circumstances shall a student be required to first report allegations of sexual harassment to a school contact person if that person is the

individual who is accused of the harassment.

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

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

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

Sexual harassment is sex discrimination under the Title IX. It is the policy of this school 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 member of the district staff to harass a student through conduct, or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students or members of the district staff through conduct or communications of a sexual nature as defined below. Steps will be taken to prevent recurrence of any harassment and to correct its discriminatory effects on the complainant and others, if appropriate

DEFINITIONS:

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student constitute sexual harassment when:

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

Sexual harassment, as defined above, may include but is not limited to the following;

- *Verbal harassment or abuse
- *Pressure for sexual activity
- *Repeated remarks to a person with sexual or demeaning implications
- *Suggesting or demanding sexual involvement accompanied by implied or explicit
- *Threats concerning one's grades, job, etc.
- *Inappropriate patting or pinching
- *Intentional brushing against a student's or an employee's body

*Any sexual motivated unwelcome touching

PROCEDURES:

Any student or employee who alleges sex discrimination or sexual harassment by any staff member or student may file a complaint by contacting the principal, or the school counselor, Mrs. Gina Taylor, Title IX Coordinator, 401 Parkers Chapel Rd.; 863-0209, who will assist them in the complaint process. Filing of a complaint or otherwise reporting sexual harassment or sex discrimination will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

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.

A school principal or his or her designee who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation. "No Bullying" signs will be visible in each classroom, in hallways, restrooms, and all entrances.

DEFINITIONS:

Attribute means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation;

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 may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

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

- Substantial disruption of the orderly operation of the school or educational environment;

Electronic act means without limitation a communication or image transmitted 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 comments "compliments" about another student's personal appearance or actual or perceived attributes,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "cheating" a person,
5. Demeaning humor relating to a student's race, gender, ethnicity or actual or perceived attributes,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings, and/or
10. Threats of harm to student(s), possessions, or others,

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

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

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

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

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

Copies of this policy shall be available upon request.

ATTENDANCE

ATTENDANCE LAW:

The District will enforce Arkansas Code 6-18-201 as follows:

Every parent, guardian, or other person residing within the State of Arkansas having custody or charge of any child or children age five (5) through (17) years on or by August 1 of that year, both inclusive, shall enroll and send the child or children to a public, private, or parochial school or provide a home school for the child or children.

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

Any parent, guardian, or other person residing within the state and having custody or charge of any child or children may elect for the child or children not to attend kindergarten if the child or children will not be age six (6) on August 1 of that particular school year.

If such an election is made, the parent, guardian, or other person having custody or charge of the child must file a signed kindergarten waiver form with the local district administrative office. Such form shall be prescribed by regulation of the State Department of Education. On filing the kindergarten waiver form, the child or children shall not be required to attend kindergarten in that school year.

1. Students ages of five and through seventeen must be enrolled in school as required by Act 292 of 1991. However, a student may attend up to age 21.
2. It is the responsibility of the **parent** to see that the student is in attendance at school. The **parent** is to notify the school principal's office when the student is absent. Parents are to call the office at 870-862-4641 ext 130 (elementary) or ext 110 (high school) to notify the office that their student will be absent and state the reason for documentation. Email notification will also be accepted. If the office is not notified, the student's absence will be entered as unexcused.
3. Act 831 of 1991 requires that every application for an instruction permit or for an operator's or chauffeur's license by a person less than eighteen years old on October 1 of any year, shall be accompanied by proof of receipt of enrollment and regular attendance in a public, private, or parochial school. Also, proof is needed for those students who are being provided schooling at home.
4. Act 876 of 1991 requires that each public, private, or parochial school shall notify the department of Finance and Administration whenever a student fourteen years of age or older is no longer in school.

ABSENCE POLICY

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

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

Excused Absences

Excused absences are those due to one of the following reasons :

1. The first three (3) absences, each semester, with a parent note or phone call, due to any reason other than specifically listed below, office must be contacted the day of the absence;
2. Death or serious illness in their immediate family, principal must be contacted;
3. Observance of recognized holidays observed by the student's faith, principal must be contacted;
4. Attendance at an appointment with a government agency, principal must be contacted;
5. Attendance at a medical appointment, office must receive excuse from provider;
6. Exceptional circumstances with prior approval of the principal; or
7. Participation in an FFA, FHA, or 4-H sanctioned activity, principal must be contacted;
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
10. For purposes pre-approved by the school administration such as visiting prospective colleges, to obey a subpoena, or to attend at an appointment with a government agency;
11. Due to the student having been sent home from school due to illness, nurse will notify the office;
12. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and twelve (12).

All absences listed under #2-12 must have documentation for the absence turned in within two (2) school days of the return from absence. If not, it will be considered a #1 absence or an Unexcused absence.

Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Excessive absences may, however, be the basis for the denial of course credit, promotion, or graduation.

Unexcused Absences

Absences not defined above shall be considered as unexcused absences. Students with six (6) unexcused absences in a course in a semester shall not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has three (3) unexcused absences, each semester, his/her parents, guardians, or persons in loco parentis shall be notified.

Whenever a student exceeds five (5) **unexcused absences** in a semester, the District shall notify the prosecuting authority (on the sixth (6th) absence and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

At any time when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee.

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

The District shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and Administration is required to suspend the former student's operator's license unless he/she meets certain requirements specified in the statute.

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present proof of a "C"

average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record.

State Title Game Attendance:

- Parent must contact school office **before** student is checked out.
- The office will assign a check out time.
- Student cannot leave campus with another student.
- Student must sign in at ballgame with principal or designee for absence to be excused and to be allowed to make up missed work.
- Does not count against exemptions.

The principal reserves the right to deal with extenuating circumstances regarding attendance Issues.

MAKE-UP WORK

Students who miss school due to an absence shall be allowed to make up the work they missed during their absence(s) under the following rules.

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments when asked by a returning student.
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
4. Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one class day to make up their work for each class day they are absent.
6. Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
7. Students are responsible for turning in their make-up work without the teacher having to ask for it.
8. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.

Work may not be made up for credit for absences in excess of the number of allowable absences in a semester **unless** the absences are part of a signed agreement as permitted by policy 4.7 – ABSENCES.

CHECKING IN AND OUT OF SCHOOL / TRANSPORTATION HOME:

School begins at 7:45 a.m. and ends at 2:43 p.m. Students are expected to be in school during those hours. Parkers Chapel School is a Closed Campus. **Students may only check out with the intent to return for a Doctor's appointment, a Legal appointment, or an emergency situation which has been approved by the Principal. Upon returning, the student shall present proof of reason for being checked out. Parent phone calls for checking student out will only be accepted for one of the above reasons. All other reasons for checking out must be done by parent in the office and the student will not be allowed to return.** For the absence to be excused, it should follow the same guidelines for excused absences. Only persons on the student emergency card may check a student out from class/school. Students may only be checked out of school up to 2:00 p.m. each day. Phone calls changing the way a student is to go home will not be allowed after 2:00 p.m. Students may not ride "other" buses for visiting purposes. A student may only ride the bus home they are assigned to ride. Any variation to this must be approved by the Principal

RESIDENCY

RESIDENCY REQUIREMENTS:

(Board policy 4.1 – Residence Requirements)

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

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

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

The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty-one (21)

years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the District and to all persons between those ages who have been legally transferred to the District for educational purposes.

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

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District's schools separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance. However, a student previously enrolled in the district who is placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools. A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District, may continue to remain enrolled in his/her current school unless the presiding court rules otherwise.

Under instances prescribed in A.C.A. § 6-18-203, a child or ward of an employee of the district or of the education coop to which the district belongs may enroll in the district even though the employee and his/her child or ward reside outside the district.

A copy of the policy (Board policy 4.1) may be received from the superintendent's office.

Act 663 of the 1999 Legislative session established penalties for parents that unlawfully enroll their children in a nonresident school district by knowingly giving a false address. This is a misdemeanor fineable by up to \$500

A parent/guardian who changes a mailing address, phone number, or email address after enrollment shall report the change to the principal's office immediately. If school district becomes aware of a change of address without notification, the parent may be required to show proof of residency again.

ADMISSION REQUIREMENTS:

Act 574 of 1995 states:

Prior to a child's admission to an Arkansas public school, a school district will request the parent, guardian, or other responsible person to furnish the child's social security number and will inform the parent, guardian, or other responsible person that, in the alternative they may request that the school district assign the child a nine (9) digit number designated by the Department of Education.

Prior to a child's admission to an Arkansas public school, the parent, guardian, or responsible person will provide the school district with one (1) of the following documents indicating the child's age:

1. A birth certificate;
2. A statement by the local registrar or a county recorder certifying the child's date of birth;
3. An attested baptismal certificate;
4. A passport;

5. An affidavit of the date and place of birth by the child's parent or guardian;
6. Previous school records; or
7. United States military identification.

Prior to a child's admission to an Arkansas public school, the parent or guardian will indicate on school registration forms whether the child has been expelled from school in any other school district or was a party to an expulsion proceeding.

TRANSFERS:

The Parkers Chapel School Board has a written policy that sets forth the provisions by which a student may transfer to or from another school district. This policy is available upon request in the office of the principal.

STUDENT INFORMATION

STUDENT PARTICIPATION IN SURVEYS:

Protection of Pupil Rights Amendment (PPRA):

Section I - No student shall be required to submit to a survey, analysis, or evaluation which is administered or distributed by a school, and is funded in whole or in part by any program administered by the U.S. Department of Education without the prior written consent of the parent/guardian that reveals information concerning the following:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student or his family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating, and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Section II - No surveys shall be administered without the prior approval of the school principal. Any survey created by a third party, or funded, in whole or in part, as part of any US Department of Education administered program, containing one or more of the eight categories listed above shall be available to be inspected by a student's

parent/guardian before the survey is administered or distributed by a school to a student. Parents/guardians shall have the right to deny permission for their child to participate in the taking of the survey. The school shall not penalize students whose parents/guardians exercise this option. The school shall take reasonable precautions to protect students' privacy during their participation in the administration of any survey, analysis, or evaluation containing one or more of the eight categories listed above.

Section III - Parents or guardians wishing to inspect a survey, analysis, or evaluation shall be able to do so in the administrative office of the administering school where the surveys shall be available for inspection for a period of ten (10) days (regular school days when school is in session) after the notice of intent to administer the survey is sent. Included in the notice shall be information regarding how the survey or questionnaire will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey or questionnaire. Parents may refuse to allow their student to participate before or after reviewing the survey or questionnaire.

The requirements of sections one, two, and three of this policy do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

Section IV - Prior written parental permission is required before any survey or questionnaire (not including tests mandated by state or Federal law or regulation and standardized scholastic achievement tests) is administered to a student the responses to which are to be provided to a person or entity other than another public school, school district, or any branch of the Federal Government and which requests or requires a student to provide any of the eight (8) categories of information listed above and/or the following;

1. A student's name;
2. The name of the student's parent or member of the student's family;
3. The address, telephone number, or email address of a student or a member of a student's family;
4. A personal identification number, such as a social security number, driver's license number, or student identification number of a student or a member of the student's family;
5. Any information, the disclosure of which is regulated, or prohibited by any other state or federal law or regulation.

The rights provided to parents under this policy transfer to the student when he/she turns 18 years old. Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

PRIVACY OF STUDENTS' RECORDS INFORMATION :

Family Educational Rights and Privacy Act (FERPA)

All students' educational records are available for inspection and copying by the parents of any student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student.

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

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

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student file must be initiated with the building principal, with an appeal available to the Superintendent or his designee. Any appeal above that level will be to an independent hearing officer and must be consistent with the purposes of the federal Family Educational Rights and Privacy Act.

Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, directory information about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, classes in which he/she is enrolled, his/her placement on the honor roll (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the district. A student's name when associated with their physical address, email address, telephone number, or photograph will only be displayed on the district or school's web page after receiving the written permission of the student's parent or student if over the age of 18.

Form #FERPA-1 for objecting to making directory information available is located in the front of the student handbook and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year. Failure to file an objection by that time is considered a specific grant of permission.

Marketing of Personal Information

The Parkers Chapel School District shall not collect, disclose, or use personal information for the purpose of marketing or for selling that information or to otherwise provide that information to others for that purpose.

Personal information is defined, for the purposes of this policy only, as individually identifiable information including:

1. Student or parent's first and last name;
2. Home or other physical address (including street name and the name of the city or town);
3. Telephone number; and
4. Social security identification number.

The District may collect, disclose, or use personal information that is collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions such as the following:

1. College or other postsecondary education recruitment, or military recruitment;
2. Book clubs, magazines, and programs providing access to low cost literary products;
3. Curriculum and instructional materials used by elementary schools and secondary schools;
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
5. The sale by students of products or services to raise funds for school related or education related activities; and
6. Student recognition programs.

DISTRIBUTION OF LITERATURE:

Subject to the approval of the principal, students shall have the right to distribute and possess any form of literature including, but not limited to, newspapers, magazines, leaflet and pamphlets, except that the principal may prohibit a specific issue of a specific publication if there is a substantial, factual basis for believing its possession or distribution will cause or is causing substantial disruption with school activities. The right of distribution shall extend to school grounds and buildings.

The time, place and manner of student distribution of literature may be reasonably regulated by the principal provided such regulations:

1. Are uniformly applied to all forms of literature;
2. Do not prohibit distribution at times or places either inside or outside the school building for which no factual basis exist to conclude that any interference with

- school activities would occur;
3. Are specific as to places and times where distribution is prohibited; and
 4. Do not inhibit a person's right to accept or reject any literature distributed in accordance with the rules.

EXTRACURRICULAR ACTIVITIES

CLUBS AND ORGANIZATIONS:

All clubs and organizations shall have, in the principal's office, a copy of their charter, by-laws, rules and regulations and any other pertinent information concerning club membership

HIGH SCHOOL CLASS OFFICE AND ELECTION PROCESS:

If two candidates are running for the same office, a simple fifty percent of the votes cast will determine the winner. If more than two are running for the same office and no single candidate receives more than fifty percent of the votes cast, a runoff between the two candidates with the most votes will be held. Candidates for the class office must sign up in the principal's office before they will be placed on the voting ballot. Candidates for class office must meet the same qualifications that the Arkansas Activities Association has stated for participation in extracurricular activities. Elections will be held as early in the semester as possible. All students eligible to vote / present the day of voting will be provided an opportunity to vote.

STUDENT COUNCIL:

The Student Council has bylaws and a constitution that is on file in the principal's office. Candidates for office and membership should read this before declaring their candidacy. Elections will be held as early as possible.

CHEERLEADING:

Selection of cheerleaders will take place in the spring semester. The cheerleader coach will have a document listing qualifications and expectations of cheerleaders. A copy of the document is also on file in the office of the principal.

SCHOOL TRIPS:

All school trips must have the approval of the principal. This includes the purpose of the trip, time of leaving and approximate time of return. Students will be provided with a field trip consent form at the first of the school year that will cover all school trips.

School groups or organizations making out-of-town trips must have a faculty advisor and a sufficient number of adult chaperones. Request for making out-of-town trips should be submitted to the principal in ample time before the event and prior to any commitments being made.

All students going on school-sponsored trips will be expected to go and return according to the guidelines and rules set by the coaches, director, sponsor, or by the administration.

Excessive discipline problems, severe discipline problems, to be determined by principal, or a negative balance of more than ten (\$10) dollars with the cafeteria may keep students from going on non-educational field trips.

FREEDOM OF EXPRESSION AND ASSEMBLY:

Students shall have the right to express themselves by speaking, writing, wearing or displaying symbols of ethnic, cultural or political values, such as buttons, badges, emblems, and arm bands or through any mode of dress or grooming style or through any other medium or form of expression; except that the principal may regulate expression provided there is a factual basis for believing a specific form of expression by a specific student will cause or is causing substantial disruption of school activities. Students shall also have the right to refrain from expressing themselves. Students may belong to any existing organization or club if they meet the membership criteria. New clubs or organizations may be started with permission from the principal and superintendent.

DRUG TESTING

DRUG TESTING – ATHLETICS/CLUB MEMBERSHIP

The Parkers Chapel School Board adopted a policy of drug testing for all students at Parkers Chapel High School who participate in athletics or clubs sponsored by the school. A form will be sent home with each student for parental consent for drug testing. If your son/daughter participates in athletics, is a member of any club or organization sponsored by the school, or drives themselves to school he/she must return this form signed by the student and parent and kept on file in the office. Failure to have this form on file will result in the student not being allowed to participate in athletics or extracurricular club activities. Random drug tests will be conducted at least 4 times a school year. Consequences for positive drug test results are described below:

Consequences for first positive drug test:

- **Suspension from all extra-curricular activities or driving on campus for 30 calendar days**
- **Student may return to practice after 15 calendar days following completion of one-half their substance abuse counseling sessions.**
- **Student must attend a minimum of four substance abuse counseling sessions at the expense of parent. All counseling sessions must be complete before reinstatement.**
- **Before reinstatement, a student must pass a drug test administered by a medical technologists, which will be at the expense of the parent. Results presented to principal.**
- **Student must participate in mandatory drug testing, which will be at the parent's expense, each time the school has random drug testing for one calendar year (4 times).**
- **Student will not be allowed to drive on campus during their 30 day suspension.**
- **Student cannot attend any extra-curricular activities during their suspension.**

Consequences for second positive drug test:

- **Suspension from all extra-curricular activities or driving on campus for 180 calendar days.**
- **Student must participate in mandatory drug testing, at the parent's expense, each time the school has random drug testing for the remainder of their school career.**
- **Student must attend a minimum of four substance abuse counseling sessions at the expense of parent.**
- **Student will not be allowed to drive on school campus for 180 days.**
- **Student cannot attend any extra-curricular activities during their suspension.**

Consequences for a third positive drug test:

- Complete removal from all extra-curricular activities for the duration of their career.
- Student will not be allowed to drive on school campus for 180 days.

ON CAMPUS STUDENT INFORMATION

PERSONAL VEHICLES

The use of personal vehicles is permitted to students who can legally operate a vehicle with the understanding that the vehicle not be moved or occupied during the school day without permission from the principal. The legal speed limit in a school zone is 25 miles per hour on the highway in front of the school. When driving off the highway, on the school grounds and in the parking lot, a very minimum speed is required (5-10 mph). Violation of traffic laws will result in loss of the privilege of bringing the vehicle on campus.

Students may not drive to Vo-Tech classes unless parent contacts the building Principal directly via email, in-person, or by phone.

Any student who operates a motor vehicle on campus will be required to provide a copy of a valid driver's license to the principal. All vehicles driven onto campus must be street legal. Three wheelers and four wheelers are not permitted on campus. ***All students driving to school must fill out proper paperwork and provide proof of current insurance that covers them as a driver. Students will be assigned parking areas. Vehicles should always display car tags if parked in school parking lot.***

LOITERING IN THE PARKING LOT:

Students driving cars or cycles must, after parking, enter the school yard and remain until time to go home. No one will be permitted to sit in parked cars nor loaf outside the fence, nor loaf around cars, nor play a car radio or tape player. No vehicle will be visited during the school day without permission of the principal.

LOCKERS:

Lockers are assigned and there is no fee. Lockers must be kept neat and well-organized. Do not apply stickers to the lockers. Students are to keep their materials in only their assigned locker. **Locks are available upon request in the office.** **Students are responsible for the contents in their lockers.** Students will only occupy their assigned locker. **No loitering at lockers.**

BUS TRANSPORTATION AND RULES :

Eligibility for bus transportation is based on providing the best service for the greatest number of students. Riding privileges may be revoked if proper conduct is not observed.

BUS RULES WILL BE READ AND POSTED:

First Level - Warning/copy sent to the parents

Second Level - Parent conference or suspension from bus until conference is held with parent

Third Level – Three days off the bus

Fourth Level - Loss of riding privileges

Principal will determine appropriate level of discipline. Bus drivers will send discipline reports to the Principal daily. Principals will make all decision regarding the discipline of the student.

ILT/SLT

Students who are assigned to Independent Learning Time (ILT) must remain in the ILT room at all times unless given a pass from an ILT teacher. Students who are in the hallway must have a hall pass. Students may not lie down on school furniture or the floor. Students should be in an upright position while sitting. When using headphones connected to a phone, mp3 player, or computer, headphones or ear buds should only be put in one ear for safety reasons. For students to go to another teacher's room, the teacher must come get the student from the ILT room. Failure to follow the rules during ILT will result in disciplinary action assigned by the principal or dean of students and possible removal of ILT for the student.

TELEPHONE USE:

The phone in the office may be used for emergency calls if permission is granted by a teacher or administrator. Students will not be called from class to the telephone, except in emergencies.

CAFETERIA INFORMATION

CAFETERIA POLICY:

All students are expected to eat in the cafeteria. Students may purchase a lunch for \$2.75 (\$.40 for reduced) or they may bring a lunch. A free/reduced lunch application is given to each student at the beginning of the school year. To be considered for benefits, these applications must be filled out completely and returned to school as soon as possible. Parents will be notified when their application is approved, rejected or returned for more information. Parents have the right to send lunch to school with students. If lunch is brought to the student, it must be the student's parent and it must be brought to the appropriate office for your student. Breakfast is also provided at a cost of \$2.00 (\$.30 for reduced). Students eating breakfast are to do so between 7:30 a.m. and 7:45 a.m. before the school day begins.

Cafeteria Payment Policy

All students or parents are to pay for breakfast/lunch in advance. These fees may be paid daily, weekly, monthly, or yearly. Elementary students are to turn breakfast / lunch money in to their homeroom teachers. Money should be placed in the lunch envelope provided by the school or should be sent in a sealed envelope – clearly labeled. All high school fees are to be given to the principal's secretary. Any money collected in the cafeteria serving line will be credited to student's account. No change will be returned. Money may also be paid through the EZ SchoolPay online system. There is a \$3 fee per transaction for use of EZ SchoolPay. Contact your principal for account information. Parents will be notified by phone or email when their child's account gets below two dollars (\$2). When a student's account gets below negative ten dollars (\$10), they will be notified by letter or email.

Visitors at Lunch:

Students are not allowed to bring visitors to school. Students cannot have visitors at lunch unless the Principal gives permission. Students may not meet someone outside to bring them lunch.

BIRTHDAY PARTIES / INVITATIONS:

No student will be allowed to have a birthday party, birthday cupcakes, or birthday cookies, etc. at school. If a parent / guardian wishes to distribute birthday party invitations at school, then each child in the grade must receive an invitation. A healthy pre-packaged snack may be provided to the entire grade as a birthday treat, if the parent obtains prior approval by the teachers in the grade.

ACADEMIC INFORMATION

GRADING:

Semester averages will be calculated as follows:

Each Nine Weeks Grade—40%
Semester Exam Grade-----20%

If student is exempt from Semester Exam, then only the Nine Weeks Grades will be used to calculate the Semester average unless the student chooses to take the exam to improve their grade. In such cases, the exam grade will not be used if it causes a reduction in grade.

In accordance with Arkansas 1993 Standards, the following grading scale will be used by all public schools in Arkansas: Grades shall reflect student's achievement on academic objectives of the course.

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

TRANSFER STUDENTS MUST MEET THE SAME QUALIFICATIONS FOR GRADUATION AS LIFELONG RESIDENTS OF PARKERS CHAPEL SCHOOLS.

Audio and Video may be used in the classroom for student assessments. These assessments are confidential and are not shared with anyone that does not have direct contact with the student's education. These assessment resources will be held in a digital file for no more than two years.

HOMEWORK POLICY:

It shall be the policy of the Board of Education to delegate the responsibility of assigning homework for students to professional staff in accordance with the following principles and guidelines:

Homework in grades K-12:

1. Assignments will be assigned to provide either massed practice for a skill/concept recently learned or distributive practice for a skill/concept which was learned earlier but review is needed to maximize retention.
2. Massed practice of a new skill/concept is essential to achieve a high degree of mastery.
3. Distributive practice (review) of previously learned skills/concepts is essential to promote maximum retention and recall.
4. Practice is most effective if it is provided in short frequent sessions.

5. Guided practice under the supervision of a teacher prior to independent practice is essential to ensure that the learner practices the skill/concept correctly.
6. The more specific the linkage of practice to the skill/concept being taught for mastery or review, the more likely positive results will be achieved.
7. The level of difficulty and complexity of practice must be at or below the level at which the learner may proceed without supervision and guidance.
8. Increased meaningfulness of the practice increases the probability of effectiveness.
9. Practice of specific and small bits of learning is most effective as long as meaning is not compromised.
10. The more immediate the results of the practice are made known to the learner, the higher the probability of effectiveness.

EXAMS:

Comprehensive exams are to be given at the end of fall and spring semesters (18 week period). Any exception to this must be approved by the Principal.

EXEMPTION FROM EXAMS:

Students will be eligible for exemption from semester exams in May. Students who have at least a 90% average and no more than **four (4) absences** or students who have at least a 80% average with no more than **three (3) absences** or students who have at least a 70% average with no more than **two (2) absences**. Students with any suspensions or three (3) or more referrals to the office are not eligible for exemption.

Students must be enrolled in Parkers Chapel on or before the first day of the second semester to be eligible for exemption from exams.

REPORT CARDS:

Report cards will be made available to parents or guardians every nine (9) weeks thru the HAC online system. Progress reports will be available every 4 1/2 weeks. Grades are based on percentages. Grades will be updated on a regular basis. Parents shall use their HAC login to view their child's grades online. Parents may obtain a copy of their child's report card from the office upon request.

RETENTION POLICY:

ELEMENTARY

Any student receiving an "F" on his/her report card in a core subject area (reading, math, language, or science) will be required to receive remediation and may be recommended for retention. A review committee consisting of the following will determine placement:

- Parent/guardian
- All teachers at that grade level that teach the student
- A teacher above or below that grade level if deemed necessary
- Counselor
- Principal

After school and Summer School remediation:

Any student not performing at the state expected level on standardized tests or receiving a below average or failing grade on a report card may be required to attend after school remediation or summer school.

Retention and/or promotion will be based on the following factors:

1. Reading and math levels
2. Attendance
3. Student performance
4. Teacher observations and recommendations
5. Standardized test scores
6. Criterion referenced test scores
7. Counselor observations and recommendations
8. Principal observations and recommendations

It will be indicated on the report card if a student is in a below level class. This shall indicate to parents that their child is not performing on level and may be retained at the end of the school year, regardless of grades. Parents of students working below grade level will be notified in writing and parent signature of notice will be required. A parent's refusal to acknowledge below grade level instruction will result in the student receiving on grade level work while receiving only standard / typical assistance. Students are graded based on their performance at their present level, which may or may not be above or below grade level.

HIGH SCHOOL:

Students in grades 9th – 12th who fail any course required for graduation or fails an ACT Aspire test, must successfully complete a remediation program to recover credit for the course. The following numbers of credits are used to determine promotion to the next grade level:

Sophomores- receive six (6) credits
 Juniors- receive eleven (11) credits
 Seniors- receive sixteen (16) credits

TEXTBOOK/CHROMEBOOK FINES:

Textbooks/Chromebooks will be checked each nine (9) weeks and if abused, students will be fined. Penalties for abuse will be determined by the Principal.

GRADUATION REQUIREMENTS:

Smart Core is Arkansas's college- and career-ready curriculum for high school students.

College- and career-readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college- and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and unforeseen situations. Smart Core *is the foundation* for college- and career-readiness. All students should supplement with additional rigorous coursework within their career focus.

Successful completion of the Smart Core curriculum is one of the eligibility requirements for the Arkansas Academic Challenge Scholarship. Failure to complete the Smart Core curriculum for graduation *may* result in negative consequences such as conditional admission to college and ineligibility for scholarship programs.

Parents or guardians may waive the right for a student to participate in Smart Core and to instead participate in the Core curriculum. The parent must sign the separate Smart Core Waiver Form to do so.

All students will participate in the Smart Core curriculum unless the parent or guardian waives the student's right to participate. In such case of a waiver, the student will be required to participate in Core. The required twenty-two (22) units, at a minimum, are to be taken from the Smart Core or Core as follows:

PARKERS CHAPEL SMART CORE:

Sixteen (16) Core units

English: four (4) units – 9th, 10th, 11th, and 12th or College English course (1 sem = ½ unit)

Oral Communications: one-half (1/2) unit

Mathematics: four (4) units earned during grades 9-12.

- Algebra I (if not taken during 8th grade year)
- Geometry
- Algebra II; and
- The other unit(s) may be either:
 - Math unit(s) beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, or comparable concurrent credit college courses may be substituted where applicable; **or**

- one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, IB Computer Science, or other options approved by ADE.

Natural Science: a total of three (3) units earned during grades 9-12 with lab experience chosen from

- One unit of Biology or PAP Biology:
- Two units chosen from the following:
 - Physical Science (if not taken during 8th grade year);
 - Chemistry or PAP Chem,
 - AP Chem
 - AP Bio
 - Environmental Science
 - Anatomy
 - Physics;
 - One unit of other options approved by ADE.

Social Studies: three (3) units

- Civics one-half ($\frac{1}{2}$) unit
- World History or PAP World History
- American History or PAP US History
- One-half ($\frac{1}{2}$) unit from:
 - Economics, Psychology, Sociology, AP World History, or a History college course.

Physical Education: one-half ($\frac{1}{2}$) unit

Note: While one-half ($\frac{1}{2}$) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half ($\frac{1}{2}$) unit

Economics – one half ($\frac{1}{2}$) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.⁷

Fine Arts: one-half ($\frac{1}{2}$) unit

Six (6) Career Focus units

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

A student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

PARKERS CHAPEL CORE:

(No math above Algebra II required and Chemistry is not required. Also exempt from requirement of four math courses Must be during 9th-12th grades or the required 3 out of 4 years of science during 9th-12th grades)

Sixteen (16) Core units

English: four (4) units – 9, 10, 11, and 12

Oral Communications: one-half (1/2) unit

Mathematics: four (4) units earned from the following.

- Algebra or its equivalent*
- Geometry or its equivalent*
- Transitional Math
- Quantitative Math
- Algebra II

*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: three (3) units earned from the following:

- Physical Science
- Biology or its equivalent; and
- One unit chosen from the following three categories:
 - Chemistry; PAP Chem,
 - AP Bio
 - Environmental Science
 - Anatomy
 - Physics;
 - One unit of other options approved by ADE.

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World History or PAP World History
- American History or PAP US History
- One-half (1/2) unit from:
 - Economics, Psychology, Sociology, AP World History, or a History college course.

Physical Education: one-half (1/2) unit

Note: While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (1/2) unit

Economics – one half (1/2) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.⁷

Fine Arts: one-half (1/2) unit

Six (6) Career Focus units

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

A student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

(1 unit = 2 semesters)

EIGHTH GRADE COURSEWORK:

ALGEBRA I

To be eligible to take Algebra I during the 8th grade, student must:

1. Have an at least an A/B average for the year in 7th Grade Math AND
 2. Score at the Exceeding Level on 7th Grade ACT Aspire Exam.
- OR
3. Teacher Recommendation for students with at least one of the above.

Once enrolled, student must maintain at least an 80 average each Nine Weeks. If unable to do so, student will be dropped from Algebra I and placed into 8th Grade Math course for the remainder of the year.

PHYSICAL SCIENCE

To be eligible to take Physical Science during the 8th grade, student must:

1. Be taking Algebra I in the 8th grade, AND
 2. Have at least an A/B average for the year in 7th Grade Science AND
 3. Score at the Proficient or Exceeding Level on 7th Grade ACT Aspire Exam.
- OR

4. Be taking Algebra I in the 8th grade, and
5. Teacher Recommendation for students with at least one of #2 or #3 above.

Once enrolled, student must maintain at least an 80 average each Nine Weeks. If unable to do so, student will be dropped from Physical Science and placed into 8th Grade Science course for the remainder of the year.

FOREIGN LANGUAGE:

Spanish I Taken in 9th Grade

To be eligible to take Spanish I during the 9th grade, student must:

1. have passed 8th grade English with an “A” average, OR
2. English Teacher Recommendation for student with at least a “B” average.

VALEDICTORIAN AND SALUTATORIAN:

To be recognized as valedictorian or salutarian at PCHS, a student must:

- Fulfill the Arkansas State Requirements for graduation
- Meet the requirements of the Smart Core Curriculum and take 2 years of the same foreign language.
- Complete and take tests for at least two (2) Advanced Placement courses, International Baccalaureate courses, or Concurrent Credit courses that meet the requirements of A.C.A. 6-15-902 (c) (3)
- Enrollment in Parkers Chapel the student's entire senior year
- Course work completed during school year (August-May) will figure into selection
- A maximum of seven (7) courses offered at Parkers Chapel per year will be counted
- If Algebra I is completed in 8th grade, it will be counted
- If Physical Science is completed in the 8th grade, it will be counted.
- The student(s) with the highest grade point average and has met the above criteria will be valedictorian
- The student(s) with the second highest grade point average and has met the above criteria will be salutarian
- Points are defined below for calculation of grade point average
- If there is a tie (calculated to the second decimal place), all students will be recognized

Advanced Placement courses (not to include Pre-AP):

A = 5 B = 4 C = 3 D = 2 F = 0 Weighted

All other courses

A = 4 B = 3 C = 2 D = 1 F = 0 Non-weighted

The selection of valedictorian and salutatorian will be determined solely by the principal using information provided by the counselor and the procedures outlined in this student handbook.

HONOR GRADUATES:

To be recognized as an Honor Graduate at PCHS, a student must maintain a 3.5 cumulative grade point average, take at least one (1) AP or college course in each of the four core areas: Math, Science, English, and Social Studies, complete two (2) years of the same foreign language, fulfill the state requirements for Arkansas graduation and meet the Parkers Chapel Smart Core Curriculum requirements.

HONOR MEDALS:

English

*Earns an A in AP Language and Composition and takes the AP Language and Composition Exam

*Earns an A in AP Literature and Composition and takes the AP Literature and Composition Exam

*Earns an A in concurrent credit Composition I and II (Taught on campus).

American History

*Earns an A in AP American History and takes the AP American History exam

*Earns an A in concurrent credit US history I/II (Taught on campus).

World History

*Earns an A in AP World History and takes the AP World History Exam.

Math

*Earns an A in AP Calculus and take the AP Calculus Exam.

*Earns an A in College Algebra (taught on campus).

Science

*Earns an A in AP Chemistry and take the AP Chemistry Exam.

*Earns an A in AP Biology and takes the AP Biology Exam.

Art History

*Earn an A in AP Art History and takes the AP Art History Exam.

Psychology

*Earns an A in concurrent credit psychology (Taught on campus).

BAND/ATHLETIC CREDIT:

Will be given to band and choir - 1 credit per year. Athletics will count as a P.E. Credit one time for ½ credit

SCHEDULE CHANGES:

Student schedules are set during the summer. Students can request a schedule change up to two weeks after registration. No changes will be made to student schedules after that time unless placed in an improper course by staff. Changes can be requested at the end of the first semester. Changes may be made if room allows.

STUDENT RECORDS:

A transcript of student records will be sent only by written request of the student if 18 years old or the written request of the parent or guardian if less than 18 years old.

Under Act 355 of 1991, a student's permanent record must contain but is not limited to, a birth certificate and the student's social security number.

NURSE INFORMATION**MEDICATION:**

Written parental consent is required for the school to administer any medication. Prescription and non-prescription medication must be brought to the school nurse in the original container with the dosage and method of administration clearly indicated. All medication will be kept in a secure place in the nurse's office.

PHYSICAL EXAMINATIONS OR SCREENINGS:

The Parkers Chapel School District may provide from time to time for the administration of physical exams or screenings of its students. The intent of the exams or screenings shall be to detect contagious or infectious diseases or defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve to his/her full potential. The District shall notify parents, at least annually, of the specific or approximate dates of any non-emergency examination, invasive physical examination or screening that is:

1. Required as a condition of attendance;
2. Administered by the school and scheduled by the school in advance;
3. Not necessary to protect the immediate health and safety of the student, or of other students.

For the purposes of this policy, "Invasive Physical Examination" is defined as any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

Except in instances where a student is suspected of having a contagious or infectious disease, parents shall have the right to opt their student out of the exams or screenings by using Form #4.41F or by providing certification from a physician that he/she has recently examined the student. The form is available in the principal's office.

A student may be required to pass a physical exam before being allowed to participate in certain extracurricular activities to help ensure they are physically capable of withstanding the rigors of the activity. It is understood that students who refuse to take such an exam will not be allowed to participate in the desired activity.

The rights provided to parents under this policy transfer to the student when he/she turns 18 years old.

PERSONAL HYGIENE:

A student is expected to maintain good personal hygiene. If a student's hygiene is offensive to others a parent will be notified and the notification will be documented. Anytime thereafter the student will be removed. The student will be allowed to come back to school when his/her hygiene is no longer offensive. The principal will determine if hygiene is offensive.

HEAD LICE PROCEDURE:

When a student is suspected of having head lice, he/she is sent to the nurse for her to inspect. If lice are found then the entire class is also checked. All siblings are checked. Any student who we believe may have been in contact with someone who has head lice may also be checked. Anyone who is found with live lice or nits will be sent home ASAP. The parents must provide proof that their child has been treated with medicated shampoo by either sending the receipt or the box and the student must be rechecked by the nurse or principal before their child is allowed back to school. If we have several cases of head lice in a particular area of the building then all classes are checked in that building. The individual classrooms are also treated if necessary. Students are rechecked in 7-10 days after we have reported cases.

A note will be sent home to parents stating that a case of head lice has been confirmed in their child's classroom and advising them to check their child for the next few weeks. Parents are asked to report any cases to the school so that proper steps can be taken to help in the control of any outbreaks. If a parent reports that their child has had head lice then we use the same procedure as stated above.

STUDENT ILLNESS / COMMUNICABLE DISEASES

If a student feels ill while at school, they will report to the School Nurse for evaluation. At the discretion of the Nurse, the student may be sent home. Students must be at least forty-eight hours free from fever without the use of fever reducing medications before returning. If the student presents with symptoms of COVID, they will be sent home and won't be allowed to return until the school nurse approves the return following Arkansas Department of Health POC guidelines. The date of possible return and options allowing the student's return will be discussed with the parent when the school nurse notifies the parent of illness / symptoms. If a student is given a COVID-19 test, they are not allowed to return to school without proof of a negative result.

If a student is given a COVID-19 test, they are not allowed to return to school without proof of a negative result.

COMMUNICABLE DISEASES AND PARASITES:

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: Varicella (chicken pox), measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA

(Methicillin-resistant *Staphylococcus aureus*), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis A, B, or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally).¹

A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

PARENT INFORMATION

PARENT INVOLVEMENT: June Wells - District Parental Involvement Mona Williams - Elementary Mila Burns - High School

Parkers Chapel School District will inform parents and parental organizations of the existence of and purpose of the Parental Information and Resource Center in the state and will carry out activities to involve our parents. Those activities include inviting parents to Parent Involvement meetings, asking parents to participate in surveys for improvement, including parents in each school's improvement planning meetings, as well as, conducting an Annual Report to the Public.

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities. Parents play an integral role in assisting their child's learning and are encouraged to be actively involved. Parkers Chapel School District considers that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child.

Parents may contact their child's administrator to receive the full content of the Parkers Chapel School District Parent Involvement Plan.

PARENT CONFERENCES:

Two formal Parent – Teacher Conferences are scheduled on the district calendar. Information will be sent home or will be posted on the school's website prior to those conferences. Teachers or parents may request other conferences at any time that there are concerns about academic progress, well-being, or behavioral issues.

IMPORTANT CONTACTS ON CAMPUS:

Doug Smith: High School Principal
smithd@parkerschapelschool.com

Carrie Burson: Elementary Principal
bursonc@parkerschapelschool.com

Stan Sims: High School Asst.Principal
simss@parkerschapelschool.com

Steven Bates: Elementary Asst.Principal
bates@parkerschapelschool.com

Kammie Bryant: High School Receptionist
bryantk@parkerschapelschool.com

Susan Barnes: Elementary Receptionist
barness@parkerschapelschool.com

Gina Taylor: High School Counselor
taylorg@parkerschapelschool.com

Mona Williams: Elementary Counselor
williamsm@parkerschapelschool.com

Kaci Burton: High School Nurse
burtonk@parkerschapelschool.com

Chasity Gates: Elementary Nurse
gatesc@parkerschapelschool.com

Elliott Jacobs: Athletic Director
jacobse@parkerschapelschool.com

COMPLIANCE AND FACILITIES

ASBESTOS:

The Asbestos Management Plan is available at the superintendent's office upon request. For more information contact John Gross at 862-4641.

EQUITY COMPLIANCE:

In compliance with the Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the American with Disabilities Act, the Parkers Chapel School District assures that no person shall, on the basis of race, color, national origin, age, sex, religion or qualified handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination through any sponsored program or activity. Charges of sexual harassment will be promptly investigated regardless of the sex of the charging party. Anyone having questions about these general guidelines, or anyone believing these guidelines have not been applied fairly, is urged to contact Gina Taylor, Equity Coordinator at 862-2360 or by mailing grievances to Parker Chapel School District, 401 Parkers Chapel Rd., El Dorado, AR 71730.

SCHOOL FACILITIES/PROPERTY:

Proper maintenance and appearance can be achieved if all concerned follow these rules:

1. Throw all refuse in trash barrels provided.
2. Keep feet off walls and classroom seats.
3. Proper shoes must be worn when playing/walking on the gym floor.
4. Do not mark on any property such as desks and buildings.
5. Littering will be punished by having the student to clean up the campus.

The principal reserves the right to deal with the destruction of school facilities/property on an individual basis.

Uniforms, books, chromebooks, and other school property are in the form of a loan and must be treated as you would want property borrowed from you to be treated. Assessments shall be made for abuse of borrowed property.

Not every situation which comes up during a school year can be addressed within the confines of a handbook. Parkers Chapel Elementary and High School will address these situations as they arise, keeping the focus on the student's safety and academic success.