



**Norphlet Elementary
School
AND
Smackover Elementary
School
2018-2019
Procedural Handbook**

Bernadette O'Guinn, Norphlet Principal

Holly Strickland, Smackover Principal

NES FACULTY AND STAFF VALUE YOUR PARENTAL INVOLVEMENT!

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ACCESS TO STUDENT RECORDS

Any parent of a student enrolled in Smackover Public Schools is entitled access to his/her child’s school records and will be granted access to such records, upon making proper request to the officer in charge of the specific records requested. For purpose of this policy, “parent” shall include the child’s parent (both custodial and non-custodial), guardians, or an individual acting as a parent of a student in the absence of the parent or guardian. All requests for access to student records shall be made in writing, specifying which records are being requested, and must be signed and dated. Said request will be made to the official responsible for the specific records requested. Parent/Guardian will be asked to sign a form stating that he/she has received the records requested. At Smackover and Norphlet Elementary Schools these records and their custodians are:

RECORDS (Norphlet Elementary)

CUSTODIAN

Academic, transcript, attendance records, discipline records, special education records, and standardized test results, and standardized test results for all inactive students.

Bernadette O’Guinn, Principal
Amber Holloway, Counselor
301 McMillian Street
Norphlet, AR 71759

Health record

Traci Jeffers, Nurse
301 McMillian Street
Norphlet, AR 71759

RECORDS (Smackover Elementary)

CUSTODIAN

Academic, transcript, attendance records, discipline records, special education records, and standardized test results, and standardized test results for all inactive students.

Holly Strickland, Principal
Ruth Strauch, Counselor
701 Magnolia Street
Smackover, AR 71762

Health record

Michelle Martisek, Nurse
701 Magnolia Street
Smackover, AR 71762

Smackover-Norphlet Public Schools will NOT release student records to any individual or organization without prior written consent of the parent/guardian except as follows:

1. Smackover Norphlet School employees who have a need to know
2. Other schools to which a student is transferring
3. Certain government officials who need to know to carry out lawful functions
4. Individuals who have obtained a court order or subpoenas

5. Individuals who need to know in cases of health and safety emergencies

ADMISSION TO SCHOOL EVENTS FOR STUDENTS BELOW SIXTH GRADE

NO STUDENT, grades K-5, shall be admitted to any event sponsored, sanctioned, or under direct control of Smackover High School unless, the said youth is accompanied by his/her parent/guardian or other responsible adult. A student must remain within the immediate supervision of the accompanying adult throughout the duration of the event. Persons who engage in game playing in the stands or in the lobby will be escorted to their parent/guardian. Should this occur a second time the person and their parent/guardian shall be asked to leave the event.

APPEARANCE CODE

The Smackover Norphlet Public Schools recognize that among those rights retained by the people under our Constitution is the freedom to govern one's personal appearance. When, however, dress and grooming substantially disrupt the learning process of the school, it becomes a matter subject to disciplinary action. Student's dress, grooming, and appearance should be the responsibility of the individual student and his/her parent/guardian under the following guidelines:

1. Shoes must be worn at all times.
2. Sharp, cleated, or spiked shoes are not permissible.
3. From a kneeling position, shorts/skirts should measure six (6) inches from the knee. Bike shorts or similar styles are not permitted. Rules for the length of culottes, dresses, and other styles are the same as for shorts.
4. No students shall wear jeans or pants with holes that will expose their skin within 6 inches from the knee and up.
5. Tights/leggings are permissible provided that the shirt, top, or dress cover the buttocks.
6. Sleeveless tops must come to the edge of the shoulder.
7. No bare midriff shirts or low cut under arm shirts will be allowed. Shirts and blouses are to be of a length that when arms are raised in a normal way the flesh will not show. Spaghetti strap tops are not allowed for any grade level.
8. A student shall not wear or use emblems, badges, or other symbols which cause substantial disruption or interference with the operation of the school or classes. Articles of clothing which advertise alcoholic beverages and/or drug related material are not to be worn to school. This does include characters that are associated with these products.
9. Hats, caps, scarves, rags, or any other type of head coverings shall not be worn on the campus unless they are necessary for health or safety reasons.
10. Pants, shorts, skirts, trousers, jeans, or other such garments must be worn in such a way that they are not sagging around the hips of the individual wearing them. Oversized garments which are only held in place by the hips are not to be worn to school at any time.
11. Students may not wear clothing or hairstyles that can be hazardous to themselves in their educational activities such as science lab work, physical education, or art. Hair should be kept neat, clean, and combed; no curlers or rollers shall be permitted.
12. Dress and grooming should not substantially disrupt the educational process.
13. No garment designed as underwear shall be worn as outerwear to school.

14. The administration reserves the right to use its discretion in determining what type of dress not listed above is considered disruptive and detrimental to the purposes and conduct of the school and its students.

Please be advised that if students come to school and are found to be in violation of the dress code, the following consequences will occur:

1. Notify the parent for a change of clothing.
2. Notify the parent for a change of clothing
3. Notify the parent and be assigned one (1) day of ISS.

ATTENDANCE

Education is more than 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. A student is expected to attend school at all times when school is in session. The Smackover-Norphlet School District recognize that regular attendance at school will enhance the educational development of each student. As a result of both the mandates of state law and our philosophy of education, the district has established the following procedures regarding student attendance.

Excused Absences

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

The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.

1. Death or serious illness in their immediate family;
2. Observance of recognized holidays observed by the student's faith;
3. Attendance at an appointment with a government agency;
4. Attendance at a medical appointment;
5. Exceptional circumstances with prior approval of the principal;
6. Participation in an FFA, FHA, or 4-H sanctioned activity;
7. Participation in the election poll workers program for high school students.
8. 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.

9. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).
10. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.

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.

Unexcused Absences

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with 10 unexcused absences in a course in a semester may 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 5 unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds 10 unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee.

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

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

CHECK OUT PROCEDURES DURING A DAY/TARDIES

If a student must leave school during the school day for any reason, a parent/guardian must sign the "check out form" with the student's name and reason for leaving in the main office. Any individual signing students out of the Norphlet Elementary Office should be prepared to show their identification. Parents/Guardians should make sure that the office is aware of conflicts with custody of children. Warrants, divorce papers, custody papers MUST BE on file in the office (**Documentation MUST be presented yearly in order to be enforced**). One-half (1/2) day of absence will be charged to the student when the student misses less than three and one-half hours (3 ½) of school. A full day absence will be charged after a student misses more than three and one-half (3 ½) hours of school.

Students who arrive (in class) between 7:55 a.m. and 8:45 a.m. will be considered tardy. Students who are checked out of school early between 2:30 p.m. and 3:26 p.m. will be given the same consequence as a tardy.

All doors, except the main entrance, will be locked at 7:50am. Any student arriving to school at or after 7:50 must report to the front entrance for drop off. Tardy slips will be given to students if they are not in their seat at 7:55am.

Parents will need to submit an excuse if the tardy or early check-out is for medical, dental, or counseling services by the following morning or the consequences listed below will apply:

Parent/guardians are reminded that during emergency situations school personnel will not release students to anyone other than the student's own parents, guardians, or other authorized persons. Phone calls during this time will not be honored by school personnel as authorization to release students. Parent, guardians, or authorized Individuals must appear at the school in person and request the release of their child(ren).

Class Parties

We believe that on special occasions school children need the opportunity to have a festive time of celebration although this is not a primary function of the educational system. Classes may have parties in celebration of fall, Christmas, Valentine's Day, and an end of the year outing. With the exception of the end of the year outing, these parties should be scheduled during the last hour of the school day. All outings must have dates and places approved by the principal. Any parties in addition to those listed must have the approval of the principal. **Students may be excluded from participation in these activities due to inappropriate behavior at the discretion of the teacher and/or administration.**

DAILY SCHEDULE

The official school day at NES and SES begins at 7:55 am and continues until 3:26 pm each day. The daily schedule is as follows:

Norphlet Elementary

7:50 First Bell

7:55 Classes Begin

10:50-11:20 K-2 Lunch

11:50-12:10 3-5 Lunch

3:26- Students are dismissed

Smackover Elementary

7:50 – First Bell

7:55 – Classes Begin

10:50-11:40 - Lunch

3:26 – Students are dismissed

All doors, except the main entrance, will be locked at 7:50am. Any student arriving to school at or after 7:50 must report to the front entrance for drop off. Tardy slips will be given to students if they are not in their seat at 7:55am.

Cell Phones

State Law (Act 447 of 2000) prohibits “possession by a student of any paging device or electronic communication device on any school campus.” Act 447 does provide for exemption based on medical necessity or “other compelling reasons” as determined by the school administration. District policy regarding cell phones is as follows:

*Students in K – 5 should never be in possession of a cell phone during the school day. Any student who must bring a cell phone to school may keep their cell phone in their possession, (inside their back pack) that must not be taken out for use from the time they get to school until the time they leave school. The school board believes it is necessary to restrict student use and possession of cell phones and other electronic communication devices so that the opportunity for learning may be enhanced. Discipline for cell phone possession breaking state law Arkansas Code 6-18-502 is as follows:

First Offense

- *One (1) day in-school suspension
- *Cell phone is confiscated
- *Parent/guardian picks up cell phone

Second Offense—

- *Three (3) day in-school suspension
- *Student loses right to turn cell phone in the office for use for after school activities for the rest of the year
- *Parent/guardian picks up cell phone, pays \$15 fine

Third Offense—

*Five (5) day in-school suspension

*Phone confiscated rest of school year

*Parent/guardian picks up cell phone last day of school, pays \$30 fine.

The school will not be responsible for loss, damage, or theft of any electronic device (including cell phones) brought to school district property.

Flower and Balloon Deliveries to Students (Norphlet Elementary & Smackover Elementary)

Flowers, balloons, or other deliveries to the school on special days which you may desire to celebrate with your child will be held in the office until the end of the school day in order to minimize classroom disruption. We respect your privilege of sending your child something special, but school personnel cannot assume responsibility for such items if they are lost or damaged at school.

CAR RIDERS – (NORPHLET ELEMENTARY ONLY)

For the safety of all students, we ask that all students who are picked up by someone in their personal vehicle be picked up in the circle driveway at the front of the elementary school.

The use of this one-way drive assists in the flow of traffic and provides the safest means for students to enter and leave cars in which they are riding. If you have the need to park and come into the school after 2:45pm, please park in the lot adjacent to the school.

Students (either car riders or bus riders) who need to be transported home in the afternoon in some other manner than their normal routine **must** have a note from a parent explaining the need for a change and how the student is to be transported home that day. This requirement is for the safety of the children in order to avoid any confusion about how a student will be transported.

Students will not be permitted to walk to the middle school after school unless they will be riding home with a parent or family member who is a middle school employee.

DROP OFF PICK UP LOCATIONS (Smackover Elementary Only)

Any person dropping off or picking up Smackover Elementary student(s) shall do so at the following places between:

1. Kindergarten through second grade students - south end of the building (Kindergarten end). Any student in grades K-2 will be given name plates with the student's last name printed on a yellow-laminated paper (Parents will sign up on open house night). Name plates will come home with your student on the first day of school. Parent or designee, who are picking student(s) up on the South end (Kindergarten end) of the building will be required to have a sign with the students name labeled and placed in the front window of the vehicle. If a name plate is not displayed in the front window, the parent or designee will be asked to pick up the student from the Smackover Elementary Office.
2. Third through Sixth grade students – East end of the building. (Lisbon Road end) – Parents are asked to drive through the car rider line to pick up their students.

Any students being picked up by the same vehicle and are in different grades, can make arrangements with the parents and teachers for drop off and pick up to occur in one location. **No pick-ups or drop offs will be allowed in front of the Cafeteria or in front of the elementary school.**

FIELD TRIPS

Field trips and excursions serve the instructional program by utilizing those education resources of the community and the area which cannot be brought into the classroom. The principal must approve ALL field trips and excursions in advance. The principal must approve any special arrangements such as transportation, meals, etc. in advance as well.

Parents/Guardians must grant permission for their child to participate in a field trip by signing a field trip permission slip form every time their student leaves campus.

Students who do not have parental permission will not be allowed to participate in the field trip or activity.

Students who do not attend a scheduled field trip will continue their regular class schedule during the time of the trip or will be confined in a designated holding area, if necessary.

All students participating in field trip or excursion are still under the conduct code of the school and are subject to disciplinary action if they do not abide by the rules.

Students may be excluded from participation in field trips due to inappropriate behavior at the discretion of the teacher and/or administration.

GRADING SYSTEM - The grading code for elementary is:

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

Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

HOMEWORK POLICY

The faculty and administration of Norphlet and Smackover Elementary Schools consider homework to be an essential part of the instructional program. It shall not be a substitute for teaching but shall be a reinforcement of what has been taught. Students should be assigned appropriate and reasonable amounts of homework on a regular basis. Teacher-guided practice during the regular instructional period prior to independent practice shall be required since these assignments are considered an extension of the classroom instruction, to ensure that the learner practices the skill correctly. The following guidelines will be generally considered in making homework assignments:

Grades K-1 Frequency of assignments: 2-3 days per week. Time required to complete assignments: 15-30 minutes.

Grades 2-3 Frequency of assignments: 3-4 days per week. Time required to complete assignments: 30-45 minutes.

Grades 4-5 Frequency of assignments: 3-5 times per week. Time required to complete assignments: 30-45 minutes.

***Unfinished work assigned as classwork is not considered homework.

LUNCHROOM POLICIES

All students are expected to eat in the lunchroom unless the student's parent/guardian has checked them out in the office to eat elsewhere. It is the parent's/guardian's responsibility to see that their child is back at school at the appropriate time for his/her next class. There is a thirty minute lunch period for each class. A sack lunch may be sent with the student. These lunches are to be eaten in the lunchroom, where milk or juice may be purchased.

A free/reduced lunch application is given to each student at the beginning of the school year. These applications must be filled out completely and returned to school as soon as possible. Parents who do not wish to apply are asked to return the application with a statement written

across the application to that effect. Parents will be notified when their application is approved, rejected, or returned for more information.

NO glass items can be taken into the lunchroom, but canned drinks and thermos are permissible. The school will not be responsible for keeping a student's food or drink warm or cold.

STUDENTS WHO ARE ALLERGIC TO MILK OR PEANUT/NUT PRODUCTS MUST HAVE A WRITTEN STATEMENT FROM A DOCTOR ON FILE IN THE NURSE'S OFFICE.

Payment Policy:

1. All students are to pay for lunches in advance.
2. A student may charge ONLY IN EXTREME CASES.
3. A lunch record will be kept for the entire year in case there are questions which arise.
4. Parents will be notified when payments are needed.
5. Prices:
 - a. Students: Regular Breakfast - \$1.15; Regular Lunch – \$2.40
 - b. Students: Reduced Breakfast - \$.30; Reduced lunch \$.40
 - c. Adults: Breakfast - \$2.05; Lunch \$3.60
 - d. Extra Milk (Adult or Student) - \$.50

NOTIFYING STUDENTS OF CHANGE OF TRANSPORTATION UPON DISMISSAL

Parents/guardians should inform their child prior to arriving at school the name of the person who will be picking them up in the afternoon or what mode of transportation they will be taking to arrive back home. Should a change occur in the way a student will dismiss from school, contact the school prior to 3:00 p.m. Changes made prior to 3:00 p.m. will be given to the child's classroom teacher. Except in extreme emergencies, no changes may be made after 3:00 p.m. because of the interruption of instructional time.

Marking of Personal Items

All personal belongings such as lunch boxes, backpacks, notebooks, coats, etc. should be clearly marked with the student's name. School personnel cannot be responsible for every child's lost items, and this will assist with the location of lost or misplaced items.

Money Sent to School

Please send all money to school in an envelope with the student's name, amount of money, what the money is for, and the teacher's name on the outside of the envelope. This will help us to be sure that each student is given proper credit for any money that parents send to school. **If you have more than one child in school, please send their money separately to their individual teachers.** This minimizes problems in record keeping and the time necessary for taking care of money matters each morning.

It also simplifies the process of collecting money for various purposes if parents will send money for each different purpose in a separate envelope. For example, if you are sending money for lunch and for school pictures, please put the money for each in a separate envelope.

The district also has the following online payment option available to all parents. You may access this service on the www.smackover.k12.ar.us website address.

PARENTAL CONCERNS

Norphlet and Smackover Elementary faculty and staff want to address any concerns our parents have regarding their children. Generally, any questions or concerns should first be directed to the student's homeroom teacher or other faculty/staff member directly involved in the matter. If resolution cannot be reached, the parents should then direct their concerns to the building principal.

PROMOTION AND RETENTION

The decision to retain or promote a student will be made only after careful consideration by the principal, teacher, and counselor. Parents will be consulted in this decision. The decision will be based upon considerations such as academic achievement, standardized test scores, attendance records, and the overall well-being of the student.

*A student who fails two of the four core subjects (literacy, math, science, or social studies) for more than 2 nine weeks will be retained.

*A parental request for retention will be considered. This request will be reviewed by a committee composed of the parent, current teacher, counselor, and principal. The committee will make the final decision.

*A request from a teacher of a student who is borderline will be considered by a committee made up of the parent, current teacher, counselor, and principal. The committee will make the final decision.

No student will be retained more than twice in elementary school.

SCHOOL NURSE

PRESCRIPTION MEDICATION

Guidelines:

1. **ONLY** prescription medications will be given at school.
2. Do not send medications to school with your child. Parents/Guardians **MUST** bring any medication to school to the school nurse.
3. A parent request form to give prescription medication must be filled out and signed **PRIOR** to the administration of **ANY** prescription medication.
4. Prescription medication **MUST** be in its original container. It must be labeled with the student's name, date filled, ordering provider's name, medication name, dose

route, and frequency. ALL prescription medication will be given according to the prescription label.

5. Prescription medication given less than 4 times a day is to be given at home unless the physician/dentist specifies a clearly stated time frame on the bottle.
6. At least ONE dose of a new prescription medication should be given at home. This allows the parent/guardian the opportunity to observe for any adverse reactions.
7. Unlabeled prescription medication samples sent to school will not be given to the student unless a Physician/Dentist order is sent with the medication.
8. Parent/Guardian of elementary students MUST pick up their child's medication when treatment is finished or at the end of the school year.
9. If the parent/guardian wants the student to take the medication home, a signed written request must be sent to the school nurse.

NON-PRESCRIPTION MEDICATION

Guidelines:

1. Non-prescription oral medication WILL NOT be administered at school unless prescribed by a Physician/Dentist.
2. **NO** oral non-prescription medication will be kept in the nurse's office **unless** brought to school by a parent with a Physician/Dentist order.
3. Topical non-prescription medications for minor cuts, scrapes, rashes, etc. will be kept in the nurses' office. These medications include:
 - Anti-sting for wasp/bee stings
 - Antibiotic ointment for wound care
 - Anti-itch cream for allergic rash or insect bites
 - Antiseptic wash for minor cuts and abrasions
 - Eye wash for minor eye irritations
4. If additional types of non-prescription medication need to be administered during school hours, the doctor MUST provide a prescription label on the medication bottle.
5. The Smackover-Norphlet School District is not responsible for adverse reactions caused by medication which are administered according to the medication label.

TRANSPORTATION BY BUS

BUS REGULATIONS:

1. Be at the bus stop at the scheduled time. Stand back ten feet from the bus stop and wait until the door is opened before moving closer to the bus. Do not play on the highway or roadway.
2. While loading or unloading, enter or leave the bus orderly and quickly.
3. While riding the bus, students are under the supervision of the driver and must obey the driver at all times. The driver will notify the student's principal or dean of students of any behavior concerns occurring on the bus. The principal or dean of students will make a decision as to the consequences for the student's behavior.
4. Students are expected to conduct themselves in a manner that will not distract the attention of their driver or disturb other riders on the bus.

5. No knives, firearms, or sharp objects of any kind are allowed. No pets or other living animals are allowed.
6. If there is not a seat available, stand in the aisle of the bus facing the front and hold on to the back of the seat (for evacuation purposes only).
7. Students are not to tamper with any of the safety devices such as door latches, fire extinguishers, etc. Students must be seated while the bus is in motion and must not move while it is running except as the driver direct. Students are not to put their hands, arms, head, or bodies out of the windows. Do not yell at anyone outside the bus.
8. Students are not to deface the bus or any school property. Do not write on the bus or damage seats, etc. Do not throw paper, food, or other objects on the floor of the bus. No tobacco use while riding the bus. Keep aisles of the bus clear of books, lunches, and coats, etc. Do not put feet in the aisles while seated.
9. Do not ask the driver to let you off the bus at any place other than your regular stop. The only exception is if you have a note signed by the principal/designee.
10. If you must cross the road or highway to board the bus, try always to be off the right side of the road waiting on the bus. If you should arrive at the stop just as the bus approaches the stop, wait until the bus has come to a complete stop and driver has signaled you before you cross in front of the bus.
11. Students who must cross the road after leaving the bus in the afternoon must go to a point on the shoulder of the road ten (10) feet in front of the bus. Cross the road only after the driver or student patrol has signaled you to do so.
12. The driver will assign students seats on the bus. The driver determines where a student sits and has authority to change a student's seat at any time he/she feels such a change would be in the best interest of that student or other students. Students will occupy only their assigned seat at all times while riding the bus unless directed to sit in a different location by the driver or an administer.
13. Only students who live on the established route are entitled to ride the school bus. Any other person wishing to ride the bus on its regularly scheduled route must have permission from the principal or superintendent to do so.
14. Riding a school bus is a privilege, NOT an automatic right.

VISITORS TO SCHOOL

Parents are invited to visit and confer with teachers and principal concerning their child. Except for emergencies, parents are expected to arrange these conferences in advance. Persons other than students of Norphlet and Smackover Elementary School or members of the staff must come to the office and obtain a pass in order to visit a classroom. Persons who wish to observe, visit your child or an employee in the classroom, are to first notify the principal.

Parents are not permitted to bring other children to their classes as visitors.