

Paris Middle School

Student Handbook
2023 – 2024



Paris Eagles

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Paris Middle School
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Paris, AR 72855
(844) 963-3243, ext. 2099

2023-2024 Student Handbook
Jim Loyd, Superintendent
Trey Prieur, Principal

The policies contained in this Student Handbook were reviewed on February 16, 2023 and revised by the following Paris Handbook Committee and stakeholders:

Mike Nichols, Principal (former)
Trey Prieur, Assistant Principal
Andrea Robertson-Counselor
Stephanie Hart- Teacher
Tierney Redding- Teacher
Susan Noland- Teacher
AnnaBeth Robertson- Teacher
Joanie Floren- Parent
Amanda Rieder- Parent

The policies in this Student Handbook were adopted by the Board of Education of the Paris School District #7 – [April 13, 2023](#). It shall be the policy of the Paris School District that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this district. In the event that there is a conflict between the student handbook and a general board policy or policies, the more recently adopted language will be considered binding and controlling on the matter provided the parent(s) of the student, or the student if 18 years of age or older have acknowledged receipt of the controlling language.

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

To: Teachers, Students and Parents

No student in the Paris School District shall, on the grounds of race, color, religion, national origin, sex, 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. Inquiries concerning application of this policy may be referred to:

Jim Loyd, Equity Coordinator
2711 E Walnut
Paris, AR 72855
(844) 963-3243

School Colors

The colors of Paris Middle School are royal blue and white. These are used in all letters given by the school and on uniforms worn by athletic teams, band, spirit squad members and other representatives of the school.

Emblem

The school emblem is an Eagle, and is applied in some form to the yearbook, school paper, athletic teams, and to other groups representing the school. The Eagle is also the motif for the design used on our school insignia.

Vision

Paris Middle School will strive for Excellency in providing the caliber of education that will empower our students to become self-directed learners and productive citizens.

Accreditation

Paris Middle School is accredited by the Arkansas State Department of Education and the North Central Association of Colleges and Schools.

Section I

Introduction to the Student Handbook

The purpose of education at Paris Middle School is to help you prepare for life. This could be to enter college, vocational technical school, or the world of work. We hope to provide an environment that is conducive to learning, and helps you in your selection of goals that are appropriate and suitable for you as an individual.

Title IX

It is hereby declared the intent of the Board of Education of the Paris School District to comply with Title IX regulations of 1975 prohibiting sex discrimination in any educational program or activity receiving federal financial assistance.

Discrimination is prohibited. No person, in the United States, shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal, financial assistance, or be so treated on the basis of gender under most education programs or activities receiving federal assistance.

The District recognizes that the United States Constitution guarantees students full rights of citizenship, and these rights may not be denied except in accordance with due process of law. The District further recognizes that with these rights there are responsibilities, which are designed to help all participants acquire the full benefit of the educational program, regardless of race, sex, creed, or national origin.

It is impossible to list in this Handbook all of the rules and guidelines for student and staff use. Therefore, the contents of this Handbook should not be construed to limit or deny your rights or responsibilities on your own campus, as a member of the student body, or as a citizen; neither should it be construed as limiting or denying your Principal the right and responsibility to develop such necessary rules and regulations that are not inconsistent with federal and state laws and Board of Education policies and regulations.

Educational Philosophy

The Paris School District assumes the responsibility of providing students attending its schools a high-quality education that challenges each student to achieve to their maximum potential. The District shall endeavor to create the environment within the schools necessary to attain this goal. The creation of the necessary climate shall be based on the following core beliefs:

- The District's vision statement will be developed with input from students, parents, business leaders, and other community members.
- All students can be successful learners.
- Students learn at different rates and in different ways.
- A primary goal shall be to give students the skills they need to be life-long learners.
- The education of all citizens is basic to our community's well being.
- Student achievement is affected positively by the involvement of parents and the community in the schools.
- The District is responsible for helping cultivate good citizenship skills in its students.

- Students reflect the moral and ethical values of their environment.
- All people have a right to a safe environment.
- Each person is responsible for his/her own actions.
- Innovation involves taking risks.
- Schools are responsible for creating the conditions that promote success.
- Each person is entitled to retain his/her dignity.
- All people have the right to be treated with respect and the responsibility to treat others respectfully.
- For teachers to succeed in cultivating high student achievement, they need to be given the materials, training, and environment necessary to produce such results.

Mission Statement

When it comes to teaching and learning, we believe every child can be a successful learner. Paris Middle School endeavors to create an environment that is positive, encouraging, and centered around our unique students. With patience, understanding, and teamwork, we stimulate learners' natural curiosity. Mistakes are part of the process experienced by life-long learners. Passion is everything! Believe and achieve!

Parent & Community Involvement in School

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

- *Involve parents and the community in the development and improvement of Title I programs for the school;*
- *Have a coordinated involvement program where the involvement activities of the school enhance the involvement strategies of other programs such as the Parent-Teacher Organization, Parents as Partners, and Parents as teachers.*
- *Explain to parents and the community the State's content and achievement standards, State and local student assessments and how the school's curriculum is aligned with the assessments and how parents can work with the school to improve their child's academic achievement.*
- *Provide parents with the materials and training they need to be better able to help their child achieve. The school may use parent resource centers or other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;*
- *Educate school staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the schools and parents.*
- *Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;*
- *Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include providing transportation and child care to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;*
- *Find and modify other successful parent and community involvement programs to suit the needs of our school;*
- *Train parents to enhance and promote the involvement of other parents;*
- *Provide reasonable support for other parental involvement activities as parents may reasonably request.*

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

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

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

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

Section II

Discipline Policies & Procedures

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

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

The District's Personnel Policy Committee shall review the student disciplinary policies annually and may recommend changes in the policies to the Paris School Board. The Board shall approve any changes to student discipline policies. The Paris Middle School's Student Handbook and discipline policies shall be distributed to each student during the first week of school each year and to new students upon their enrollment. Each student's parents or legal guardian shall sign and return to the school an acknowledgement form documenting that they have received the policies.

It is required by law that the Principal or the person in charge report to the police any incidents the person has personal knowledge of or has received information leading to a reasonable belief that a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision. If the person making the report is not the Superintendent, that person shall also inform the Superintendent who initially reported the incident that a report has been made to the appropriate law enforcement agency. The Superintendent or designee shall inform the Board of Directors of any such report made to law enforcement.

Alcoholic Beverages, Drugs, and Counterfeit Drugs

No student shall possess, use, or be under the influence of alcohol, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, or other controlled substances or counterfeit substances purported to be a controlled substance, or beverage containing alcohol or intoxicant of any kind. Any student involved in transmitting, passing, distributing, or selling alcohol, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance or counterfeit substance purported to be a controlled substance, or beverage containing alcohol or intoxicant and any kind, shall be suspended and may be subject to expulsion. Law enforcement officials shall be informed and parents shall be required to meet with school officials. In addition, students shall not possess drug paraphernalia at any time.

All Principals are instructed to cooperate fully with law enforcement agencies and are required to report to them any and all information that would be considered beneficial in their efforts to fully investigate and stem the use of illegal substances by Paris Middle School students. The administrative staff is also instructed to take immediate steps to prevent any person from coming upon the campus of any school in the Paris Public School District who is in possession of or under the influence of alcohol, marijuana, or hallucinogenic drugs of any kind.

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 bus stops.

A school principal or his or her designee who receives a credible report or complaint of bullying shall promptly investigate the complaint and make a record of the investigation and any action taken as a result of the investigation.

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 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 communication device, computer, or pager that results in the substantial disruption of orderly operations 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 the 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's personal appearance or actual 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 "chesting" a person. 5) Demeaning humor relating to a student's race, gender, ethnicity or actual 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. 10) Threats of harm to student(s), possessions, or others. 11) Sexual harassment, as governed by policy 4.27, is also a form a bullying. 12) Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual.

Students are encouraged to report behavior they consider to be bullying, including a single action which 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. 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 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. (A.C.A. § 6-18-514)

Bus Behavior

Because of the potential for harm to students, additional behavioral guidelines are necessary for students who are riding school buses. The following additional guidelines will apply:

- The individual driver, the transportation supervisor, and the school Principal have the authority to assign seats to individual students.
- Bus drivers are instructed not to wait on students so it is imperative that students be at assigned bus stops when the bus arrives.
- Food or drinks are not allowed on buses unless they are brought as part of the student's lunch to be consumed in the cafeteria.
- Students are not allowed to get off at any stop other than their own unless the student has a note from a parent/guardian and signed by the building. Principal/designee. The student is responsible for showing the note to the driver.
- Students are not to use the back door of the school bus, except in case of emergencies or drills
- If necessary for a student to cross the road, he/she must cross in front of the bus.
- Students are prohibited from throwing objects on or out of the bus.
- Act 1744 of 2001 requires that students remain seated while the bus is in motion.

It is important for parents and students to understand that bus transportation is a service that the school district provides. If a student's behavior creates the potential for danger to themselves or others, the school district reserves the right to suspend a student from a school bus. In general, a student would receive a warning from the district that their behavior is jeopardizing their right to ride a bus. If disruptive behavior continues, the student will face suspension from the bus for an increasing number of days. During a bus suspension, the student is required to attend school and is responsible for their work. Transportation to and from school will be the responsibility of the student and their parents.

Conduct

Students must maintain a pattern of conduct that is consistent with the school's policies and procedures. Students shall be required to take part in class work by preparing their assignments and participating in the class activities. ***All rules of conduct apply to students at school, on school-provided transportation, and at school sponsored events that may occur either on or off the school campus.*** Paris Middle School students are to follow the behavior code below:

- Students are to be in their assigned seats when the tardy bell begins to ring.
- Students are to treat all school property with respect, as parents/students are responsible for costs associated with destruction of school property.
- Students are to bring adequate school-related study materials to class each day and participate cooperatively and fully in all planned activities.
- Students are to comply immediately, courteously, and fully with any/all reasonable requests or directions from all school personnel. This includes rules/guidelines established by the classroom teacher for his/her classroom.
- Students are to treat all school personnel, visitors, and fellow students with respect at all times.
- Students are to behave in a cooperative and non-disruptive manner at all times.
- Students are not to duplicate, alter, or falsify school records or information. In addition, students may not falsify signatures on school records or notes that are sent to or from home.

Conduct Not Permitted

Paris Middle School students shall not engage in the following types of behavior:

- *Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;*
- *Disruptive behavior that interferes with orderly school operations;*
- *Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;*
- *Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;*
- *Possession or use of tobacco in any form on any property owned or leased by any public school;*
- *Willfully or intentionally damaging, destroying, or stealing school property;*
- *Use of any personal electronic communication device during class instructional time unless permitted by the classroom teacher in the service of learning or specifically exempted by administration for health or other compelling reasons;*
- *Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;*
- *Inappropriate public displays of affection;*
- *Cheating, copying, or claiming another person's work to be his/her own;*
- *Gambling;*
- *Inappropriate dress;*
- *Use of vulgar, profane, or obscene language or gestures;*
- *Truancy;*
- *Excessive tardiness;*
- *Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;*
- *Hazing, or aiding in the hazing of another student;*
- *Gangs, or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated are prohibited;*
- *Sexual harassment, this includes inappropriate physical contact to private areas (i.e. cup checking); and*
- *Bullying of other students.*
- *Operating a vehicle on school grounds while using a wireless communication device; and*
- *No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Because of the potential for evacuation of the schools and other disruption of school operations, placement of a bomb or of a "look-alike" bomb on school premises will be considered a threat and will be turned over to law enforcement authorities by the Paris School District for investigation as well as turned over to the proper legal authorities for prosecution.*

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

Parents and students are reminded that Paris Public Schools adheres to a "hands-off" policy. Students should keep their hands and feet to themselves. Often times there have been cases where so called "horseplay" has led to serious fights and injury. The "hands-off" policy includes the use of feet, throwing objects, or other types of physical contact.

Consequences

The following consequences, in no particular order of severity, may be used in the course of correcting student's misbehavior: verbal reprimand, corporal punishment, mandatory reporting, afternoon detention, Saturday School, In School Suspension (ISS), Out of School Suspension (OSS), placement in Alternative Learning Environment (ALE), expulsion. In every case, school officials should use their best judgments to apply appropriate and consistent consequences for rules violations. When, in the opinion of the Principal/Assistant Principal, the student's presence would present a hazard to themselves or to other students, or would adversely affect the learning environment, a student may be suspended for any first severe offense. Consequences are detailed in the following discipline chart.

PARIS MIDDLE SCHOOL DISCIPLINE CHART

| # | OFFENSE | MINIMUM | MAXIMUM |
|----|--|---|--|
| 1 | Bus Infraction | Warning/after school detention/Parent Contact/ISS/Suspension for bus privileges | Permanent Suspension from bus privileges |
| 2 | Cheating/allowing others to cheat off you | Corporal Punishment/ISS | Saturday School/Suspension |
| 3 | Chewing gum on premises/ Eating in class | Warning/noon detention/after-school detention | Corporal Punishment/ISS/Saturday School |
| 4 | Cursing/ Swearing/ Profanity | Noon detention/Corporal Punishment/ISS | Saturday School/Suspension |
| 5 | Dress Code Violation (See p. 26) | Warning & change clothes/noon detention/after-school detention | Corporal Punishment/ISS/Suspension |
| 6 | Destruction of property | Payment & Parent Contact/Saturday School/ Police contact | Payment/Suspension/Recommend Expulsion |
| 7 | Disruption of teaching | Warning/noon detention/After-school Detention | Corporal Punishment/ISS/Saturday School/Suspension |
| 8 | Disruption of teaching by demonstration | Out of School Suspension | Recommend Expulsion |
| 9 | Failure to do class assignments | Noon detention/Corporal Punishment/ISS | Saturday School/Suspension |
| 10 | Fighting | ISS/2-5 day out of school suspension | 10-day suspension/Recommend Expulsion |
| 11 | Fireworks | ISS/2-5 day out of school suspension | Recommend Expulsion |
| 12 | Gambling | Warning/noon detention/After-school Detention/Corporal Punishment/ISS | Saturday School/Suspension |
| 13 | Gang Activity | ISS/5 day out of school suspension | Recommend Expulsion |
| 14 | Initiating a Confrontation | Warning/noon detention/After-school Detention/Corporal Punishment | ISS/Saturday School/Suspension |
| 15 | Harassment/ Bullying/ Verbal abuse | Warning/Corporal Punishment/ISS/Saturday School/ Out of School Suspension | Recommend Expulsion |
| 16 | Horseplay/ Hall misconduct | Warning/Noon detention/After-school Detention/Corporal Punishment | ISS/Saturday School/Suspension |
| 17 | Hugging/ Kissing/ Displays of affection | Warning/Noon detention/After-school Detention/Corporal punishment | ISS/Saturday School/Suspension |
| 18 | Insubordination to authority figure | Corporal punishment/ISS/Saturday School | Suspension/Recommend Expulsion |
| 19 | Lack of class materials, assignment, handbook, or parent signature | Warning/noon detention/Corporal punishment/After-school detention | ISS/Saturday School/Suspension |
| 20 | Lack of office, library or hall pass | Noon detention/After-school detention/Corporal punishment/ISS | Saturday School/Suspension |
| 21 | Physical or Verbal Abuse/ assault on school staff | No minimum | Police contact/Recommend Expulsion |
| 22 | Pornography possession &/or Distribution/ sexting/ Indecent exposure/ | Suspension /Parent Contact/Mandatory Reporting when applicable/Police Contact | 10-day Suspension/Recommend Expulsion |
| 23 | Possession &/or Use of articles prohibited (cell phones, pagers, laser pointers, electronic gaming or music devices, water guns, skateboards, small pocket knives, etc.) | Warning/confiscation, Student pickup, parent pickup, Saturday School, Suspension | Suspension, confiscation for remainder of semester |
| 24 | Possession, use, being under the influence of drugs, alcohol, controlled substances, or in possession of drug paraphernalia | Please see page 16 for consequences | Suspension/Recommend Expulsion/Police contact |
| 25 | Prescription or pretend drug possession or distribution | Sat. School/suspension/police contact | Recommend Expulsion |
| 26 | Selling of illegal drugs | Long term suspension/Police contact | Recommend Expulsion |
| 27 | Setting a Fire | Long term suspension/Police contact | Recommend Expulsion |
| 28 | Sleeping in Class | Warning/noon detention/After-school Detention | ISS/Saturday School/Suspension |
| 29 | Theft | Payment/Saturday School/police contact | Suspension/Recommend Expulsion/Police Contact |
| 30 | Tobacco/ Tobacco Products | ISS/Suspension/Police contact | 10-day suspension/Recommend Expulsion/Police Contact |
| 31 | Truancy/ Abuse of Tardies (See pp. 15-16) | Parent Contact/noon detention/after school detention/ ISS/Sat. school/Police contact/Attendance Committee | Suspension/Recommend Expulsion |
| 32 | Weapons (Guns, ammunition, knives, etc) | Confiscate/Recommend Expulsion/Police Contact | Recommend 1 year expulsion/police contact |
| 33 | Violation of handbook policies on a continual basis | Long-term suspension/Referral to Alternative Learning Environment (ALE) | Recommend Expulsion |

Complaints and Grievances Procedures

It is the stated policy of the Paris School District that a grievance procedure, which provides for an orderly method of resolving concerns raised by an employee or patron be handled at the lowest possible administrative level. The following steps are to be used by district employees or patrons to resolve any complaint or grievance:

1. Attempt to resolve the matter informally by phone or conference between involved parties.
2. If step one fails to resolve, the complaint will begin the grievance procedure in written form at the appropriate level of supervisory personnel.
3. Any person involved in this procedure is entitled to third party representation at any level if an advance notice of five (5) days is given to both the other party and the administrator.

The following time lines are to be used. The time lines may be shortened but not lengthened unless by mutual agreement of all parties. (All necessary forms are available at the district administrative office.

Inquires concerning application of this policy may be referred to:

Grievance Officer, Jim Loyd
Paris School District
2711 E Walnut
Paris, AR 72855
(479) 963-3243

Paris School District Grievance Procedure

The following steps will be used in any complaint or grievance:

Step #1 --The complaint must be presented in written form within ten days (two working weeks) of the complaint to the responsible person designated as the grievance officer.

Step #2 -- The responsible person has five days (one working week) in which to investigate and respond.

Step #3 -- If not satisfied, the complainant may appeal within ten days (two working weeks) to the Superintendent or his designated officer.

Step #4 -- Response from the district officer must be given within five days (one working week).

Step #5 -- If the complaint is not satisfied at this level, an appeal may be made within ten days (two working weeks) to the Paris School District Board of Education, which will hear the complaint at the next regular meeting or within thirty (30) calendar days. Paris Board of Education hearings shall be conducted so as to accord due process to all parties involved in the complaint such as written notice of hearing dates and specific charges, right of counsel, right to present witnesses, right to cross examine, and to present written statements. The decision of the Board shall be by majority of the members at a meeting, which shall be public.

Step #6 -- The Paris Board of Education will respond to the complainant within thirty (30) calendar days.

Step #7 -- If the complainant is not satisfied with the Paris Board of Education's decision, an appeal may be made, within thirty (30) calendar days after receipt of the written decision, to the State Board of Education.

Corporal Punishment

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

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

All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, shall not be excessive, or administered with malice, and shall be administered in the presence of another school administrator or designee who shall be a licensed staff member employed by the District.

Damage or Destruction to School Property

A student shall not cause or attempt to cause damage to school property or steal, or attempt to steal school property. This applies to all school property including textbooks. The School District will attempt to recover damages from the student and parents of students destroying school property. Parents of any minor student (under 18 years of age) will be held liable for any damages caused by their child.

Detentions

Noon detentions are an on-campus detention. A student may be assigned to noon detention as punishment for a minor infraction. When a student has been assigned noon detention for minor offenses for 4 or more times in a 9-week period, the principal/assistant principal will take further disciplinary action. Failure to attend noon detention will result in immediate disciplinary action. Students assigned noon detention, but have a scheduled mentoring session, must notify the noon detention supervisor before detention in order to reschedule.

Afternoon Detention is an on-campus detention, which will begin at 3:15 p.m. and end at 3:45 p.m. on Tuesday through Thursday. Students are given written notification informing them of the after-school detention at least 24 hours prior to reporting for the designated detention. The detention notice with parent signature should be dropped off in the office before the assigned detention date. Students are expected to report to the office for detention and will remain there until 3:45. Students should bring work with them to occupy the time.

Discipline of Disabled Students

Students identified as disabled under the Individuals with Disabilities Act (IDEA) will be subject to all school policies and rules unless otherwise directed by the student's Individual Education Plan (IEP). Further, discipline of IDEA students will conform to laws and regulations as enumerated under IDEA.

Expulsion

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

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

The hearing shall be conducted not earlier than ten (10) school days following the date of the notice with exception that representatives of the Board and student may agree in writing to a date not conforming to this limitation.

The President of the Board, Hearing Officer, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

During the hearing, the Superintendent will present evidence, including the calling of witnesses that gave rise to the recommendation of expulsion. The student, or his/her designee, may then present evidence include statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted. However, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

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

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

In-School Suspension (ISS)

In-School Suspension is an on-campus educational setting provided as an alternative to Out-Of-School Suspension (OSS). In-School Suspension is used for more serious disciplinary problems or if a student has had continual minor problems with behavior. Once a student has been assigned ISS for a total of ten (10) days during a semester, more serious consequences may be assigned.

While attending ISS, the student is to complete all assigned work sent by each of his/her teachers. The work will be graded, recorded, and become part of the student's nine weeks' grade.

If a student refuses to be cooperative with the ISS teacher or fails to complete assignments as requested, the ISS teacher can add to the number of days that the student is required to spend in ISS after consulting with the building administrator. If the student continues to be uncooperative, the building administrator has the option of changing the time remaining to Out-Of-School Suspension (OSS).

Mandatory Reporting

In accordance with Act 1520 of 1999, whenever the Principal/Assistant Principal, or other person in charge, of a public school has direct knowledge, or has received information leading to a reasonable belief that a student enrolled in the public school, has committed a felony on school property, or while under school supervision, or has committed any other violent criminal act against a teacher, school employee or student, the Principal, or person in charge, shall immediately report the incident to the appropriate local law enforcement agency for investigation and to the appropriate school district for resolution. This report may be made to the District's School Resource Officer.

Police notification of an illegal act does not waive the district's right to discipline action against a student by the Principal/Assistant Principal. The Principal/Assistant Principal shall make a reasonable, good faith effort to contact the student's parents, legal guardian, or other person having lawful control of the student by court order, or person acting *in loco parentis* listed on the student enrollment forms if a student is reported to, interviewed by, or taken into custody by law enforcement officials.

Out-Of-School Suspension (OSS)

A teacher has the authority to temporarily remove a student from class. The teacher may accompany the student to the office and file with the Principal/Assistant Principal a written disciplinary form stating the reasons for the removal from class. The Principal/Assistant Principal shall determine whether to reinstate the student in class, take disciplinary action, or reassign the student to another class. If the disciplinary action taken is Out of School Suspension, parents will be notified immediately by the principal/assistant principal by personal conference, telephone contact, email, voice mail, or text

message. If the administrator is unable to make contact through the primary call numbers or email, a letter will be sent regular first-class mail. In most cases, Out of School Suspension will begin on the next school day.

The Paris School District Board of Education will not hear an appeal of any disciplinary matter except those resulting in expulsion.

While serving suspension days, the student may be provided, at parent request, the schedule of work for the class, but the student is responsible for returning the work assigned upon returning to school. This is available so that the student has the opportunity not to fall behind in their work during the suspension.

Once a student returns to school after a suspension, he/she will present an admit slip to his/her teachers from the office stating the absence was due to a suspension from school.

Possession of Firearms, Fireworks, or Other Weapons

A student shall not possess, handle, or transmit a knife, razor, ice pick, explosive, pistol, rifle, laser pointers, shotgun, pellet/BB gun, or any other object that can be considered a weapon or dangerous instrument on the school grounds, school buses, or at a school-sponsored activity. A student shall not possess, handle, or store contraband materials while on school property or school sponsored activity. This includes fireworks in any form as well as matches or cigarette lighters.

Saturday School Suspension

Saturday School Suspension is an on-campus educational setting provided as an alternative to Out of School Suspension (OSS). Students assigned Saturday School Suspension will be assigned regular classroom work under the supervision of a certified teacher. Students are responsible for obtaining work assignments from their teachers on the Friday before suspension begins. Saturday School work will count as part of the student's class grade, and the student is to hand in the work to their classroom teachers on the Monday following the Saturday School Suspension.

Students will report to the designated area at 7:55 a.m. and remain until noon, and follow all rules and regulations for Saturday School. Students who fail to report to Saturday School Suspension will be suspended from school for two (2) days.

Any student showing up late, or without sufficient work, will be turned away. It will be up to the discretion of the building administrator whether to suspend or add to the number of days that the student must attend Saturday School Suspension. Students are reminded that they will not be able to go to lockers and will need to take their Saturday School Suspension assignments home with them on Friday.

Search, Seizure, and Interrogations

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

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

The Superintendent, Principals, and their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs. A school official of the same sex shall conduct personal searches with an adult witness of the same sex present.

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

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency (excluding School Resource Officer) due to a court order, the Principal or the Principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting *in loco parentis* on student enrollment forms. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, custodian, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of a Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services.

Sexual Harassment

As with other forms of discrimination, sexual harassment is prohibited by Title VII of the Civil Rights Act of 1964, which protects the adolescent at work, and Title IX of 1972 that protects the teen from sex discrimination at school. The Supreme Court has mandated that schools provide a safe environment for students.

- Paris Middle School is committed to the eradication of sexual harassment in the school. Such harassment is illegal and will not be tolerated.
- Sexual harassment consists of verbal, written, or physical conduct of a sexual nature that disrupts the right of equal education by interfering with the student's psychological, social and physical well-being.
- Specific behaviors that are unwanted and sexual in nature may constitute sexual harassment.
- If a student feels that he/she has been sexually harassed, they should inform a teacher, counselor, or administrator. An investigation will be conducted to determine what, if any, action is warranted. Actions taken may include appropriate administrative discipline or a report filed with law enforcement officials or both.

Tardy

Tardy is defined as not being in your assigned room when the tardy bell rings, or not arriving with appropriate books and materials. If a teacher delays a student after class, the student needs to ask the teacher for a note to present to the teacher of the next class.

Tardies will be counted for a nine-week period. A maximum of two tardies per nine-week period are allowed. On the third tardy, a student will be assigned to noon detention. If a student receives a fourth tardy, the student will be assigned to noon detention and after school detention and the parent will be notified. An additional tardy will result in the student being assigned to minimum of two (2) days of In-School Suspension and the sixth tardy will result in the student being assigned to Saturday School. Any additional tardies will result in the student being assigned Out-of-School Suspension and a conference with the student, their parent, and an administrator prior to the student's return to school. Students who are assigned to Saturday School may participate in school activities except those that take place between 8:00 a.m. to 1:00 p.m. on the assigned Saturday.

Teacher's Removal of a Student from the Classroom

A teacher may remove a student from class whose behavior the teacher has documented to be repeatedly interfering with the teacher's ability to teach the students in the class or whose behavior is

so unruly, disruptive or abusive that it interferes with the ability of the student's other classmates to learn. Students who have been removed from their classroom by a teacher shall be sent to the principal's or principal's designee's office for appropriate discipline.

The teacher's principal or the principal's designee may:

1. Place the student into another appropriate classroom;
2. Place the student into in-school suspension;
3. Place the student into the District's alternative learning environment in accordance with Policy 5.26-Alternative Learning Environments.
4. Return the student to the class; or
5. Take other appropriate action consistent with the District's student discipline policies and state and federal law.

If a teacher removes a student from class two (2) times during any nine-week grading period, the principal or the principal's designee may not return the student to the teacher's class unless a conference has been held for the purpose of determining the cause of the problem and possible solutions. The conference is to be held with the following individuals present:

1. The principal or the principal's designee;
2. The teacher;
3. The school counselor;
4. The parents, guardians, or persons in loco parentis; and
5. The student, if appropriate.

However, the failure of the parents, guardians, or persons in loco parentis to attend the conference does not prevent any action from being taken as a result of the conference.

Tobacco

Consumption and/or possession of tobacco, e-cigarettes or liquid nicotine is not allowed. Cigarette lighters and matches are not permitted and will be confiscated and not returned to the student.

Consequences:

First offense for consumption and/or possession will result in a 2 day in-school suspension and 3 day Out of School Suspension with a mandatory Tobacco Cessation program to be completed. Second offense will result in a 5 day out of school suspension and citation issued for first and second offense, if in the same school year. Third offense and beyond will result in a 10 day out of school suspension and additional citations. Any subsequent offense may result in expulsion and charges being filed.

Any person serving as a "look out" for those smoking will serve the same set of consequences as the person with the product. Parents will be notified following each offense.

Act 1331 of 1999 was enacted to protect the rights of non-smokers on property owned or leased by public school districts. Any person violating the provisions of this act shall be guilty of a misdemeanor and, upon conviction shall be punished by a fine of not less than ten dollars (\$10.00), nor more than one hundred dollars (\$100.00).

Truancy

Students are not to leave campus for any reason without checking out through the office.

Truancy is defined as not being in your assigned classroom for that period. If a student has not properly checked out of school according to proper procedures, and/or is not in their assigned classroom, the student will be considered truant. The first offense for truancy is Saturday School. A second offense will result in a three-day suspension and mandatory parent-student-administrator conference. A third instance of truancy will result in a five-day suspension and a mandatory parent-student-administrator conference. Any further instances of truancy may result in longer suspensions or a recommendation for expulsion. In addition, the student will be reported to the juvenile authorities in accordance with state law regarding mandatory attendance.

Weapons and Dangerous Instruments

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or

any school sponsored activity, en route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event. Military personnel, such as ROTC cadets, acting in the course of their official duties are exempted.

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

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

Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of not less than one year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis.¹ Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property.² Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

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

² The statute that specifies the parents' penalties is A.C.A. § 5-27-210, but it is also helpful to have A.C.A. § 5-4-201 and A.C.A. § 5-4-401 available which spell out the fines and possible imprisonment for a class B misdemeanor offense.

Section III

School Procedures

Absences

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

Education is more than the grades students receive in their courses. 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. Absences should be for personal illness and personal or family problems. Regular attendance shall be required as stated by Arkansas annotated 6-18-201, which states that every parent, guardian, or other persons residing within the state of Arkansas having custody or charge of any child or children the age of 5 through 17, both inclusive, shall send such child or children to a public, private, or parochial school, or provide a home school for the child or children as prescribed in Arkansas annotated 6-15-501 et. seq. under penalty for non-compliance as shall be set by law.

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 with proper documentation provided upon his/her return to school by the parent or legal guardian stating such reason:

- Students illness or when attendance could jeopardize the health of other students (with doctor notes only);
- Death or serious illness in their immediate family (with documentation of death in the family);
- Observance of recognized holidays observed by their faith (with documentation of religious observance);
- Attendance at an appointment with a government agency (with document-station from agency);
- Student's medical appointment (with doctor notes);
- Exceptional circumstances with prior approval of the principal; or
- Participation in 4-H or other school sanctioned activity.
- Participation in the election poll workers program for high school students.
- 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.
- 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).
- Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization wavier or whose immunizations are not up to date.³

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. A note written by the parent will not excuse the student. Absences will be unexcused until proper documentation by doctor, court or funeral is received.

Unexcused Absences

Absences not defined above, or not having proper documentation shall be considered unexcused.

When a student has four (4) unexcused absences, his/her parents, guardian, 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.

When a student has exceeded nine (9) unexcused absences in a semester, the district shall notify the prosecuting attorney and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law. In addition, the school Attendance Committee may deny credit. Students who miss ten consecutive school days will be dropped from enrollment. This action will result in suspension of driver's license, referral to the Department of Human Services, Juvenile Intake Officer and the Prosecuting Attorney. The only exception will be documentation provided by the student's doctor, or other extenuating circumstance approved by the principal.

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

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

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 student's driver's license unless he/she meets certain requirements specified in the code. (6-18-222)

Absences in Excess (Attendance Committee)

Whenever a student has exceeded nine (9) **unexcused** absences in a semester, the student and the guardian shall meet with the attendance committee to discuss the student's promotion and or credit of a grade or class. After the ninth (9th) **unexcused** absence, the student may be denied credit for the given class(es) or promotion or graduation. The attendance committee may be made up of the principal, assistant principal, counselor, teachers and or necessary school employees. The student and parent or guardian shall present documentation (notes from a doctor, court records, etc.) to explain why the excessive absences were necessary. It is the parents' and student's responsibility to attend an attendance committee conference. The committee will make the decision on the basis of the information that is presented. The decision of the committee may be appealed to the administration.

Admission to the Building

All classrooms are open at 7:50. Plan to arrive at school before the first bell for the first class. Give yourself time to get your books, organize for the morning, and be ready to meet your first class on time. **Once you come on the school campus, you cannot leave without following the proper procedures for checking out.**

For students needing to use the media center, the front entrance will be open at 7:40 on specified days. The office is not a gathering place. Do not come to the office unless you have business. Students should be out of the buildings ten minutes after dismissal unless on supervised teacher sponsored activities.

After-School Activities and Attendance

In order for a student to participate in an after-school activity, the student must have been recorded present for a minimum of one-half day.

Assemblies

Assemblies are a part of the school program. Check out during assemblies will count towards an absence and be subject to the existing absentee policies.

Athletic Events

Paris School District encourages students to attend athletic events to support our teams. Students are expected to remain in the bleachers during games and are encouraged to sit in the student bleacher section, if possible. Students are expected to return to the bleachers after each visit to the concession stand or restroom. Students will be expected to stay on our side of the field or court throughout the contest and behave appropriately. Students will not be permitted to exit the game and return without prior approval. **Students that are unable or unwilling to comply with these expectations may be banned from all Athletic events for the remainder of the school year.**

Backpacks, book bags, purses and gym bags

Backpacks and book bags may be carried to classes and stored beneath each student's seat. Gym bags and purses may not be carried to classes, except for gym class and must be stored in the

student's locker throughout the school day. Students are permitted to carry a sealed water bottle or sports drink in their athletic bags for consumption at athletics, but then must be thrown away or stored inside the bag before entering campus or the athletic bus.

Bell Schedule

| Class Period | Start | End | Minutes |
|------------------------|-------|-------|------------|
| 1st Period | 7:55 | 8:56 | 61 |
| 2nd Period | 8:59 | 10:00 | 61 |
| 3rd Period | 10:03 | 11:04 | 61 |
| (7/8 Lunch & Recess) | 11:04 | 11:44 | 40 |
| 4th Period (5/6) | 11:07 | 12:05 | 58 (5/6) |
| (5/6 Lunch & Recess) | 12:05 | 12:45 | 40 |
| 4th Period (7/8) | 11:45 | 12:43 | 58 (7/8) |
| 5th Period | 12:45 | 1:46 | 61 |
| 6th Period | 1:49 | 2:49 | 60 |
| 7 th Period | 2:52 | 3:15 | 23 |
| Total | | | 385 |

Cafeteria

Your child will be given an I.D. number and you will need to keep this number on hand for easy reference. All students in the Paris School District will receive a free lunch and breakfast.

- 1) Deposit your lunch litter in the wastebaskets provided;
- 2) If you drop it, pick it up;
- 3) Return all trays and utensils to the dishwashing area;
- 4) Leave the tables and floor in a clean condition;
- 5) If you bring your lunch to school, you are encouraged to eat in the cafeteria. You are responsible for disposing of your waste in the wastebaskets provided.
- 6) Do not bring other food or drink on campus unless it is part of lunch or a school sponsored party.
- 7) Do not bring a drink for a lunch purchased in the cafeteria. Drinks brought from home must accompany a lunch brought from home.
- 8) Energy drinks or caffeine enhancement drinks with the main purpose of improving alertness or fitness are prohibited on campus. Students will be disciplined by the building principal or assistant principal if found to be in violation of this policy.

Cell Phones and Personal Electronic Devices

A "personal communication device" is any device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. Students are **forbidden** from using personal communication devices, such as: cell phones, MP3 players, E-readers, iPods, Smart watches, or similar personal electronic communication devices, during instructional time, unless they are used with permission of the teacher in the service of learning.

- **Fifth and sixth graders are prohibited from using cell phones at all times unless they are given permission by a teacher for extenuating circumstances.**
- Such devices should be placed in a predetermined location in all teachers' classrooms (shoe holder).
- Students observed to be using any personal electronic device will have it confiscated and turned in to the office.
- The administration may grant a student permission to use a personal communication device at their discretion.
- For after school activities, the use of these devices shall be at the discretion of the activity sponsor.
- No student shall use any wireless communication device for the purposes of browsing the internet, composing or reading emails and text messages, or making or answering calls while driving a motor vehicle which is in motion and on school property.

- The school system does not assume responsibility for any of these devices that may be lost, damaged, stolen, or confiscated.

Violation of the Cell Phone and Personal Electronic Devices policy will result in the loss of privileges as outlined and below:

- 1st offense: The device is confiscated in the office and returned to the student at the end of the school day (warning).
- 2nd offense: The device is confiscated and the parent may pick it up at the office.
- 3rd offense: The device is confiscated for one week and the parent may pick it up. The student loses all personal electronic device privileges for the rest of the week. The student is assigned Saturday School.
- 4th offense: The device is confiscated for the remainder of the semester and the parent may pick it up. The student is assigned two Saturday Schools and the student loses all electronic device privileges for the rest of the school year.

Change of Address

All change of address, telephone numbers, emergency numbers, legal guardian, etc. should be registered with the secretary in the Principal's office.

Checking Out to Leave Campus

Once students arrive at school, they **MAY NOT LEAVE** the campus any time during the day for any reason without being checked out through the office by a parent/guardian or designee. If a student checks out of school early, that student will be counted absent for each period missed. The result of checking out a student for more than 10 minutes into any period will result in an absence in that class.

The procedure for checking out is as follows:

- 1) Students are required to have a parent/guardian sign them out in the office.
- 2) If a parent/guardian is unable to come to the school to sign the student out, the student must have a note from the parent/guardian.
- 3) This note must be presented to the secretary in the Principal's office **before** 8:00 a.m. on the day the student is to leave early and must have a phone number where the parent/guardian signing the note can be reached. The note should also state the student's means of transportation to the stated destination.
- 4) The student will sign the checkout sheet, giving the time leaving and the destination.
- 5) Phone calls for early checkouts will be accepted **only** for sudden illness of the student or a family emergency.
- 6) PMS is a closed campus. Students are not to check out for lunch unless a **parent/guardian physically comes to the office and checks the student out. No phone calls, notes, or exceptions will be made.**
- 7) Students leaving campus without checking out will be subject to disciplinary action.

Closing of School

In case of school closing due to ice, snow, or other emergency, an announcement will be made on the School Messenger system and area television stations and radio station: Channel 40/29, Channel 5, and Station KDYN 96.7. If an announcement is not made, school will be in session.

Clubs/Student Organizations/Equal Access

Clubs will publish meeting dates and times on the morning report. Clubs will generally meet at 7:40 a.m. or during advisory times in the sponsor's classroom. A listing of clubs and club locations will be provided to students early in the school year so that they may decide which they wish to participate in. Some of the clubs available are Student Council, Future Business Leaders of America, and National Junior Honor Society.

Non-curriculum-related secondary school student organizations wishing to conduct meetings on school premises during non-instructional time shall not be denied equal access on the basis of the religious, political, philosophical, or other content of the speech at such meetings. Such meetings must meet the following criteria.

1. The meeting is to be voluntary and student initiated;
2. There is no sponsorship of the meeting by the school, the government, or its agents or employees;

3. The meeting must occur during non-instructional time;
4. Employees or agents of the school are present at religious meetings only in a non-participatory capacity;
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
6. Non-school persons may not direct, conduct, control, or regularly attend activities of student groups.

All meetings held on school premises must be scheduled and approved by the principal. The school, its agents, and employees retain the authority to maintain order and discipline, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

Fraternities, sororities, and secret societies are forbidden in the District's schools. Membership to student organizations shall not be by a vote of the organization's members, nor be restricted by the student's race, religion, sex, national origin, or other arbitrary criteria. Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization, extracurricular activity or sport program. Students who are convicted of participation in hazing or the failure to report hazing shall be expelled.

Communicable Diseases and Parasites

Students with communicable diseases or with human host parasites that are transmittable in school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: chicken pox, measles, scabies, conjunctivitis (pink eye), impetigo/MRSA, streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis B or C, mumps, vomiting, diarrhea, fever (100.4). 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.

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

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

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

The parents or legal guardians of students with live human host parasites that are transmittable in the school environment will be asked to pick their child up at school by the end of the day. The parents or legal guardians will be given information concerning the eradication and control human host parasites. A student may be readmitted after school nurse or designee has determined the student no longer has live human host parasites that are transmittable in a school environment.

Each school may conduct screenings of students for human host parasites that are transmitted in a school environment as needed. The screening shall be conducted in a manner that respects the privacy and confidentiality of each student.

Compulsory Attendance Policy

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

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

Computer Use Policy

The Paris School District makes computers and/or computer Internet access available to students, to permit students to perform research and to allow students to learn how to use computer technology. Use of District computers is for educational and/or instructional purposes only. It is the policy of this school district to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors. For the purposes of this policy "harmful to minors" is defined as any picture, image, graphic image file, or other visual depiction that—(A) taken as a whole with respect to minors, appeals to a prurient interest in nudity, sex or excretion; (b) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of the genitals; and (C) taken as a whole, lacks serious literary, artistic, political or scientific value as to minors. No student will be granted Internet access until and unless a computer-use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the computer use agreement is incorporated by reference into board policy and is considered part of the student handbook.

Student use of computers shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous. Students must not disable or bypass security procedures, compromise, attempt to compromise, or defeat the district's technology network security or Internet filtering software, alter data without authorization, or disclose passwords to other students. Students who misuse district-owned computers or Internet access in any way, including using computers to violate any other policy or contrary to the computer use agreement, or using the computers to access or create sexually explicit or pornographic text or graphics, will face progressive disciplinary action, as specified in the student handbook and the Paris Middle School Personal Electronic Device Violation of Acceptable Use Contract (pp. 56).

Legal References: A.C.A. § 6-21-107, A.C.A. § 6-21-111

Chromebook Policy and Usage

The mission of the 1:1 program in Paris Middle School is to create a collaborative learning environment for all students. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge.

Chromebook Distribution: All classes will have a classroom set of chromebooks for student use. Chromebooks may be checked out or taken home for class assignments or projects with teacher or administrative approval.

Returning Your Chromebook • End of Year: At the end of the school year, students will turn in their Chromebooks and cases to their Advisor. Failure to turn in a Chromebook will result in the student being charged the full \$275.00 replacement cost. The District may also file a report of stolen property with the local law enforcement agency. • Transferring/Withdrawing Students: Students that transfer out of or withdraw from PMS must turn in their Chromebooks and cases to the office on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full \$275.00 replacement cost. Unpaid fines and fees of students leaving PMS may be turned over to a collection agency. The District may also file a report of stolen property with the local law enforcement agency.

Taking Care of Your Chromebook Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Media Center as soon as possible so that they can be taken care of properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except locked in their hallway locker. General Precautions • No food or drink should be next to Chromebooks. • Cords, cables, and removable storage devices must be inserted carefully into Chromebooks. • Chromebooks should not be used or stored near pets. • Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard. • Chromebooks must remain free of any writing, drawing, stickers, and labels. • Heavy objects should never be placed on top of Chromebooks. Cases • Students will be issued a protective case for their Chromebook that should be used whenever the Chromebook is being transported or not in use. • Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the students' responsibility to care for and protect their device. Carrying Chromebooks • Always transport Chromebooks with care and in PHS-issued protective cases. Failure to do so may result in disciplinary action. • Never lift Chromebooks by the screen. • Never carry Chromebooks with the screen open. Screen Care • The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure. • Do not put pressure on the top of a Chromebook when it is closed. • Do not store a Chromebook with the screen open. • Do not place anything in the protective case that will press against the cover. • Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks). • Only clean the screen with a soft, dry microfiber cloth or anti-static cloth. Asset Engraving • All Chromebooks will be engraved with a District asset tag. • Asset tags may not be modified or tampered with in any way. • Students may be charged up to the full replacement cost of a Chromebook for tampering with a District asset tag or turning in a Chromebook without a District asset tag.

Using Your Chromebook at School - Chromebooks being repaired • Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair in the Tech Department. • A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device. • Chromebooks on loan to students having their devices repaired may be taken home. • The Media Center will contact students when their devices are repaired and available to be picked up. Charging Chromebooks • Chromebooks must be brought to school each day with a full charge. • Students should charge their Chromebooks at home every evening. • There will be a limited number of unsupervised charging stations in the media center and cafeteria available to students on a first-come-first-served basis. Backgrounds and Themes- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action. **Sound-** Sound must be muted at all times unless permission is obtained from a teacher. Headphones may be used at the discretion of the teachers. Students should have their own personal set of headphones for sanitary reasons. **Printing-** Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. Printing stations will be available in the media center. Because all student work should be stored in an Internet/cloud application, students will not print directly from their Chromebooks at school. Each print station will consist of a desktop computer and networked printer. Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>. Logging into a Chromebook • Students will log into their Chromebooks using their school issued Google Apps for Education account. • Students should never share their account passwords with others, unless requested by an administrator. Managing and Saving Your Digital Work with a Chromebook - The

majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices. Some files may be stored on the Chromebook's hard drive. Students should always remember to save frequently when working on digital media. The district will not be responsible for the loss of any student work. Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions

Using Your Chromebook Outside of School Students are encouraged to use their Chromebooks at home and other locations outside of school when granted permission by a teacher or administrator. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the PMS Technology Use Agreement, Administrative Procedures, acceptable use agreement, and all other guidelines in this document wherever they use their Chromebooks.

Operating System and Security Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district. **Updates** -The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks. **Virus Protection** - Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

Content Filter The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers or the media center staff to request the site be unblocked

Software- Google Apps for Education Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms. All work is stored in the cloud. Chrome Web Apps and Extensions Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store. Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action. Some web apps will be available to use when the Chromebook is not connected to the Internet.

Chromebook Identification Records- The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

Repairing/Replacing Your Chromebook Repairs - All Chromebooks in need of repair must be brought to the Media Center as soon as possible. The Tech Department will analyze and fix the problems. Vendor Warranty Chromebooks include a one-year hardware warranty from the vendor. The vendor warrants the Chromebook from defects in materials and workmanship. The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement. The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents. All repair work must be reported to the Tech Department. Estimated Costs (subject to change) - The following are estimated costs of Chromebook parts and replacements: Replacement - \$275.00 Screen - \$40.00 Keyboard/touchpad - \$75.00 Power cord - \$15.00.

No Expectation of Privacy -Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use. • Monitoring Software: Teachers, school administrators, and the

technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

Appropriate Uses and Digital Citizenship 1. School-issued Chromebooks should be used for educational purposes and students are to adhere to the Technology Use Policy and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following: 2. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity. 3. Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources. 4. Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas. 5. Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations. 6. Respect Intellectual property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules. 7. Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Financial Responsibility

Damaged, Lost or Stolen Chromebooks

*Accidental damage to a chromebook device should be reported to a school official immediately.

*Theft of a device while on school premises should be reported to a school official immediately.

*Theft or loss of a device while off of school premises should first be reported to local law enforcement, then reported to school officials. You may be asked by your school to provide a police report.

*If a device is damaged by another person or student, it should be reported to the office, teacher, or school personnel immediately. Any claim will be investigated by local officials or school officials.

Contact with Students While at School

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

Contact by Non-Custodial Parents: If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or his/her designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to principal by presenting a copy of a file-marked court order. Without such court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours and the prior approval of the school's principal. Such contact is subject to limitations outlined in Policy 4.1, Policy 6.5, and any other policies that may apply.

Unless prior arrangements have been made with the school's principal, Arkansas law provides that the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal school hours of school operation.

Contact by Law Enforcement, Social Services, or by Court Order

State Law requires that Department of Human employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Except as provided below, other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen (18) years of age), or in response to a subpoena or arrest warrant. If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis identified on student enrollment forms. The principal or principal's designee shall not attempt to make such contact if the presented documentation by the investigator that notification is prohibited because a parent, guardian, custodian, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by law enforcement officer, an investigator of the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services.

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

Contact by Professional Licensure Standards Board Investigators

Investigators for the Professional Licensure Standards Board may meet with students during the school day to carry out the investigation of an ethics complaint.

(A.C.A. § 6-18-513, A.C.A. §9-13-104, A.C.A. § 12-18-609, 613, A.C.A. § 12-18-1001, 1005)

Counseling

Counseling services at Paris Middle School are for all students. For those students who would like to talk with a Counselor with the aim of developing better coping skills, solving problems of a personal, social, occupational, or educational nature, or making plans for the future, the Counselor welcomes the opportunity to be of help. **ALL** students are encouraged to explore the ways in which they might use the counseling resources of the counseling office. The nature and extent of private, confidential discussions with the Counselor(s) are left to the discretion of the individual student. While counseling can involve some very serious crisis, it often deals with the more or less normal problems of student life. Students who come in for counseling are not considered abnormal by any means. They may be merely more aware of having unsolved problems or issues than many others who have very similar difficulties, but don't realize that matters could be improved.

Basically, counseling aims at bringing about greater self-awareness for solving of personal, emotional, educational, or vocational problems.

Courses of Study

The following course of study has been developed to meet State standards and to accomplish the goals of the Paris Middle School. In accordance with standards of accreditation 9.03-9.03.19-14.03.1-14.03.3, all students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign an informed consent form to not participate. Before each student's 7th grade year, the Paris Middle School will meet with parents and students to discuss smart core options. Smart Core informed consent form is located in the signature pages of the handbook.

A. REQUIRED CLASSES

| <u>GRADES 5th –6th</u> | <u>GRADE 7</u> | <u>GRADE 8</u> |
|---|---|---|
| Core: Literacy (2 semesters) Math/Advanced Math (2 Semesters) General Science (2 Semesters) Social Studies (2 Semesters) | Core: Literacy or Pre-Ap Literacy (2 Sem.) Math/ Advanced Math (2 sem.) General Science or Pre-Ap Science (2 Semesters) Arkansas history (1 Semester) Health (1 semester) | Core: Literacy or Pre-Ap Literacy (2 Semesters) Math/Advanced Math (2 Sem.) General Science (2 semesters) American History (1 semester) Career Orientation (1 semester) |
| Other: 9 wk. Encores ✓ (Music/PE/Art/Keyboarding) Encore Elective: Beg. Band (6 th) , Basketball/V.B Fundamentals, Gifted & Talented, CPBL (Computer Project-based Learning) | Other: Elective or Encore Classes (2) ✓ 9 wk of P.E. ✓ Intro. to Computer Applications | Other: Elective or Encore Classes (2) ✓ 9 wk. Of P.E. |

Dances

At school-sponsored dances, only students **presently** enrolled at PMS may attend. Students are expected to dress in a manner suitable for school.

Deliveries

No deliveries for students will be accepted at PMS other than items needed for school that day. Students are encouraged to plan and make arrangements ahead of time so that such deliveries and calls home to ask for deliveries of forgotten items are not necessary. **No deliveries, including floral deliveries,** will be accepted at PMS for or from students.

Dress Code

Students must follow the dress code at all school functions (including athletic events), unless approved by the building principal. The basic responsibility for the appearance of the students at PMS rests with the parents and the students themselves. Parents have the obligation and, within certain bounds, the right to determine their children's dress. However, the following guidelines are set. These are not all inclusive:

- 1) Students shall not wear clothing judged by the school administration and teachers to be inappropriate for school. This includes but is not limited to clothing that is sexually suggestive; indecent due to having imprinted slogans, words, or pictures of an indecent or suggestive nature; or clothing that has emblems, pictures or words having to do with alcohol, drug, or tobacco products and/or their use. A student shall not wear or display emblems, insignias, badges, or other symbols if the message is intended to mock, ridicule, or otherwise demean or provoke others because of race, religion, national origin, or other individual views.
- 2) All clothing must be buttoned, snapped, strapped, belted or otherwise fastened properly.
- 3) Clothing may not be worn in a manner viewed as inappropriate or indecent. No underwear, buttocks or breasts of a female may be visible. Leggings, yoga pants, and tights can only be worn if the top or shorts that go over the leggings, yoga pants, and tights reaches the tips of the fingers with the arms extended down the side of the leg. Shorts must also reach the tips of the fingers with the arms extended down the side of the leg.

The following items may NOT be worn:

- 1) Sunglasses in the building, unless prescribed by physician.
- 2) Hats or caps may not be worn or allowed on campus unless part of a school uniform or activity.
- 3) Headbands, bandanas, or "do-rags".
- 4) Shoes with cleats in the building.
- 5) Halter tops, tank tops, muscle shirts, or sleeveless shirts. Hemlines (shorts, skirts, dresses, etc.) shorter than the tips of the fingers with the arms extended down the side of the leg. Length in the back or sides will also be considered for appropriateness.
- 6) No clothing that has cuts, tears, or holes (revealing exposed skin) above the tips of the fingers with the hands to the side.
- 7) See-through garments.

- 8) Any dress and/or appearance that interferes with the educational process or with the rights of others.
- 9) Any dress that does not comply with the health and safety codes of the State of Arkansas.
- 10) Obscene or provocative jewelry or jewelry imitating drugs, alcohol or their use.

Attention: *Any child found in violation of the above dress code will be required to change. Students can have clothes brought to them, utilize the clothes closet or tape in order to be in compliance. Any absences from class while the clothing is being changed shall be unexcused absences. Other disciplinary actions may be taken if continued violation of the dress code occurs.*

Emergency Drills

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

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

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

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

Entrance Requirements

To enroll in a school in the District, the child must be a resident of the District as defined in District policy (4.1-Residence Requirements), meet the criteria outlined in policy 4.40-Homeless students or in policy 4.52—students who are foster children, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option.

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

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

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

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

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

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

- 1) The parent, guardian, or other person responsible shall furnish the child's social security number, or if they request, the District will assign the child a nine (9)-digit number designated by the Department of Education.
- 2) The parent, guardian, or other responsible person shall provide the District with one (1) of the following documents indicating the child's age:
 - a. A birth certificate;
 - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
 - c. An attested baptismal certificate;
 - d. A passport;
 - e. An affidavit of the date and place of birth by the child's parent or guardian; or
 - f. Previous school record; or
 - g. U.S. military identification.
- 3) The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.
- 4) In accordance with Policy 4.57-IMMUNIZATIONS, the child shall be age appropriately immunized or have an exemption issued by the Arkansas Department of Health. A student enrolled in the District who has an immunization may be removed from school during an outbreak of the disease for which the student is not vaccinated at the discretion of the Arkansas Department of Health. The student may not return to school until the outbreak has been resolved and the student's return is approved by the Arkansas Department of Health.

Uniformed Services Member's Children

For the purposes of this policy:

"active duty"⁵⁴ members of the uniformed services" includes members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211;

"uniformed services"⁵⁴ means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services;

"veteran" means: a person who served in the uniformed services and who was discharged or released there from under conditions other than dishonorable.

"Eligible child" means the children of:

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

An eligible child as defined in this policy shall:

1. be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;
2. be eligible for enrollment in the next highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;
3. enter the District's school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;
4. be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to the extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses/and/or programs;
5. be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
6. make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with

- equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
7. be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;
 8. be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

Extra-Curricular Activities

The Board believes in providing opportunities for students to participate in extracurricular activities that can enrich the student's educational experience. At the same time, the Board believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity (tournaments excepted). Additionally, a student's participation in, and the District's operation of, extracurricular activities shall be subject to the following policies.

Definitions:

Extracurricular activities- are defined as: any school sponsored program where students from two or more schools are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, interscholastic athletics, cheerleading, band, choral, math, or science competitions, and club activities.

Academic Courses- are those courses that are identified in the Arkansas Department of Education's Standards for Accreditation of Arkansas Public Schools as one of the 38 course offerings or is a definable course for which class time is scheduled and which can be credited to meet the minimum requirements for graduation and is taught by a teacher required to have State certification in the course, and has been approved by the Arkansas Department of Education. Any of these courses for which concurrent high school credit is earned may be from an institution of higher education recognized by the Arkansas Department of Education.

Supplemental Instruction Plan - is an additional educational opportunity for identified students outside of their regular classroom and meets the criteria outlined in the Arkansas Department of Education's Regulations Governing School District Academic Requirements for Student Participation in Competitive Interscholastic Activities.

Academic Requirements:

A student's academic eligibility will be determined by meeting the minimum requirements of the State Board of Education along with the minimum requirements of the Arkansas Activities Association (2.00 GPA for grades 9-12). In support of the AAA academic requirements, Paris Middle School will make committee recommendations for student remediation of those falling below a 2.00 GPA. If a student makes adequate academic progress as set forth by the committee, the student may continue to be eligible for extracurricular activities. Parents will be notified if their child who is participating in extracurricular activities have a GPA falling below a 2.00. Parents of students who wish to continue participating in that extracurricular activity must attend a committee recommendation meeting, in order for the student to be considered for extracurricular activities. The student must abide by all committee recommendations to remain in good standing for extracurricular activities. At any time, if a student's GPA drops below a 2.00 and parents fail to meet with the committee in a timely manner, the student shall be no longer eligible for extracurricular activities until the student's GPA reaches a 2.00.

Students with An Individual Education Program (IEP)

In order to be considered eligible to participate in competitive interscholastic activities, students with disabilities must pass at least four (4) courses per semester as required by their individual education program (IEP).

All extracurricular activities shall be under the direction and supervision of regular school personnel and be in conformity with all policies of the school district. Participation in these activities is a privilege and not a right. Students should treat their participation as such. These activities are an extension of the school day and all school rules apply. Students who are absent all day shall NOT participate in any

school activity on that day or night. This includes all activities – athletics, band, FFA, FCCLA, GCE, spirit squads, etc. In addition, if a student has been placed in ISS and the day of the activity falls on a day in which the student is serving ISS, the student may not participate in the scheduled extracurricular activity.

Transportation to and from Extra-curricular Activities

All students who participate in extracurricular activities must travel to and from those events by means provided by the school. Exceptions will be when the parents and/or spouse of the student wishes to transport the student or such time as the student reaches the age of eighteen (18) and is of legal age to make that decision for themselves. Students will be required to sign out with the sponsor for this to take place.

If a student is not picked up in a timely manner after a school function the teacher is not responsible to transport the student home. After attempting to contact the parent by phone, the student will be transported to the Paris Police Department.

Field Trips

Field trips may be arranged throughout the school year to support classroom instruction and expand educational experiences for students. While students are on a field trip, they are expected to follow all school rules. No student will be permitted to participate in a field trip unless all prerequisite requirements are met for each trip including having the appropriate permission form signed by a parent/guardian and turned in to the office prior to departure. Field trip permission slip is located in the signature pages of the student handbook.

If a student is not picked up in a timely manner after a field trip, the teacher is not responsible to transport the student home. After attempting to contact the parent by phone, the student will be transported to the Paris Police Department.

Fund-Raisers

All fund-raisers shall be submitted to the Principal/Assistant Principal for review by April for the following school year. The actual sale of products will be defined as a fund-raising event. *Service projects do not fall under this category.* No fund-raising events shall take place during the school day. The Principal/Assistant Principal will make their recommendations to the Superintendent and will request approval from the Superintendent and School Board in May of each year. Only fund-raisers with prior approval by the School Board will be allowed the following school year.

Gambling

Students shall not participate in any type of gambling activity. Gambling is defined as wagering where the stakes are money or any object of value.

Gangs, Secret Societies, Prohibited Clubs

Arkansas state law specifically prohibits student participation in any secret organization, sororities, or fraternities. These will not be allowed. Students shall not belong to or participate in secret societies, secret organizations, or subversive groups of any kind. Gangs or similar groups, whether organized in the community or in other settings, are prohibited on school or at any school sponsored activity. Clothing, outerwear, pins, symbols, or insignia of such organizations shall not be worn to school or school events. Students are prohibited from verbally, with gestures, or in writing to promote gang activity.

Grading, Report Cards and Promotion

The evaluation of each student's performance on a regular basis serves to give the parents/guardians, students, and the school necessary information to help effect academic improvement. A student's grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

Report cards shall be prepared for each student at the end of each nine-week grading period.

Progress reports will be mailed during the fifth week of each nine-week grading period when a student has a grade that falls below a "C" (i.e., a "D" or an "F") Grading at Paris Middle School adheres to the requirements set forth by the State of Arkansas. The following system applies:

| | | | |
|---|---|--------------|--|
| A | = | 90 – 100 | (exceptionally fine work) |
| B | = | 80 – 89 | (better than average work) |
| C | = | 70 – 79 | (average work) |
| D | = | 60 – 69 | (poor work that is possibly close to failure) |
| F | = | 59 and below | (indicates unacceptable work) |
| I | = | Incomplete | (an “I” will become an “F” if not cleared by completing unfinished work In a timely manner) |

A disservice is done to students who are socially promoted. Promotion or retention of students shall be primarily based on their ability to succeed in the next grade. Unless an exception is warranted, a student must pass *5 out of 8 semesters* in **core classes** taken during the school year to be eligible to be passed to the next highest grade. (*Core classes are defined in “Courses of Study”*). Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

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

Academic Improvement Plan (AIP) Students who do not score proficient or above on the State assessments shall successfully participate in a remediation program that is established for the student’s needs, before they can receive credit for the course or be promoted to the next grade. Promotion of students with an Individual Educational Plan (IEP) shall be based on their successful attainment of the goals set forth in their IEP.

Hall Passes and Class Changes

DURING CLASS TIME

1. Students may not leave class during class time without permission and **MUST ALWAYS** have a hall pass.
2. Students should arrive in class with all necessary materials. Teachers will not issue passes to get forgotten books or materials; therefore, no student should expect one.
3. Permission to leave class to use the restroom will be granted on a **VERY** limited basis. Students who need to use the restroom frequently for medical reasons will be allowed to do so after providing appropriate medical documentation to the school nurse or principal.
4. Once permission is granted to leave the classroom, the student **MUST** sign out on the hall pass documentation sheet posted in the classroom with their name and the time out. The teacher will then issue a hall pass (to be worn around the student’s neck for clear and visible display). Once the student returns to the classroom, they must record their sign-in time.

DURING CLASS CHANGE

Yelling, whistling, running and other boisterous behavior is not permitted during class changes. Please move **quickly** to your next class. Do not pause to have conversations and socialize. Plan your book and supply needs so that you won’t be late for your next class. Sometimes it may be necessary to get books and/or supplies for two classes before returning to your hall locker. When moving in the halls, keep to the right side of the hall to facilitate smooth traffic flow. The four minutes allowed between classes is long enough to take care of needed supplies and/or normal restroom needs. Students are expected to be inside the classroom when the take up bell/tone sounds. As soon as you get to your next class, be seated. Students should refrain from public displays of affection at all times.

Homework

Homework is considered to be a part of the educational program of the District. Assignments shall be an extension of the teaching/learning experience that promotes the student’s educational development. As an extension of the classroom, homework must be planned and organized and should be viewed by the students as purposeful.

Teachers are aware of the potential problem's students may have completing assignments from multiple teachers and they communicate weekly to vary the amount of homework they give from day to day. All homework assignments are due at the beginning of the class period. Late or missing assignments have a negative impact on the student's effort/attitude and/or their grade. Academic classes will lose 10% of the total points per day that the assignment is late, after 10 days the resulting grade will be a 0. Honors classes will lose 20% of the total points per day the assignment is late, after 5 days the resulting grade will be a 0.

Honor Roll

Students will be named to the honor roll after each grading period by meeting the following criteria:

1. Must have a 3.0 or higher-grade point average (only core courses will be used to calculate the GPA) for the grading period
2. May receive no grades of "D" or "F" for the grading period

Illness at School

Our nursing office is not staffed on a regular basis. Emergencies and serious illnesses will be handled in the principal's office. **Students who are ill prior to school hours should remain at home.** These guidelines are suggested for making this determination:

1. If you feel sick before coming to school, have your temperature taken, and stay home if your temperature exceeds 99.9 degrees.
2. If you have a stomach disorder such as nausea, vomiting, or diarrhea, you should not come to school. Stomach viruses are very contagious.
3. If you have a rash of unknown origin or have a condition which is suspected to be contagious, do not come to school until it is diagnosed as non-contagious or disappears.
4. If you are sent home from school with fever, do not return to school until you are free from fever for a 24-hour period.

If you go to the doctor or dentist, ALWAYS ASK FOR A NOTE TO DOCUMENT

The following procedure will be used if you become ill while at school:

1. Request your teacher's permission to report to the office. Make sure you have a hall pass before entering the hall.
2. Report to the office right away. Do not leave the building or remain elsewhere in the building. Failure to report to the office may result in your being considered truant.
3. The nurse, when available, or principal will determine if a parent should be called and/or the student sent home.
4. Calls home for illness may only be placed with specific permission from the principal or designee. Students will not be charged for these calls.
5. If a student is determined to be seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical care facility. The school, however, assumes no responsibility for treatment of the student.

Immunizations

Definitions

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

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

General Requirements

Unless otherwise provided by law or this policy, no student shall be admitted to attend classes in the District who has not been age appropriately immunized against¹:

- Poliomyelitis, Diphtheria, Tetanus, Pertussis, Red (rubeola) measles, Rubella, Mumps, Hepatitis A, Hepatitis B, Meningococcal disease, Varicella (chickenpox); and

- Any other immunization required by the Arkansas Department of Health (ADH).

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

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

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

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

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

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

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

Temporary Admittance

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

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

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

Exclusion from School

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

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

- for the remainder of the week by the end of the initial school day of the student's exclusion; and
- by the end of each school's calendar week for the upcoming week until the student returns to school.²

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

Students excluded from school shall have five (5) school days from the day the student returns to school to submit any homework and to make up any examinations. State mandated assessments are not included in "examinations" and the District has no control over administering state mandated make-up assessments outside of the state's schedule. Students shall receive a grade of zero for any assignment or examination not completed or submitted on time.³ Legal References: A.C.A. § 6-18-702

Inclement Weather

During bad weather, students will be allowed to go to designated supervised areas inside the gymnasium before school (7:40 to 7:55) and during recess. Bad weather includes falling precipitation and/or temperatures of near 40° F. Dampness, amount of wind, and other factors will be considered and discretion regarding whether to allow students to move inside is given to the duty teacher. Students are expected to dress appropriately for the day's weather conditions before coming to school.

In case of school closing due to ice, snow, or other emergency an announcement will be made on the School Messenger system and area television stations and radio station: Channel 40/29, Channel 5, and Station KDYN 96.7. If an announcement is not made, school will be in session.

Injury at School & Insurance

The Paris Public School District has purchased a student accident policy to help cover the cost of accidental injuries sustained during the regular school term on the school premises while school is in session. This includes any accidents that may occur during athletics. This policy is free to our students and is considered a "secondary policy", meaning that coverage is very limited and designed to supplement your own private insurance by assisting with primary policy deductibles and balances. A copy of the master policy is on file at the superintendent's office for your review. In addition, you may purchase other coverage that will provide the student with protection while at home and/or outside of school, on vacation, etc. A parent letter and information pamphlet will be sent home with each student the first day of school. If you need more information, or need to file a claim, contact the school nurse at Paris Middle School at (844) 963-3243.

Lockers

Hall lockers are issued to students for use during the school year by request. Lockers remain the property of the school and *will be inspected periodically* to ensure that they are being properly cared for and that the contents are in no way harmful to the owner, other students, or the school buildings. Students will be responsible for valuable possessions brought to school. Permanent stickers, tape, etc. are not to be placed on lockers. Student may NOT share lockers. **Use only the locker assigned to you.**

Student's lockers will be locked, but if a student has to ask for the combination number frequently, the lock will be disabled on the locker.

Lost and Found

A lost and found area is in the Principal's office. Unclaimed items are given to a charity organization. Always check with the office if you have lost an item.

Lunch Time Activities

Students are permitted to bring their lunch. Lunches must be kept in their possession until lunch time. No phone, email, notes, or text check-outs will be allowed during the 30-minute lunch period. No students will be allowed to leave during the lunch period unless accompanied by a parent/guardian/ or approved adult. We no longer allow outside food deliveries.

A student may bring a sealed bottle of water or soda with their lunch, but may not bring drinks alone into the cafeteria to eat with the school lunch. Students are not allowed to bring outside food or drinks (including bottles of water with a doctor's note) into the classroom or to the common areas.

Water Bottle Policy

Because water is a necessary macro-nutrient to maintain and improve health, Paris Middle School allows students to carry a clear, plastic water bottle while on campus.

1. To prevent spills the bottle must be capped with a lid.
2. The water may be consumed during class but not in close proximity of technology equipment, during science labs, or in the library.
3. Classroom rules regarding the use of the restroom will be in effect. Students need to take care of restroom needs before the class starts.
4. Water bottles are not to be played with on school grounds. This includes throwing the bottle or pouring the contents onto a student, staff, or equipment.

Make-Up Work

Students who miss school due to an absence shall be allowed to make up the work they missed during their absence 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 missed assignments when asked by a returning student.
3. Students are required to ask for their assignments on their first day back to 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 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 the work the day they return to school whether or not the class for the work is due meets the day of their return.
9. As required/permitted by the student's Individual Education Program or 504.

A student experiencing a documented extended illness or extensive surgery may make special arrangements to complete work missed beyond the allowable absences per semester. This arrangement must be worked out and approved by the principal and/or the attendance committee.

Media Center

The PMS media center is for student use as a source of research or for recreational reading. The center has several thousand books, plus many subscriptions to newspapers and magazines. The center is open throughout the school day for student use.

- 1) All media center materials are the responsibility of the student who checks them out.
- 2) A fine of five cents per day will be charged on all overdue books.

- 3) The school reserves the right to withhold media center privileges to any student who fails to meet these rules.
- 4) A limit of three (3) books per student may be checked out at one time.
- 5) Any student who uses the Internet for any reason must have on file in the media center an Internet contract signed by the student and a parent/guardian. The Use of Computers Contract is located in the back of this handbook.

Medication

Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to student in accordance with this policy. Students are required to have written provider's orders and appropriate diagnosis for any over-the-counter pain-relieving medications that are to be administered at school.

Unless authorized to self-administer, students are not allowed to carry any medications, including over the counter medications or any perceived health remedy not regulated by the US Food and Drug Administration, while at school. The only medications allowed to be "Self Carry" are inhalers for Asthma related issues, glucagon and auto injectable epinephrine. The parent or legal guardian shall bring the student's medication to the school nurse. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian, unless it is a Schedule II medication. We strongly discourage sending any medication with students that ride the bus to school. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity and type of the medications(s). If the medications are brought by a student, the school nurse shall ask another employee to verify, in the presence of the student the quantity of the medications(s). Each person present shall sign a form verifying the quantity and type of medication. Medications, including those for self-administration, must be in the original container and be properly labeled with the student's name, the ordering health care provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication including times. All medications will be given according to labeling directions on the container. Deviations from label directions will require a written provider order. Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. When any new medication is started, the first dose must be given at home by the parent/guardian. Whenever possible, parents/guardians are encouraged to administer medication at home.

Students with an individualized health plan (IHP) may be given over the counter medications to the extent giving such medications are included in the student's IHP. All medications listed on the IHP must have written provider's orders included with the IHP.

The only Schedule II medications that shall be allowed to be brought to school are methylphenidate (Ritalin, Concerta), Lisdexamfetamine dimesylate (Vyvanse), and amphetamine sulfate (Adderall). To help ensure their safe keeping such medications brought to the school nurse shall be locked in a double locked cabinet.

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

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

Students who have written permission from their parent or guardian and a licensed health care practitioner on file with the District may:

1. Self-administer either a rescue inhaler or auto-injectable epinephrine;
2. Perform his/her own blood glucose checks;

3. Administer insulin through the insulin delivery system the student uses;
4. Treat the student's own hypoglycemia and hyperglycemia; or
5. Possess on his or her person:
 - a) A rescue inhaler or auto-injectable epinephrine; or
 - b) The necessary supplies and equipment to perform his/her own diabetes monitoring and treatment functions.

Students who have a current consent form on file shall be allowed to carry and self-administer such medication while:

- In school;
- At an on-site school sponsored activity;
- While traveling to or from school; or
- At an off-site school sponsored activity.

A student is prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, or combination does not require him/her to have such on his/her person. The parent or guardian of a student who qualifies under this policy to self-carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, or any combination on his/her person shall provide the school with the appropriate medication, which shall immediately be available to the student in an emergency.

Students may be administered Glucagon, insulin, or both in emergency situations by the school nurse or, in the absence of the school nurse, a trained volunteer school employee designated as a care provider, provided the student has: 1) an IHP that provides for the administration of Glucagon, insulin, or both in emergency situations; and 2) a current, valid consent form on file from their parent or guardian. A student shall have access to a private area to perform diabetes monitoring and treatment functions as outlined in the student's IHP.

The school shall not keep outdated medications or any medications past the end of the school year. By this policy, parents are notified that ten (10) days after the last day of school, all medications will be disposed of that are left at the school. Medications not picked up by the parents or legal guardians, within the ten (10) day period, shall be disposed of by the school nurse in accordance with current law and regulations.

Mentors

Our school proudly sponsors a community outreach where students are matched with a mentor from the community. Mentors come and eat lunch with the student each week. Any student wishing to be matched with a mentor, please contact the mentoring coordinator. Students who wish to be mentored must have parent consent to be a part of the program and all mentors in our program have appropriate background checks.

Minute of Silence

In accordance with Arkansas State Law, Paris Middle School will observe a minute of silence each day.

Morning Report

A Daily Report will be available for broadcast by the *Eagle Talk* team each day.

Parent-Teacher Conferences

The district recognizes the importance of communication between teachers and parents/legal guardians. To help promote positive communication, parent/teacher conferences shall be held once each semester. Parent-teacher conferences are encouraged and may be requested by parents or guardians when they feel they need to discuss their child's progress with his/her teacher.

Teachers are required to communicate during the school year with the parent(s), legal guardian(s), or care-giving adult or adults in a student's home to discuss the student's academic progress unless the student has been placed in the custody of the Department of Human Services and the school has

received a court order prohibiting parent or legal guardian participation in parent/teacher conferences¹. More frequent communication is required with the parent(s) or legal guardian(s) of students who are performing below grade level.

All parent/teacher conferences shall be scheduled at a time and place to best accommodate those participating in the conference. Each teacher shall document the participation or non-participation of parent(s)/legal guardian(s) for each scheduled conference.

If a student is to be retained at any grade level or denied course credit, notice of, and the reasons for retention shall be communicated promptly in a personal conference.

Parties

Class parties require permission from the Principal. Class time will not be used to secure ice, cold drinks, or food for parties so as not to disturb other classes.

Physical Education Classes

Students are required to dress out (tennis shoes, shorts/sweat pants, etc.) for physical education classes. Student's who fail to bring appropriate attire for P. E. will be assigned noon detention.

Pledge of Allegiance

In accordance with Arkansas State Law, the Pledge of Allegiance will be recited every day.

Privacy of Student Records

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

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

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

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

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

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

- The student must be in foster care;

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

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

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

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

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

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, disciplinary rulings, disability placements, or other such determinations, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student 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 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. "Directory information" includes a student's name, address, telephone number, 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, other interscholastic activities, or the school studio lab), the publication of such information will be beyond the control of the District. "Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known to possessed only by the authorized user. A student's name and photograph will only be displayed on the District or school's web page(s) after receiving the written permission from the student's parent or student if over the age of 18.

The form for objecting to making directory information available is located in the back 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) days after the beginning of each school year. Failure to file an objection by that time is considered specific grant of permission. The District is required to continue to honor any signed-opt out form for any student no longer in attendance at the District. The right to opt out of the disclosure of directory information under Family Educational Rights and Privacy Act (FERPA) does not prevent the District from disclosing or requiring a student to disclose the student's name, identifier, or instructional email address in a class in which the student is enrolled. Parents and students over the age of 18 who believes the District has failed to comply with the requirements for lawful release of student records may file a complaint with the US Department of Education at

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

Regulations for Activities

All school related activities are subject to the following guidelines:

- 1) Time, date, and meeting places must be registered in the Principal's office.
- 2) All groups working during or after school on PMS related activities must be under the direct supervision of school district personnel at all times. The supervising teacher must be named at the time of registering the event.
- 3) One or more PMS faculty members must attend all social activities, approved by the school. Parents and other staff may help supervise as well.
- 4) Participation in any activity is a privilege, which may be withdrawn at the discretion of the faculty and administration.
- 5) When social activities require special custodial attendance, the sponsoring organizations will be required to pay for the service.

Residence Requirements

Definitions:

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

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

"Residential Address" means the physical location where the student's parents, legal guardians, persons having legal lawful control of the student under order of a court, or persons standing in loco parentis reside. A student may use such a residential address only if he/she 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 school 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, that 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 non-custodial 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 (Policy 4.52)

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.

Schedule Changes

Schedule changes for first semester classes must be requested prior to the end of the first full week of school. Schedule changes for second semester must be requested before the second semester begins. All requests must be made in writing on the proper forms (available from the school office) and signed by a parent/guardian before they will be considered. **PRINCIPAL AND/OR COUNSELOR APPROVAL IS REQUIRED BEFORE ANY COURSE/SCHEDULE CHANGE WILL BE MADE.**

Semester Test Exemption

The "Semester Exam Exemption" was designed to help reward hard work and dedication of students. Students who meet the following criteria will be exempt from having to take their semester tests. Student's grades prior to the semester test are not affected in anyway by the exemption. Any student not meeting the requirements in a class will be required to take the semester test in that particular class. **It is possible to be exempt in one class and not in another.** *Students are expected to attend school on semester test days, regardless of exemption from exams.*

REQUIREMENTS:

- All students will take the first/fall semester tests that are given by teachers at PMS.
- Students that have an A in second semester classes will be exempt from tests. Students with a B in second semester classes with 4 absences or less (excused or unexcused) will be exempt. All other students will take the second semester tests. Semester grades will be calculated each nine-week grading period receiving 40% and semester test score receiving 20%.

Attendance will be taken by each teacher. The teacher's records are final. If a student meeting the exemption requirements wishes to take the semester test to try to get a higher grade, it is up to the individual teacher to decide if the test will count against the student's current grade, if in fact the results would cause the grade to decline.

Smart Core Curriculum

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or students if they are 18 years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both *Smart Core Informed Consent Form* and *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh grade, or when 7-12 grade student enrolls in the District for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return them to the school so it can be placed in the student's permanent records. This policy is to be included in student handbooks for grades 6-12 and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of the IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign consent forms.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum providing they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine feasibility of changing paths.

This policy, the Smart Core curriculum and the courses necessary for graduation shall be reviewed by staff, students, and parents every other year to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select composition of the review panel. The *Smart Core Informed Consent Form* and *Smart Core Waiver Form* are located in the signature pages of the handbook.

Solicitation by Students

No solicitations of funds or drives may be conducted without the approval of the Principal and/or Superintendent.

Student Transfers

The Paris School District shall review and accept or reject requests for transfers, both into and out of the district, on a case-by-case basis in the regular school board meeting in July and December.

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

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

Any student transferring from home school, or a school that is not accredited by the Department of Education, to a District school shall be evaluated by District staff to determine the student's appropriate grade placement. Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

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

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

Student Use of School Property

The use of school property without proper permission will be considered unlawful. Being in a school building without a specific teacher in charge of the activity will be considered trespassing and will be dealt with accordingly.

Supplies

Students will be responsible for their own school supplies. A list of supplies will be provided by each grade level and available in the Middle School office.

Tardy/Late to School

If you arrive late to school, you must come to the office and sign in to school. Your parents or legal guardian must come inside to sign you in or you must present a note explaining the reason(s) for your tardy before an admission slip will be given. A pattern of excessive late arrivals to school shall result in disciplinary action. Tardy is defined as missing 10 minutes or less of a class period. More than 10 minutes missed of any class period will result in an absence for that period.

Telephone Calls/Message Delivery to Students

The office telephone is a business phone and not for student use. Parents should not call the school for their children except in an **extreme emergency**. The telephone in the office may be used with staff permission in case of emergencies.

Textbook and Equipment

Textbooks are furnished by the state and are issued at the beginning of the school year. State law clearly defines the abuse and destruction of state property. This includes buildings, grounds, furniture, electronic equipment and textbooks. The following charges will be made regarding the abuse of textbooks:

- 1) Lost book- Full replacement cost
- 2) Destroyed book- Full replacement cost
- 3) Tearing out pages- Full replacement cost
- 4) Marking and writing in a book- a cost equivalent to the de-valued cost of the textbook.

When a student drops or transfers, all books must be returned to the school secretary before any transfer records will be sent to another school.

Tornado Drills

Tornado drills are conducted periodically so that staff and students know what to do should dangerous weather conditions develop. During threatening weather, conditions will be monitored in the principal's office. The signal for a tornado drill is the continuous ringing of the bell. In case of a power failure, verbal commands will be given. All individuals within the building are to observe the following rules.

1. Move QUICKLY and QUIETLY into the designated areas away from windows.
2. Sit down as close to the walls as possible.
3. Draw your knees up and lower your head to a position between your knees. Place your hands over your head.
4. Remain in this position until an all-clear signal is given.

If, while you are outside the buildings on the campus, you should hear the tornado-warning bell, in a quiet, calm manner immediately seek out your supervising teacher/other staff member for instructions. Remain quiet to allow them an opportunity to give directions. Proceed as directed.

Video Surveillance

Video cameras are in use on the middle school campus for the safety of our students.

Visitors

The Paris Middle School is a **CLOSED CAMPUS**. Parents, grandparents, legal guardians, business, and community members are welcome and encouraged to visit District schools. To minimize the potential for disruption of the learning environment, visitors, for a purpose other than to attend an activity open to the general public, are required to first report to the school's main office. No one shall be exempt from this requirement. Visitors who are Level 3 or Level 4 sex offenders may only enter a school campus under the provisions listed in Policy 6.10.

Parents and legal guardians are encouraged to participate in regularly scheduled visitation events such as school open houses and parent/teacher conferences. Additional conferences are best when scheduled in advance. Conferences shall be scheduled at a time and place to accommodate those participating in the conference. Visits to individual classrooms during class time are permitted on a limited basis with the principal's prior approval and the teacher's knowledge.

Visitors, including parents wishing to speak with students during the school day shall register first with the office.

The District has the right to ask disruptive visitors to leave its school campuses. Principals are authorized to seek the assistance of law enforcement officers in removing any disruptive visitors who refuse to leave school property when requested to do so.

Walkway Traffic

- Keep to the right on the stairs and walkways.
- Keep lines parallel to the wall at the drinking fountains so others may pass.
- Do not stop on stairs or in doorways to talk.
- Walk single file to avoid blocking walkways.
- Keep feet and books out of aisles.

- Do not push or try to trip anyone.
- Be courteous in passing to and from classes.
- Walk, don't run.

Wellness Policy

The health and physical well-being of our students directly affects their ability to learn. Childhood obesity increases the incidence of adult diseases occurring in children and adolescents such as heart disease, high blood pressure and diabetes. The increased risk carries forward into their adulthood. Research indicates that a healthy diet and regular physical activity can help prevent obesity and the diseases resulting from it. It is understood that the eating habits and exercise patterns of student cannot be magically changed overnight, but at the same time, the board of directors believes it is necessary to strive to create a culture in our schools that consistently promotes good nutrition and physical activity.

The problem of obesity and inactivity is a public health issue. The board is keenly aware that it has taken years for this problem to reach its present level and will similarly takes years to correct. The responsibility for addressing the problem lies not only with the schools and the Department of Education, but with the community and its resident organizations and agencies. Therefore, the district shall enlist the support of the larger community to find solutions which improve the health and physical activity of our students.

GOALS: In an effort to improve the school nutrition environment, promote student health, and reduce childhood obesity, the district will adhere to the Arkansas Rules Governing Nutrition and Physical Activity Standards in Arkansas Public Schools. Adhering to these rules will include, but is not limited to district efforts to

1. Appoint a district school health coordinator who shall be responsible for ensuring that each school fulfills the requirements of this policy;
2. Implement a grade appropriate nutrition education program that will develop an awareness of and appreciation for nutrition and physical activity throughout the curriculum;
3. Enforce existing physical education requirements and engage students in healthy levels of vigorous physical activity;
4. Strive to improve the quality of physical education curricula and increase the training of physical education teachers;
5. Follow the Arkansas Physical Education and Health Education Frameworks in grades K-12;
6. Not use food or beverages as rewards for academic, classroom, or sports performances;
7. Ensure that drinking water is available without charge to all students;
8. Establish class schedules, and bus routes that don't directly or indirectly restrict meal access;
9. Provide students with ample time to eat their meals in pleasant cafeteria and dining areas;
10. Establish no more than nine (9) school wide events which permit exceptions to the food and beverage limitations established by RULE. The schedule of the events shall be by school, approved by the principal, and shall be a part of the annual school calendar;
11. Abide by the current allowable food and beverage portion standards;
12. Meet or exceed the more stringent of Arkansas' or the U.S. Department of Agriculture's Nutrition Standards for reimbursable meals and a la' carte foods served in the cafeteria;
13. Restrict access to vended foods, competitive foods, and foods of minimal nutritional value (FMNV) as required by law and Rule;
14. Conform new and/or renewed vending contracts to the content restrictions contained in the Rules and reduce district dependence on profits from the sale of FMNV.
15. Provide professional development to all district staff on the topics of nutrition and/or physical activity;
16. Utilize the School Health Index available from the Center for Disease Control (CDC) to assess how well the district is doing at implementing this wellness policy and at promoting a healthy environment for its students;

ADVISORY COMMITTEE:

To enhance the district's efforts to improve the health of our students, a School Nutrition and Physical Activity Advisory Committee (SNPAAC) shall be formed. It shall be structured in a way that ensures age-appropriate recommendations are made which correlate to our district's grade configurations. The SNPAAC shall have the powers and responsibilities delegated to it by statute and Rule. The overarching goal of the committee shall be to promote student wellness by monitoring how well the

district is doing at implementing this policy. The SNPAAC shall use modules 1, 2, 3, 4, and 8 of the CDC's School Health Index as basis for assessing each school's progress toward meeting the requirements of this policy. The results of the annual assessment shall be included in each school's ACSIP, provided to each school's principal, and reported to the board.

Withdrawal from School

Students who are withdrawing from school should present a request from their parents, and must return all textbooks and other school property to the school secretary before they can officially withdraw from school. They must be cleared through the office of all fines and service charges due.

**Section IV:
CHEMICAL SCREEN TEST POLICY
FOR PARIS SCHOOLS**

The Paris School District recognizes that chemical abuse or misuse is a significant health problem for students, detrimentally affecting overall health, behavior, learning ability, reflexes, and the total development of each individual. The Paris Board of Education is determined to help students by providing another option for them to say "NO." Chemical abuse includes, but is not limited to, the use of illegal drugs, alcohol, and the misuse of the legal drugs and medications.

Purpose of a Chemical Abuse Policy:

1. To allow the students of Paris Schools to know that the school is concerned about their total well-being. The School District is interested in helping the students who may be having problems.
2. To emphasize concerns for the health of students in areas of safety while they are participating in activities, as well as the long-term physical and emotional effects of chemical use on their health.
3. To confirm and support state laws which restrict the use of such mood-altering chemicals.
4. To assist students of Paris Schools to resist the peer pressure that directs them toward the abuse or misuse of chemical substances.
5. To work cooperatively with parents by assisting them in keeping their children free from mood-altering chemicals.
6. To assist students who need to be referred for assistance or evaluation regarding their use of illegal drugs.
7. To deter chemical abuse or misuse by all students through the use of random drug testing.

Scope

The provisions of this policy apply to students in Paris Schools in grades six through twelve. No student will be allowed to participate in any school activity (any activity outside the regular curriculum) or park on campus until the consent form has been signed by both student and custodial parent/legal guardian and returned to the principal. Positive screening results are considered cumulative and follow the student for the duration of enrollment in the Paris School District.

Definition

Illegal Drugs are defined as any substance, including alcohol, considered illegal by Arkansas Statutes or which the Food and Drug Administration control unless prescribed by a licensed physician.

Prescription Medication

The existence of lawfully prescribed medication in the student's sample is not a violation of this policy when taken in accordance with a physician's recommendation or prescription to a specific student. Some over-the-counter medications may have similarities to unlawful drugs when tested. Students who are taking prescription medication may provide a copy of the prescription or a doctor's verification in a sealed envelope to school personnel at the time the sample is collected. The specific name of over-the-counter medication should also be disclosed to the school official. Students who refuse to provide verification and test positive will be subject to the actions specified in this policy for "positive test."

Consent Form

Students and parents/guardians will be strongly encouraged to sign a consent form to the random testing. The form must be co-signed by the student's custodial parent/legal guardian. No student will be allowed to participate in any school activity (any activity outside the regular curriculum) and/or to park on school district property until the consent form has been signed by both student and custodial parent/legal guardian and returned to the principal. Consent forms for students participating in fall sports or extracurricular activities must be signed prior to physical examinations. All other students must sign the consent form during the first two weeks of school. Students moving into the district during the school year must sign the consent form during the first two weeks of enrollment. No student will be allowed to sign the consent forms after these dates.

Due Process

While students are in school, they will be subject to random selection for testing. Particular days will be selected for testing. If a student is selected for testing but is absent on that day, he/she will not be tested upon his/her return to school. The number of names drawn will be no less than (2%) or no greater than (15%) of the students in grades six through twelve. Urinalysis will be the method utilized to test for the presence of chemicals in the body. All students selected must report to the designated testing site.

Testing Agency

The district will choose a qualified agency for the purpose of processing samples and maintaining privacy with respect to test results and related matters.

Cost

The cost of the test to be given during random selection will be paid by the district. Any test administered to a student to regain eligibility will be at the district's expense.

Refusal to Consent to Testing

Students not consenting to be tested (in the random pool) are allowed to join clubs or organizations, but are not allowed to attend after school meetings, participate in any activities, or park on campus.

Refusal to Submit to Testing

Any participant who refuses to submit to random drug testing and/or retesting is considered having tested positive.

Testing Procedure

All test results from the laboratory will be communicated to the Superintendent or his designee. All urine specimens will be taken at a designated restroom. Any student who is requested to provide a urine specimen will be directed to the collection site where the student will complete the necessary forms. Students selected as part of the random test will be required to sign an additional consent form.

The following precautions will be taken, as appropriate, at the collection site:

1. The examinee will be positively identified.
2. The observer will ask the individual to remove any unnecessary outer garments (i.e., coat, jacket, etc.) that might conceal items or substances that could be used to tamper with or alter the urine specimen. All personal belongs (i.e., purse, backpack, etc.) must remain with the outer garments. The observer will note any unusual behavior or appearance.
3. The student will be instructed to wash and dry his/her hands prior to providing the specimen. After washing his/her hands, the student will not be outside of the presence of the observer and not have access to water fountains, faucets, soap dispensers, or cleaning agents until after the specimen has been provided and sealed. Only one person will be allowed at a time in the washroom and processing area.
3. The student will be allowed to provide the specimen in a stall or other partitioned area that allows for individual privacy. After the specimen has been provided, the student should leave the stall.
4. At the collection site, toilet bluing agents will be placed in the toilet tanks, whenever possible. No other source of water will be available in the enclosure where urination occurs.
5. If a student fails to provide the necessary amount of urine for a valid specimen, the student will be given reasonable amounts of water for drinking and extra time to produce an adequate sample. During this time, the student will remain in the vicinity of the collection area and under the observation of the district staff.
6. Immediately after collection, the observer will check the temperature of the specimen and inspect the specimen for color and signs of contaminants.
7. Both the observer and student being tested will keep the specimen in view at all times prior to its being sealed and labeled.

Analysis Process

Testing protocol involves on-site collection and testing of urine samples. If a sample initially tests positive for any substance, that sample will be immediately retested. In the event that the second test reports negative, the sample will be considered negative for reporting purposes. A second positive test will result in the sample's being immediately delivered to a SAMHSA certified laboratory for GC/MS confirmation with results provided to the school in one or two days.

Results and Notification

Test results will be reported to the Superintendent or his designee. All reports will be in writing. All specimens testing negative on the initial test or negative on the confirmation test will be reported as negative. Only specimens confirmed as positive will be reported as positive for a specific drug(s).

Records

All records concerning chemical abuse testing will be maintained by the superintendent or his designee in a separate, locked file.

The records will not be kept in a student's regular file. Only the superintendent or his designee will have access to the files. The files on each student will be destroyed upon graduation or two years after termination of enrollment. A student and the student's custodial parents/legal guardians may obtain a copy of his chemical abuse testing records upon written request.

First Positive Test

Upon receipt of a positive test result for any student, a custodial parent or legal guardian will be notified and a meeting will be scheduled with the superintendent or his designee, the student, the custodial parent or legal guardian, the student's principal, and the student's head coach or sponsor. Counseling/rehabilitation for the student will be strongly recommended for the student who tests positive. A referral/resource list will be made available to the student and parent/legal guardian. Any counseling/rehabilitation service costs will be the responsibility of the student and/or parent.

The student will be placed on probation for thirty days. If there are not thirty days left in the school year, the thirty-day period will carry forward to the following school year. During the probation time, the student will not be allowed to participate and/or attend any extracurricular (any activity outside the regular school day) activities or park on campus. The student may not wear his/her uniform to school until the probation has been lifted. The student may continue to practice with a squad or team, but may not attend, nor participate in any extracurricular activity during the probation period. Students participating in a sport or activity that requires a physical must have doctor's approval to continue practicing during the probation period. In order to regain eligibility after the thirty-day probation period, the student must be tested again at the District's expense and a written copy of the results will be given to the superintendent or his designee. If the test is negative, the probation will be lifted. If the test is positive, the student will not be allowed to participate in or attend extracurricular activities or park on campus for one calendar year. A positive retest at the end of the thirty-day probation period will be considered a second positive test. To regain eligibility for participation in activities, a student must have a negative Chemical Screening Test. This will be administered by the District's chemical screening company and at the district's expense.

Exception: A student must be retested on day thirty-one. However, certain chemicals that take more than thirty days to leave the student's system will be considered differently if a doctor's written opinion details said residual effects of that particular substance.

Second Positive Test

For the second positive test, the student will not be allowed to participate in or attend extracurricular activities or park on campus for one calendar year. To regain eligibility for participation in activities, a student must have a negative Chemical Screening Test. This will be administered by the district's chemical screening company and at the district's expense.

Third Positive Test

For the third positive result, the student will be permanently suspended from participating in or attending any activity program and park on campus for the remainder of his/her enrollment with the school. A third positive screen could come from the third positive test from the random pool or a result of a rescreen at the end of a probation period.

Nature of Policy

No student will be penalized academically for testing positive for illegal drugs. The result of any drug test pursuant to this policy will not be documented in any student's academic records.

Section V: Required Signature Pages

Student Acceptable Use Guidelines and Permission Form For Network, Internet, and Personal Electronic Devices

Parents, please carefully read this complete document, review its contents with your son/daughter, and sign the Student User Agreement and Parent/Guardian Permission section at the end of this document.

This signed agreement is kept on file at the school and is valid only for the school year in which it was signed. In order to rescind the agreement, the student's parent or guardian, or the student who is at least 18 years old, must provide the Superintendent of Schools with a written request. Any questions or concerns about this permission form or any aspect of the computer network should be referred to the school's Principal.

Network storage areas may be treated like school lockers. Administrators and/or staff may review files and communications to maintain system integrity and insure that users are using the system responsibly

Users should, therefore, not expect that files stored on school servers will always be private.

Introduction

We are pleased to offer students of the Paris School District access to the school's computer network resources and the Internet. In making decisions regarding student access to the Internet, the Paris School District considers its own stated educational mission, goals, and objectives. Electronic information research skills are now considered to be necessary educational skills.

Access to the Internet enables students to explore thousands of libraries, databases, and other resources. The faculty of your child's school has received professional development training on how to blend thoughtful use of the Internet throughout the curriculum as well as how to provide guidance and instruction to students in its proper use. Therefore, all students in Paris School District will be instructed in how to use the Internet safely and appropriately. As much as possible, access from school to Internet resources will be structured in ways which point students to those sites that have been evaluated prior to use. While it is our intent to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits of providing students access to the Internet, in the form of informational resources and opportunities for collaboration, exceed any disadvantages. To use these resources, all students must sign and return the attached form and must obtain parental permission.

Purpose

The school's goal is to keep students safe and focused on learning while allowing students the benefit of everything technology has to offer. If a parent wants their student to have access to the Internet or other technologies while at school, the parent or guardian will have to complete the Student and Guardian Permission Form.

Each student who plans to participate in using any of the school's Internet connected technologies will have to complete a session on Internet Safety. The school prohibits during school hours the use of any technology or Internet usage that does not directly contribute to the learning goals set forth by the school.

Personal electronic devices should not be used by students during school hours. Personal electronic devices should not be used to violate the privacy of any other individual on the school campus. The school cannot be responsible for student's electronic devices or the use of the device on school property or damages or purchases that may occur.

Definitions:

As defined in this policy, the term technology includes, but is not limited to: all computers; printers, digital cameras, document cameras, interactive white boards, projectors, scanners, peripheral equipment; networks; Internet resources, including production of Web content, all forms of Web-based synchronous and asynchronous communication including electronic mail, and file transfer protocol; multimedia, video, laser, cable television, telephone, and fax equipment; language lab equipment; all software and titles, including all user files generated from the use of the resources listed herein; as well as the supplies used to maintain technology.

Internet Safety

The safety of our students is of utmost importance. Educating the students about the proper and safe use of the Internet is a priority. An Internet Safety curriculum is taught by the technology coaches and/or guidance counselors at each school. This curriculum will address ethical use of the Internet, online safety and cyberbullying.

Rules and guidelines for safe Internet use are posted near all computers where students have Internet access. Teachers are trained in using these rules and guidelines and are required to review them with their students at the beginning of the school year.

Email, chat rooms, and other forms of direct electronic communications are prohibited unless temporarily allowed by a teacher or administrator in a controlled situation.

General Internet Use

Internet access is provided for students to conduct research, complete assignments, and communicate with others. Access to Internet services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. As such, general school rules for behavior apply, and users must honor the agreement they have signed on the Student User Agreement section of this document.

Any violations of this Acceptable Use Policy may result in a loss of access as well as other possible disciplinary and/or legal actions. Any disciplinary action taken will be in accordance with the Student Policy Handbook and at the discretion of the building principal. Based on the acceptable use guidelines stated in this document, the system administrators will deem what is inappropriate and their decision is final.

Misuse of the District's computer network includes, but is not limited to, the following:

1. accessing the network or any other resources in the Paris School District without a signed user agreement
2. using the Internet for non-educational purposes
3. sending, displaying or gaining intentional access to materials which are "harmful to minors" as defined by law;
4. sending, receiving, viewing or downloading illegal material;
5. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
6. using any form of direct electronic communication (including email, instant messaging, chat or social networks) unless under the direction of the instructor for a class activity directly supervised by a staff member;
7. using abusive or profane language on the system;
8. using the system to harass, insult, or verbally attack others or participating in "cyberbullying" such as personal attacks and/or threats on/against anyone;
9. posting anonymous messages on the system;
10. using encryption software;
11. wasteful use of limited resources provided by the school including bandwidth, storage space, paper and ink/toner;
12. causing congestion of the network through unauthorized use of high bandwidth applications such as audio/video streams or lengthy file downloads;
13. deleting, copying, modifying or forging the data of another user;
14. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
15. gaining or attempting to gain unauthorized access to resources or files;
16. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
17. invading idle privacy of individuals;
18. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email. Personally identifying information includes full names, address, phone number or identifiable photo.
19. using the network for financial or commercial gain;
20. theft or vandalism of data, equipment, or intellectual property;
21. hacking or attempting to gain access or gaining access to student records, grades, or files;

22. introducing a virus to, or otherwise improperly tampering with the system;
23. degrading or disrupting equipment or system performance;
24. creating a web page or associating web page with the school or school district without proper authorization;
25. providing access to the District's Internet Access to unauthorized individuals;
26. failing to obey school or classroom Internet use rules;
27. taking part in any activity related to Internet use which creates a clear and present danger or the substantial disruption of the orderly operation of the district or any of its schools
28. damaging or modifying computers, computer systems, or computers networks;
29. moving, deleting or altering any applications or files that belong to the system, school or other users;
30. use of any software and or website designed to circumvent the district security software or Internet filter; or
31. unauthorized downloading or installing of software to any district owned electronic device;
32. attaching a computer or device that is not the property of Paris School District.

Paris School District

User Agreement and Parent Permission Form

For Network, Internet, Cell Phone, and Personal Electronic Devices

The Acceptable Use Policy for Paris School District is approved by the Paris School District Board of Education. The policy and records of violations are reviewed by technology staff and administrators periodically during the school year and annually each June.

The Paris School District makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The district will not be responsible for:

- loss of data resulting from delays or interruptions in service
- the accuracy, nature, or quality of information stored on storage devices
- the accuracy, nature, or quality of information gathered through school-provided Internet access
- unauthorized financial obligations resulting from district-provided access to the Internet.

SECTION I: Student User Agreement

As a user of the Paris School District's computer network and Internet connectivity, I hereby agree to comply with the statements and expectations outlined in this document and to honor all relevant laws and restrictions.

Student's signature: _____ Date signed: _____

SECTION II: Parent/Guardian Permission

I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable and that, even though the Paris School District uses a filtering system to block as many of these sites as possible, no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. I hereby give permission for my child to use the Internet and programs provided by the school system for educational purposes.

Parent/Guardian's signature: _____ Date signed: _____

Student Code of Conduct for use of Google Apps

The basic purpose for you to use Google Apps is for education. This agreement states you will not use Google Apps for personal emails and social networking. Also, this agreement states that you will be polite and respectful of other students. You will also respect students' privacy and security when using Google Apps.

1. Personal Responsibility: I will accept personal responsibility for reporting any misuse of the Google Apps to the Administration.

2. Acceptable Use: The use of my assigned account will be in support of education and research and will support the educational goals and objectives of the Paris School District. I am personally responsible for this provision at all times when using Google Apps. In addition, I will abide by the following:

- a. I will not use Google Apps to post any web pages for commercial activities, product advertisement, or political advocacy.
- b. I will not use Google Apps to post any obscene, discriminatory or offensive material. All material posted will be kept with school assignments.
- c. I understand that school administration has the right to monitor all postings including emails.
3. Privileges: I understand that the use of the Google Apps is a privilege, not a right, and that inappropriate use will result in a cancellation of those privileges. The system administrator(s) may close an account at any time deemed necessary.
4. Network Etiquette and Privacy: I understand and will abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

A) BEING POLITE: Never sending or encouraging others to send abusive messages.

B) USING APPROPRIATE LANGUAGE: I understand that I am a representative of our school and district on the Internet and will use polite and appropriate language.

C) PRIVACY: I will not reveal my home address or personal phone number or the addresses and phone numbers of other students. While using Internet services through Google Apps, I will not reveal my e-mail address or the e-mail address of others.

D) ELECTRONIC MAIL: Inappropriate language or harassment may result in loss of system privileges and/or other disciplinary measures. By signing this acceptable use policy, students affirm the following:

- i. I understand that e-mail sent via the Google Apps must be school related and must abide by the guidelines outlined here. I will immediately report any threatening, obscene, or harassing e-mail to school staff.
 - ii. I understand that I will not share my Google Apps password with others and am responsible for all e-mail sent through my account.
 - iv. I understand that e-mail sent through this account may be scanned for content violating the terms of this agreement and that suspect e-mail may be reviewed by school administration.
6. Vandalism: Any attempt to harm or destroy data of another user or student will result in the loss of computer services and disciplinary action.

Student Signature: _____

Objection to Publication of Directory Information

I, the undersigned, being a parent of a student or a student eighteen (18) years of age or older, hereby note my objection to the publication by the Paris School District of directory information, as defined in Policy 4.13 (Privacy of Students' Records), concerning the student named below. The District is required to continue to honor any signed opt-out form for any student no longer in attendance at the District.

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

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

_____ Yes, my child may be included in district directory information.

_____ No, my child may *not* be included in district directory information. *(By signing this, I understand that my child will NOT be included in the PMS yearbook or such other school publications.)*

Name of Student (Printed)

Signature of Parent (or Student, if 18 or older)

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

Paris Middle School Student-Parent Discipline Acknowledgement

This form is to be completed by the student and the student's parent/legal guardian and returned to the school office during the first week of school attendance.

Student's Name: _____ Grade _____

This certifies that we (parent/guardian and student) have received discipline policies of the Paris School District as outlined in Act 104 of 1983 First Extraordinary Session of the General Assembly of the State of Arkansas and policies of the Paris Board of Education.

The law states that this form must be signed by parent/guardian and student and returned to the school to be kept on file in the Principal's office.

Parent/Guardian Signature

Student Signature

Date

Administration of Medication Release Form

Date: _____

To: PARIS MIDDLE SCHOOL
TREY PRIEUR, PRINCIPAL

I request that you give medication to my child during the school day in accordance with Board Policy printed below. You are authorized to delegate this authority to another person if so desired. I will not hold the school staff responsible for any undesired reaction, which may occur from the medication.

I agree to pay for ambulance service if used to transport my child from school to the doctor or hospital should he/she have a reaction to the medication.

Parent's Signature _____

Student's Name: _____ Grade: _____

Name of Medication: _____ Dosage: _____

Time to be given _____

For treatment of following illness _____

In case of emergency call: _____ Phone # _____

Hospital to be called: _____ Phone # _____

Doctor to be called: _____ Phone # _____

MEDICATION POLICY

GUIDELINES:

1. The medication must be in the original container with child's name on prescription.
2. No over-the counter drugs will be given at school, as school personnel are not trained to determine when medications are needed (this is a form of prescribing).
3. A consent form must be signed before any medication will be given at school.

HANDWRITTEN NOTES ARE NOT ACCEPTABLE.

4. Permission for long-term medication must be renewed at the beginning of each school year.

Date Form Was Filed (To Be Completed by Office Personnel Only)

Paris School District DRUG POLICY CONSENT FORM

I understand that my performance as a participant and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules, and regulations set forth by the Paris School District and the sponsors for the activities in which I participate.

I authorize the Paris School District to conduct a test for drugs and/or alcohol use on a urine specimen, which I provide. I also authorize the release of information concerning the result of such a test to the Paris School District and my parents and/or guardians.

This shall be deemed consent pursuant to the Family Education Right to Privacy Act for the release of above information to the parties named above.

Student's Name: _____ **(PLEASE PRINT)**

Student Signature

Date

Parent or Guardian Signature

Date

Date Received in Principal's Office

Refusal to sign and return this consent form within the first two weeks of school will automatically make your child ineligible to participate in any extracurricular activity. No exceptions will be made to this policy. If you have any questions, contact the Principal of your child's campus within the first two weeks of school.

GENERAL STUDENT INFORMATION

| | | |
|--------------------|---------------------|-------------------|
| FIRST NAME: | MIDDLE NAME: | LAST NAME: |
|--------------------|---------------------|-------------------|

Birthdate: _____ Gender: Female Male
 Nickname: _____ Grade: _____
 SSN (Optional): _____ Hispanic/Latino Ethnicity: Yes No

RACE Please answer the following in accordance with standards issued by the US Department of Education.

PRIMARY RACE (Please select only ONE).

☐ **American Indian or Alaska Native** (A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment)

☐ **Asian** (A person having origins in any of the original peoples of Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam)

☐ **Black or African American** (A person having origins in any of the black racial groups of Africa)

☐ **Native Hawaiian or Other Pacific Islander** (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)

☐ **White** (A person having origins in any of the original peoples of Europe, Middle East or North Africa)

ADDITIONAL RACES (check all that apply):

____ American Indian/Alaska Native ____ Asian ____ Black
 ____ Native Hawaiian/Other Pacific Islander ____ White

Language Spoken At Home: _____ Student Email Address: _____

| Student Physical/911 Address | Student Mailing Address |
|------------------------------|--|
| Address: _____ | <input type="checkbox"/> Mailing Address is same as Physical/911 Address |
| City: _____ | Address: _____ |
| State: _____ Zip Code: _____ | City: _____ |
| | State: _____ Zip Code: _____ |

Student Home Phone: _____ Student Cell Phone: _____

PARENT/GUARDIAN CONTACT INFORMATION

| Parent/Guardian 1 | Parent/Guardian 2 |
|--|--|
| Name: _____ | Name: _____ |
| Relationship to Student: _____ | Relationship to Student: _____ |
| Language of Correspondence: _____ | Language of Correspondence: _____ |
| Mailing Address: _____ | Mailing Address: _____ |
| City: _____ | City: _____ |
| State: _____ Zip Code: _____ | State: _____ Zip Code: _____ |
| Email: _____ | Email: _____ |
| Home Phone: _____ Cell Phone: _____ | Home Phone: _____ Cell Phone: _____ |
| Work Phone: _____ *Alert Phone: _____ | Work Phone: _____ *Alert Phone: _____ |
| *Alert Phone is used by the district's automated phone message system. | |
| Employer: _____ | Employer: _____ |
| <input type="checkbox"/> Student Primarily Resides with this Guardian. | <input type="checkbox"/> Student Primarily Resides with this Guardian. |

OFFICE USE ONLY

| | | | | |
|-------------------|----------------|------------|-----------------|-------------------|
| Entry Date: _____ | Meal ST: _____ | ESL: _____ | IMMG: _____ | Residency: _____ |
| Entry Code: _____ | M/V Act: _____ | SP: _____ | GT: _____ | Choice LEA: _____ |
| Curriculum: _____ | 504: _____ | MIG: _____ | Homeroom: _____ | P/T ADM %: _____ |

Paris Middle School Enrollment Form

Page 2

ADDITIONAL STUDENT INFORMATION

City of Birth: _____ State of Birth: _____ Birth Country: _____

TRAVEL INFORMATION

| Travel To School (Please check one) | Travel From School (Please check one) |
|--|--|
| <input type="checkbox"/> Bus (Bus Number: _____) | <input type="checkbox"/> Bus (Bus Number: _____) |
| <input type="checkbox"/> Drives Self | <input type="checkbox"/> Drives Self |
| <input type="checkbox"/> Parent/Guardian (includes walkers, child care vans, etc.) | <input type="checkbox"/> Parent/Guardian (includes walkers, child care vans, etc.) |
| <input type="checkbox"/> District Paid Transportation | <input type="checkbox"/> District Paid Transportation |
| Distance From Home to School (Miles) One Way: _____ | |

| Pre-School Participation: | | |
|----------------------------|--|-------------------------------|
| A - ARKANSAS BETTER CHANCE | H - HEADSTART | O - OTHER |
| E - EVEN START | NA - NOT APPLICABLE | P - PRIVATE PRE-SCHOOL |
| EC - EARLY CHILDHOOD | C - 21st CENTURY COMMUNITY LEARNING CENTER | PS - PUBLIC SCHOOL PRE-SCHOOL |

Birth Certificate #: _____ Resident County: _____

Is this child a dependent of an active or reserve member of a branch of the United States Armed Services? Yes No

If this child resides in a household with an active or reserve member of a branch of the United States Armed Services, please select the branch below.

| | | | |
|---|---|--|---|
| <input type="checkbox"/> Active Duty – US Army | <input type="checkbox"/> Active Duty – US Air Force | <input type="checkbox"/> Active Duty – US Navy | <input type="checkbox"/> Active Duty – US Marines |
| <input type="checkbox"/> Active Duty – US Coast Guard | <input type="checkbox"/> Reserves – US Army | <input type="checkbox"/> Reserves – US Air Force | <input type="checkbox"/> Reserves – US Navy |
| <input type="checkbox"/> Reserves – US Marines | <input type="checkbox"/> National Guard – US Army | <input type="checkbox"/> National Guard – US Air Force | <input type="checkbox"/> Parents serve in multiple branches |

Is this student a twin (or a triplet, quadruplet, etc.)? Yes No

ADDITIONAL CONTACT INFORMATION

Additional Guardian Contact

| | |
|-----------------------------------|--|
| Name: _____ | Email: _____ |
| Relationship to Student: _____ | Home Phone: _____ Cell Phone: _____ |
| Language of Correspondence: _____ | Work Phone: _____ *Alert Phone: _____ |
| Mailing Address: _____ | *Alert Phone is used by the district's automated phone message system. |
| City: _____ | Employer: _____ |
| State: _____ Zip Code: _____ | <input type="checkbox"/> Student Primarily Resides with this Guardian. |

Emergency Information

| Emergency Contact Information (Contacts Other Than Guardians to be Called in Case of an Emergency) | | | | |
|--|------|-----------------------|---------|-----------------------------------|
| Contact Order | Name | Relationship to Child | Phone # | Phone Type (ex: Home, Cell, Work) |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

Physician: _____ Physician: _____

Physician Phone: _____ Physician Phone: _____

Please list any medical concerns and/or medications for this child: _____

Last School Attended: _____ Phone #: _____

Address: _____

Has this child been expelled from school in any other school district or is the child a party to an expulsion proceeding? Yes No

Has this child met the requirements of the Arkansas State Health laws necessary to enter school? Yes No

Please list the names of anyone who IS ALLOWED to check out/pick up this child from school: _____

Parent/Guardian Signature _____

Date: _____

STUDENT HEALTH FORM – PARIS MIDDLE SCHOOL

Student Name: _____

Dear Parent/Guardian:

As part of our health care program at school, we would like for you to take a few minutes to fill out the following information. This form will aid us in providing the best possible care for your child. Thank you for your help. **PLEASE RETURN THIS COMPLETED FORM BY THE END OF THE FIRST FULL WEEK OF SCHOOL.** This information will be kept confidential and will be given only to teachers and health professionals who have contact with your child.

MEDICATIONS:

The following medications will be used as part of our first aid program. Please cross out any that you **DO NOT** want used for child.

Rubbing Alcohol Tums Calamine Lotion Peroxide
Cough Drops Triple Antibiotic Cream (neomycin)

ALLERGIES:

Please list any allergies. If allergic to stings, please specify insect and medication or treatment you use for the sting.

Medication _____

Insect stings _____

Food _____

Other _____

MEDICAL CONDITIONS:

Please check any of the following that apply to your child:

| | |
|---|--|
| <input type="checkbox"/> Epilepsy, seizures, fainting | <input type="checkbox"/> asthma/lung disease |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> heart disease |
| <input type="checkbox"/> kidney/bladder problems | <input type="checkbox"/> skin disease |
| <input type="checkbox"/> ulcers/eating disorders | <input type="checkbox"/> cancer/leukemia |
| <input type="checkbox"/> sickle cell anemia | <input type="checkbox"/> eye/vision problems |
| <input type="checkbox"/> ear/hearing problems | <input type="checkbox"/> dental problems |
| <input type="checkbox"/> speech defects | <input type="checkbox"/> physical handicap |
| <input type="checkbox"/> emotional problems | <input type="checkbox"/> major illness or injuries |
| <input type="checkbox"/> operations | <input type="checkbox"/> immune system problems |

Explanation from above list: List any special treatments that your child requires. List dates of illnesses, injuries and operations:

Please check if your child has had any of the following illnesses:

| | | |
|--------------------------------------|---|--|
| <input type="checkbox"/> Measles | <input type="checkbox"/> Mumps | <input type="checkbox"/> Rubella |
| <input type="checkbox"/> Chicken Pox | <input type="checkbox"/> Whooping Cough | <input type="checkbox"/> Polio |
| <input type="checkbox"/> TB | <input type="checkbox"/> Hepatitis | <input type="checkbox"/> Rheumatic Fever |

Does your child take daily medications? **If your child will be taking medication at school, please complete a Medication Permission Form in the office. The school cannot administer prescription medications without authorization. ALL MEDICATIONS (INCLUDING IBUPROFEN, TYLENOL WITH A PHYSICIAN'S ORDER) MUST BE STORED IN THE OFFICE.**

Medications taken on a daily basis at school or home:

Medications taken on an occasional basis at school or home:

EMERGENCY INFORMATION: (Guardian's Name may be substituted)

Mother's Name: _____ Home Phone _____

Work Place & Phone Number: _____

Father's Name: _____ Home Phone _____

Work Place & Phone Number: _____

Other Emergency Contact and Phone Number if parent/Guardian cannot be reached:

Preferred Doctor & Hospital _____

SECURITY INFORMATION:

Please list names, phone number and relationship of individuals that **WILL BE ALLOWED** to check your child out of school. Please note that no one except the people listed will be allowed to check your child out of school unless we are notified by a phone call or preferably a note from parent/guardian.

| | | |
|-------|---------------|---------------|
| Name: | Phone Number: | Relationship: |
|-------|---------------|---------------|

PERMISSION:

May we transport your child by vehicle or ambulance for emergency care in the event that we cannot reach you or your emergency contact? The school nurse or other designated school personnel will accompany your child to a local health facility.

☐ Yes, you may transport my child by vehicle or ambulance for emergency care.

Parent Signature: _____ Date: _____

Please feel free to write any additional information on another sheet. Thank you!!

Paris School District
School Immunization Clinic
School Year 2023-24

In compliance with the Family Education Right to Privacy Act (FERPA) (20 U.S.C § 1232g; 34 CFR Part 99)

I, _____, give permission for my child, _____,
Parent/Guardian Name First and Last Name

to participate in the School Immunization Clinic. Check all that apply:

☐ Influenza

☐ Other _____

Parent/Guardian Signature _____ Date Signed _____

April 2016

2023-24 Field Trip Consent Form
Paris Middle School

I recognize the importance of using field trips to extend my child's learning experiences beyond the classroom. I understand that field trip experiences provide my child with enrichment. By signing this consent form, I give permission for my child to leave campus on school sanctioned activities, events or attend field trips with Paris Middle School.

Student's Name: _____

Parent or guardian signature _____

Paris Middle School Personal Electronic Device Acceptable Use Policy & Agreement

Introduction

A "personal communication device" is any device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers communication to the processor. Electronic readers, simply called "e-Readers", are digital devices that can store books, periodicals, magazines, and other electronic media. E-Readers like Amazon's Kindle, Barnes & Noble's Nook, Apple's iTouch, iPods, cell phones, and Apple's iPad are quickly becoming common place in our digital culture and they simply cannot be ignored. Paris Middle School, in striving to maintain technological relevance in education, is providing the opportunity for students to use these devices in accordance with our Electronic Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents.

Personal Electronic Device Acceptable Use Policy

The wide variety of hardware and software capabilities of available personal electronic devices makes them challenging to monitor and control in a school environment in contrast with school owned technology assets like computers, etc. Therefore, our Personal Electronic Device Acceptable Use Policy needs to be specific and clear. Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district owned or not, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden. As used in this policy, "electronic devices" means anything that can be used to transmit or capture images, sound or data.

A student who violates any portion of the Personal Electronic Acceptable Use Policy may immediately lose the privilege to use their electronic device at school for a length of time commensurate with the nature of the violation. Students engaging creating, sending, viewing, receiving or possessing sexually explicit material with their personal electronic device will be prosecuted to the fullest extent of the law without exception.

1. All electronic devices must be registered with the Paris Middle School and be accompanied by the Acceptable Use Agreement Form signed both by the parents and the student.
2. Personal Electronic Devices are to be used **only** for the reading of school approved material (books, etc.) or as a tool for educational purposes in the service of learning during instructional time (class periods) with the teachers consent. Otherwise electronic devices are to be turned off and stored in lockers, pockets or back packs during class time. Electronic devices are not to be used for other purposes such as communication, entertainment, music, gaming, etc. during instructional time (class periods).
3. All material on the electronic device must comply with the spirit and policies of Paris Middle School. Creating, sending, viewing, receiving, or possessing vulgar texts and/or an indecent visual depiction of oneself or another person will result in immediate suspension, will be reported to the state police for prosecution and will be reported to the department of Human Services.
4. All electronic devices must have cellular and network capabilities disabled (turned off) while the device is at school, unless the teacher has given the student access to the school WiFi for educational purposes.
5. Electronic devices must be used at appropriate times in accordance with teacher instructions. The electronic devices must not be a distraction for the student or those around him/her nor be a source of any classroom disruption. Permitting any audible sound to come from the device will not be tolerated.
6. The student is responsible for knowing how to properly and effectively use their electronic device and this should not be a burden for the teachers.
7. Students are forbidden from engaging in academic dishonesty, including cheating, intentionally plagiarizing, or wrongfully obtaining test copies or scores with the use of a personal electronic device.
8. Students are forbidden from using the device to take photographs in locker rooms or bathrooms.
8. Teachers or administrators may examine a student's personal electronic device and search its contents if there is a reason to believe that school policies, regulations, or guidelines of the use of the device have been violated.

Paris Middle School Personal Electronic Device Acceptable Use Policy & Agreement Form

Parent/Guardian Agreement

I authorize my child to bring their electronic communication device (E-reader, Cell Phone, iPod) to Paris Middle School with the understanding that it is to be used as a tool for reading or learning **only** and that my child will comply with the aforementioned Personal Electronic Device Acceptable Use Policy. I understand that all personal devices that my child brings to school are to be registered in the Paris Middle School office. I understand that Paris Middle School is not responsible for any damage or loss associated with my child's electronic device. **I understand that that my child is NOT REQUIRED to bring, possess or own a personal communication device for school use.** I also understand that a violation of the electronic policy may result in my child losing the privilege to bring their electronic device (e- Reader, cell phone, iPod, etc.) to school for a length of time commensurate with the nature of the violation.

Parent/Guardian Signature: _____ Date: _____

1st Electronic Device is an: E-reader, cell phone, iPod, or other device (*please circle*)

Make/Model: _____

Serial Number: _____

MAC Address: _____

2nd Electronic Device is an: E-reader, cell phone, iPod, or other device (*please circle*)

Make/Model: _____

Serial Number: _____

MAC Address: _____

Student Agreement

I agree to abide by all guidelines set forth in Paris Middle School's Personal Electronic Acceptable Use Policy as well as those outlined in the Student Handbook. I understand that a violation of the personal electronic device policy may result in losing the privilege to bring the electronic device to school for a length of time commensurate with the nature of the violation.

Student Name: (Print) _____

Student Signature: _____ Date: _____

Violation of the Cell Phone and Personal Electronic Devices policy will result in the loss of privileges as outlined and below from the **Paris Middle School Personal Electronic Device Acceptable Use Policy & Agreement Form:**

1st offense: The device is confiscated in the office and returned to the student at the end of the school day (warning).

2nd offense: The device is confiscated and the parent may pick it up at the office.

3rd offense: The device is confiscated for one week and the parent may pick it up. The student loses all personal electronic device privileges for the rest of the semester. The student is assigned Saturday School.

4th offense: The device is confiscated for the remainder of the semester and the parent may pick it up. The student is assigned two Saturday Schools and the student loses all electronic device privileges for the rest of the school year.

PARIS SCHOOL DISTRICT
HOME LANGUAGE SURVEY
2023-2024

Student's Name: _____

Date of Birth: _____ Gender: _____

Grade: _____ Advisory Teacher: _____

What language is spoken in your home MOST of the time?

___English ___Spanish ___Hmong ___Other: _____

What language does the student speak MOST of the time?

___English ___Spanish ___Hmong ___Other: _____

What language do Parents/Guardians speak to the student MOST of the time?

___English ___Spanish ___Hmong ___Other: _____

What grade did your child first enroll in any U.S. School? _____

Signature of Parent or Guardian

Date

Paris School District
Homeless Identification and Verification of Status

Student _____ Grade _____
Date _____ Home Room or Advisory Teacher _____
Parent/Guardian _____
Siblings in other schools (if known) _____

This student qualifies for Homeless Status due to the following:

- _____ Sharing housing of others due to loss of housing, economic hardship, or similar reasons
- _____ Highly mobile resulting in lack of school stability and educational continuity
- _____ Living in motel, hotel, travel trailer park, campground, vehicle due to lack of alternative accommodations
- _____ Living in emergency or transitional shelters (including foster care)
- _____ Living in public or private place not designed for humans to live
- _____ Designated migratory children living in above circumstances

Please note any specific information you may know about this student that may assist with determining immediate needs (i.e. school supplies, clothing, tutoring to prevent academic failure, etc.)

Submitted by _____

Verified by _____ Jim Loyd, Homeless Liaison

**SMART CORE INFORMED CONSENT FORM
(GRADUATING CLASS OF 2016 AND AFTER)**

Name of Student: _____
Name of Parent/Guardian: _____
Name of District: _____
Name of School: _____

Smart Core to 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 college ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and a variety of situations. Smart Core is the foundation for college and career readiness. All students should supplement additional rigorous coursework within their career focus.

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

SMART CORE CURRICULUM

English – 4 units

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade or Transitional English 12

Mathematics – 4 units (or 3 units of math and 1 unit of Computer Science*) At least one MATH unit must be taken in Grade 11 or Grade 12.

- Algebra I (or Algebra A & Algebra B - Grades 7-8 or 8-9)
- Geometry (or Geometry A & Geometry B - Grades 8-9 or 9-10)
- Algebra II
- fourth math - Advanced Topics and Modeling in Mathematics, Algebra III, Calculus, Computer Science and Mathematics, Linear Systems and Statistics, Transitional Math Ready, Mathematical Applications and Algorithms, Pre-Calculus, or an Advanced Placement mathematics - Comparable concurrent credit college courses may be substituted where applicable.

Science – 3 units with lab experience (or 2 units with lab experience and 1 unit of Computer Science*)

- ☐ Biology – 1 unit (All students must have 1 unit in Biology, IB Biology, ADE Biology, ADE Approved Biology Honors, or Concurrent Credit Biology.)
- Physical Science, Chemistry, or Physics – 2 units

Social Studies – 3 units

- Civics - ½ unit
- World History - 1 unit
- U.S. History - 1 unit
- other social studies - ½ unit

Oral Communications – ½ unit

Physical Education – ½ unit

Health and Safety – ½ unit

Economics – ½ unit (may be counted toward Social Studies or Career Focus)

Fine Arts – ½ unit

Career Focus – 6 units

***Computer Science – (optional)** A flex unit of Computer Science and Mathematics, Essentials of Computer Programming, AP Computer Science, or IB Computer Science may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the computer science courses listed above may replace the 4th math requirement and the 3rd science requirement. If the 4th math requirement and the 3rd science requirement have been met through other coursework, any of the computer science courses listed above may be used for career focus credit.

Beginning with the entering 9th grade class of the 2014 – 2015 school year, each high school student shall be required to take at least one digital learning course for credit to graduate. (Act 1280 of 2013)

By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core Curriculum and am choosing the Smart Core Curriculum for my child.

Parent/Guardian Signature

Date

School Official Signature Date

Arkansas Department of Education— May 19, 2015

**SMART CORE WAIVER FORM
(GRADUATING CLASS OF 2016 AND AFTER)**

Name of Student: _____
Name of Parent/Guardian: _____
Name of District: _____
Name of School: _____

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 a variety of situations. Smart Core is the foundation for college and career-readiness. All students should supplement additional rigorous coursework within their career focus. Failure to complete the Smart Core Curriculum for graduation may result in negative consequences such as conditional admission to college and ineligibility for some scholarship programs.

Parents or guardians may waive the right for a student to participate in Smart Core and instead to participate in the Core curriculum. By signing this Smart Core Waiver Form, you are waiving your student's right to Smart Core and are placing him or her in the Core Curriculum.

CORE CURRICULUM

English – 4 units

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade or Transitional English 12

Mathematics – 4 units (or 3 units of math and 1 unit of Computer Science*)

- Algebra I (or Algebra A & Algebra B - each may be counted as one unit of the 4-unit requirement)
 - Geometry (or Geometry A & Geometry B - each may be counted as one unit of the 4-unit requirement)
- (All math units must build on the base of algebra and geometry knowledge and skills.)

Science – 3 units (or 2 units with lab experience and 1 unit of Computer Science*)

- Biology - 1 unit (All students must have 1 unit in Biology, IB Biology, ADE Biology, ADE Approved Biology Honors, or Concurrent Credit Biology.)
- Physical Science, Chemistry, or Physics – at least 1 unit
- other ADE approved science

Social Studies – 3 units

- Civics - ½ unit
- World History - 1 unit
- U.S. History - 1 unit
- other social studies – ½ unit

Oral Communications – ½ unit

Physical Education – ½ unit

Health and Safety – ½ unit

Economics – ½ unit (may be counted toward Social Studies or Career Focus)

Fine Arts – ½ unit

Career Focus – 6 units

***Computer Science – (optional)** A flex unit of Computer Science and Mathematics, Essentials of Computer Programming, AP Computer Science, or IB Computer Science may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the computer science courses listed above may replace the 4th math requirement and the 3rd science requirement. If the 4th math requirement and the 3rd science requirement have been met through other coursework, any of the computer science courses listed above may be used for career focus credit.

(Comparable concurrent credit may be substituted where applicable.)

Beginning with the entering 9th grade class of the 2014 – 2015 school year, each high school student shall be required to take at least one digital learning course for credit to graduate. (Act 1280 of 2013)

By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core Curriculum and am choosing to waive the Smart Core curriculum for my child. I understand the potential negative consequences of this action as outlined on this form.

Parent/Guardian Signature

Date

School Official Signature Date

Arkansas Department of Education— May 14, 2015

ACKNOWLEDGEMENT
Of
RECEIPT OF STUDENT HANDBOOK

Student's Full Name

Date

Advisory Teacher

The signature of student listed above and their parent/guardian document that you have received the Paris Middle School Handbook, containing the school's discipline policies.

State law (Arkansas Annotated 6-18-502) requires that this documentation form be signed and returned to the school to be kept on file in the Principal's office.

RETURN THIS PAGE WITH THE APPROPRIATE SIGNATURES TO THE OFFICE OR YOUR ADVISORY TEACHER BEFORE THE END OF YOUR FIRST WEEK OF SCHOOL ATTENDANCE.

Student's Signature

Parent/Guardian Signature

Date

Date