

# NASHVILLE 2023-2024 ELEMENTARY STUDENT HANDBOOK



Nashville Elementary School | 200 Immanuel | Nashville, AR 71852

Phone: 870-845-3262

Fax: 870-845-3026

nes\_scrappers



nes.nashvillesd.com



nashville elementary school



# ***"Once a Scrapper...Always a Scrapper"***

Dear NES Students and Parents:

Welcome back to another exciting school year! The faculty and staff have worked very hard to ensure that this will be your best year yet! Our building theme is **"Hustle and Heart will Set You Apart @ NES"**.

The NES building specific section of this student handbook covers topics that are related to the operation of Nashville Elementary School. Please take some time and familiarize yourself with these rules and procedures.

The district handbook, Section 4, covers policies that have been adopted throughout the Nashville School District for all campuses. It can be found in its entirety at [www.nashvillesd.com](http://www.nashvillesd.com).

Parents, we welcome and encourage your involvement in the NES school community. If there is ever a time that you need to conference with a teacher or an administrator, please feel free to contact us at 870-845-3262. We will make every effort to assist you in doing what is best for the overall success of your child. Please make every attempt to schedule conferences with teachers during their conference periods. When conferencing with an administrator, please call and schedule an appointment in advance so that we may be able to devote all of the time that may be necessary to resolve any issues that may arise.

Again, we look forward to getting to know all of you this school year, and wish you the best. Have a great school year!

Sincerely,

Tyra Hughes,  
Principal

Michael Coffee,  
Assistant Principal

# Nashville Elementary School

## Student Handbook

### Table of Contents

<i>School Calendar 2023-24</i>	4
<i>Campus Safety Notice</i>	5
<i>Part 1 - School Day Procedures</i>	6
<i>Part 2 - Attendance and Makeup Policies</i>	7
<i>Part 3 - Parent/Teacher Conference; Progress Reports; Report Cards; Grading Scale; Honor Roll; Retention; Testing</i>	10
<i>Part 4 - Pupil Services</i>	13
<i>Part 5 - Instructional Programs</i>	17
<i>Part 6 - Conduct and Behavior</i>	19
<i>Part 7 – Miscellaneous</i>	31

Adopted by the Nashville Board of Education. This handbook is published as a part of the curriculum and is a non-public forum under the supervision of the District’s Board of Directors.

This handbook is subject to change pending clarification of certain state laws enacted by the legislature.

NES Handbook Committee: Tyra Hughes - Principal, Michael Coffee - Assistant Principal, Kelli Webb, Krista Trimble, Valery Erby. Student representative is Kimber Jones. Parent Member is Tabitha Jones

**NASHVILLE PUBLIC SCHOOLS  
SCHOOL CALENDAR 2023-24**

July/August	31-11	In-service	
August		14	1 <sup>st</sup> Day of School
September	4	Schools out - Labor Day	
September	15	Progress Reports sent home	
October	13	End of 1 <sup>st</sup> 9 weeks	44 days
October	16	School Out	
October	24	Parent Teacher Conference (3:30-7:00 p.m.)	
November	17	Progress Reports sent home	
November	20-24	Thanksgiving Holidays	
December	22	End of 2 <sup>nd</sup> 9 Weeks	44 days
December	25-05	Christmas Holidays	
January	8	School Resumes	
January	15	School Out	<i>Martin Luther King Day</i>
February	13	Progress Reports sent home	
February	15,16-19	Winter Break	
March	15	End of 3 <sup>rd</sup> 9 weeks	46 days
March	18-22	Spring Break	
March	28	Parent Teacher Conference (3:30-7:00 p.m.)	
April	19	Progress Reports Sent Home	
May	12	Graduation	
May	23	End of 4 <sup>th</sup> 9 weeks	44 days

Student Treat Days are as follows:

- At the end of each nine weeks
- Halloween Parties
- Christmas Parties
- Valentines Parties
- Benchmark Pep Rally
- Mega Party/

Student Days — 178  
Teacher Days – 190

### **Campus Safety Notice:**

Across all four campuses, providing a safe and secure environment for the students, faculty, staff, and visitors is the highest priority for the Nashville School District. In order to support this commitment, we have designed a comprehensive emergency plan that addresses emergency prevention, response, and preparedness related to natural and human-caused disasters. This plan is reviewed often by staff and local emergency response teams and is updated as needed.

Included in this plan are regular safety drills that include practiced procedures in the unlikely event of a fire, tornado, or an active attacker. These drills prepare our staff and students for action and establishes teams, chains of command, and specific steps to take in an emergency situation. We are ready to provide for the safety and security of your children and others if the need arises.

In addition to safety drills, the Nashville School District has the following in place:

- Two full-time school resource officers
- Armed security teams in each building  
These staff members have gone through an extensive selection process conducted by local law enforcement and district administration. Security team members have received extensive training and passed knowledge and ability tests conducted by law enforcement. As long as they carry a weapon on school property, they will continue receiving regular training.
- Cameras
- Security system access for all doors
- Visitor check-in procedures

We want you to feel confident that, when you leave your child in our care, that they will come back home to you safe. It is a privilege for us to take on that responsibility, and we take it very seriously. With that said, we need your help in a few areas:

- Enter and exit the building through the designated main entrance when visiting a campus.
- Sign in the front office upon entering to ensure all visitors are properly identified.
- Make sure the front office has updated address, phone number, and any other pertinent information.

In the event of an emergency situation:

- Listen to local radio stations and check our website at [www.nashvillesd.com](http://www.nashvillesd.com).
- Subscribe to the school's alert system as well as their social media accounts.
- As soon as we can, we will send information to all subscribed to our alert system and social media. Please do not call the school, as it will overextend the phone lines and could disrupt information flow between the school and authorities.
- Students will be released to families as soon as the emergency response team determines it is safe to do so.
- Understand that we have well-practiced plans for events such as these. Our local law enforcement/emergency response teams are focused on ensuring the safety of our students, and we ask that you give them the ability to fulfill their responsibility without distraction. We understand that you will be very concerned; however, cooperating with the response teams in a calm matter will help everything move more smoothly.

## I. SCHOOL DAY PROCEDURES

### A. BELL SCHEDULE

First Bell	7:50 a.m.
Tardy Bell	8:05 a.m.
Fourth Grade Lunch	11:10 a.m.
Fifth Grade Lunch	11:55 a.m.
Sixth Grade Lunch	12:40 p.m.
Dismissal – Buses	3:00 p.m.
Cars, Walkers, Bike Riders	3:05 p.m.

### B. WITHIN THE SCHOOL DAY

1. **TIME TO ARRIVE AT SCHOOL:** School will begin at 7:50 a.m. The building is unlocked at 7:30 a.m. Students that arrive at 7:30 should go to their home rooms. Children who walk to school or are not transported by school transportation should not arrive before 7:30 a.m. This is a safety precaution for the students.
2. **CAR RIDERS:** Students are to exit and enter vehicles on the one-way street on the east side of the building facing North Main Street. Please follow the lanes designated for vehicles such as cars and pickups. The lane nearest the building is reserved for school buses. Students are NOT to be dropped off in the morning or picked up in the afternoon at the back of the building without the permission of the building principal.
3. **MINUTE OF SILENCE/PLEDGE OF ALLEGIANCE:** At the beginning of each school day, we will observe one minute of silence. Students can use this time to pray, reflect, or engage in other quiet activity. The minute of silence will then be followed by the Pledge of Allegiance.
4. **LEAVING SCHOOL DURING THE SCHOOL DAY:** A student may only leave campus if a parent or authorized person comes to the office, requests the student, and signs the student out for part of the day or the remainder of the day.
5. **PERMIT TO LEAVE CLASS:** A student must have permission and obtain a proper pass from his/her teacher to be out of class during class time. A student should not go to the office without permission and a pass from his/her teacher. A student who is called to the office does not need a pass.
6. **CHANGES IN SCHEDULE FOR LEAVING SCHOOL:** Students function best when their day is on a routine. This includes how they get to and from school. Only if an emergency arises should you change your child's method of getting home.

The following procedures need to be followed, if it becomes necessary to change how or where your child is to go after school:

Send a note to the teacher stating what the child is to do at 3:00 p.m., or in an emergency situation, call the school office by 2:00 p.m. concerning any changes.

7. **TELEPHONE:** The office telephone is a business phone. **Children are only permitted to use the phone in the event of an emergency.** Leaving materials at home or making arrangements for after school activities is not

considered an emergency. Please make sure your child knows what he/she is to do after school before leaving home in the mornings.

8. **TIME TO LEAVE SCHOOL:** When the bell rings to dismiss school, students are expected to get their books and other materials and leave the building immediately and not re-enter. Students who do not ride buses must go home immediately and not loiter around school.

3:00 p.m.

Bus Riders and High School Walkers

3:05 p.m.

Car Riders, Bike Riders, and Walkers

9. **VISITS TO THE SCHOOL:** Nashville Elementary School encourages parents/guardians to visit our school. **Visitors must check in at the school office when entering the building.**

10. **PARENTAL INVOLVEMENT/PARENT CENTER:** Nashville Elementary maintains a parent center located in the counseling suite as a resource center for parents. Please come by and visit at your convenience. Once each month, informational flyers are sent home with information related to the school/home connection and the educational achievement of our students. A parent night will be held once each semester. In addition, the Home Access Center is available for information related to the academic progress of your child. The HAC also includes email addresses for each of your child's teachers. It can be accessed at <http://nashvillesd.com> under the "for PARENTS" section. At student registration, parents will be given an access code for their child. Parents are encouraged to use this method of involvement in their child's education. Teachers will send class updates, assignments, etc. to parents via the Remind program. Sign-up information will be sent home at the beginning of the school year. NES also encourages parents to follow building activities via Facebook and Twitter sites. The complete NES Parent Involvement Plan and Policy can be located on our district website under the "District Info – State Required Information" tab.

## II. ATTENDANCE AND MAKEUP POLICIES:

- A. **CONTACTING THE SCHOOL:** The attendance policy for our school requires a parent or guardian to contact the principal's office on or before the first day of a student's absence. Telephone calls or personal contacts are preferred, but written notes or letters are accepted with proper verification if a family does not have a telephone and does not have access to a business or a neighbor's phone. Telephone calls should be made between 8:00 a.m. and 3:00 p.m. Written notes or letters should be brought to the principal's office on the day the student returns to school.
- B. **ATTENDANCE POLICY:** The Nashville School District supports the philosophy that a student's regular attendance at school is essential to their academic, social, and cultural development.

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

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

### **Excused Absences:**

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

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family
3. Observance of recognized holidays observed by the student's faith
4. Attendance at an appointment with a government agency
5. Attendance at a medical appointment
6. Exceptional circumstances with prior approval of the principal
7. Participation in an FFA, FHA, or 4-H sanctioned activity
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
10. 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).
11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.

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

### **Unexcused Absences:**

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with (10) unexcused absences in a course in a semester shall not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has (3) unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone or by regular mail with a return address sent no later than the following school day.



Whenever a student exceeds (8) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

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

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

Days missed due to out-of-school suspension or expulsion shall not be unexcused absences.

No students will be suspended from school due to truancy.

#### **School Absences and Make-Up Procedures:**

Students who miss school due to an excused 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 the missed assignments when asked by a returning student.
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
4. Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one class day to make up their work for each class day they are absent.
6. Make-up work, which is not turned in within the make-up schedule for that assignment shall receive a grade in accordance with the building make-up policy.
7. Students are responsible for turning in their make-up work without the teacher having to ask for it.
8. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
9. As required/permitted by the student's Individual Education Program or 504 Plan.

Work may not be made up for credit for unexcused absences unless the unexcused absences are part of a signed agreement as permitted by policy 4.7 -- ABSENCES. Out-of-school suspensions are unexcused absences.

Work missed while a student is expelled from school may not be made up for credit and students shall receive a zero for missed assignments.

In lieu of the timeline above, assignments for students who are excluded from school by the Arkansas Department of Health during a disease outbreak are to be made up as set forth in Policy 4.57 – IMMUNIZATIONS.

**Tardies:**

One trait of a good student is to be prompt and on time. Therefore, we admonish every student to make every effort not to be tardy. **If a student does not arrive in the classroom by 7:50 a.m., he/she will be counted tardy to class.** Starting at the beginning of each nine weeks, after 3 tardies by a student, a teacher or school administrator will make efforts to contact parents to remind them that starting with the fourth tardy, the student may be assigned to detention hall on each tardy day for the remainder of that particular nine week period. At the beginning of each nine weeks, every student starts with 0 tardies and will not be assigned detention until the 4th tardy day of that nine weeks occurs.

**III. PARENT/TEACHER CONFERENCES; PROGRESS REPORTS; REPORT CARDS; ACADEMIC GRADING SCALE; HONOR ROLL; RETENTION; TESTING**

- A. **PARENT TEACHER CONFERENCES:** Two parent conferences are scheduled during each school year. Dates for the conferences can be found on the school calendar. It is necessary for parents and teachers to cooperate in the education of the children. Teachers are available for parent conferences daily. Please call the school office at 845-3262 to schedule a conference or email them directly.
- B. **PROGRESS REPORTS:** Progress reports will be sent home for each student at the end of the fifth week of each grading period. Dates scheduled for progress reports to go home are on the district calendar.
- C. **REPORT CARDS:** Report cards will be sent out at the end of each nine week period. The dates for report cards can be found on the district calendar.
- D. **ACADEMIC GRADING SCALE:** Parents or guardians shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation which may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue grades for each nine-week grading period to keep parents/guardians informed of their student's progress.

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

The grades of a child in foster care shall not be lowered due to an absence from school due to:

1. A change in the child's school enrollment
2. The child's attendance at a dependency-neglect court proceeding;
3. The child's attendance at court-ordered counseling or treatment.

The grading scale for all schools in the district shall be as follows.

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69 - 60

F = 59 and below

- E. **HONOR ROLL:** Students making A's and B's will be on the Honor Roll. Students making all A's will be recognized separately on the All A Honor Roll. There will be an assembly at the end of the school year to recognize student performance.

F. **STUDENT PROMOTION AND RETENTION**

A disservice is done to students through social promotion and is prohibited by state law. The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of the student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 years or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

Any grades, course credits and/or promotion 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 promotion from other accredited Arkansas public educational entities.

Promotion or retention of grades of students, or their required retaking of a course shall be primarily based on the following criteria. If there is any 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:

- a) The building principal or designee
- b) The Student's teacher
- c) School counselor
- d) A 504/special education representative( if applicable); and
- e) 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's placement or receipt of course credit, the final decision shall rest with the principal or the principal's designee.

Regardless of the student having earned passing grades, a student who falls under one of the following categories shall be considered for retention or shall not receive credit for the course associated with the assessment.

The student:

- Does not take the state mandated assessment for the student's grade level or course within the time frame specified by the State.

- Takes the state mandated assessment but does not put forth a good faith effort on the assessment administrators/proctor.

The Superintendent or designee may waive this provision when the student's failure was due to exceptional or extraordinary circumstances.

Students who do not score proficient or above on their grade level shall be required to participate in an Academic Improvement Plan (AIP). Each AIP shall be developed by the school personnel and the student's parents and shall be designed to assist the student in attending the expected achievement level. The AIP shall also state the parent's role as well as the consequences for the student's failure to participate in the plan, which shall include the student's retention in their present grade. All students must successfully pass all end-of-course (EOC) assessments they are required to take unless exempted by the student's individualized education program (IEP). To receive academic credit on his/her transcript in a course requiring a student to take an EOC assessment, the student must either receive a passing score on the initial assessment or successfully participate the remediation program identified in his/her Individualized Academic Improvement Plan (IAIO), which shall focus on the areas in which the student failed to meet the necessary passing score. Additionally, the lack of credit could jeopardize the student's grade promotion or classification.

To the extent required by the State Board of Education, students in grade (11) and below who do not meet the required score on a college and career readiness measurement shall participate in the remediation activities prescribed in his/her AIP which may include additional opportunities to retake the measurement. Such remediation shall not require the student to pass a subsequent college and career readiness measurement in order to graduate from high school.

Promotion / retention or graduation of a student with an IEP shall be based on their successful attainment of the goals set forth in their IEP.

In addition to the possibility of retention or withholding of course credit, students who either refuse to sit for a State assessment or attempt to boycott a State assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school dates the assessments are originally administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity, including school dances, prom, homecoming, senior events, and may be prevented from walking or participating in graduation exercises. The student shall remain ineligible to participate until the student takes the same or a following State mandated assessment, as applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. The Superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

- G. **TESTING:** Students at Nashville Elementary School will take standardized achievement tests as required by the Arkansas Department of Education. These tests will identify students as Needs Improvement, Close, Ready, and Exceeding. Students not meeting the Ready level on the previous spring's test shall participate in an academic improvement plan that includes remediation in the area(s) that the student scored Needs Improvement or Close on the test. NES will notify parents of their role and responsibility and the consequences for the failure of the student to participate in his/her plan. Students that do not successfully participate in the program shall be retained at their current grade level in accordance with the state law and rules established by the Arkansas Department of Education. Information on the purposes and results of these tests will go home with the student prior to and upon completion of the test. The mandated testing is

of importance in planning your child's academic future. We strongly encourage parents to not schedule appointments during this time.

**Testing Windows for 2023-24, as set by the Arkansas Department of Education will be posted on the school website when they become available.**

#### IV. PUPIL SERVICES

- A. **CAFETERIA:** The school has a breakfast and lunch program. Children are not allowed to leave the campus for lunch unless there is a special need or circumstance that has been approved by the building principal. The national breakfast and lunch program allows for free and reduced price meals. Applications for free and reduced priced meals are sent home at the beginning of the school year and are also available to anyone at any time at the school office.

Prices for 2023-24 are as follows:

Students are provided breakfast for free by the school district. They will be provided lunch free by the District under Provision II.

Breakfast will be served to all students wishing to eat from 7:30 a.m. until 7:50 a.m. in the classroom. No child will be served breakfast after the 8:05 bell rings each morning. Students with special dietary needs should provide a doctor's statement to the cafeteria each year. A form may be obtained from the school cafeteria to be completed by a physician. Students who bring their own lunch should use non-breakable containers. No glass containers are allowed in the cafeteria. Students are required to eat in the cafeteria.

- B. **LOST AND FOUND:** Students who have lost an article should report it to the office and check the lost and found storage closet. If a student finds an article on the school grounds, it should be brought to the principal's office for placing in the lost and found closet. The school is not responsible for any item left by a student after school hours. **Students are encouraged to leave valuable articles at home and to have all personal items labeled for identification.**
- C. **ILLNESS AND INJURY:** In the case of illness or injury at school, the school nurse or a member of the staff will care for the child temporarily. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be notified. Parents are required to keep current any medical alert information (allergies, existing conditions, etc.), work phone number(s), two (2) emergency phone numbers and names of others to be contacted, the name of the student's physical as well as the correct mailing address, and the correct 911 address of the student. This information must be updated during the school year if changes occur in the information on file with the school. If a parent cannot be reached, the child will be taken to the emergency room at the hospital.
- D. **COMMUNICABLE DISEASE:** Please keep your child at home if he/she has any of the following symptoms: **elevated temperature (over 100F) will be sent home, nausea or vomiting, diarrhea, excessive sore throat or coughing. A student should be free of fever for 24 hours without medication before returning to school.** In cases of head lice, scabies, impetigo, and other communicable diseases, we will follow district policies. Health services include but are not limited to the following: obtaining health history, nursing assessment of students, nurse-parent-teacher conferences when necessary, screening for growth and development, vision, hearing, scoliosis, head and scalp, blood pressure, health education topics through the classroom, health counseling, coordination and implementation of community resources, and referrals and record keeping.

E. **MEDICAL APPOINTMENTS:** Please try to arrange doctor or dentist appointments after school hours. However, sometimes these appointments can only be made during the school day. If so, please come to the school office upon your arrival at school, the secretary will call the student to the office, and you will be asked to sign your child out. It is helpful to send a note to the teacher that morning telling him/her about the appointment.

F. **PROCEDURES FOR MEDICINE AT SCHOOL:** It is the policy of the Nashville School Board that no drug or medicinal preparation, except for medicines used in first aid will be administered to students on any school premises by school personnel unless the student requires the medication in order to attend school. Act 1694 of 2005 requires school districts to allow students to carry and use prescription asthma inhalers and auto-injectable epinephrine while in school, at on-site school sponsored activities and at off-site school sponsored activities. Instructions as stated in the following policy are to be followed for all medications used or given at school:

1. The Medication Administration Release Form must be completed, signed, and turned in accompanied by a written doctor's order for ALL medication to be given at school.
2. The medication must be brought by the parent/guardian.
3. Only one (1) dose per day of any regularly scheduled medication may be given at school unless the medication is ordered for hyperactivity.
4. If a regularly scheduled medication (other than one for hyperactivity or an asthma inhaler) is to be given only once, twice, or three times per day, it will not be given at school unless a written doctor's order is received stating it must be given during school hours.
5. Prescription drugs must be in the original container with a pharmacist's label giving the date ordered, expiration date, child's name, medication name, dosage, and time to be given.
6. If it is a non-prescription drug, it must be in its original container with a label attached giving the child's name, name of medication, amount to be given and time to be given. It must be accompanied by a doctor's order.
7. Specific guidelines are in place to allow students with the proper authorization to carry and administer their own asthma inhaler and/or auto-injectable epinephrine. See the school nurse for details on the process to enable your student to carry and administer his/her asthma inhaler or auto-injectable epinephrine.

Students carry and use an asthma inhaler or auto-injectable epinephrine, or both, while in school, at an on-site school-sponsored activity, or at an off-site school-sponsored activity.

The parent or guardian of a student who needs to carry an asthma inhaler or auto-injectable epinephrine, or both, shall provide the school with written authorization for the student to carry an asthma inhaler or auto-injectable epinephrine, or both, on his or her person for use while in school, at an on-site school-sponsored activity, or at an off-site school-sponsored activity; and the authorization shall be valid only for the duration of the school year at the school that the student is attending at the time the authorization is provided. The authorization must be renewed for each school year or if the student changes schools in order for the student to carry an asthma inhaler or auto-injectable epinephrine, or both, on his or her person.

The parent or guardian of a student who needs to carry an asthma inhaler or auto-injectable epinephrine, or both, shall provide the school with appropriate medical documentation, which shall include:

1. Evidence that the asthma inhaler or auto-injectable epinephrine, or both, have been prescribed by a healthcare practitioner.
2. Evidence that the student needs to carry the asthma inhaler or auto-injectable epinephrine, or both, on his or her person due to a medical condition.
3. A student's asthma inhaler or auto-injectable epinephrine, or both, shall be supplied by the student's parent or guardian and shall be stored and transported in its original prescription-labeled container. A student is prohibited from sharing, transferring, or in any way diverting his or her own medications to any other person. A school district, school district employee, or agent of a school district is not liable for injury to a student caused by his or her use of a prescription inhaler or self-administration of medication.

**PLEASE NOTE: A PHARMACY LABEL IS NOT LEGALLY CONSIDERED TO BE A DOCTOR'S ORDER. ALL MEDICATION GIVEN OR TAKEN AT SCHOOL REQUIRE A WRITTEN DOCTOR'S ORDER BE SUBMITTED TO THE SCHOOL WHEN ANY MEDICATION IS STARTED.**

**Parent responsibility:** It shall be the parents' responsibility to report to the school in writing any allergies their child may have to any medications, including topical ointments, orals, inhalants, or injections; and it shall be the parents' responsibility to report to the school any physical or mental condition of their child which could affect his/her safety and care while at school, of any medications the child is taking even if the medication is not given at school so that in case of an emergency or sudden illness, the child may be cared for in the safest manner possible taking into consideration any current medications and physical or mental conditions. Latex allergy should be reported as latex gloves are routinely used in first aid.

#### **1. Medication Administration Policy**

It is the policy of the Nashville School Board that no drug or medicinal preparation except for medicines used in first aid will be administered to students on any school premises by school personnel unless the student requires the medication in order to attend school, and unless instructions as stated in the following policy are followed.

The following are the only situations under which medications will be given at school:

- A. The Medication Administration Release Form must be completed, signed and turned in for any prescription or non-prescription medications to be given at school.
- B. The medication must be brought by the parent/guardian unless other arrangements have been made with the school nurse.
- C. If it is a prescription drug, it must be in its original container with a pharmacist's label giving the date ordered, date the drug expires, name of child, name of medication, doctor's name and dosage schedule and amount to be given. The pharmacist's label on the prescription bottle may serve as the physician's order.
- D. If it is a non-prescription drug, it must be in its original container labeled with the name of the child.

## 1. **CBD Policy**

Cannabidiol (CBD) is a compound found in the Cannabis plant. Examples of products sold that contain CBD are rare, but are not limited to oil, pills/capsules, electronic cigarette pods, and gummy bears. Although CBD products with less than 0.3% THC can be legally purchased in Arkansas, with so much still unknown about these products, it is the decision of the Nashville School District to prohibit all CBD products from school campuses and activities with the following exception:

- A. If a student has a prescription from his/her doctor stating dosage times and amounts, then he/she may use FDA approved CBD at school. Under this circumstance, the parent or guardian of the student may meet with the school nurse, provide a copy of the prescription, and provide medication to be kept at school to be administered by the nurse.
- B. The school nurse reserves the right to opt out of administering CBD/OTC medications.

## G. **HEAD LICE POLICY**

Students that present with head lice will require immediate treatment. Head lice is not indicative of poor hygiene, but spreads quickly from person to person. When a student returns to school after treatment, the student must be checked by the nurse and bring proof of treatment (box top, empty bottle, etc.) If a parent discovers their child has head lice, they need to inform the school nurse so other students may also be observed and checked.

H. **CHILD ABUSE AND NEGLECT:** Child abuse and/or neglect are a crime. The Nashville School District is under the jurisdiction of Arkansas State Law 42-808, which requires ALL school personnel to report suspected child abuse and neglect. **“Child”** means any person under the age of eighteen. **“Abuse”** means any non-accidental physical injury, mental injury, sexual abuse, or sexual exploitation inflicted on a child by anyone legally responsible for the care and maintenance of the child, or an injury that is at variance with the history given. The term encompasses both acts of omission and commission.

**“Neglect”** means a failure to provide, by those legally responsible for the care and maintenance of the child, the proper or necessary support; education, as required by law, medical, surgical, or any other care necessary for his/her well-being; or any maltreatment of the child. The term includes both acts and omissions.

Child abuse and neglect shall be reported to the school nurse or counselor within 24 hours based upon suspicion. The receiver of the report must act and give feedback to the reporting person within 48 hours.

- I. **SCHOOL INSURANCE:** Insurance may be purchased through the school office during the first two weeks of school.
- J. **STUDENT TRANSPORTATION:** The district provides bus service for students. **Riding the bus is a privilege that may be revoked if bus rules are not followed.** Students who misbehave on the bus create a safety hazard for all children on the bus. **Act 1744 of 2001 requires all students to be seated at all times while the school bus is moving.**

The purpose of the transportation department of the Nashville Public Schools is to provide the safest, most efficient transportation possible for those students who are to be transported between their homes and school. This process is the responsibility of the entire community and requires the cooperation of all students, parents, school personnel, and citizens who drive on the streets in the presence of the school buses. Video cameras have



been installed on the buses. By monitoring student behavior on the cameras, the bus drivers can provide a safe trip to and from school.

**Rules of Behavior and Consequences for students who ride the buses can be found in Part B, Section VI of this handbook.**

K. **EXTRACURRICULAR ACTIVITIES:** The Nashville Board of Education recognizes that extracurricular activities supplement the regular instructional program and afford opportunities for social exchange, enrichment of individual personal resources and wholesome competition.

No student shall on the basis of race, sex, religion, or national origin be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity sponsored by this school district.

All non-instructional and/or extracurricular activities are to be held outside, before, or after a six (6) hour instructional day.

L. **COMPUTER LAB:** Students will have additional educational opportunities in the computer labs. Students will receive computerized activities in Reading, Math, Language Arts, Science and Social Studies. Because of the delicateness of the computers, special care must be taken with them. No drinks of any kind, gum, or candy will be taken into the computer lab. No magnets or other devices that will interfere with the electronic frequency will be taken into the lab. **Act 36 of 1987 enacted by the Arkansas General Assembly entitles school districts to recover damages in an amount not in excess of five thousand dollars (\$5,000) in court of competent jurisdiction from the parents of any minor under the age of eighteen (18) living with parents.**

M. **GUIDANCE SERVICES:** Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, study habits, social and home concerns, or any question the student may feel he/she would like to discuss with the counselor.

N. **HOMEROOM:** Each student is assigned to a homeroom. The student may or may not have several teachers during the day, but the homeroom teacher is the student's closest advisor and counselor in school matters.

O. **TEXTBOOKS AND LIBRARY BOOKS:** Students will be assessed fines for damaged or abused textbook or library books. Library books must be paid for as soon as possible and not later than the end of the school year.

## V. INSTRUCTIONAL PROGRAMS

Excellence in education is only achieved through cooperative efforts of teacher-pupil interaction. Highly qualified and devoted staff plans well, disciplines well, and exhibits great concern in guiding students through the learning years. The school emphasizes the importance of cooperation between the school and the parents to foster a great learning experience for your child.

A. **SPECIAL EDUCATION PROGRAMS:** Special Education programs are available for children in need of the services provided by this program. You may call the principal's office for information.

B. **SPEECH THERAPY/OCCUPATIONAL THERAPY/PHYSICAL THERAPY/SCHOOL-BASED MENTAL HEALTH COUNSELING:** Speech therapy, occupational therapy, physical therapy and school-based mental health counseling are available for any child in need of this service. You may call the school office for more information.

C. **TITLE I:** The Nashville School District will comply with the regulations as set forth by the Federal Regulations Governing Parental Involvement in the Title I program. Nashville Elementary School is a school-wide Title I school. Each student's parent/guardian will be required to fill out and sign a Parent Contract at registration each year.

D. **TALENTED AND GIFTED (TAG) FOR GRADES 4-5, and Honors Courses for 6<sup>th</sup> Graders:** A talented and gifted program is in place for students who qualify. The following criteria are utilized for placement in the program.

**Nomination:** Made in the spring by parents, students, teachers, and administrators

**Selection:** Made by using ID numbers. Based upon state mandated test scores, grades, creativity test, ability test, parent rating. Selection made by committee of administrators, teachers, counselors, and TAG coordinator;

**Programming:** Differentiated instruction will be provided to TAG identified students through advanced math, language arts, and enrichment activities;

**New Students:** If a student has been placed in the TAG program of another school, the parent should notify the TAG coordinator immediately upon registration in the school for placement in the NES Gifted and Talented Program;

E. **BAND:** Band is available as a course option for sixth grade students. Selection of the band instruments is under the direction of the band director(s). Students participating in the band program will be transported to and from the high school campus daily. Students will eat breakfast in their home room. At 7:50 students will line up in the hallway by the main office to ride the bus over to the dome/band hall. A bus will transport all students back to elementary after band each day.

F. **COMPUTER PROGRAMS:** Nashville Elementary students have the opportunity to use a variety of technologies at school, including computers and the Internet. In order for students to have access to this technology, parents will be required to sign a Computer Use Technology form at registration.

It is all staff members' responsibility to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response.

Access to computers for your child will enable him/her to access computer programs for instruction such as IXL, MI-Write, Typing Club, the Internet, and various support programs for adopted textbooks. Students who use any technology in an inappropriate manner and/or not as directed by the school are in violation of school policy and will be subject to penalties outlined in the agreement.

G. **HAC WEBSITE:** Parents will receive a web address and login information in which they may access their child's assignments, course progress, and other information. At this same site, parents and teachers may exchange email regarding the student. The site is updated weekly.

H. **HOMEWORK POLICY:** The district recognizes the importance of developing good study habits and responsibility for assignments. At the same time, it also recognizes the importance of learning acquired by young people outside of school, through reading, extracurricular activities, play and the need of youngsters for free time to engage in these activities.

During the first month of school, the teacher will inform the parents of his/her students of the homework procedures and requirements to be used in that class. Assignments will consist of learning activities related to the school program and will be appropriate to the age and ability of the students. Homework properly designed, carefully planned and geared to the development of the individual student will be assigned. Any homework assignments made should be clearly understood by the student so that they can be accomplished after instruction has been given at school. When students do independent work of that type outside the school, the teacher will see that the results are promptly checked and returned to the student. All assignments will be of sound educational purposes and directly relate to the student learning expectations as required by the Arkansas Department of Education.

**I. FIELD TRIPS:** Field trips are planned to enrich learning experiences. As your child enters school each year, we ask that you sign permission for him/her to go on local field trips. Parents will be given advance notice when students are scheduled to go on a field trip outside the Nashville area. When parents are asked to assist with field trips, they are responsible for helping with students in the class.

**J. GRIEVANCE PROCEDURES:** If a parent or guardian has a concern involving a teacher and their child, the following steps should be taken:

1. Schedule a conference with the teacher to discuss the matter. The teacher who receives a request for a conference with a parent may request that the conference include the principal.  
If the concern is not resolved with the teacher, the parent may contact the principal and file a written grievance.
2. If the principal is unable to resolve the difficulty, the parent may contact the superintendent.
3. If the superintendent is unable to resolve the difficulty, the parent will be invited to refer the complaint to the Board.
4. "House Bill 1464 (Act 684) allows a parent or legal guardian having concerns regarding curriculum and/or instructional materials has the right to request to inspect those items. If concerns persist, an opportunity will be provided to express them to the principal, district superintendent, and/or district board of directors. One or more of these district officials will make the final determination of the appropriateness based on if what is in question is misleading, factually inaccurate, or otherwise inappropriate for the intended educational use."

## **VI. CONDUCT/BEHAVIOR RULES/DISCIPLINE**

Students are expected to follow the rules and regulations in order to assure a positive and productive atmosphere for achievement. The school recognizes the need for firmness and consistency in dealing with problems calling for disciplinary action. Discipline will be fair with the ultimate goal to provide students with the opportunity to learn and teachers the opportunity to teach without disruptions. Please understand if a circumstance happens to not already be listed, or an unusual situation occurs, the school administrators will make a decision that is fair and firm.

For all student conduct infractions, the administrator may choose from the following range of possible consequences at his/her discretions:

- Verbal Warning
- Student Conference
- Detention Hall
- Corporal Punishment
- ISS
- Home Suspension (OSS)
- Assignment to GENESIS (ALE) School

- Recommendation for Expulsion

A. **SCHOOL AUTHORITY OVER STUDENTS:** Students are under the jurisdiction of Nashville Elementary School on school grounds at any time, off school grounds at a school activity, function or event. Any student who does not remain on campus or with the school group at a school activity, function, or event will be subject to disciplinary action. Students are expected to possess school spirit. School spirit means loyalty to all functions of the school. Loyal students support their school and do their utmost to keep their scholastic and activity standards at the highest possible level. School Spirit has the following characteristics: COURTESY toward teachers, administrators, fellow students, and officials of all school activities, PRIDE in everything our school endeavors to accomplish and has accomplished, SPORTSMANSHIP which is the ability to win or lose gracefully, and RESPONSIBILITY which is the ability to accept responsibility for one's actions especially in regard to taking care and respecting the school building, grounds, books, and furnishings.

"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.

## ANTI-BULLYING

"Bullying" means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

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

Examples of "Bullying" include, but are not limited to, a pattern of behavior involving one or more of the following:

1. Cyberbullying;
2. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
3. Pointed questions intended to embarrass or humiliate,
4. Mocking, taunting or belittling,
5. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
6. Demeaning humor relating to a student's actual or perceived attributes,
7. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
8. Blocking access to school property or facilities,
9. Deliberate physical contact or injury to person or property,
10. Stealing or hiding books or belongings,
11. Threats of harm to student(s), possessions, or others,
12. Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
13. Teasing or name-calling related to sexual characteristics or 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 or transgender (Examples: "Slut", "You are so gay.", "Fag", "Queer").

"Cyberbullying" means any form of communication by electronic act that is sent with the purpose to:

- o Harass, intimidate, humiliate, ridicule, defame, or threaten a student, school employee, or person with whom the other student or school employee is associated; or
- o Incite violence towards a student, school employee, or person with whom the other student or school employee is associated.

Cyberbullying of School Employees includes, but is not limited to:

- a. Building a fake profile or website of the employee;
- b. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
- c. Posting an original or edited image of the school employee on the Internet;
- d. Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee;
- e. Making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
- f. Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;
- g. Signing up a school employee for a pornographic Internet site; or
- h. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

Cyberbullying is prohibited whether or not the cyberbullying originated on school property or with school equipment, if the cyberbullying results in the substantial disruption of the orderly operation of the school or educational environment or 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.

"Substantial disruption" means without limitation that any one or more of the following occur as a result of the bullying:

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school

sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

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

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

A building principal, or designee, who receives a credible report or complaint of bullying shall:

1. As soon as reasonably practicable, but by no later than the end of the school day following the receipt of the credible report of bullying:
  - a. Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that their student is the victim in a credible report of bullying; and
  - b. Prepare a written report of the alleged incident of bullying;
2. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than the fifth (5<sup>th</sup>) school day following the completion of the written report.
3. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim in a credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counseling and other intervention services.
4. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of the student, or person acting in loco parentis of the student who is alleged to have been the perpetrator of the incident of bullying:
  - a. That a credible report or complaint of bullying against their student exists;
  - b. Whether the investigation found the credible report or complaint of bullying to be true;
  - c. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and
  - d. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;
5. Make a written record of the investigation, which shall include:
  - a. A detailed description of the alleged incident of bullying, including without limitation a detailed summary of the statements from all material witnesses to the alleged incident of bullying;
  - b. Any action taken as a result of the investigation; and
6. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred. In addition to any disciplinary actions, the District shall take appropriate steps to remedy the effects resulting from bullying.

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, legal guardians, persons having lawful control of a student, persons standing in loco parentis, students, school volunteers, and employees shall be given copies of the notice annually.

The superintendent shall make a report annually to the Board of Directors on student discipline data, which shall include, without limitation, the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying.

Copies of this policy shall be available upon request.

Bullying will not be tolerated on school property, at school-sponsored events, at the bus stop, or on the school bus. Any student who engages in bullying will be subject to disciplinary action which will be a minimum of a parent conference and a maximum of an expulsion.

### **The following are general rules for Nashville Elementary**

- 1. Students are to show respect to all adults (teachers, cafeteria workers, custodians, secretaries, visitors, substitute teachers, and other school employees).** A student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person. Any gestures, vulgar, abusive or insulting language, taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden.
- 2. Students should comply with any reasonable request, directions or commands of teachers, student teachers, substitute teachers, principals, and teacher aides.** Students are considered to be insubordinate when they refuse to obey any reasonable instruction of school personnel or any rule and regulation of the school.
- 3. Always do your best**
- 4. Students are expected to bring proper materials (paper, pencils, books, etc.) to class.**
- 5. Students are expected to show respect to other students at all times.** Improper comments, inappropriate physical contact, or immoral gestures will not be tolerated. Students found guilty of any action that can be considered sexual harassment will be punished accordingly.
- 6. A student should not threaten or commit assault and/or battery upon a member of the faculty or staff of Nashville Elementary while that person is performing his or her normal job duties.** All threats will be taken seriously. Disciplinary action will be taken and the student may be charged with a Class D felony.
- 7. A student shall not steal or attempt to steal property belonging to another student, the school, or public or private property under the jurisdiction of the school.** Any student stealing from others or from the school, regardless of the disciplinary actions, will be made to pay restitution.
- 8. A student should not use profanity.** Profanity and rude abusive language directed at others is considered abuse and is strictly forbidden. This behavior will result in disciplinary action.
- 9. Cigarettes, cigarette lighters, or any tobacco substance, and any Vapor mechanisms with its smoking products are not to be brought to school, to the bus stop, or on a school bus.** Any usage of tobacco products on any school property is prohibited by law. Violations will result in a minimum punishment of three days out

of school suspension and a maximum punishment of expulsion. Items will be forfeited and will not be returned to the student.

10. Cannabidiol (CBD) is a compound found in the Cannabis plant. Examples of products sold that contain CBD are, but are not limited to oil, pills/capsules, electronic cigarette pods, and gummy bears. Although CBD products with less than .3% THC can be legally purchased in Arkansas, with so much still unknown about these products, it is the decision of Nashville School District to prohibit all CBD products from school campuses and activities with the following exception:

- If a student has a prescription from his/her doctor stating dosage times and amounts, then he/she may use CBD at school. Under this circumstance, the parent or guardian of the student may meet with the school Nurse, provide a copy of the prescription, and provide medication to be kept at school to be administered by the Nurse.
- The school nurse reserves the right to opt out of administering CBD/OTC medications.

Any student found to be in possession of CBD products at school outside of the above circumstance may receive the following punishment:

- First Offense: 3 Days OSS
- Second Offense: 5 Days OSS
- Third Offense: 5 Days OSS

If a student is found to possess CBD products with greater than .3% THC, he/she may be referred to ALE per District Drug and Alcohol Policy

11. **No gum at school unless prescribed by an orthodontist or dentist.** Classroom teachers according to their classroom rules can address this.
12. **No matches or fireworks at school.** All hazardous substances and/or materials are prohibited on this campus.
13. **No inappropriate gestures at school.**
14. **Students are not allowed to use, have in their possession or be under the influence of any alcoholic beverage or any unprescribed drug.** No student will have in their possession, use or be in the act of using, selling, or in any manner distributing what would be, or appear to be, drugs at any school, school grounds, school buses, athletic events, and/or other school sponsored events. This would include (but not limited to) alcohol, marijuana, stimulants, depressants, hallucinogens, opiates, and/or other substances considered harmful and not being taken for a medical reason as prescribed by a proper physician. Upon violation of this policy, immediate notification to proper law enforcement agencies will take place. Possession of alcoholic beverages or unprescribed drugs will result in a minimum 10 day suspension.
15. **Student solicitation of any kind is not permitted at school.** Students are not to buy or sell from other students while at school, at the bus stop, or on the school bus.
16. **No cheating.**
17. **No gambling or betting.**



- 18. The use of cell phones and other electronic communication devices are not allowed.** Students in grades 4, 5, and 6 are forbidden to use cell phones, Smartwatches, any paging device, beeper or similar electronic communication device at school. Minimum and maximum consequences are spelled out by policy adopted by the school board.
- 19. Students are also forbidden to use cameras, MP3 players, iPods, or any other portable music device.** Such devices should not be at school. A student who violates this policy will be assigned to ISS for one day. Parents/guardians of the student will be required to pick up the device from the school office. The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing technology equipment.
- 20. No False Alarms.** Act 567 of 2001 makes the act of communicating a false alarm to an educational institution unlawful.
- 21. Order is expected during any assembly or award program.** Students will be corrected during assemblies if the need arises.
- 22. Students are expected to leave all rooms in which they have classes in an orderly manner.**
- 23. No fighting.** In cases of fighting, both students are subject to punishment. The following are consequences for fighting:
- 1<sup>st</sup> fight/pelea - 3 days ISS
  - 2<sup>nd</sup> fight/lucha - 3 days out of school suspension
  - 3<sup>rd</sup> fight/lucha - 5 days out of school suspension
  - 4<sup>th</sup> fight/lucha - Referral to superintendent and school board for expulsion
- 24. No Gangs and gang activity.** Gangs, secret societies, or other settings, are prohibited on the school grounds and campus and at any school sponsored activity. Gang related activity, whether genuine or a pretense that is identified by school officials will result in a penalty. A recommendation for expulsion for the remainder of the semester, the remainder of the school year, for one calendar year, or permanently. Students who are arrested for gang-related offenses, regardless of where the offense may have occurred, may be expelled for the remainder of the semester, for the remainder of the school year, for one calendar year, or permanently depending upon the circumstances of the arrest. Gang-related activities include but are not limited to such activities as wearing apparel associated with gangs, displaying gang insignia, "throwing signs" or other gestures or language (however expressed) associated with gangs, intimidation and threats.
- 25. Classroom Conduct.** Students will follow the rules and procedures that are taught by each teacher. The consequences for not following the classroom rules will be outlined in the teacher's rules and procedures.
- 26. The teacher's lounge and the teacher 's workroom are off limits for students.** Students should not go into the workroom or lounge at any time without being accompanied by a teacher or other staff member.
- 27. Student Dress and Grooming.** School is a child 's place of business, and students who are dressed appropriately do a better job. Clothing will be worn as designed. (No backwards or inside out.) Students are to be groomed so that their appearance does not cause a disruption in the educational process.

Students who wear the following may be sent home to change:

1. Short tops
2. Tank tops
3. See-through tops
4. Tops with low necklines
5. Pajamas
6. Shirts with unacceptable slogans and pictures:
  - a. Those promoting drugs
  - b. Those promoting alcohol
  - c. Those promoting marijuana
  - d. Those promoting guns or violence
  - e. Those containing obscene language
  - f. Those displaying indecent pictures.
  - g. Those made of materials that have the potential to disrupt the educational process.
7. Shorts, skirts, skorts, and dress length should be appropriate for a school setting and should not cause a disruption in the educational process. (Length should be mid-thigh).
8. No wearing, possession, using and/or displaying clothing (including bandanas), emblems, symbols or signs or other items commonly associated with membership in or affiliation with a gang.
9. No caps or other items covering the head will be allowed in the building, unless approved by the principal or his designee.
10. No skate shoes.
11. No sagging.
12. No body piercings except for ears.

**The following items are NOT to be brought to Nashville Elementary School**

- I. Baseball bats and any type of hard balls (tennis balls and soft balls are acceptable.)
- J. No skateboard or skate shoes.
- K. No chemical spray.
- L. No cigarette lighter, cigarette, or any other tobacco products, including vapes.
- M. No fireworks.
- N. No toys.
- O. No sunflower seeds.
- P. No hand-held laser pointer. No student may possess a hand-held laser on school campus, on the bus, or at the bus stop. Any hand held laser will be seized by school personnel and returned only to the parent/guardian.
- Q. No sunglasses with the exception of lenses that automatically darken in sunlight or as prescribed by optometrist.
- R. No shirts worn at school are to be autograph shirts; students may not engage in signing other student's shirts at school.
- S. No weapons. A student shall not possess, handle or transmit a knife, razor, ice pick, explosive, pistol, rifle, shotgun, pellet gun, or any other object that might be considered a dangerous instrument or any contraband. Possession of a handgun upon the property of a public school or in or upon any school bus shall result in an expulsion of not less than one year and shall be a Class D felony.
- T. Any items brought to school that causes a disruption to the school environment are not allowed. Items brought are to be used for intentional purposes only. For example: Beyblades are a disruption. Bracelets or hair ties that represent rude or crude acts are not allowed. Discretion of items brought to school will be up to the administration at NES.

**The following are Hallway Rules for Nashville Elementary School:**

1. Follow directions.
2. Walk at all times.
3. Walk on the right side of the hall.
4. Keep hands, feet, and all objects to self.
5. Pushing, loud talk, or boisterous acts are not considered good conduct in the halls.

**The following are Cafeteria Rules for Nashville Elementary School:**

1. Keep hands and feet to yourself.
2. No running or pushing.
3. Talk quietly to those beside you.
4. No throwing food.
5. Wait to be dismissed and push in your chair before leaving for recess.
6. Be sure to clear your trash from the table.
7. Stay in a single line when returning your tray. .
8. Sit in your assigned seat or at your assigned table.

Failure to follow rules will result in disciplinary action.

**The following are Playground Rules for Nashville Elementary School:**

Students should be careful not to play in such a way during recess that they would cause injury to themselves or others.

**The following will NOT be allowed:**

1. Tackle football
2. Throwing objects (rocks, pine cones, sticks, etc.)
3. Fighting; play-fighting; students that are pushing, hitting, throwing each other on the ground and playing very rough will be disciplined the same as for fighting. In case of a fight, both students are subject to punishment.
4. Playing trip and fall
5. Karate moves
6. Gymnastics - no forward or backward flips, handstands, tumbling, or handsprings
7. Students must stay within the playground boundaries and in sight of duty teachers. No playing in the shrubs, climbing on trees, or near the street or drive.
8. Benches are for sitting on, not to be jumped over or stood upon.
9. At no time should a football or basketball be thrown directly at another person, but passing a football or basketball to a receiver is permissible. There is a difference.
10. Swings - One person per swing, NO MORE. Do not stand in the pathway of the swings (front or back). No bailing or jumping out of the swings while they are in motion. Get in or out of the swings while they are still. Swings must be shared and turns must be taken.
11. When the bell rings to signal the end of recess, students are to stop their activities, and walk to their lines IMMEDIATELY.
12. The behavior displayed by the students on the school ground is extremely important. Students should cooperate in trying to improve the appearance of the campus itself.

**The Following are the Bus Rules for Nashville Elementary School:**

The district provides bus service for students. Riding the bus is a privilege that may be revoked if certain rules are not followed. Children who misbehave create a safety hazard for all children on the bus. Act 1744 of 2001 requires students to be seated while the school bus is moving.

The purpose of the Transportation Department of the Nashville Public Schools is to provide the safest, most efficient transportation possible for those students who are to be transported between their homes and schools. This process is the responsibility of the entire community and requires the cooperation of all students, parents, school personnel and citizens who drive on the streets in the presence of the school buses. Video cameras have been installed on buses. By monitoring student behavior on the camera, the bus driver can provide a safe trip to and from school.

Bus rules must be followed if we are to provide safe, efficient transportation for the students in the Nashville School District.

**Bus Procedures:**

1. Be at the bus stop before the bus is scheduled to arrive.
2. Wait on the proper side of the road even if you must cross the street or road to enter the bus.
3. Before crossing a street to enter the bus, wait until the bus has come to a complete stop and the driver has given you directions.
4. Never push or shove while standing in line or loading.
5. Respect the property rights of others while waiting for the bus. Don't litter or make unnecessary noise. Don't gather under carports, on porches, or on lawns without permission.
6. Stand back at least 10 feet from the bus stop and do not approach the bus until it has come to a complete stop.

**Entering and Leaving the Bus:**

1. Enter and leave the bus quickly and in an orderly manner.
2. Do not leave the school bus by the back door except in case of an emergency or unless directed by the driver to do so.
3. If you must cross the street after leaving the bus in the afternoon, go to a point on the shoulder of the street 10 feet in front of the bus and wait until the driver has signaled you to cross.
4. If you drop any object (book, paper, pencil) while leaving the bus, do not attempt to retrieve the object until the bus has left the scene and the street is clear of other vehicles.

**Emergency Evacuation Procedures:**

In an emergency, students should remain calm and quiet and listen for instructions from the bus driver. If the driver is unable to conduct emergency measures, students should follow the procedures below in leaving the bus:

- A. If the exit is through the front door, students sitting in the front seat to the left of the aisle will move out first, followed by those on the right front seat and proceed in this manner until all seats are emptied.
- B. If the exit is through the rear emergency door, those students sitting next to the aisle shall leave first, beginning with those students in the rear of the bus.
- C. If a rapid exit is necessary and it is possible to exit from both doors, students in the rear half of the bus should move out the back door, and those in the front half should move out the front door.

- D. In the event of an accident resulting in injury, persons injured should be moved only under competent medical supervision.
- E. If a bus should be overturned, students should evacuate through a window or through either door.
- F. Upon leaving the bus in an emergency exit, students are to move immediately off the roadway to a safe distance from traffic. They should not cross the road unless instructed by the driver.
- F. In the event of a tornado or other natural disaster, students should follow the instructions of the bus driver regarding emergency procedures.

**Bus Discipline:**

The transportation director and principals will review bus discipline for appropriate consequences. **Fighting on the bus will not be tolerated.** Students who misbehave on the bus may be suspended from the bus:

1<sup>st</sup> occurrence - 1 to 3 days

2<sup>nd</sup> occurrence - 5 days

3<sup>rd</sup> occurrence - a suspension for up to the rest of the school year (the exact time to be determined by the transportation director and principal)

**Any suspension from any Nashville School District bus means that the student shall not ride any other Nashville School Bus for the length of time of the suspension.**

Corporal punishment may be administered as an alternative discipline if deemed appropriate by transportation director and principals.

These rules are for the safety of students and should be observed at all times. The school reserves the right to punish behavior, which is not conducive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules.

**Guidelines for Corporal Punishment:**

1. Certified personnel will administer corporal punishment.
2. Corporal punishment will be administered without malice.
3. The age, size, and physical and mental well-being of the child will be considered.
4. The child will be warned that his misbehavior or continued misbehavior will result in corporal punishment being administered.
5. A certified member of the staff will witness corporal punishment.
6. Other methods will be tried first except where the misbehavior is severe.
7. Corporal punishment will be administered on the buttocks.

**Guidelines for Suspension:**

School Boards have the authority to suspend or expel students for disorderly conduct in school, on the playground, or any school function. Suspension means dismissal from school for a period of time that does not exceed ten (10) days. Part A, Policy 4.30 outlines the District Policy as it relates to school suspensions.

**Guidelines for Expulsion:**

Expulsion (ACA 6-18-507) means dismissed from school for a period of time that exceeds ten (10) days:

A school administrator may recommend that a student be expelled for more than ten (10) days for violation of school rules or policies. The recommendation is subject to appeal to the Board of Directors and to requirements of the Federal Individual with Disabilities Act.

All school district board meetings entertaining such appeals shall be conducted in executive session if requested by the parent or guardian of the student, providing that after hearing all testimony and debate, the Board of Directors shall conclude the executive session and reconvene in public session to vote on such appeal.

The Board of Education has the authority to expel a student from school if an offense is serious enough to warrant such action. The board may expel a student following a ten-day suspension. The length of the expulsion that will begin at day eleven will be dependent upon the seriousness of the infraction, any state or federal laws that are referenced, and the determination of the board. Expulsion will be used only for conduct the board deems to be of such seriousness as to make a suspension inappropriate, or where it finds the student's continued attendance at school would be unacceptably disruptive to the educational program or would be attended with unreasonable danger to other students and faculty members. Permanent expulsion will be appropriate only for those instances in which serious bodily harm occurred or when it is reasonable to conclude that serious bodily harm could have occurred on an individual.

An expulsion may occur after the principal has recommended in writing to the superintendent that a student can be expelled. Said recommendation shall include a written statement of the charge(s) against the student. If the superintendent concurs with the recommendation, he shall schedule a hearing before the board. The board hearing relative to expulsion, as well as all preliminary steps concerning said hearing, shall fully comply with the applicable due process criteria.

The superintendent shall notify, in writing, the parent or legal guardian of action taken by the board. Red: AR Stat. Ann 80-1656; Goss v. Lopez, 95 S. Ct. 7295(1973), Fortman v. Texarkana School District 7, 257 AR 180 (1974); AR Commission on Pupil Discipline in Public Schools, Model School Board Policies for Student Discipline.

#### **Student Due Process Rights:**

The Constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedures is approved with regard to the administration of discipline.

1. The hallmark of the exercise of disciplinary authority shall be fairness.
2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and their parent or guardian.
3. Teachers and other school personnel have the authority to give reasonable instructions to any student while under school jurisdiction and the responsibility for reporting the violation of a school regulation by a student.
4. A teacher has the authority to suspend a student from class. The teacher shall send a written statement of reasons for the student 's suspension from class. The principal shall determine whether to reinstate the student in class, to reassign, or take other disciplinary action.
5. The principal is authorized to temporarily suspend a student from school for a period not to exceed 10 school days and to require a student-parent-principal conference as a condition for considering reinstatement.
6. When a student has been notified of a suspension from school, the parent shall be contacted.
7. The principal shall schedule the parent-student-principal conference and shall notify the parents. The principal may make and retain a record of the conference. If in the conference a decision is reached for the student to be reinstated, then no further action is necessary at this time.

8. If in the hearing no decision is reached for reinstatement of the student or if the parent(s) express the feelings that the principal is unfair, then the principal shall extend the suspension of the student and furnish the superintendent with a full report on the situation.
9. The superintendent then, shall schedule within five days a hearing before the Board of Education and shall notify the student and his parent(s) or guardian in writing as to the time, place, and purpose of the hearing. The following guidelines shall be used in the hearing procedure:
  - The charges against the student shall be stated in clear and concise terms and shall be in writing.
  - A parent or legal guardian of the student shall be present at the hearing.
  - The student shall be given an opportunity to present the student's version of the facts and their implications. The student should be allowed to offer testimony of other witnesses and other evidence. In the event third persons are called to offer testimony, they shall not be permitted to be present during the testimony of the other witnesses.
  - The student shall be allowed to observe all evidence offered against the student.
  - A record may be kept of the hearing.
  - The hearing authority shall state, within a reasonable time after the hearing, its findings as to whether or not the disciplinary action should be revoked, affirmed, or altered.
10. When the principal decides to recommend that a student be expelled, he shall make such recommendation to the superintendent along with a written statement of the charge or charges against the student. The superintendent shall then schedule a hearing before the board and notify parents as provided in "9". The student and parents may waive a hearing scheduled for this purpose.

**Violations of the rules and policies of Nashville School District/Nashville Elementary School will be subject to disciplinary actions. Disciplinary action from the minimum to the maximum includes, but are not limited to the following:**

**Counseling, revoking privileges such as free time, demerits, corporal punishment, in school suspension, suspension, and expulsion.**

## **VII. MISCELLANEOUS**

- A. **BICYCLES AT SCHOOL:** Bicycles are to be parked in designated areas near the building. A student is not to ride a bicycle on the playground or in the school driveways or parking lots at any time.
- B. **DEMOGRAPHIC INFORMATION:** It is important to keep accurate records of all the data that pertains to students. Registration records should contain all information needed and must be accurate and complete. If there are changes during the school year, it is the parents/guardian 's responsibility to notify the school of these changes. This allows the school to keep an accurate account of attendance, permanent student records, and discipline actions. If a student requires restricted pick-up or is under court-ordered protective custody, it is the parent's responsibility to provide the school office with a file-marked copy of the relevant court document.
- C. **VOLUNTEERS/SUBSTITUTE TEACHERS:** Volunteers are always welcome and are needed to help the school in many different ways. Working in the office, health room, library, helping individual teachers, and tutoring students are some of the opportunities for volunteers to assist our campus. See the principal or assistant principal to volunteer time for the school. All volunteers and substitute teachers will be given training in classroom management and will be required to sign an appropriate affidavit of said training. All substitute teachers are subject to a background check by the Arkansas State Police.
- D. **VANDALISM:** Any minor who maliciously or willfully destroys, defaces, or steals or attempts to destroy school property is liable to a minimum penalty of a disciplinary conference with a principal to a maximum penalty

of expulsion from school for the remainder of the school year. The parent or guardian shall also be liable for damages caused by the minor, subject to the provision of Act 45 of 1959 and as amended by Act 201 of 1997.

*E.*        **DELIVERIES:** No delivery of goods or services by commercial vendors to any school premises of Nashville School District will be allowed unless such goods or services are directly related to the furtherance or conduct of school functions or activities.

*F.*        **ASBESTOS INSPECTION NOTICE:** In accordance with the current asbestos in school rules, the Nashville School District has recently been inspected for asbestos containing material. No serious problems are present within the entire system.

*G.*        **TREATS FOR SCHOOL EVENTS:** Students may be treated with any food and/or beverage items during the school day for a maximum of nine different events each school year with the approval of the school administrator.