



MARVELL-ELAINE ELEMENTARY SCHOOL

STUDENT HANDBOOK 2019-2020

Tommie Henderson, Ed. D.- Principal

Henry Anderson Jr. Ed. S., Superintendent



WARNING:

NO KNIVES

NO WEAPONS

NO HANDGUNS

NO SMOKING

THIS CAMPUS BUILDING HAS VIDEO SURVEILLANCE CAMERAS THAT ARE IN USE.

KNIVES, WEAPONS AND HANDGUNS ARE NOT PERMITTED ON SCHOOL PROPERTY OR ON SCHOOL BUSES

If you should unintentionally take a knife (or other weapon) to school, turn it in to school officials voluntarily and immediately without fear of penalty.



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PHILOSOPHY

The Marvell-Elaine Board of Education recognizes that no one philosophy of education can express the sentiments or beliefs of all teaching personnel. Generally, however, education is perceived as a process of growth and includes the mental, moral, emotional, physical, and spiritual aspects of the individual. Each child is seen as a unique person who possesses certain potentials, needs, aspirations, and interests. As each pupil is different, it is the purpose of education to provide him/her to achieve his/her maximum potential so that he/she may be a useful and productive member of society.

All children should have an equal opportunity in the pursuit of education; thus, the Board of Education will attempt to balance its program to provide for individuality, interests, and needs of the pupils of the schools.

The Board of Education accepts the conclusion that the education of children is a comprehensive program that must be undertaken in cooperation with other institutions of society and will seek to establish and maintain strong ties with parents and community programs.

Marvell-Elaine Elementary School

Handbook for Student Conduct and Discipline

Board of Directors

Mr. Clyde Williams, President

Mr. Larry Prowell, Vice President

Mrs. Pam Holder, Secretary

Mr. Justin Cox

Mr. Lucien Webster

Mrs. Dorothy Mackey

Mr. Mark English

MISSION STATEMENT

Every child in the Marvell-Elaine Elementary School shall be given an opportunity to reach its highest potential education level.

CORE BELIEF

We believe that teaching and learning is a lifelong educational process that starts at home and is continued throughout adulthood.

CORE VALUE

We believe that all teachers can create a positive environment through positive culture values.

BOARD OF EDUCATION DISCLAIMER STATEMENT

Use of the masculine pronoun throughout the policies adopted by this Board is for the sole purpose of ease in sentence construction and should not be construed as Board intention to discriminate against females in either its written materials or its practices. The feminine pronoun will be used only in those policies where the masculine form would be totally inappropriate. (Adopted June 2005)

A MESSAGE TO STUDENTS AND THEIR PARENTS:

The Board of Education believes that students and their parents have a right to know the rules of conduct that the students are expected to follow. The purpose of this Handbook is to let students and their parents know what the district-wide rules are and the disciplinary measures that will be taken when rules are not obeyed. As you peruse, this handbook please be aware of rule changes and new rules.

Each student is responsible for his own conduct at all times. Parents are responsible for teaching their children rules of acceptable conduct and for assisting the schools in maintaining a safe and orderly environment.

Just as parents cannot provide a rule for every situation that may arise within the family, it's impossible to list in this Handbook a rule for every situation that may arise at school or on the bus. Students and parents may expect school personnel to develop rules to meet individual school, classroom and bus needs. Those rules must be consistent with federal and state laws and Board of Education policies and regulations. Schools have a responsibility to inform students and parents of the school and bus rules, and again, students have a responsibility to know and follow them.

Henry Anderson
Superintendent

PRINCIPAL'S MESSAGE

Dear Parents and Students:

*Welcome to the Marvell-Elaine Elementary School where **Success Is Our Only Option**. As your principal, I am looking forward to serving you and your children along their educational journey. Because success is the only option for our children, I am excited about working with you as team members to ensure that all students are empowered to discover their greatness.*

The Marvell-Elaine Elementary School Administration, the Marvell-Elaine Board of Education, Teachers, and Staff are committed to offering the best opportunity for excellent learning and social endeavors.

Sincerely yours,
Dr. Tommie Henderson
Tommie Henderson
K-12 Principal

STUDENT HANDBOOK

It shall be the policy of the Marvell School District that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this district. In the event that there is conflict between the student handbook and a general board policy or policies, and the student handbook is more recently adopted than the general board policy, the student handbook will be considered binding and controlling on the matter.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance shall be recited during the first period of the instructional day. Those students choosing to participate shall do so by facing the flag with their right hand over their heart, or in an appropriate salute if in uniform, while reciting the Pledge. Students choosing not to participate shall be quiet while either standing or sitting.

Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge shall not disrupt those students choosing to recite the Pledge.

Students choosing not to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action.

SCHOOL HOURS

The Marvell Elementary School is in session from 8:00 A.M. to 3:30 P.M. Monday – Friday. Children in grades K-6 are not to be on the school campus before 7:30 A.M. The school will not be responsible for students who arrive early or remain after hours. If children are scheduled to attend an after school event, they will be supervised.

SCHOOL SUPPLIES

School supplies such as pencils, paper and erasers may be purchased in the office between 7:50 and 8:00 A.M. The student should go to breakfast before buying supplies.

SCHOOL LUNCH PROGRAM

The food service program is maintained on a non-profit basis in the Marvell Elementary as a service to students who wish to take advantage of it. A nutritious breakfast and lunch are served each day. The district cooperates with state and federal government in making available to students free or reduced meals at any time during the school year. Applications may be obtained from the Food Service Director or Principal. Within ten days of receiving your application, the school will inform the parents if you are eligible. If the parent/guardian does not agree with the school's decision, they may appeal to the superintendent of school. All information given on applications is confidential and will be used only for the purpose of determining eligibility for free or reduced price lunches. Elementary students who need to charge more than one day need to make prior arrangements with the teacher or elementary office.

STOP! LOOK! LISTEN FOR SAFETY!

Bus students will be dropped off at the (front) East and picked up at the East (side) entrance.

Car students will enter on the (front) East entrance and leave from the West (side) entrance.

Walkers will enter and leave from the main entrance by the office.

With the exception of after-school tutoring, ALL STUDENTS SHOULD BE PICKED UP BY 3:30 p.m. The school cannot be responsible for students after that time.

DO NOT BRING STUDENTS TO SCHOOL BEFORE 7:30 A.M. Duty teachers are not required to be on campus before this time.

Please do not block the entrance and flow of traffic by leaving your vehicle unattended when dropping off or picking up your child/children.

CLOSED CAMPUS

All Schools in the Marvell District operate closed campuses. Students are required to stay on campus from arrival until dismissal at the end of the regular school day. All elementary students must be signed out in the office by a parent or a pre-designated adult.

VISITORS AND PARENTS

All visitors to the Marvell Elementary School are required to check in at the principal's office. Visitors must have a pass before going to any classroom. Students are not allowed to bring younger brothers, sisters, or other relatives to school.

The board strongly believes that the purpose of school is for learning. Social visitors, generally, disrupt the classroom and interfere with the learning that should be taking place. Therefore, visiting with students at school is strongly discouraged, unless approved by the principal and scheduled in advance. This includes visits made by former students, friends, and/or relatives of teachers or students. Any visitation to the classroom shall be allowed only with the permission of the school principal and all visitors must first register in the office.

CONTACT WITH STUDENTS WHILE AT SCHOOL

CONTACT BY PARENTS

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

CONTACT BY NON-CUSTODIAL PARENTS

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

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

CONTACT BY LAW ENFORCEMENT, SOCIAL SERVICES, OR BY COURT ORDER

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse.

In instances where the interviewers deem it necessary, they may exercise a "72-hour hold " without first obtaining a court order. Except as provided below, other questioning of students by non-school

personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

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

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

CONTACT BY PROFESSIONAL LICENSURE STANDARDS BOARD INVESTIGATORS

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

RESIDENCE REQUIREMENTS

DEFINITIONS:

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

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

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

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

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

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

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

Children whose parent or legal guardian relocates within the state due to a mobilization, development, or available military housing while on active duty in or serving in the reserve component of a branch of the United States Armed Forces or National Guard may continue attending school in the school district the children were attending prior to the relocation or attend school in the school district where the children have relocated. A child may complete all remaining school years at the enrolled school district regardless of mobilization, deployment, or military status of the parent or guardian.

ENTRANCE REQUIREMENTS

To enroll in a school in the District, the child must be a resident of the District as defined in District policy (RESIDENCE REQUIREMENTS), meet the criteria outlined in policy HOMELESS STUDENTS or in policy STUDENTS WHO ARE FOSTER CHILDREN, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option.

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

Any child who will be six (6) years of age on or before October 1 of the school year of enrollment and who has not completed a state-accredited kindergarten program shall be evaluated by the district and may be placed in the first grade if the results of the evaluation justify placement in the first grade and the child's parent or legal guardian agrees with placement in the first grade; otherwise the child shall be placed in kindergarten.

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

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

Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Private school students shall be evaluated by the District to determine their appropriate grade placement. Home school students enrolling or re-enrolling as a public school student shall be placed in accordance with policy 4.6-HOME SCHOOLING.

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

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

1. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the Division of Elementary and Secondary education.
2. The parent, legal guardian, person having lawful control of the student, or person standing loco parentis shall provide the district with one (1) of the following documents indicating the child's age:
 - a. A birth certificate;
 - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
 - c. An attested baptismal certificate;
 - d. A passport;
 - e. An affidavit of the date and place of birth by the child's parent or legal guardian, person having lawful control of the student , or person standing loco parentis;
 - f. United States military identification; or
 - g. Previous school records.
3. The parent, legal guardian, person having lawful control of the student, or person standing in loco of parentis shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the District. The Board reserves the right, to not allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.
4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubella) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health.⁴ to continue such exemptions; they must be renewed at the beginning of each school year. A child enrolling in a

district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age.

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

Uniformed Services Member's Children

For the purposes of this policy,

"Activated reserve components" means members of the reserve component of the uniformed services who have received a notice of intent to deploy or mobilize under Title 10 of the United States Code, Title 32 of the States Code, or state mobilization to active duty.

An eligible child as defined in this policy shall:

1. be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;
2. be eligible for enrollment in the next highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;
3. enter the District's school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;
4. be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to the extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses/and/or programs;
5. be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
6. make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
7. be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;
8. be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

HOMELESS STUDENTS

The Marvell-Elaine School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational agency (LEA) liaison for homeless children and youth whose responsibilities shall include, but are not limited to:

- Receive appropriate time and training in order to carry out the duties required by law and this policy;
- coordinate and collaborate with the State Coordinator, community, and school personnel responsible for education and related services to homeless children and youths;
- Ensure that school personnel receive professional development and other support regarding their duties and responsibilities for homeless youths;
- Ensure that unaccompanied homeless youths:
 - Are enrolled in school;
 - Have opportunities to meet the same challenging State academic standards as other children and youths; and
 - Are informed of their status as independent students under the Higher Education Act of 1965 and that they may obtain assistance from the LEA liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid;
- Ensure that public notice of the educational rights of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youth, and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.

To the extent possible, the LEA liaison and the building principal shall work together to ensure no homeless child or youth is harmed due to conflicts with District policies solely because of the homeless child or youth's living situation; this is especially true for District policies governing fees, fines, and absences.

Notwithstanding Policy 4.1, homeless students living in the district are entitled to enroll in the district's school that non-homeless students who live in the same attendance area are eligible to attend. If there is a question concerning the enrollment of a homeless child due to a conflict with Policy 4.1 or 4.2, the child shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute, including all appeals. It is the responsibility of the District's LEA liaison for homeless children and youth to carry out the dispute resolution process.

For the purposes of this policy "school of origin" means:

- The school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool; and
- The designated receiving school at the next grade level for all feeder schools when the child completes the final grade provided by the school of origin.
- 1. Continue the child's or youth's education in the school of origin for the duration of homelessness:
 - In any case in which a family becomes homeless between academic years or during an academic year; and
 - For the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or
- 2. Enroll the child or youth in any public school that nonhomeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

In determining the best interest of the child or youth, the District shall:

- Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth;
- Consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied youth) the youth.

If the District determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, the District shall provide the child's or youth's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal. For an unaccompanied youth, the District shall ensure that the LEA liaison assists in placement or enrollment decisions, gives priority to the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

The homeless child or youth must be immediately enrolled in the selected school regardless of whether application or enrollment deadlines were missed during the period of homelessness.

The District shall be responsible for providing transportation for a homeless child, at the request of the parent or guardian (or in the case of an unaccompanied youth, the LEA Liaison), to and from the child's school of origin.

For the purposes of this policy, students shall be considered homeless if they lack a fixed, regular, and adequate nighttime residence and:

- A. Are:
 - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
 - Living in emergency or transitional shelters;
 - Abandoned in hospitals; or
 - Awaiting foster care placement;
- B. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- C. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- D. Are migratory children who are living in circumstances described in clauses (a) through (c).

HEALTH ENROLLMENT REQUIREMENTS

To enroll in Kindergarten a student must have proof of birth, social security number (optional), a physical given within the last two years, and following shots:

- a. Diphtheria, Tetanus & Pertussis - A student must have received at least four doses of DTP, Td, DT in any combination of the three vaccines. At least one dose must have been administered after the student's fourth birthday.
- b. Polio - A student must have received at three doses of Oral Polio (Salk) in any combination of two vaccines. At least one dose must have been administered after the student's fourth birthday.
- c. MMR (Measles, Mumps, Rubella) - A student must have received 2 doses of live vaccine.
- d. Varicella (Chickenpox) - A student must have received two doses of live vaccine.
- e. Hepatitis B - A student must have received 3 doses.

All students' enrolled (grades 1-6) must have a copy of their social security card (optional), proof of birth, and an updated shot record on file.

Actively in Process means have received at least one dose of DTP, Td, or DT, one dose of Measles and Rubella, and are waiting the minimum time (not past) to receive the additional dose or doses.

STUDENT TRANSFERS

The Marvell-Elaine School District shall review and accept or reject requests for transfers, both into and out of the district, on a case by case basis at the July and December regularly scheduled board meetings.

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

Any student transferring from a school accredited by the Department of Education to a school in this district shall be placed into the same grade the student would have been in had the student remained at the former school. Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

Any student transferring from a school that is not accredited by the Department of Education to a District school shall be evaluated by District staff to determine the student's appropriate grade placement. A student transferring from home school will be placed in accordance Policy 4.6- HOME SCHOOLING.

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

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

STUDENT RECORDS

Notice of Privacy Rights

This notice informs parents and eligible students (those ages of their rights concerning educational records maintained by the Marvell-Elaine School District. The rights include those of access to the records, opportunity to challenge such records, limitations on disclosure, and provisions to file a complaint with the Department of Education.

These rights are explained in the Family Educational Rights and Privacy Act of 1984 as amended (Public Law 93-380) and the School Laws of Arkansas (1975), a copy which may be reviewed in the office of the Superintendent.

The laws and regulations require school systems such as Marvell-Elaine School District to:

- a. Provide parents and eligible students the opportunity to inspect educational records. Requests should be directed to the school principal.

- b. Provide parents and eligible students the opportunity to challenge the contents of the record when they believe it contains information that is inaccurate, misleading, or an invasion of the student's right to privacy. This does not apply to grades.
- c. Limit disclosure of information from the student's record to those who have written consent of the parent or eligible student, or to officials specifically permitted under the law (such as MESD officials); to those of other schools in which the student seeks to enroll; and under certain conditions and for specific purposes to local, state and federal officials.
- d. An amendment to Federal Education Rights Privacy Act permits educational agencies and institutions to disclose-without the consent or knowledge of the student or parent—personally identifiable information from the student's education records to the Attorney General of the United States or to his designee in response to an ex parte connection with the investigation or prosecution of terrorism crimes specified in sections 2332b (g) (5) (B) and 2332 of title 18, U.S. Code.

Parents and eligible students may file a complaint with the Department of Education if they believe their rights under this law have been violated and if efforts to resolve the situation through appeal channels with the Marvell-Elaine School District have not proved satisfactory.

In addition, the law requires that each school system define "directory information," to inform parents and eligible students what it is and to explain how they can prevent any or all parts of directory information (to be released for school purposes):

Student's name
Address
Phone number
Grade level
Participation in activities
Height and weight, if members of athletic teams
Dates of attendance
Honors and awards received
School(s) attended
Photograph

Parents and eligible students may refuse to allow the release of any or all items listed above. In such cases, they must notify the principal of the student's school in writing within two (2) weeks of receipt of this notice of the specific information to be withheld.

ABSENCES

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

Education is more than the grades students receive in their courses. 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.

Absences for students enrolled in digital courses shall be determined by the online attendance and time the student is working on the course rather than the student's physical presence at school. Students who are scheduled to have a dedicated period for a digital class shall not be considered absent if the student logs the correct amount of time and completes any required assignments; however, a student who fails to be physically present for an assigned period may be disciplined in accordance with the District's truancy policy.

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 returns 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; person having lawful control of the student; or person standing in loco parentis, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with six (6) unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has unexcused absences, his/her parents, legal guardians, or persons standing in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day. **A Family in Need of Services (FINS) Petition may also be filed as an intervention.**

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

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

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

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

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

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present proof of a "C" average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record.

COMPULSORY ATTENDANCE POLICY

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

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

MAKE-UP WORK

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

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

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

TARDINESS

A student receives a tardy when he/she fails to be in classroom or other assigned location by the time the tardy bell stops ringing. A student receives an early check-out when he/she exits school prior to the end of the school day (when the last bell rings).

Conditions

1. There are generally no excused tardies or early student check-outs. However, an exception will be made if the student is delayed or checked out early due to official school business, illnesses or medical appointments. Documentation is required on the day the child returns to school for these or other reasons approved by the building administrator, such as an accident or other emergency.
2. Generally, a school/class tardiness or early check-outs will not affect a student's citizenship grade. In those cases, however, when the persistent efforts of school personnel fail to eliminate tardiness or early check-out, or if the student refuses to accept an assigned sanction, a conference will be held with the building administrator, parent and student.
3. On the first unexcused tardy or unexcused early check-out, the teacher will record the tardy, document the amount of time missed and warn the student. The principal, parent and student will have a conference.
4. On the second unexcused tardy or unexpected early check-out, the teacher will document the time missed, a form letter from the principal will be sent to the parent and the principal, parent and student will

have a conference.

5. On the third excused tardy or early check-out, the building administrator may elect one of the following procedures on the conditions existing at his/her school. A disciplinary sanction will be assigned from the following alternatives:

- A. A form letter from the principal requesting a conference with the parent and student.
- B. Lunch Detention
- C. In-School Suspension

LEAVING AND RETURNING TO SCHOOL

All students are to be signed out in the office of the principal when leaving school during the school day. Also, students arriving at school after the starting bell should check in through the office. Students must bring a note from home if there is to be a change in their afternoon transportation or destination. Parents who find it necessary to leave a message about the change in pickup of children (i.e.: ride to grandmas or don't ride the bus home) must come by the office to leave a message or send a note to school by the student. No phone calls.

Please do not check your child out early except in the case of an emergency.

HEALTH SERVICES

The Board believes that healthy children promote a better learning environment, are more capable of high student achievement, and will become more productive adults. Therefore, the goal of the District's health services is to promote a healthy student body.

While the school nurse is under the supervision of the school principal, the delegation of health care duties shall be in accordance with the Arkansas Nurse Practice Act and the Arkansas State Board of Nursing Rules and Regulations Chapter Five: Delegation of Nursing Care. Medications that are to be given once or twice a day should be given at home unless otherwise directed by a physician.

STUDENT MEDICATIONS

Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse.

Unless authorized to self-administer or otherwise authorized by this policy, students are not allowed to carry any medications, including over-the-counter medications or any perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent or legal guardian shall bring the student's medication to the school nurse. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity of the medication(s). If the medications are brought by a student, the school nurse shall ask another school employee to verify, in the presence of the student the quantity of the medication(s). Each person present shall sign a form verifying the quantity of the medication(s).

Medications, including those for self-administration, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double locked cabinet.

Students with an individualized health plan (IHP) may be given over-the-counter medications to the extent giving such medications are included in the student's IHP.

The district's supervising registered nurse is responsible for creating procedures for the administration of medications on and off campus,

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be disposed of by the school nurse in accordance with current law and rules.

Option Two

Students taking Schedule II medications methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adder all or closely related medications as determined by the school nurse)¹ shall be allowed to attend school.

Students taking Schedule II medications not included in the previous sentence shall be allowed to bring them to school under the provisions of this policy and shall be permitted to attend and participate in classes **only** to the extent the student's doctor has specifically authorized such attendance and participation. A doctor's prescription for a student's Schedule II medication is **not** an authorization. Attendance authorization

shall specifically state the degree and potential danger of physical exertion the student is permitted to undertake in the student's classes and extracurricular activities. Without a doctor's written authorization, a student taking Schedule II medications, other than those specifically authorized in this policy, shall **not** be eligible to attend classes, but shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

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

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

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

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

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

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

Students may be administered Glucagon, insulin, or both in emergency situations by the school nurse or, in the absence of the school nurse, a trained volunteer school employee designated as a care provider, provided the student has:

1. an IHP that provides for the administration of Glucagon, insulin, or both in emergency situations; and
2. a current, valid consent form on file from their parent or guardian.

When the nurse is unavailable, the trained volunteer school employee who is responsible for a student shall be released from other duties during:

- A. The time scheduled for a dose of insulin in the student's IHP; and
- B. Glucagon or non-scheduled insulin administration once other staff has relieved him/her from other duties until a parent, guardian, and other responsible adult or medical personnel has arrived.

A student shall have access to a private area to perform diabetes monitoring and treatment functions as outlined in the student's IHP.

Emergency Administration of Epinephrine

The school nurse or other school employees designated by the school nurse as a care provider who have been trained¹ and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to students who have an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of an epinephrine auto-injector in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee certified to administer auto-injector epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction.

Students with an order from a licensed health care provider to self-administer auto-injectable epinephrine and who have written permission from their parent or guardian shall provide the school nurse an epinephrine auto-injector. This epinephrine will be used in the event the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes the student is having a life-threatening anaphylactic reaction and the student is either not self-carrying his/her epinephrine auto-injector or the nurse is unable to locate it.

The school nurse for each District school shall keep epinephrine auto-injectors on hand that are suitable for the students the school serves. The school nurse or other school employee designated by the school nurse as a care provider who has been trained¹ and certified by a licensed physician may administer auto-injector epinephrine to those students who the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be disposed of by the school nurse in accordance with current law and regulations.

BRINGING PERSONAL BELONGINGS TO SCHOOL

Do not bring rubber animals, footballs, basketballs, weapons or firearms of any type, tape players, radios, trading cards, make-up, perfume, or nail polish to school. When any of the above named items are confiscated, they will be sent to the principal's office. These items will only be returned to the parent by the principal.

TELEPHONE

The office phones will be used for school business. If there is an emergency, the nurse, counselor, parent coordinator, or secretary will phone the parent. Students are not allowed to use the telephone. Students cannot be interrupted during class time unless it is an emergency.

INTERNET SAFETY AND ELECTRONIC DEVICE USE POLICY

Definition

For the purposes of this policy, "electronic device" means anything that can be used to transmit or capture images, sound, or data.

The District makes electronic device(s) and/or electronic device Internet access available to students, to permit students to perform research and to allow students to learn how to use electronic device technology. Use of district electronic devices is for educational and/or instructional purposes only. Student use of electronic device(s) shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their electronic device use, including email, and that monitoring of student electronic device use is continuous.

No student will be granted Internet access until and unless an Internet and electronic device -use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the Internet and Electronic Device use agreement is incorporated by reference into board policy and is considered part of the student handbook.

Technology Protection Measures

The District is dedicated to protecting students from materials on the Internet or world wide web that are inappropriate, obscene, or otherwise harmful to minors; therefore, it is the policy of the District to protect each electronic device with Internet filtering software that is designed to prevent students from accessing such materials. For purposes of this policy, "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

(A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

(B) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

(C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Internet Use and Safety

The District is dedicated to ensuring that students are capable of using the Internet in a safe and responsible manner. The District uses technology protection measures to aid in student safety and shall also educate students on appropriate online behavior and Internet use including, but not limited to:

- interacting with other individuals on social networking websites and in chat rooms;
- Cyber-bullying awareness; and
- Cyber-bullying response.

Misuse of Internet

The opportunity to use the District's technology to access the Internet is a privilege and not a right. Students who misuse electronic devices or Internet access in any way will face disciplinary action, as specified in the student handbook and/or Internet safety and electronic device use agreement. Misuse of the Internet includes:

- The disabling or bypassing of security procedures, compromising, attempting to compromise, or defeating the district's technology network security or Internet filtering software;
- The altering of data without authorization;
- Disclosing, using, or disseminating passwords, whether the passwords are the student's own or those of another student/faculty/community member, to other students;
- Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, addresses, and phone numbers.
- Using electronic devices for any illegal activity, including electronic device hacking and copyright or intellectual property law violations;
- Using electronic devices to access or create sexually explicit or pornographic text or graphics;
- Using electronic devices to violate any other policy or is contrary to the Internet safety and electronic device use agreement.

SOLICITING

Only approved fundraisers may solicit or sell on campus. No other persons shall solicit on the campus

STUDENT DRESS AND GROOMING

The Marvell-Elaine Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the District has a responsibility to promote an environment conducive to student learning. This requires limitations to student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, and unsafe, could cause property damage, or are offensive to common standards of decency.

This policy is designed to identify what may be worn in school during the regular school day. All students should take pride in their appearance with dress and grooming that contribute to the health and safety of the individual without disrupting the orderly educational process. The student dress code is in effect during the instructional day and during academic and professional activities outside the school day when students are representing the school. This uniformed dress code is not subject to interpretation. It is intended to eliminate questions on what can and cannot be worn.

Students will wear a uniform style of dress based upon the following standards:

Tops:

- No skin should be visible between the waistband of the pants and the bottom of the shirt.
- No writing is allowed on the shirt.
- All tops should be of appropriate size so as not to cause undue stretching or gapping of the material. Tops should not be tight to the skin or overly baggy.
- Anything designated as an undergarment should not be seen (e.g. camisoles, undershirts).

Bottoms:

- The bottom of shorts, skorts, jumpers and skirts must touch the top of the knee.
- Bottoms must be worn no lower than the natural waist.
- A belt must be worn if clothing item has belt loops. A belt with a belt buckle that is no longer than 2 inches by 2 inches must be worn at all times. A belt cannot be worn if there are no belt loops.
- All bottoms should be of appropriate size so as not to cause undo stretching or gapping of the material. Bottoms should not be tight to the skin or overly baggy.
- Leggings or skinny-legged pants are not permitted.

Footwear:

- Shoes must be worn at all times. Closed toe and closed heel shoes or boots are permitted. Footwear must be appropriate for the student's designated activity.
- Flip-flops, sandals or house shoes are not permitted.

Clarifying Statements:

- Ties are acceptable but not mandatory. Team coaches and club advisors can designate certain days for participants to wear a tie.
- Cut-offs, frayed seams, and holes are not permitted on any clothing. Belt loops should not be cut off. Bagging and sagging are also not permitted.
- No headbands, hair picks, toboggans, combs or other hair covering may be worn at school during the regular school day or at any school sponsored activity.
- No wearing or displaying of any bandanna, towel, do-rags, or any materials that simulates bandannas.
- No sleepwear.
- No halter tops, tube tops, spandex, sunglasses or garment that expose the midriff or torso is permitted.
- No accessories, costumes, or unusual attire that is inappropriate or disruptive to the normal operation of the school may be worn.
- The only Marvell-Elaine School District logos that will be permitted will be those logos that are School District approved. Writing is not allowed on any clothing.
- No rubber bands or baller bands on pants legs.
- All backpacks must be clear or mesh.
- Caps or hats may only be worn outside the buildings
- No body piercing permitted.
- No articles of clothing, caps, badges, earrings or buttons that advertise tobacco, alcohol, and gambling or any illegal substance may be worn. No sexual connotation, offensive remarks, or discriminating symbols may be worn on clothing caps, badges, buttons, or earrings.

Exceptions

- Parents or legal guardians who object to the policy based on religious grounds must present to the building principal a signed letter detailing the reason for the objection. A meeting will be held to discuss the exemption. Such exemptions will be determined on a case by case basis.
- A student who has a medical condition which prevents compliance with this policy will be allowed to wear an alternative uniform upon presentation of the proper medical documentation.
- Students who cannot comply with this policy because of hardship will be referred to the district's social worker.
- Students new to the district will be allowed a grace period of ten (10) school days to comply with this policy.
- Students who are thirty pound over their normal weight will be allowed to wear shirts on the outside of their pants. The thirty pounds over their normal weight will be determined by the student's Body Mass Index (BMI). BMI will be verified by the school nurse. This exception is due to the hardship of sometimes not being able to purchase shirt long enough to keep inside their slacks.

Non-Compliance with Uniform Policy:**Offense****1st****2nd****3rd****Consequences**

Warning; teacher will contact parents.

Non-compliance recorded; written documentation sent home with student and must be returned with parent's signature; home visit conducted by the school district social worker.

Parent contacted for a conference and a letter mailed home.

4 th	Parent allowed to bring appropriate uniform
5 th	Parent allowed to bring appropriate uniform or 2 days In School Suspension.
6 th	Repeated offenders are subjected to the following rule: Out of School Suspension

Faculty members and/or principal will determine inappropriate dress. It shall be the responsibility of each faculty member to fill out a discipline slip and send it to the office.

SPECIAL EDUCATION CLASSES

Marvell Elementary School will serve students identified as special needs in four different ways. The self-contained special education classroom, the resource room, speech therapy and the gifted & talented programs are available. Students may be referred by teachers or parents for any of these programs. In any case, no student may receive special education services without the parents being notified. Parents who desire more information may contact the principal's office or the Phillips-Monroe Special Education Cooperative.

STUDENT PERFORMANCE

The applicable staff of Marvell Public Schools shall assess each student's progress at each grade level to determine the mastery of the competencies, skills, and other subjects required by law and Arkansas Comprehensive Testing, Assessment and Accountability Program (ACTAAP) regulations. Assessment data may include performance assessment, a competency test scores, standardized test scores, subject matter mastery test scores and staff observations.

GRADING

Parents, legal guardians, persons having lawful control of a student, or persons standing loco parentis shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, parents having lawful control of a student, persons in loco parentis, 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 (9) 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 effect 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 processing; or
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

HONOR ROLL

The Superintendent's List will consist of students who make all A's in academic subjects. The Principal's List will consist of students who make A's and B's in academic subjects. Students will receive letter grades in these subjects. Special education students may be on the honor roll.

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 a 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 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 promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria:

At Marvell-Elaine Elementary School, a minimum of 3 conferences are held between February and May. The conferences may be initiated by the student's teacher, parent/guardian, counselor, principal, or any other appropriate person. If adequate academic progress is not made by the student, he may be required to satisfactorily complete summer school in order to be promoted.

Students in grades seven & eight who receive failing grades in one or more core subjects (English, math, science, or social studies) may be retained in that grade. The following conditions will be considerations in determining a student's need for retention: results of goals met based on a student's IEP, standardized testing results, participation in an approved remediation program.

At Marvell-Elaine High School, Students in high school grades 9-12 are classified according to the number of units of credit they have and not according to the time spent in a grade. Students receiving a percentage grade of 59.5% or higher in a semester, in a high school course, shall receive credit for the course. To be classified as a sophomore, a student must have five (5) units credit, to be classified as a junior, a student must have nine (9) units credit; and to be classified as a senior a student must have fifteen (15) units credit. Class status is updated in August of every school year, with the exception of those students that are retaking courses previously failed.

If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference shall be held before a final decision is made that includes the following individuals:

- a) The building principal or designee;
- b) The student's teacher(s);
- 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.

Each student shall have a student success plan (SSP) developed by school personnel in collaboration with the student's parents and the student that is reviewed and updated annually. A student's SSP shall use multiple academic measures to personalize learning in order for students to achieve their grade-level expectations and individual growth. The SSP will identify if the student is in need of additional support or acceleration. Academic measures to be used in creating and updating a student's SSP shall include, but are not limited to:

- * Statewide student assessment results;
- * Subject grades;
- * Student work samples; and
- * Local assessment scores.

Students who do not score proficient or above on their grade level State assessments shall be required to participate in an Academic Improvement Plan (AIP). Each AIP shall be developed by school personnel and the student's parents and shall be designed to assist the student in attaining 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 a EOC assessment, the student must either receive a passing score on the initial assessment or successfully participate in the remediation program identified in his/her individualized Academic Improvement Plan (AIP), 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 eleven (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 students 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 on the 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 Principal may wave 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.

HOMEWORK POLICY

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

Teachers should be aware of the potential problem students may have completing assignments from multiple teachers and vary the amount of homework they give from day to day.

EXTRACURRICULAR ACTIVITIES--- MARVELL SCHOOL DISTRICT

Definitions

"Extracurricular activities" are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, inter/intrascholastic athletics, cheerleading, band, choral, math, or science competitions, field trips, and club activities.

"Field Trips" are when individual students or groups of students are invited to programs or events when there is no competition and the students are not interacting with each other for the purpose of planning, qualifying, or arranging for future programs or for the purpose of receiving recognition.

"Interscholastic Activities" means athletic or non-athletic/academic activities where students compete on a school vs. school basis.

"Interscholastic Activities" means athletic or non-athletic/academic activities where students compete with students from within the same school.

Extracurricular Eligibility

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the Board believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity¹ (tournaments or other similar events excepted with approval of the building principal/superintendent) All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

A student may lose his/her eligibility to participate in extracurricular activities when, in the opinion of the school's administration, the student's participation in such an activity may adversely jeopardize his/her academic achievement. Students may also be denied permission to participate in extracurricular activities as a consequence of disciplinary action taken by the administration for inappropriate behavior.

Any student who refuses to sit for a State assessment or attempts 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 on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. 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 superintendant or designee may wave 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.

CONFERENCES

Teachers are available for parent-teacher conferences on days set aside for that purpose. Additionally, parents may contact the school office to make an appointment for conferences. Each grade level has a common conference time.

PARENT-TEACHER COMMUNICATION

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

Teachers are required to communicate during the school year with the parent(s) or legal guardian(s) of each of their students to discuss their academic progress. More frequent communication is required with the parent(s) or legal guardian(s) of students who are performing below grade level.

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

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

STUDENT PUBLICATIONS

All publications that are supported financially by the school or by use of school facilities, or are produced in conjunction with a class shall be considered school-sponsored publications. School publications do not provide a forum for public expression. Such publications, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial control of the District's administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations.

1. Advertising may be accepted for publications that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorses such things as tobacco, alcohol, or drugs.
2. Publications may be regulated to prohibit writings which are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
3. Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.
4. Prohibited publications include:
 - a. Those that are obscene as to minors;
 - b. Those that are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard of the truth;
 - c. Those that constitute an unwarranted invasion of privacy as defined by state law,
 - d. Publications that suggest or urge the commission of unlawful acts on the school premises;
 - e. Publications which suggest or urge the violation of lawful school regulations;
 - f. Hate literature that scurrilously attacks ethnic, religious, or racial groups.

STUDENT PUBLICATIONS ON SCHOOL WEB PAGES

Student publications that are displayed on school web pages shall follow the same guidelines as listed above plus they shall

1. Not contain any non-educational advertisements. Additionally, student web publications shall;
2. Adhere to the restrictions regarding use of Directory Information as prescribed in Policy 4.13 including not using a student's photograph when associated with the student's name unless written permission has been received from the student's parent or student if over the age of 18.
3. State that the views expressed are not necessarily those of the School Board or the employees of the district.

STUDENT DISTRIBUTION OF NONSCHOOL LITERATURE, PUBLICATIONS, AND MATERIALS

A student or group of students who distribute ten (10) or fewer copies of the same nonschool literature, publications, or materials (hereinafter “nonschool materials”), shall do so in a time, place, and manner that does not cause a substantial disruption of the orderly education environment. A student or group of students wishing to distribute more than ten (10) copies of nonschool materials shall have school authorities review their nonschool materials at least three (3) school days in advance of their desired time of dissemination. School authorities shall review the nonschool materials, prior to their distribution and will bar from distribution those nonschool materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial of distribution by the principal shall be heard by the superintendent, whose decision shall be final.

The school principal or designee shall establish reasonable regulations governing the time, place, and manner of student distribution of nonschool materials.

The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of nonschool materials;
3. Allow no interference with classes or school activities;
4. Specify times, places, and manner where distribution may and may not occur; and
5. Not inhibit a person’s right to accept or reject any literature distributed in accordance with the regulations.
6. Students shall be responsible for the removal of excess literature that is left at the distribution point for more than one day.

DISRUPTION OF SCHOOL

No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, to intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing disruption or obstruction of any lawful mission, process, or function. Nor shall any student encourage any other student to engage in such activities. Disorderly activities by any student or group of students that adversely affect the schools orderly educational environment shall not be tolerated at any time on school grounds. Teachers may remove from class and send to the principal or principal’s designee office a student whose behavior is so unruly, disruptive, or abusive that it seriously interferes with the teachers ability to teach the students, or with the ability of the student’s classmates to learn. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the schools administration.

GUIDANCE PROGRAM

Marvell Elementary Schools are served by a certified elementary school counselor. The counselor works with groups of children building career awareness, positive self-concept and interpersonal relations skills. The counselor is also available to meet with parents or work with students on an individual basis.

POSITIVE BEHAVIOR PROGRAM

Marvell Elementary School’s positive behavior program (based on PBIS) is a set of strategies and systems to increase the capacity of our school in its ability to reduce disruptions and educate all students.

The positive behavior system has five components, which are outlined and briefly defined below:

1. Clearly Defined Expectations: There are three short rules that all students are expected to abide by, they are: Be Responsible, Be Respectful, and Be Reflective.
2. Behavioral Matrix: In a positive manner, the matrix tells students how to behave in order to abide by the three defined expectations in various areas of the school. A copy of the behavioral matrix is posted in every classroom and will be distributed to families at registration.
3. Teaching Behavioral Expectations: The three behavioral expectations will be taught directly to students just as academic objectives will be taught. These objectives will be called Chickasaw Objectives. The Chickasaw Objectives taught weekly will be determined by collecting data through a school-wide information system (SWIS).

4. Positive Reinforcement System: This program also uses consistent positive reinforcement to celebrate student success. Students will be rewarded with Office Discipline Referral and Detention Forms. There will still be consequences for students not exhibiting the clearly defined expectations or not conducting themselves in an honorable manner. Their actions will result in detention or office referral form. These forms are in line with the districts behavior code, which are further outlined in this handbook.

FOOD AND DRINKS

No food or drinks are to be brought to school for snacks by students unless approved by the building principal. Snacks may be given by the school nurse for medical reasons with a medical statement from their physician. Exceptions will be made for classroom parties. Parent notices will be sent home outlining what may be brought for classroom parties.

STANDARDS OF CONDUCT

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school and not infringe on the rights of others. School staffs have the authority and the responsibility to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision. Such measures may include the use of reasonable force in the exercise of lawful authority to restrain or correct students and maintain order. Any student who gives false information or wrongfully accuses another student or staff member will be subject to disciplinary action. The standards of conduct are broken down into three major categories, Level I, Level II and Level III.

A student, who is well informed concerning his rights and responsibilities, and the standards of behavior expected, should not require disciplinary action. For the information of all students; however, infractions to avoid and recommended disciplinary actions are presented below.

Consistent application of these standards of conduct by teachers, staff and administrators should result in fairness for all students (offenders and victims alike) and help each school to better achieve our ultimate goal—educating the students.

The following activities are considered major infractions of proper conduct and will subject the student to disciplinary action including, but not limited to, suspension or expulsion from school and notification of law enforcement officials. The violation of a rule will occur whether the conduct takes place on the school grounds at any time, off the school grounds at a school-supervised activity, function or event, or on school district transportation.

Below each rule is a standardized list of disciplinary actions to be taken. Normally, this list will be adhered to in alphabetical order after each occurrence. However, the administration may exercise more extreme action in severe situations or in situations which a student has been involved in other rule infractions.

VIDEO SURVEILLANCE

The Board of Directors has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras, automatic identification technology, data compilation devices, and technology capable of tracking the physical location of district equipment, students, and/or personnel.

The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of bodily privacy is reasonable and customary.

Signs shall be posted on campus buildings and in district vehicles to notify students, staff, and visitors that video cameras may be in use. Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras and other technologies authorized in this policy.

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording. Other than video recordings being retained under the provisions of this policy's following paragraph, the district's video recordings may be erased any time greater than 5 days after they were created.

Videos, automatic identification, or data compilations containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or student handbook; any release or viewing of such records shall be in accordance with current law.

Students who vandalize, damage, disable, or render inoperable (temporarily or permanently) surveillance cameras and equipment, automatic identification, or data compilation devices shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

PROHIBITED CONDUCT

In support of the board's commitments and state and federal law, students are prohibited from using or possessing any tobacco product or tobacco paraphernalia such as lighters or matches, in or on any property owned or leased by the school district including: (1) in any school building, school vehicle/bus or on the school grounds at any time; (2) at any school-related activity, including athletic events; (3) at any time when the student is subject to the supervision of school personnel, including school trips.

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the Board. Prohibited behaviors include, but shall not be limited to the following.

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection;
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy;
16. Excessive tardiness;
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. Hazing, or aiding in the hazing of another student;

20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, “throwing signs” or other gestures associated with gangs are prohibited;
21. Sexual harassment; and
22. Bullying.

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

STUDENT DISCIPLINE

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

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

The District shall develop and provide programs, measures, or alternative means and methods for continued engagement and educational access during periods of suspension or expulsion.

The superintendent is authorized to modify the penalties set forth in the District’s student discipline policies on a case-by-case basis.

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

CATEGORICAL OFFENSES

Breaking the rules is never good, but sometimes it more serious than other times. The offenses and penalties, which accompany them, are divided into three categories. In Category 1, building principals will decide the type of disciplinary action to be used as a positive means of correcting unacceptable behavior. Categories 2 and 3 Offenses are those defined under city and state law as criminal in nature and which may result in suspension or expulsion.

We believe that for younger children, parents need to understand exactly what responsibilities their children must accept and the consequences for breaking the rules. Therefore, the consequences are set out in this section of the handbook. The rules and regulations apply to all children. Parents should study them thoroughly and share as much as possible with students.

Category 1

Category 1 Offenses are considered minor in nature and should be dealt with by the school building administrators and staff in consultation with the student’s parents/guardians.

Normally, disciplinary actions for Category 1 Offenses will become progressively more severe if minor rule infractions persist. However, the administrator may choose a more severe penalty at any time, based

on the student's past disciplinary record and may reduce disciplinary sanctions when warranted. When sanctions are imposed on a student, the parent/guardian should be notified and documentation is required.

At the principal's discretion, corporal punishment may be occasionally used.

For each semester, suspensions of category one offense will be administered as follows unless otherwise noted:

- A. *Suspension 3-5 Days - minimum*
- B. *Suspension 6-10 Days*
- C. *Recommendation for Expulsion - maximum*

Rule 1: Cheating

Cheating on tests or copying the work of another student shall not be tolerated. For all offenses involving cheating, the student will receive a grade of zero on the assessment or test.

Student will receive zero on test and parent/teacher/administrator conference.

Rule 2: Failure to follow directions of school staff and or school rules and regulations

- A. *Verbal Warning*
- B. *Referral to Principal*
- C. *Administrator/Teacher/Principal-Student Conference and Counselor Referral whereby parent class as directed by principal*
- D. *In-School Suspension*
- E. *Suspension*
 - a. *3-5 days*
 - b. *6-10 days*
 - c. *Recommendation for Expulsion*

Rule 3: Horseplay is defined as the act of pushing, grabbing, hitting etc., another child.

Horseplay is forbidden because it can result in accidental injury or hurt feelings that lead to minor altercations and/or fights. All participants engaged in horseplay and/or minor altercations will be disciplined accordingly to the degree of involvement of each student.

Rule 4: Name-calling is forbidden because it can result in hurt feelings that lead to minor altercations and/or fights.

Students who commit this infraction will receive one of the following disciplinary actions:

Category 2

Normally, disciplinary actions for Category Two infractions will become progressively more severe if the student chooses to commit continued rule violations. The administrator may combine detention with the parent/administrator conference for violation of Category Two rules. However, the administrator may choose the most severe penalty at any time based on the student's past disciplinary record.

Reporting Requirement: Violations of Category Two rules will be reported by teachers or staff to the school administrator. The school administrators shall use their discretion in deciding whether to report the offense to law enforcement officials. Violations of Category 2 rules that are felony offenses or serious, violent misdemeanors will be reported to the Police Department.

The consequences may be as follows for Category Two rules unless otherwise noted:

- A. *Suspension 3-5 Days - minimum*
- B. *Suspension 6-10 Days*
- C. *Recommendation for Expulsion - maximum*

Rule 5: Stealing

The act of burglary and/or larceny will not be tolerated. To steal school property or property belonging to another person or to knowingly receive stolen property is prohibited. The student and/or parent guardian shall be responsible for making full restitution for any property is prohibited. The student and/or parent guardian shall be responsible for making full restitution for any property stolen and for all damages to property caused by the student's actions.

Items stolen valued in excess of \$100.00 will require police notification.

Rule 6: Fighting

Mutual combat in which participants intentionally inflict bodily injury to another person is prohibited. All participants in a fight will be disciplined according to the degree of involvement of the participants.

Rule 7: The Use of Profanity Directed to or About a Staff Person in a Non-threatening Manner

The use of profanity or slander directed to or about a staff person in a non-threatening manner shall not be tolerated.

Rule 8: Repeated Violation of Category 1 Offenses

Habitual or repeated violation of school rules and regulations shall not be tolerated.

Rule 9: Disorderly Conduct/Hindering/Interfering with a School Function

Inappropriate behavior that substantially disrupts or interferes with or is likely to disrupt or interfere with any school function, activity, or school program is prohibited.

Rule 10: Harassing Communications

Harassing communication on school property is prohibited. The use of the voice, the telephone, telegraph, the mail, E-mail, Facsimile (Fax), or any other form of written, verbal, electronic communication that intimidates, annoys, causes alarm, or threatens harm to another person, is deemed in violation of this rule. To knowingly allow another person to use the telephone or other electronic device under your control for such a purpose is a crime. To violate another person by using sexually explicit language or gestures is also prohibited. The unauthorized use and abuse of the computer to visit sexually explicit web sites, or to access, store or distribute obscene pornographic or inappropriately suggestive material is prohibited.

Rule 11: Forgery or Falsification of Information

The act of falsifying teacher/administrator signatures or information on official school records shall not be tolerated.

Rule 12: Extortion

Obtaining or attempting to obtain money or property from an individual by force or threat of force is prohibited.

Rule 13: Leaving School Grounds/Class Without Permission/Skipping/Cutting Class

No student is to leave class without permission. No student is to miss attending class with the permission of a school administrator. No student is to leave the school campus after arrival without being checked out by a parent or without the approval of a school administrator.

Rule 14: Possession/Use of Cell Phones, Beepers, or Other.

The use or possession of beepers or other electronic communication devices on a school campus or at school-related activities is prohibited, except when they are required for medical reason. In such cases, medical documentation must be on file at the school building. Police notification is required.

RULE 15 : BULLYING/HARASSMENT

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

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

Definitions:

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

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

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

Electronic act means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.

Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose;

Harassment means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; and

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

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

Cyber-bullying of School Employees is expressly prohibited and 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; making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
- e. 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;
- f. Signing up a school employee for a pornographic Internet site; or
- g. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

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

1. Sarcastic comments "compliments" about another student's personal appearance, or actual or perceived attributes,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
5. Demeaning humor relating to a student's race, gender, ethnicity or actual or perceived attributes,

6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings, and/or
10. Threats of harm to student(s), possessions, or others.
11. Sexual harassment, as governed by policy is also a form of bullying,
12. Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles (Example: "Slut") or conduct or is homosexual, regardless of whether the student self-identifies as homosexual (Examples: "You are so gay." "Fag" "Queer").

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

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

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

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

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

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

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

Note: A student might be disciplined both for bullying and sexual harassment in an appropriate situation, or bullying, and assault.

Rule 16: Using Verbally Abusive Language, Obscene Gestures, or Fighting Words

Profanity, inflammatory or verbal abusive language or obscene gestures are prohibited in the school environment.

Rule 17: Loitering

Lingering on the grounds of a school or within 100 feet of the school, without good cause and permission of school administrator, is prohibited. No suspended and/or expelled student is allowed on District property, for any purpose, while serving a suspension/expulsion without the permission of an administrator. If student is suspended or expelled, the parent will be notified and student may be referred to legal authorities and subject to increase of the number of days suspended.

Rule 18: False Alarm

The act of pulling or calling in an alarm or a fire, bomb threat or other emergency without a lawful purpose is prohibited. Fire Marshall and/or Police notification is required.

CATEGORY 3

Students found guilty of Category 3 offenses shall receive an expulsion recommendation. The police Department shall be immediately notified and violators will be prosecuted to the fullest extent of the law.

Normally, disciplinary actions for Category 1 Offenses will become progressively more severe if minor rule infractions persist. However, the administrator may choose a more severe penalty at any time, based on the student's past disciplinary record and may reduce disciplinary sanctions when warranted. When sanctions are imposed on a student, the parent/guardian should be notified and documentation is required.

For each semester, suspensions will be administered as follows for Category three offenses unless otherwise noted:

Student will be suspended immediately for 10 days and recommended for expulsion. (Minimum = 10 days & Maximum = Expulsion)

Rule 19 Smoking or Use of Smokeless Tobacco

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff) in or on any real property owned or leased by a District school, including school buses owned or leased by the District, is prohibited. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures.

With the exception of recognized tobacco cessation products, this policy's prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pips, or under any other name or descriptor.

Rule 20: Possession of Mace, Chemical Agents, and Multi-fingered Rings or Drug Paraphernalia

The possession of mace, pepper spray or other chemical agents that may cause irritation or physical discomfort and/or bodily harm, by students, on school district property is prohibited. The possession of multi-fingered rings, brass knuckles and drug paraphernalia is also prohibited on school district property.

Rule 21: Gambling

Playing a game of chance for something of value shall not be tolerated.

Rule 22: Sexual Misconduct

Rule 22A. The act of deliberately showing sex organs in a public place shall not be tolerated.

Rule 22B. To engage in or attempt to engage in a sexual act with another person or to touch in a sexually offensive manner on district property or at a school-related activity is prohibited.

Rule 22C. (Sexual Harassment) The act of making unwelcome sexual advances, requests for sexual favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature.

Rule 23: Tampering with/Destruction of Video Surveillance Cameras/Equipment OR Destroying School Property

A student shall not tamper with, destroy, or attempt to destroy video surveillance equipment. The act of intentionally destroying property, cutting, defacing, or otherwise damaging property belonging to the school district is prohibited. Also, intentionally destroying, modifying, or abusing computer hardware or software, computer files or accessing the computer files of others is prohibited. The parent/guardian shall be responsible for all damages to property caused by his/her child. An administrator may reduce disciplinary sanctions according to the value of the property. Full restitution is required for damages.

Rule 24: Failure to Permit a Lawful Search or Inspection by a School Official

The act of preventing or impeding a school official from conducting a search or inspection authorized by this handbook is prohibited.

Rule 25: Possession and/or Use of Fireworks

The use of fireworks on a school campus or at school-related activity is prohibited.

Rule 26: Participation in Prohibited Clubs, Street Gangs, Fraternities, Sororities or Similar Organization

Students shall not participate in secret societies or organizations of any kind while on school property at school-sponsored activities, or while on the way to or from school. Street gangs hate groups, cults, or similar groups, whether organized in the community or in other settings, are prohibited on school grounds or at any school-sponsored activity.

Behaviors such as the use of signs, signals, visible body markings/adornments, verbal or written language that connotes street gang affiliations and/or memberships in other prohibited groups/or organizations at school or at school-related activities are prohibited and will be considered to be in violation of this rule.

Rule 27: Assault

A student shall not threaten, physically abuse, attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). 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. The includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs.

Furthermore, it is ui

Rule 28: Battery

The act of purposely and/or recklessly causing physical injury to another person by beating or striking either directly or with an object is prohibited.

Rule 29: Use of Multi finger Rings, Brass Knuckles, Chemical Agents, or Laser Pen Light

The use of pepper spray, mace or similar chemical agents, laser pin lights, brass knuckles or multi-fingered rings on school district property is prohibited.

Rule 30: Arson

The willful and deliberate burning of or attempting to burn school property is prohibited.

Rule 31: Possession, Use or Sale of Alcohol, Controlled Substances or Unauthorized Drug or Substances

The possession or use of alcohol, non- prescribed narcotic drugs, hallucinogens, marijuana, or any unauthorized drug or substance is a violation of district policy. In addition to being expelled, student must show proof of having enrolled in an approved drug/alcohol counseling program prior to reinstatement. *(Students will be suspended if they or their property smell of drugs).

The sales or distribution of alcohol, marijuana, non-prescribe drugs, hallucinogens, or similar substances is prohibited. Students expelled for this violation shall be required to submit proof of the successful completion of drug/alcohol counseling and/or treatment program prior to petitioning the Board for reinstatement.

*If a student has been suspended for use of unauthorized drugs and documentation of a negative drug screen is presented within 48 hours, the suspension will be absolved/purged from the student's record.

Rule 32: Physical Assault on Staff

The act of striking or attempting to strike a teacher or other school personnel shall not be tolerated.

Any person who shall abuse or insult a public school teacher while that teacher is performing normal and regular or assigned school responsibilities shall be guilty of a misdemeanor and upon conviction shall be liable for a fine of not less than one hundred (\$100), or no more than one thousand five hundred (\$1,500).

Rule 33: Verbal Abuse of Staff

The use of violent, abusive, or obscene language or gestures addressed to a teacher or staff person in a threatening manner shall not be tolerated.

Any person who shall abuse or insult a public school teacher while that teacher is performing normal and regular or assigned school responsibilities shall be guilty of a misdemeanor and upon conviction shall be liable for a fine of not less than one hundred (\$100), or no more than one thousand five hundred (\$1,500).

Rule 34: Possession or Use of Firearm, Weapon, or Facsimile Weapon

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity, en route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event. Military personnel, such as ROTC cadets, acting in the course of their official duties are excepted.

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

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

Except as permitted in this policy, students found to be in possession on the school campus of a firearm¹ shall be recommended for expulsion for a period of not less than one year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property.² Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

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

Student will be suspended immediately, reported to legal authorities and recommended for expulsion for a period of not less than one (1) year.

Rule 35: Possession or Use of Explosives

The possession, use, or threats to use explosives or other such devices capable of inflicting bodily harm are prohibited.

Rule 36: Unlawful Assembly

Three or more students getting together with the intent to commit an unlawful act will not be tolerated.

Rule 37: Inciting to Riot (Category 3)

An act or conduct which results in a riot or which urges others to commit acts of force and violence or participation in a group/gang fight or similar disturbance at school or at school related activities is prohibited.

Rule 38: Robbery

The violent taking of any goods, money or other valuable items from another person by force, threats or with a weapon shall not be tolerated.

Rule 39: Terroristic Threatening

The act of threatening to cause death or serious physical injury to another person or substantial damage to school property for the purpose of terrorizing another person will not be tolerated.

Rule 40: Behavior Not Covered

Marvell-Elaine School District reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in the schools even though such behavior is not specified in written rules. (This may or may not be a Level Three offense.)

CONDUCT TO AND FROM SCHOOL AND TRANSPORTATION ELIGIBILITY

The District's Student Code of conduct applies to students while traveling to and from school or to and from school activity to the same extent as if the students were on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate the District's Student Code of Conduct.

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. In addition to other disciplinary measures provided for violations of the District's Student Code of Conduct, the student's bus transportation privileges may be suspended or terminated for violations of the Student Code of Conduct related to bus behavior.

Students are eligible to receive district bus transportation if they meet the following requirements. The transportation to and from school of students who have lost their bus transportation privileges is the responsibility of the student's parent or guardian.

SCHOOL BUS TRANSPORTATION

Students and parents have the responsibility for knowing and agreeing to abide by bus riding regulations. Bus drivers have the responsibility for obeying all traffic laws and safety procedures, for supervising the behavior of students assigned to them, and for reporting to the school principal those acts of student conduct which are contrary to law, school regulations, or jeopardize the health and safety of persons riding the bus. Principals have the responsibility for acting promptly when acts of misconduct are reported by a bus driver and for proper notification to the student, parent and driver of his disposition of the case. Parents have the responsibility for providing student transportation to and from school when suspension of bus privileges becomes necessary.

PROCEDURES AND RULES FOR STUDENTS RIDING SCHOOL BUSES

Procedures:

- 1) Students may only ride the bus assigned unless written permission is obtained from the principal's office.
- 2) Students who miss their bus are to report to the principal's office.
- 3) Students on buses are under the supervision of the driver and are to follow his/her directions at all times. Failure to follow his/her reactions may result in loss of bus privileges.
- 4) Unauthorized passengers are not allowed on the bus at any time i.e., parents of students or students without a note signed by both a parent/guardian and the principal of the school.
- 5) Musical instruments will not be permitted to be stored behind the driver's seat or in the front of the bus.

Level I Rules

1. In order for the bus to remain on schedule, students are to be at the bus stop five (5) minutes before the bus is scheduled to arrive. The driver is not permitted to wait for the student. In order for the driver to stop, the students must be visible to the driver.
2. Students will stand back ten (10) feet from the bus stop and wait until the door is opened before moving closer to the bus. While waiting, students are not to play on the highway/road or engage in dangerous conduct, which could cause bodily harm to themselves or others; or damage to private property. Action by local police may be taken.
3. When arriving at the bus stop, just as the bus approaches, students will wait until the bus comes to a complete stop and the driver signals for crossing unless driver has instructed his riders in a different procedure.
4. When entering or leaving the bus, students should proceed quickly and in an orderly manner.
5. Students will refrain from distracting the driver, stay reasonably quiet, face the front of the bus, and leave other students alone.
6. Students will sit and remain seated in assigned seats from the time they board the bus until they reach their destination.
7. Students cannot be standing while the bus is in motion.
8. Students are not permitted to carry animals (living or dead) on the bus.
9. Students are not permitted to clutter the bus with paper or other objects.
10. Food and drink are not allowed on the bus for consumption while riding the bus. No eating or drinking allowed at any time.
11. Radio, tape/CD Players or computer electronic games or any other electronic device will not be carried onto the bus.
12. Students will not be permitted to board or leave the bus at any place other than their regular stop without written permission from a parent/guardian, signed by the principal and provided to the bus driver. This is contingent upon a space available basis.
13. Students who are to cross the road after leaving the bus are to go to a point on the shoulder of the road ten (10) feet in front of the bus. The driver will then signal students to cross.
14. Footballs, basketballs, volleyballs, baseballs and softballs will not be brought on the bus.
15. Students are not permitted to carry any objects too large to be held when seated. (i.e., presentation board, science projects, etc.)
16. Students on the bus with the following stipulations may transport musical instruments:
 - A. The following instruments must be held in the student's lap during transport: violin, viola, piccolo, bells, trumpet/coronet/oboe, clarinet (b-flat), alto clarinet, and flute. They cannot be placed on or under the seat and must not interfere with other students sharing their seat.
 - B. The following musical instruments must be placed on the floor between the student's feet: bassoon, bass clarinet, alto saxophone, tenor saxophone, and trombone. They cannot be held in the lap of the students or placed on the seat.
 - C. The following musical instruments are not permitted on the bus during the regular morning and afternoon runs: tuba, drums, baritone horn, string bass, cello and French horn.

Level II Rules

17. Students are not permitted to ride another bus when they are suspended from their assigned route bus. If a student is caught violating this rule, additional punishment will follow.
18. Students are not permitted to extend their hand, arms, heads or any body parts out of the bus windows at any time.
19. Students are not permitted to sit on the front of rear engine cowl or the dashboard.
20. Students will not tamper with any of the safety devices on the bus.
21. Buses are expensive school property. Students will not damage any part of the bus. If a student damages a bus, the parent/guardian will be responsible for the cost of repairs.
22. No student shall possess, use or threaten to use any fireworks upon any school bus or at designated bus stops.
23. Students are not permitted to throw items of any kind inside the bus or out of the bus windows. Any student caught throwing items out of window and damaging a vehicle will be responsible for the cost of repairs.
24. Pagers, cell phones, or other electronic communication devices are not permitted on the bus.
25. State law prohibits smoking or the use of any products containing tobacco in any form on school buses.
26. State law prohibits a student from threatening, cursing, or using abusive language to a school bus driver.
27. Students who refuse to properly identify themselves to the school administrator, driver or personnel from the Transportation Department upon request shall be suspended from riding the bus.

Level III Rules

28. Students shall not possess, use or be under the influence of alcohol on the school bus or at designated bus stops. Students breaking this rule for the first time will receive disciplinary action.
29. Students shall not possess, use or be under the influence of illegal drugs on the school bus or at designated bus stops. Students breaking this rule for the first time will receive disciplinary action.
30. Students shall not possess any weapon on any school bus or at designated bus stops. Students will not possess objects or devices of no reasonable use at school, which may cause physical injury. Violators of this rule will be recommended for expulsion.
31. No student shall possess, use, threaten to use, or otherwise be involved with any firearm/handgun, weapon, facsimile weapon, or any other instrument that is capable of inflicting physical injury or death. Weapons prohibited by law upon any school bus or at designated bus stops include, but are not limited to: any firearm/handgun (whether loaded or unloaded), knife, razor, ice pick, dirk, brass or metal knuckle, martial arts implement, box cutter, BB gun, pellet gun, pump gun, blackjack, sword, spear in a cane, Billie club, sap, rifle, shotgun, machine gun, bomb, grenade, booby trap, explosive device, or any other implement designed, made, or adapted for the purpose of inflicting physical injury or death.

Student will be suspended immediately from school, reported to legal authorities and recommended for expulsion from school for a period of not less than one (1) year.

PARENTS SHOULD NOT COME TO SCHOOL AT 3:30 P.M. AND GET A STUDENT OFF THE BUS WHILE OTHERS ARE LOADING. STUDENTS MUST BRING A NOTE FROM HOME IF THERE IS A CHANGE IN THEIR AFTERNOON TRANSPORTATION OR DESTINATION.

CONSEQUENCES FOR MISBEHAVIOR ON THE BUS ARE AS FOLLOWS:

When students misbehave on any school bus while being transported or in the process of being transported they will be disciplined according to our regular school policies or school bus policies. Under these guidelines, the principal has the authority to suspend a student's privilege to ride the bus as indicated below:

- a. **First suspension— Suspension for 15-25 days of school**
- b. **Second suspension— Suspension for 45-60 days of school**
- c. **Third suspension— Suspension for remainder of the school year.**

If it is necessary for your child to go home on a different bus, be picked up by someone, or to walk, please send a note to the principal. To assure your child's safety we will not let him/her go home on a different bus or with anyone else without written permission from you. Your child's health and safety are as important to us as they are to you. Please, help us by teaching your child the rules in the handbook. We encourage you and your child to cooperate with the school in every way.

SUSPENSION FROM SCHOOL

Students who are not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The

Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days, including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs:

- At any time on the school grounds;
- Off school grounds at a school-sponsored function, activity, or event; and
- Going to and from school or a school activity.

A student may be suspended for behavior including, but not limited to that which:

1. Is in violation of school policies, rules, or regulations;
2. Substantially interferes with the safe and orderly educational environment;
3. School administrators believe will result in the substantial interference with the safe and orderly educational environment; and/or
4. Is insubordinate, incorrigible, violent, or involves moral turpitude.

Out-of-school suspension (OSS) shall not be used to discipline a student in kindergarten through fifth (5th) grade unless the student's behavior:

- a. Poses a physical risk to himself or herself to others.
- b. Causes a serious disruption that cannot be addressed through other means; or
- c. Is the act of bringing a firearm on school campus.

OSS shall not be used to discipline a student for skipping class, excessive absences, or other forms of truancy.

The school principal or designee shall proceed as follows in deciding whether or not to suspend a student-

- a. ~~1-~~ the student shall be given written notice or advised orally of the charges against him/her;
- b. ~~2-~~ if the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts; and
- c. ~~3-~~ if the principal finds the student guilty of the misconduct, he/she may be suspended.

When possible, notice of the suspension, its duration, and any stipulations for the student's readmittance to class will be given to the parent(s), legal guardian(s), or to the student if age eighteen (18) or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), or to the student if age eighteen (18) or older or mailed to the last address reflected in the records of the school district.

Generally, notice and hearing should precede the student's removal from school, but if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as practicable.

It is the parents' or legal guardians' responsibility to provide current contact information to the district, which the school shall use to immediately notify the parent or legal guardian upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority:

- A primary call number;
- The contact may be by voice, voice mail, or text message;
- An email address;
- A regular first class letter to the last known mailing address.

The district shall keep a log of contacts attempted and made to the parent or legal guardian.

During the period of their suspension, students serving out-of-school suspensions are not permitted on campus except to attend a student/parent/administrator conference.

During the period of their suspension, students serving in-school suspension shall not attend or participate in any school-sponsored activities during the imposed suspension.

Suspensions initiated by the principal or his/her designee may be appealed to the Superintendent, but not to the Board.

Suspensions initiated by the Superintendent may be appealed to the Board.

THREE STRIKES YOU'RE OUT

When a student has been suspended from school for the third time, he/she will be recommended for expulsion for the remainder of the school year or one calendar year with the superintendent having the discretion to modify such expulsion requirement on a case-by-case basis.

EXPULSION

The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct.

- Deemed to be of such gravity that suspension would be inappropriate;
- Where the student's continued attendance at school would disrupt the orderly learning environment; or
- Would pose and unreasonable danger to the welfare of other students or staff.

Expulsion shall not be used to discipline a student kindergarten through fifth (5th) grade unless the student's behavior:

- a. Poses a physical risk to himself or herself to or to others;
- b. Causes a serious disruption that cannot be addressed through other means; or
- c. Is the act of bringing a firearm on school campus.

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

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

The president of the Board, Board attorney, or the designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. Both the district administration and School Board also may be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, or student if age eighteen (18) or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

During the hearing, the Superintendent, or designee, or representative will present evidence, including the calling of witnesses that gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will

not be permitted; however, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

Except as permitted by policy 4.22, the Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

*****The superintendent must clear all students, who have been expelled, for re-entry into school.**

DISCIPLINING STUDENTS WITH IDEA DISABILITIES INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

SUMMARY AND BACKGROUND

The Individuals with Disabilities Education Act (IDEA) Amendments of 1997, PL 105-17, gives students with disabilities special due process rights relative to long-term suspensions or exclusion (expulsion) from school. Students with disabilities are not immune from disciplinary procedures, but neither are those procedures identical with those for students without disabilities. After meeting all procedural safeguards, “exclusion from school-based activities” with the provision of an alternative educational setting, rather than expulsion, may be recommended as a disciplinary action for students with disabilities.

Due process will be extended to parents and/or students with IDEA disabilities prior to any change in the student’s educational placement or program.

Who Is Affected, and What Are the Rules?

Students who are in the formal referral process prior to disciplinary infraction are subject to the due process rights and procedures as defined by IDEA. Subsequently, only students who have been formally identified as students with IDEA-defined disabilities are subject to the due process provisions of PL 105-17. A student’s permanent file will generally show whether he/she has been formally identified as a student with a disability. All such students will also have IEPs (individual educational plans) in their files.

1. Rule for Suspensions of Ten (10) Days or Less. Due process notice is not required for suspensions of ten (10) days or less during the school year for IDEA students. Suspensions of ten (10) days or less are not considered a change in placement. Students with disabilities may be suspended from school for ten (10) days or less per offense. Suspensions of ten (10) days or less do not require that a manifestation determination be made regarding the relationship between the misconduct and disability or placement. No educational (FAPE) services are required for short-term suspensions.

However, **if students have patterns of behavioral problems that warrant repeated suspensions, schools are advised to conduct a functional assessment of behavior. Disruptive behavior due to a disability may be evidence that the student’s program is inappropriate. An IEP conference should be scheduled to review the student’s program to make a determination as to the need for a behavior management plan or other modifications that may address current or prevent future misconduct.**

2. Rule for Exceeding Ten (10) Days of Suspension or Expulsion. IDEA students *may not* be suspended for more than ten (10) days or excluded from school as a disciplinary action. Such suspension or exclusion constitutes a change in placement which invokes all due process and procedural safeguards regarding educational programming or placement changes. Refer to IDEA change in placement procedures.

3. Rule for 45-Day Exclusion Involving Weapons or Drugs. IDEA students who bring weapons or drugs to school may be placed in an interim alternative educational setting up to 45 calendar days. The IEP team in accordance with due process requirements must decide an interim alternative placement. In order for the team to meet, the school has the option of removing the student from the school, using other in-school discipline or suspension up to ten (10) school days. Refer to IDEA change in placement procedures.

Compliance with GFSA (Gun-Free School Acts) for students with disabilities under IDEA will be determined on a case-by-case basis. FAPE (Free Appropriate Public Education) must be provided to IDEA students during the interim 45-day placement.

IDEA DISCIPLINARY PROCEDURES:

A suspension of more than ten (10) days or exclusion from school is a change in placement. **Before** change in placement can be implemented, the school must:

1. Notify the parents in writing, in their native tongue and language they can understand, of a review conference.
2. Convene the IEP team within ten (10) days. Include the parents, teachers, therapists, evaluators, student (if appropriate) and anyone else closely involved with or knowledgeable of the student's placement or education.
3. Use all available school and evaluation data, along with input from committee members, when conducting the IEP team review. This committee must meet and:
 - Conduct a functional analysis of behavior or review the one previously completed,
 - Develop a behavior plan or review/revise the current behavior plan,
 - Conduct a manifestation determination, and
 - Determine the interim/alternative placement.

Thus, exclusion or suspension of more than ten (10) days cannot be imposed as a disciplinary action without an investigation and documentation of the appropriateness of both the program and placement. The investigation/review has all evaluation and due process requirements; therefore, there could be a potential delay in recommending exclusion-even with the provision of an alternative educational placement- as a disciplinary measure.

4. Indicate the decision of the committee relative to the following:
 - If the behavior is **related** to the disability, the student cannot be excluded from school or suspended for more than ten (10) days as a disciplinary action. However, if appropriate, an alternative educational placement is recommended by the committee. Schools are advised to obtain parental consent prior to implementing a recommended change in placement. If parental consent cannot be obtained, due process for notification of change in placement is required.
 - If the behavior is **not related** to the disability, it must be determined and documented by the committee. Following such determination, the administration can then recommend disciplinary action through regular administrative procedures. If the student is recommended for exclusion from school for disciplinary reasons, an alternative educational setting must be provided to continue FAPE (Free Appropriate Public Education) for IDEA students.
5. If the parent **agrees** with the recommended change in placement the decision can be implemented.
6. If the parent **disagrees** with the manifestation determination or recommended change in placement, the parent may file a written request for a due process hearing.
 - "Stay put" for the student during the hearing process is the current educational placement.

EXCEPTION:

For disciplinary infractions involving weapons/drugs, the 45-day rule for interim alternative placement applies. If the parent disagrees with the 45-day interim placement, or manifestation determination, the parent may initiate a hearing. In this case, "stay put" is the student's 45-day interim placement.

7. Inform parents of their due process rights at all conferences, including the right to disagree with any conference decision or recommendation of the school.

NOTE: These procedures are subject to immediate revision and/or interpretation when federal/state regulations are finalized.

DISCIPLINING STUDENTS UNDER SECTION 504 SECTION 504 OF THE REHABILITATION ACT OF 1973

Summary and Background

The Rehabilitation Act of 1973 governs the district's obligations to provide FAPE (Free Appropriate Public Education) and reasonable accommodations to students with disabilities as defined in Section 504. Section 504 is a civil rights law that prohibits discrimination and guarantees protection for students with disabilities. The Americans with Disabilities Act of 1990 (ADA), Title II, extends Section 504's prohibition of discrimination on the basis of disability to all school or district activities. In disciplinary situations, due process is required. Purposes of Section 504 include:

1. School districts receiving federal financial assistance must guarantee students their civil rights and are prohibited from discrimination of students on the basis of their disability.
2. Assurance that the states will provide all students with disabilities with a "free appropriate public education" (FAPE).
3. Due process for the parents of students with disabilities, prior to any change in placement or program.

Who Is Affected, and What Are the Rules?

Students who have been formally identified as disabled under Section 504 *prior* to the disciplinary infraction are subject to due process rights and procedures. A student's permanent file will indicate whether he/she has been identified as a student with a disability according to 504. Such students will have written documentation of 504 eligibility in their file.

1. Rule for Suspensions of Ten (10) Days or Less. Special due process notice is not required for suspensions of ten (10) days or less. They are not considered a change in placement. Students with disabilities may be suspended from school for ten (10) days or less. Suspensions of ten (10) days or less do not require that a determination be made regarding the relationship between the misconduct and disability or placement.

However, if 504 students have patterns of behavioral problems that warrant repeated suspensions, schools are advised to conduct a 504 discipline review conference to review the student's program to make determination as to the need for a behavior management plan or other accommodations that may address current or prevent future misconduct.

2. Rule for Exceeding Ten (10) Days of Suspension or Expulsion. Section 504 students whose behavior is related to their disability may not be suspended for more than ten (10) days or excluded from school as a disciplinary action without following all due process and procedural safeguards. Such suspension or exclusion constitutes a change in placement. (See change in placement procedure)

- If the behavior is related to the 504 disability, educational services (FAPE) must be provided.
- If the behavior is not related to the 504 disability, no educational services must be provided.

3. Rule for Suspension for Weapons/Drugs. Section 504 students who bring weapons/drugs to school may be subject to regular disciplinary actions. However, prior to the disciplinary action the school has the option of removing the student from school using other in-school discipline or suspending the student for up to ten (10) school days. Within the ten (10) days, a 504-discipline review conference must be held in accordance with due process procedures. The 504 committee must conduct a manifestation determination to determine the casual relationship between the misconduct and the disability. (See change in placement procedure)

- If the behavior is related to the 504 disabilities, educational services (FAPE) must be provided.
- If the behavior is not related to the disability, no educational services must be provided.

SECTION 504 DISCIPLINARY PROCESS

Change in Placement Procedures

A suspension of more than ten (10) days or exclusion from school is a change in placement. **Before** any change in placement can be implemented, the school must:

1. Notify the parents in writing, in their native tongue and language they can understand, of a Section 504 discipline review conference.

2. Conduct a meeting with the parents, teachers, therapists, evaluators, student (if appropriate) and anyone else closely involved with or knowledgeable of the student's placement or education.
3. Use all available school and evaluation data, along with input from committee members, when conducting the Section 504 team review. Disruptive behavior due to a disability may be evidence that the student's program is inappropriate. Thus, exclusion or suspension of more than ten (10) days cannot be imposed as a disciplinary action without an investigation and documentation of the appropriateness of both the program and placement. The investigation/review has all evaluation and due process requirements. A behavior management plan should be included in the accommodation plan for students who exhibit serious or chronic misconduct.
4. Complete the Section 504 worksheet to make a manifestation determination. Based on the manifestation review the committee will determine:
 - If the behavior is **related** to the disability, the exclusion of the student for more than ten (10) days requires the provision of FAPE (Free Appropriate Public Education). An alternative educational placement can be recommended by the committee and implemented by the district. The parent will be informed of the recommended change of placement.
 - If the behavior is **not related** to the disability, the student may be excluded from school and no educational services provided. The administration recommends disciplinary action through regular administrative procedures.
5. If the parent disagrees with the relationship between behavior and disability they may file a written request for a hearing, grievance, or complaint. However, the disciplinary action or change in placement can be implemented during the due process proceedings for students with 504 only eligibility. There is no automatic right to remain in the current placement under 504.
6. Inform parents of their due process rights at all conferences.

RELIGION IN THE SCHOOL

The First Amendment of the Constitution states that "Congress shall make no law respecting the establishment of religion, or prohibiting the free exercise thereof....." As the Supreme Court has stated (Abington School District v. Schempp, 374 U.S. 203) the Amendment thus, "embraces two concepts-freedom of believe and freedom to act. The first is absolute but, in the nature of this, the second cannot be." Therefore, it is the Board's policy that the school system, as an agency of the government, shall be neutral in matters regarding religion and will not engage in any activity that either advocates or disparages religion. The District shall assume no role or responsibility for the religious training of any student.

The need for neutrality does not diminish our school system's educational responsibility to address the historical role of religion in the development of our culture. Since we live in a diverse society, the District's goal shall be to address the subject of religion objectively in such a way that it promotes an understanding of, and tolerance for, each other's religious or non- religious views.

Discussions concerning religious concepts, practices, or disciplines are permissible when presented in a secular context in their relation to an inclusively study of religion or to the study of a particular region or country. The discussions shall be so that they are objective and academically informational and do not advocate any particular form of religious practice.

Instructional Activities in the schools that are contrary to a pupil's religious beliefs or teaching shall be optional.

The teacher in charge of each classroom may, at the opening of school each day, conduct a brief period of silence with the participation of all students in the classroom who desire to participate. Students and employees engage in personal religious practices, such as prayer, at any time, and shall do so in a manner and at a time so that the educational process is not disrupted.

STUDENT ORGANIZATION/EQUAL ACCESS

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

1. The meeting is to be voluntary and student initiated;
2. There is no sponsorship of the meeting by the school, government, or its agents or employees;
3. The meeting must occur during non-instructional time;
4. Employees or agents of the school are present at religious meetings only in a non-participatory capacity;
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
6. Non-school person may not direct, conduct, control, or regularly attend activities of student groups.

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

Fraternities, sororities, and secret societies are forbidden in the all District schools. Membership to student organizations shall not be by a vote of the organizations members, nor be restricted by the student's race, religion, sex, national origin, or other arbitrary criteria

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

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

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment as defined in this policy. Any student found, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion.

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

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

The terms "intimidating," "hostile," and "offensive" include conduct of a sexual nature which has the effect of humiliation or embarrassment and is sufficiently severe, persistent, or pervasive that it limits the student's ability to participate in, or benefit from, an educational program or activity.

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

Students who believe they have been subjected to sexual harassment, or parents of a student who believes their child has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will assist them in the complaint process. Under no circumstances shall a student be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment.

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

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

SEARCH, SEIZURE, AND INTERROGATIONS

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

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

The Superintendent, principals, and their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs.

A school official of the same sex shall conduct personal searches with an adult witness of the same sex present.

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

If the District makes a report to any law enforcement agency concerning student misconduct or it access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, person having lawful control of the student, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator or employee of the Department of Human Services.

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

Procedures for scanning are as follows:

1. The principal will have a prepared plan for both general and random scanning. These plans will be on file in the Superintendent's office. Said plan will include details related to:

a. Procedures for search of the grounds and buses

b. Procedures for securing the building so that when general student population scanning takes place, students may not enter or leave except through designated exits/entrances

c. Provisions for locker searches

2. The principal will conduct random scans and be cognizant of not developing a pattern.

3. A written report will be submitted to the Superintendent.

Any teacher/school employee who observes scanning will initial form when scanning is complete.

4. The conduct of scan searches will follow these procedures:

a. The metal detector will be passed over the student on each side, front and back.

b. If any metal is registered, the student may be:

- *Instructed to empty his pockets*
- *Instructed to pull up his pant leg so that socks and shoes may be checked;*
- *Asked to take off jackets;*
- *Asked to submit purses/book bags for search;*
- *Asked to turn a belt buckle over to expose the backside in order to ensure that no weapon is concealed;*

Once the object that caused the alarm is located, and the alarm does not sound when passed over the student, the search will stop.

5. If after completing these procedures, there is still a reasonable belief that the student is concealing a weapon based on the sounds produced by the metal detector, the student may be asked to accompany an administrator to the office. In the privacy of an office and with a teacher of the same sex as the student present as a witness, the student will be asked to produce any weapon or metal items on his person. If a pat-down search of a student is conducted, it will be performed by a school official or a certified employee of the same sex as the student who has volunteered to conduct the search. The search will be conducted in private and in the presence of an adult witness of the same sex as the student.

If the above measures do not yield the object that is causing the detector to indicate the presence of an object, then the student's parent/guardian and police authority will be contacted and the student will be detained until the parent/guardian/police authority come to school.

6. The media will not be present during scanning activities, nor will pictures be taken of students who are being scanned.

LASER POINTERS

Students shall not possess any hand held laser pointer while in school; on or about school property, before or after school; in attendance at school or any school-sponsored activity; en route to or from school or any school sponsored activity; off the school grounds at any school bus stop or at any school-sponsored activity or event. School personnel shall seize any laser pointer from the student possessing it and the student may reclaim it at the close of the school year, or when the student is no longer enrolled in the District.

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2019

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

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

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means:

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;
- Discussions held by the school's counselors with students and their parents; and/or
- Distribution of a newsletter(s) to parents or guardians of the district's students.

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of "eligible child" in Policy 4.2—ENROLLMENT.

GRADUATION REQUIREMENTS

The number of unit's students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

SMART CORE: Sixteen (16) units

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

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

Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)

- 1) Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9;
- 2) Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10;

*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the **graduation** requirement, but only serve as one unit each toward fulfilling the **Smart Core** requirement.

- 3) Algebra II; and
- 4) The fourth unit may be either:
 - A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or
 - one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

Natural Science: a total of three (3) units with lab experience chosen from

One unit of Biology; and either:

Two units chosen from the following three categories (there are acceptable options listed by the ADE for each):

- Physical Science;
- Chemistry;
- Physics or Principles of Technology I & II or PIC Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics one-half ($\frac{1}{2}$) unit
- World History - one unit
- American History - one unit

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

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

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

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

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

CAREER FOCUS: - Six (6) units

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

CORE: Sixteen (16) units

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

Oral Communications: one-half ($\frac{1}{2}$) unit

Mathematics: four (4) units

- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)
- one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE may be substituted for a math credit beyond Algebra I and Geometry

*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science: three (3) units

- at least one (1) unit of biology or its equivalent; and
- Two units chosen from the following three categories:
- Physical Science;
 - Chemistry;

- Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World history, one (1) unit
- American History, one (1) unit

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

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

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

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

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

CAREER FOCUS: - Six (6) units

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

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR GRADUATING CLASS 2018 AND THEREAFTER

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

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

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means:

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;

- Discussion of the Smart Core curriculum and graduation requirements at the school’s annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;
- Discussions held by the school’s counselors with students and their parents; and/or
- Distribution of a newsletter(s) to parents or guardians of the district’s students.

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district’s annual professional development shall include the training required by this paragraph.

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of “eligible child” in Policy 4.2—ENROLLMENT.

GRADUATION REQUIREMENTS

The number of unit’s students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. Not all units earned toward graduation necessarily apply to Smart Core requirements.

Digital Learning Courses

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format. In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

SMART CORE: Sixteen (16) units

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

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

Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)

- Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9
- Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10

*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the **graduation** requirement, but only serve as one unit each toward fulfilling the **Smart Core** requirement.

- Algebra II
- Beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses

(Comparable concurrent credit college courses may be substituted where applicable)

Natural Science: a total of three (3) units with lab experience chosen from

One unit of Biology; and

Two units chosen from the following three categories (there are acceptable options listed by the ADE for each)

- Physical Science
- Chemistry
- Physics or Principles of Technology I & II or PIC Physics

Social Studies: three (3) units

- Civics one-half ($\frac{1}{2}$) unit
- World History - one unit
- American History - one unit

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

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

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

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

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

CAREER FOCUS: - Six (6) units

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

CORE: Sixteen (16) units

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

Oral Communications: one-half ($\frac{1}{2}$) unit

Mathematics: four (4) units

- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)

*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science: three (3) units

- at least one (1) unit of biology or its equivalent
- one (1) unit of a physical science

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World history, one (1) unit
- American History, one (1) unit

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

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

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

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

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

CAREER FOCUS: - Six (6) units

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

The Core and career focus units must total at least twenty-two (22) units to graduate.

FORMS AND MISC. INFORMATION

SEX OFFENDERS ON CAMPUS (MEGAN'S LAW)

The Marvell-Elaine School District shall work with area law enforcement in a manner consistent with applicable state law and Arkansas Department of Education Regulations to communicate the presence of a sexual offender. When necessary, law enforcement may contact building principals and give them information concerning registered sex offenders. The decision regarding which school principals to notify rests solely with law enforcement officials who use a rating system to determine those needing to be notified according to the offender's dangerousness to the community.

Building principals should, in turn, notify any person who in the course of their employment is regularly in a position to observe unauthorized persons on or near the school's property. Those notified could include employees such as aides, bus drivers, coaches, maintenance staff, professional support staff, school level administrative staff, security personnel, teachers' assistants, and teachers.

It is important that school personnel receiving notice understand that they are receiving sex offender notifications in their official capacity and are **not** to disseminate information about an offender to anyone outside the school. If school personnel are asked about notification information by an organization using school facilities, they should be referred to the area law enforcement agency that issued the notice.

Persons **not** to be notified except at the specific discretion of area law enforcement officials include members of parent-teacher organizations, other schools, organizations using school facilities, students, parents or guardians of students, and the press. Personnel may inform the press about procedures which have been put in place and other general topics, but may not reveal the name or any other specifics regarding an offender.

A parent or guardian who is a Level 1 or Level 2 sex offender shall be allowed to enter the school campus to attend parent-teacher conferences or any other activity which is appropriate for a parent or guardian, or community member.

Level 3 and Level 4 sex offenders may only enter the school campus in the following instances.

1. The offender is a student attending school in the district;
2. To attend a graduation or baccalaureate ceremony, or a school sponsored event for which an admission fee is charged or tickets are sold or distributed;
3. It is a non-student contact day according to the school calendar or no school-sponsored event is taking place on campus;
4. The offender is a parent or guardian of a student enrolled in the district and goes directly to the school office to have school personnel deliver medicine, food, or personal items for the student;
5. The offender is a parent or guardian of a student and enters the school campus where the student is enrolled to attend a scheduled parent-teacher conference **and** the offender is escorted to and from the conference by a designated school official or employee.

A Level 3 and Level 4 sex offender who is the parent or guardian of a child enrolled in the district and who wishes to enter the school campus in which the student is enrolled for any other purpose than those listed above, must give reasonable notice to the school principal or his/her designee. The principal or designee may allow the sex offender to enter upon the campus provided there is a designated school official or employee to escort and supervise the sex offender while they remain on campus. The sex offender shall not enter upon the school campus until such time as a designated school official or employee is available.

Copies of the notification from law enforcement should be kept in a secure place accessible to teachers and staff, but should not be posted on school bulletin boards or made available to students or members of the community at large.

STUDENT INTERNET AND ELECTRONIC DEVICE USE AGREEMENT

Student's Name (Please Print) _____ Grade Level _____

School _____ Date _____

The Marvell-Elaine School District agrees to allow the student identified above ("Student") to use the district's technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student owned electronic device (as used in this Agreement, "electronic device" means anything that can be used to transmit or capture images, sound, or data):

1. **Conditional Privilege:** The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet whether through a District or student owned electronic device unless the Student and his/her parent or guardian have read and signed this agreement.
2. **Acceptable Use:** The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.
3. **Penalties for Improper Use:** If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action. **[Note: A.C.A. § 6-21-107 requires the district to have "...provisions for administration of punishment of students for violations of the policy with stiffer penalties for repeat offenders, and the same shall be incorporated into the district's written student discipline policy." You may choose to tailor your punishments to be appropriate to the school's grade levels.]**
4. **"Misuse of the District's access to the Internet" includes, but is not limited to, the following:**
 - a. using the Internet for other than educational purposes;
 - b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
 - c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
 - d. making unauthorized copies of computer software;
 - e. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
 - f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
 - g. posting anonymous messages on the system;
 - h. using encryption software;
 - i. wasteful use of limited resources provided by the school including paper;

- j. causing congestion of the network through lengthy downloads of files;
- k. vandalizing data of another user;
- l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- m. gaining or attempting to gain unauthorized access to resources or files;
- n. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
- o. invading the privacy of individuals;
- p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, address, and phone number.
- q. using the network for financial or commercial gain without district permission;
- r. theft or vandalism of data, equipment, or intellectual property;
- s. attempting to gain access or gaining access to student records, grades, or files;
- t. introducing a virus to, or otherwise improperly tampering with the system;
- u. degrading or disrupting equipment or system performance;
- v. creating a web page or associating a web page with the school or school district without proper authorization;
- w. providing access to the District's Internet Access to unauthorized individuals;
- x. failing to obey school or classroom Internet use rules; or
- y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
- z. Installing or downloading software on district computers without prior approval of the technology director or his/her designee.

5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or access to the Internet including penalties for copyright violations.

6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.

7. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.

8. Signatures: We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

Student's Signature: _____ Date _____

Parent/Legal Guardian Signature: _____ Date _____

SCHOOL-PARENT COMPACT

The Marvell Elementary School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

The school-parent compact is in effect during school year 2015-2016. SCHOOL-PARENT COMPACT PROVISIONS

School Responsibilities

The Marvell Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

- All math and literacy programs are scientific research based programs
 - Teachers and Administrators receive on-going research based professional development
 - Research based instructional practices are being implemented in classrooms daily
2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:
- Parent-Teacher conferences are held twice per school year
 - The first one is held in October at the end of the first nine weeks
 - The second one is held in March at the end of the third nine weeks
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows :
- Progress reports are sent home at the 4 ½ week point of each nine weeks
 - Academic and/or behavior reports will be sent home weekly and/or daily
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
- Staff is available for conferences Monday thru Friday during their activity period, before 8:00 a.m., and after school from 3:30-3:45 p.m. Conferences are scheduled through the office.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
- Volunteers are welcome to come and visit in classrooms Monday thru Fridays. Volunteer hours are scheduled through the Parent Facilitator by contacting the office. Parent participation includes volunteering to read to students, participate in classroom activities or just observe daily classroom activities.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring amount of television their children watch.
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education: communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Committee, the State's Committee of Practitioners, the Parent Organization Committee or other school advisory or policy groups.

Student Responsibilities (revise as appropriate to grade level)

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Do my homework every day and ask for help when I need to.
- Read at least 10 minutes every day outside of school time.

- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

SCHOOL RESPONSIBILITIES

The Marvell Elementary School will:

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any school-wide program plan, in an organized, ongoing timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evenings, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
8. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

Optional School Responsibilities

To help build and develop a partnership with parents to help their children achieve the State's high academic standards, the Marvell Elementary School will:

1. Notify parents of the school's participation in Comprehensive Literacy Scientific Researched Based instructional strategies and Standards Based Math program. For more information on these programs, contact the Marvell School District Administration Office at 870.829.2101 or the Marvell Elementary School office at 870.829.1341.
2. Work with the LEA in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I, Part A.
3. Work with the LEA to ensure that a copy of the SEA's written complaint procedures for resolving any issue of violation(s) of a Federal statue or regulation of Title I, Part A programs is provided to parents of students and to appropriate private school officials or representatives.

School	Parent(s)	Student
Date	Date	Date

ACKNOWLEDGEMENT OF RECEIPT

Marvell-Elaine Elementary School

Dr. Tommie Henderson, Principal

Please sign in the appropriate space below and return to school as verification that you received a copy of the Marvell Elementary 2015-2016 student handbook which includes the following policies:

1. Homework Policy
2. Attendance Policy
3. Discipline/Corporal Punishment Policy
4. Electronic Device and Student Internet Usage Policy
5. Smart Core Curriculum Policy
6. Parental Involvement Plan/Policy

Print Student's Name

Grade

Student's Signature

Print Parent/Guardian's Name

Parent/Guardian's Signature

Date

Comments:

2019-2020 PARENTAL INVOLVEMENT PLAN

- I. Philosophy: The mission of Marvell-Elaine High School is to provide each student a quality education in a safe, supportive environment that promotes self-discipline, wellness and excellence in learning. Marvell-Elaine High School is welcoming, high performing, and results oriented school that prepares well-rounded students for college, careers, and a global society.

We believe:

- All students can learn when held to high expectations and provided differentiated instruction.
- Education is a shared responsibility among the school, students, parents and the community.
- Learning is a lifelong process.
- Everybody is somebody.

II. Program Components *

To support the belief of the Marvell-Elaine Public Schools, Marvell-Elaine High School parents, alumni, and supporting community must work as knowledgeable partners.

The Marvell – Elaine High School Parental Involvement Plan will include, but not be limited to, the following components:

Parent, Alumni, and Community Involvement*

Marvell – Elaine High School will provide the following opportunities to involve parents, alumni, and community:

1. The school administration supports the formation of a formal Parent, Alumni, and Community Involvement Committee when community interest warrants. *
~ A Parental Involvement Plan will be developed by the above committee.*
~ The plan will be disseminated to all district patrons. *
2. Volunteer Plan *
~ Parents will participate in various Booster Clubs that support specific organizations; Cheerleading, Athletics, Band (volunteers needed)
~ Parents will participate in club and organization activities;
~ Parents will participate in site-based committees: Transformational Team
~ A needs assessment will be conducted at the building level to ascertain degree of needs. Lists of needs will be compiled and distributed to parents. *
~ Parents will be surveyed regarding their abilities and interests as volunteers provided in the informational packets. Staff will be encouraged to use the surveys.*
~ Parent volunteers will participate in the development and implementation of the Parental Involvement Plan. *
3. Activities and Events *
~ Open House:
~ Parents and students will receive school entry orientation as well as information about school improvement and testing performance.
Parent Night; Annual Report to the Public
* At this meeting parents are given a report on the state of the school and an overview of:
 - a. What students will be learning
 - b. How students will be assessed
 - c. What parents should expect for their child's education
 - d. How a parent can assist and make a difference in his or her child's education
~ Parent-Teacher Conferences: October 2017 / March 2018
~ Parent Involvement Meetings: 3rd Thursday of each month
4. Communication *
Flyers, Progress Reports, Home Visits, Letters to Parents, Phone calls, Contact Log, Parent Meetings & Parent Conferences

5. Resource Materials*
Parenting skills, interventions, and healthy lifestyles information will be available through guidance offices, parent centers, and the school library as funds are available. *
~ The school administration supports the formation of a formal PTA or PTO when community interest warrants. *
Course Syllabi, School Nurse, Social Worker, Graduation Coach, Faculty Staff, Smart Core
6. Recognition of Parents *
~ Parent Banquet
~ Pro/Adv Student/Parent Recognition
~ Parent/Student Athletic Banquet

III. Information Packets *

Parent kits containing pertinent school information will be furnished to each parent. It will contain:

- a. School handbook and school/district calendar.
- b. Description of school's Parent Involvement Program *
- c. Contact information for parents about each school will be provided, e.g., parent facilitators, volunteers, school personnel.
- d. Information will be given regarding location of helpful parent materials; e.g. parent center, school media centers.
- e. Hours and location of parent center
- f. The recommended role of the parent, student, teacher, and school *
- g. A school telephone number, e-mail address, and school web-page address
- h. A list of teacher's e-mail addresses. *
- i. Dates of two parent/teacher conferences to be held each year *

IV. Parent Center *

The Marvell-Elaine High School & Marvell-Elaine Elementary School is located on the same site.

Location: Marvell – Elaine Elementary School 1018-B Highway 49, Marvell, AR 72366

Day/ Time: Monday – Friday / 8:00 A.M. – 3:00 P.M.

V. School Policies *

School policies/procedures do not discourage a parent from visiting the school. Each school will develop guidelines and procedures for parent visitation. *

Staff development requirements will include a minimum of two hours for teachers and three hours for administrators in effective parent/involvement strategies. *

~ If Marvell-Elaine High School is identified as Needs Improvement School on the Arkansas School ESEA Accountability Report, we will include actions in the ACSIP to describe how the school will provide parents written notices about the school's identification that caused Marvell-Elaine Elementary School to be a Need Improvement School and the strategies that will be used to promote parental involvement. *

VI. Facilitator *

The principal will designate one certified staff member as Parent Facilitator to help organize meaningful training for staff and parents promoting and encouraging a welcoming atmosphere for parental involvement in the school and to undertake efforts to ensure that parental participation is recognized as an asset to the school.

Name, location, and contact telephone number(s) will be provided.

* School: Marvell – Elaine High School

Parent Facilitator: Martha Harris

Contact Number: 870 -829-1351

* Denotes requirements in Act 603 of 2003, Act 307 of 2007, or Act 397 of 2009 and Act 1002 of 2011 and Act 1423 of 2013.



MARVELL-ELAINE ELEMENTARY SCHOOL
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MARVELL, AR 72366
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870.829.1349 – FAX