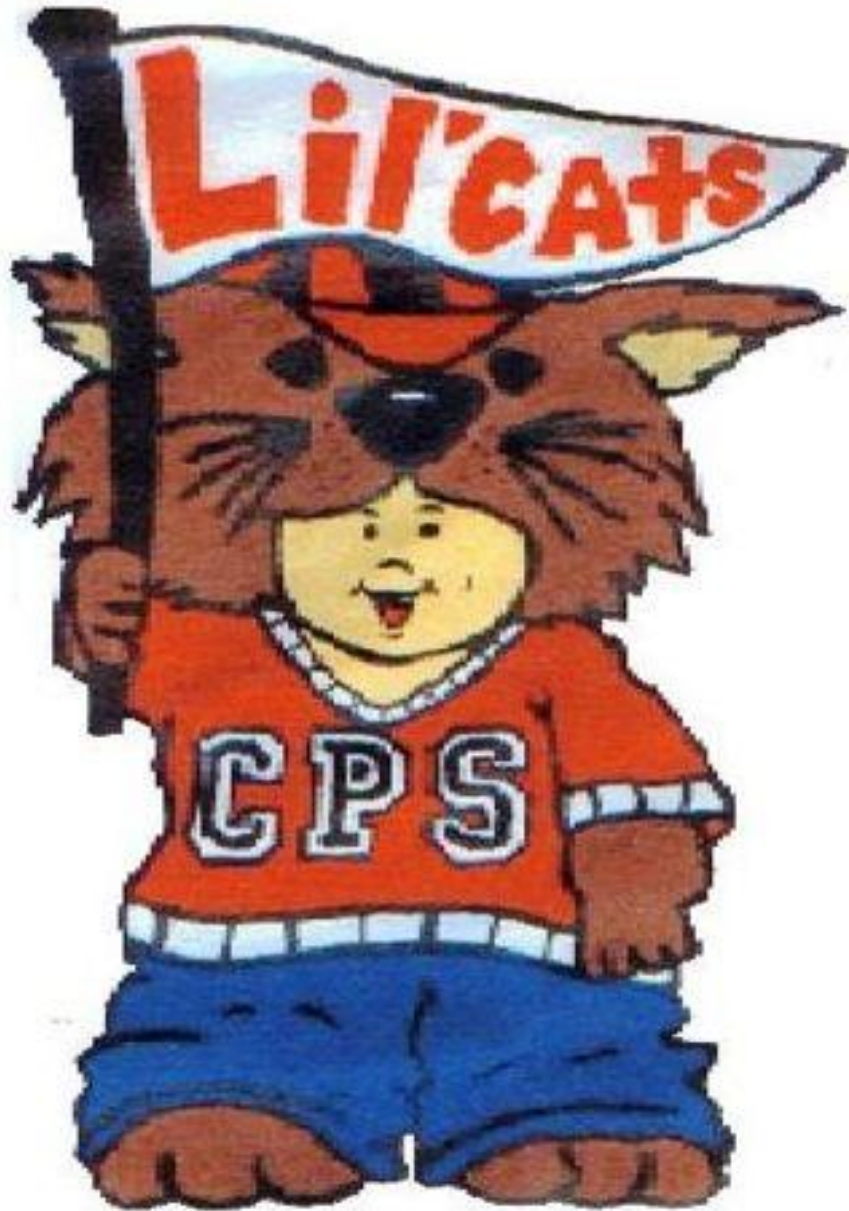


Clinton Primary School



Student/Parent Handbook 2015-2016

Check us out on the web!

FACEBOOK – W.J. Clinton Primary

WEBPAGE – <http://wjcp.hps.schoolfusion.us>



HOPE PUBLIC SCHOOLS 2015-2016 CALENDAR



August 13 **Open House 3:30p.m. – 7:30p.m.**
August 17 **First Day of Classes**

Progress Reports Issued

First Quarter -Week of Sept. 14
 Second Quarter -Week of Nov. 16
 Third Quarter- Week of Feb. 1
 Fourth Quarter–Week of Apr. 18

End of Grading Periods

First Quarter - Oct. 14
 Second Quarter-Dec. 18
 Third Quarter–Mar. 11
 Fourth Quarter–May 25

Report Cards Issued

First Quarter –October 22
 Second Quarter–January 6
 Third Quarter–March 17
 Fourth Quarter –May 25

Days School Not in Session/*Early Dismissals - Time 2:00 p.m. & 2:15 p. m.

Aug. 17	First Day of Classes
Sept. 07	Labor Day
Oct. 22	Parent-Teacher Conference (3:30pm-7:30pm)
Oct. 23	No Classes
Nov. 23-27	Thanksgiving Holidays
Dec. 21- Jan. 1	Christmas Vacation
Jan. 18	MLK Holiday
Feb. 15	President's Day Holiday
Mar. 17	Parent-Teacher Conference (3:30-7:30)
Mar. 18	No Classes
Mar. 21-25	Spring Break

***M ay 25 Last Day of Classes
 ***May 26 Make-up days in case of school closing due to weather or other event

HOPE PUBLIC SCHOOLS ADDRESSES AND PHONE NUMBERS

Administration Office	117 East Second	722-2700
Superintendent	bobby.hart@hpsdistrict.org	722-2251
Transportation	steve.bradshaw@hpsdistrict.org	722-2701
FAX		777-4087
Clinton Primary School	601 Lakeshore Drive	
Office		722-2723
Principal	Ashlea.stewart@hpsdistrict.org	722-2741
K-1 Principal (Bus)	Edwin.butterworth@hpsdistrict.org	722-2720
2-4 Principal (Car)	pam.lewallen@hpsdistrict.org	722-2740
Nurse	glenda.newton@hpsdistrict.org	722-2793
Counselors		722-2724
Cafeteria		722-2726
FAX		722-2765
Beryl Henry	2000 South Main Street	
Office		777-6222
Counselor		722-2750
Cafeteria		722-2794
FAX		722-2751
Yerger Middle School	500 East 9th Street	
Office		777-5134
Principal		722-2770
Counselor		722-2751
FAX		722-2707
Hope High School	1700 South Main Street	
Office		777-3451
Agriculture Department		722-2734
Athletic Department		722-2731
Band Building		722-2732
Counselors		722-2730
Food Service		722-2733
FAX		722-2736

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INTRODUCTION

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the following listed faculty, parents and the administration.

Pam Lewallen
Ashlea Stewart
Heath Miller
Krystal McGill
Jimmy Don Hill
Shannon Rowe
Robin Bobo
Mary Storey
Jodi Willis
Irene Beck
Erin McCrary
Nora Marquez
Joyce Lester
Sherri Hollis

This information has been carefully prepared and presented so that it will be of great value in helping students and parents adjust to our school and to become an integral part of it.

CLINTON PRIMARY BELL SCHEDULE

7:25-8:00	Breakfast No breakfast served after 8:00 Car riders should be here before 7:45 to eat breakfast If a bus is late students will be allowed to eat breakfast
7:45	School day begins/ Instruction begins
8:00	Tardy bell Rise and Shine
2:55	1 st bell students are dismissed
3:00	Car riders go to the car line
3:05	3 rd bell students are dismissed
3:15	4 th bell Students are dismissed

YOUR CHILD

A major goal of the Hope School District is for each child to master the fundamental skills. Those skills will emphasize reading/language arts and mathematics as well as curricular areas that are essential to continued learning.

The district is committed to a program of excellence that will provide an appropriate educational experience for each student.

YOUR ASSISTANCE is fundamental in helping to educate your child. We believe that a true parent-school partnership is the best method to ensure that each child receives that experience.

Hope Public Schools

CLINTON PRIMARY'S MISSION STATEMENT

We believe it is our mission to educate all students so they become responsible citizens and productive members of society.

Motto: "Success begins with me."

EQUAL EDUCATIONAL OPPORTUNITIES-STUDENTS

It shall be the policy of the Board of Education that Clinton Primary shall place an equal emphasis upon the nondiscriminatory provision of educational opportunities for children and no person shall be denied the benefits of any education program or activity on the basis of race, color, handicap, creed, national origin, age, or sex. All programs offered by Clinton Primary will be open to all students in compliance with statutory and judicial requirements.

Clinton Primary School provides services to students with disabilities covered under Section 504. The physical or mental impairment must result in a substantial limitation of one or more major life activities, as defined in the regulation. These may include life activity functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. For qualifying students, accommodations may be written by the 504 Committee to assure that the student is provided a "free appropriate public education."

Discrimination is any behavior that prevents individuals from achieving their full human potential. Discrimination involves treating persons as members of groups, and staff will strive to remove any vestige of discrimination in employment, assignment, and promotion and personnel; in educational services and opportunities offered students; in location and use of facilities; and in educational materials.

The Hope School District will base educational needs and discipline of students with disabilities contingent upon existing federal and state laws, rules and regulations.

The Gun-Free Schools Act applies to students with disabilities. However, the Act must be implemented consistent with IDEA and Section 504 of the Rehabilitation Act of 1973.

Perceived acts of discrimination related to race, color, sex, religion, or age should be reported to:

Ira D. Love
Administration Building
117 East Second Street
Hope, AR 71801
870-722-2700

Perceived acts of discrimination related to handicap should be reported to:

Mary Beth Fincher
Administration Building
117 East Second Street
Hope, AR 71801
870-722-2735

Perceived acts of discrimination related to National Origin should be reported to:

Cleytus Coulter
Beryl Henry Elementary
2000 S. Main
Hope, AR 71801
870-722-2750

ENTRANCE REQUIREMENTS

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

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

Students may enter kindergarten in the public schools of this state if they will attain the age of five (5) years on or before August 1 of the year in which they are seeking initial enrollment.

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 of 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 be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have assigned in their previous school. Home-schooled students shall be evaluated by the district to determine their appropriate grade placement.

The district shall make no attempt to ascertain the immigration status, legal or illegal, or any student of his/her parent or legal guardian presenting for enrollment. Prior to the child's admission to a district school:

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the Department of Education.
 - A. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
 - B. A birth certificate;
 - C. A statement by the local registrar or a county recorder certifying the child's date of birth;
 - D. An Attested baptismal certificate;
 - E. A passport;
 - F. An affidavit of the date and place of birth by the child's parent or guardian;
 - G. United States military identification; or
 - H. Previous school records.
2. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.
3. 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. 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.

RESIDENCE REQUIREMENTS

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

"Resident" means a student whose parents, legal guardians, persons having legal, lawful control of the student under 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 person 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.

REGISTRATION

Students enrolling in grades kindergarten through four will register at Clinton Primary School.

SCHOOL CHOICE

Standard School Choice

The superintendent will consider all applications for School Choice postmarked no later than the July 1 preceding the fall semester the applicant would begin school in the District. The superintendent shall notify the parent or guardian and the student's resident district, in writing, of the decision to accept or reject the application within 30 days of its receipt of the application.

The District shall advertise in appropriate print and broadcast media to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline and the requirements and procedure for participation in the program. Such pronouncements shall be made in the spring, but in no case later than June first.

When considering applications, priority will be given to applications from siblings or stepsiblings residing in the same residence or household of students already attending the District through school choice.

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. Letters of rejection shall state the reason(s) for the rejection.

The Board of Directors reserves the right, after a hearing before the board, not to allow any person who is currently under expulsion from another district to enroll in a District school.

Students admitted under this policy shall be entitled to continued enrollment until they graduate or are no longer eligible for enrollment in the District's schools.⁶ Any student admitted to this district under the provisions of this policy who chooses to return to his/her resident district during the school year voids the transfer and must reapply for a school choice admission if desiring to return to this district in the future.

Opportunity School Choice

Unless there is a lack of capacity at the District's school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student who is eligible for transfer from a school identified as a category level 1 school under A.C.A. § 6-15-2103(c)(1) may enroll in the District's school closest to the student's legal residence that has a performance category level 3 or higher as defined by A.C.A. § 6-15-2103(a) provided the student's parent or guardian, or the student if over the age of eighteen (18), has successfully completed the necessary application process by July 30 preceding the year of desired enrollment.

If the District rejects the application, the District shall state in the notification letter the specific reasons for the rejection.

For the purposes of this section of the policy, a "lack of capacity" is defined as when the receiving school has reached the maximum student-to-teacher ratio allowed under federal, or state law, the Rules for the Standards of Accreditation, or other applicable rules. There is a lack of capacity if, as of the date of the application for opportunity school choice, ninety-five percent (95%) or more of the seats at the grade level at the nonresident school are filled.

A student's enrollment under the opportunity school choice provision is irrevocable for the duration of the school year and is renewable until the student completes high school or is beyond the legal age of enrollment.

HOMELESS STUDENTS

The Hope Public 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 liaison for homeless children and youth whose responsibilities shall include coordinating with the state educational liaison for homeless children and youth to ensure that homeless children are not stigmatized or segregated on the basis of their status as homeless and such other duties as are prescribed by law and this policy.

Homeless students living in the Hope School 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, the child shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. It is the responsibility of the District's local educational liaison for homeless children and youth to carry out the dispute resolution process.

The Hope School District shall act, according to the best interests of a homeless child and to the extent feasible do one of the following: (For the purposes of this policy "school of origin" means the school the child attended when permanently housed or the school in which the child was last enrolled.)

- (a) Continue educating the child who becomes homeless between academic years or during an academic year in their school of origin for the duration of their homelessness;
- (b) Continue educating the child in his/her school of origin who becomes permanently housed during an academic year for the remainder of the academic year; or
- (c) Enroll the homeless child in the school appropriate for the attendance zone where the child lives.

If the District elects to enroll a homeless child in a school other than their school of origin and such action is against the wishes of the child's parent or guardian, the District shall provide the parent or guardian with a written explanation of their reason for so doing which shall include a statement of the parent/guardian's right to appeal.

In any instance where the child is unaccompanied by a parent or guardian, the District's local educational liaison for homeless children and youth shall assist the child in determining his/her place of enrollment. The Liaison shall provide the child with a notice of his/her right to appeal the enrollment decision. 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 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; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are 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;
- (d) Migratory children who are living in circumstances as described.

HOME SCHOOLING

Parents or legal guardians desiring to provide a home school for their children must give written notice to the Superintendent of their intent to do so and sign a waiver acknowledging that the State of Arkansas is not liable for the education of their children during the time the parents choose to home school. Notice shall be given:

1. At the beginning of each school year, but no later than August 15;
2. By December 15 for parents who decide to start home schooling at the beginning of the spring semester; or
3. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter.

The parents or legal guardians shall deliver written notice in person to the Superintendent the first time such notice is given and the notice must include:

1. The name, date of birth, grade level, and the name and address of the school last attended, if any;
2. The location of the home school;
3. The basic core curriculum to be offered;
4. The proposed schedule of instruction; and
5. The qualifications of the parent-teacher.

To aid the district in providing a free and appropriate public education to students in need of special education services, the parents or legal guardians home-schooling their children shall provide information which might indicate the need for special education services.

PLACEMENT OF MULTIPLE SIBLINGS (Act 906)

Parents of multiple siblings may request in writing that the school place the siblings in the same or separate classrooms:

- Not later than the 14th day before the 1st day of school
- If siblings are assigned to the same grade level and school in pre-k through 6.

The school shall honor the parent's request unless it would require adding a class. The school, after 30 days, can change the requested placement (if proven to be disruptive).

DISMISSAL PROCEDURE IN INCLEMENT WEATHER

Announcements concerning closing of schools when snow or ice would be deemed hazardous to students and others will be made on the district website <http://hps.schoolfusion.us/>, as well as local radio stations, the CPS facebook page, remind101, KXAR-AM (1490) and KHPA-FM (104.9) by 6:00 a.m. Parents may also be informed with a phone call from the school messenger system.

If it becomes necessary to close school during the school day, when possible, an announcement over local radio will be made an hour to one hour and 30 minutes prior to dismissal time. Elementary schools will be the first to be dismissed.

PARENT INVOLVEMENT

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, Clinton Primary School and Hope Public Schools assisted under this part:

- (1) shall provide assistance to parents of children served by Clinton Primary School and Hope Public Schools, as appropriate, in understanding such topics as the state's academic content standards and State student academic achievement standards, state and local academic assessments; also monitor a child's progress and work with educators to improve the achievement of their children;
- (2) shall provide materials and training to help parents work with their children to improve individual achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; and other activities such as parent resource centers that encourage and support parents in more fully participating in the education of their children;
- (3) shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents; and how to communicate and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;
- (4) shall, to the extent feasible and appropriate, conduct SST (Student Support Team) meetings to assist students with educational or behavioral needs by creating a team consisting of regular classroom teacher, counselor, parent, activity teacher,

paraprofessional, support personnel such as instructional facilitators or Reading Recovery teacher, principals or anyone that has interaction with the student to develop a documented action plan which includes the committee's concerns and possible solutions;

- (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format that is practicable and in a language that parents can understand;
- (6) may pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- (7) may train prospective parents to enhance campus parental involvement
- (8) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;
- (9) may adopt and implement model approaches to improving parental involvement;
- (10) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and
- (11) shall provide such other reasonable support for parental involvement activities under this section as parents may request.

GRADE REPORTS

Elementary teachers send home papers usually at least once a week. By looking over schoolwork, parents can:

- express interest in their child's work,
- discuss school with their child,
- see what skills are being taught during a given week,
- find out which skills should be practiced at home,
- have clues about what the report card will say.

PROGRESS REPORTS/REPORT CARDS

Progress reports will be sent home halfway through each grading period. For students whose scores are slipping, the progress reports will provide early warning to parents so measures can be taken to correct possible causes.

Parent-teacher conferences are the best way to improve communication and improve student performance. Hope School District holds parent teacher conferences in October and February. Other conferences will be held as needed. Report cards will not be issued until parents and teachers have conferenced at least once.

HOMEWORK

Homework is an extension of the regular school program and a responsibility the student undertakes independently for self-improvement. Homework will be assigned:

- to practice new skills taught in the classroom,
- to complete unfinished class work,
- to complete class projects.

Parents can help by:

- providing a suitable place for study,
- establishing a regular time to study,
- giving encouragement and showing interest,
- assisting when asked,
- understanding the teacher's and school's goals and objectives.

HOMework DURING STUDENT ILLNESS

The parent should contact the teacher to discuss the student's illness and ability during the illness to complete schoolwork assignments. Students will be allowed days equal to the absence plus one day for completion of make-up work.

PROMOTION AND RETENTION

All students in K-4 must pass both reading and math to be promoted. Before any child is retained, Student Support Team (SST) meetings will take place. Any student not making satisfactory progress toward the Common Core State Standards will have an SST meeting. Parents, counselor, administrator, and other stakeholders will attend the meeting. In order to make the best decision regarding retaining your child, the following will be considered.

1. Has the child been retained before?
2. What special services (special education, speech, etc) does the child receive?
3. Is the child a possible candidate for special services referral?
4. Reading level

In order to be successful in the next grade, students need to be at the following reading levels:

- a) Kindergarten – pass DRA level 3 (Lexile 25-70)
- b) First grade – pass DRA level 16 (Lexile 71-450)
- c) Second grade – pass DRA level 28 (Lexile 451-625)
- d) Third grade – pass DRA level 38 (Lexile 626-770)
- e) Fourth grade – pass DRA level 50 (Lexile 771-960)

5. Math level
6. Rate of learning
7. Learning Progress
8. Maturity
9. Age/birth date
10. Attendance

*Any student who has been retained but scores proficient on the 3rd or 4th grade end of year state test will be promoted. Students who are not proficient on SAT 10 (NRT) and/or PARCC (CRT) Tests must participate in AIP (Academic Improvement Plan) or IRI (Intensive Reading Intervention). Students who do not participate will be subject to retention. All grades are based on educational objectives only.

Identified students with disabilities will be promoted or retained as determined by the IEP Committee. Students in the Limited English Proficiency program will be promoted or retained as determined by the Language Proficiency Assessment Committee.

In an effort to reduce the number of retentions per year, Clinton Primary School will implement an intervention plan to maximize reading instruction to all students with a focus on non-proficient readers. During the literacy block for each grade level, students will be assigned to a certified teacher for literacy instruction based on the child's reading level and specific instructional needs. Certified support staff and paraprofessionals will assist in classrooms to ensure that non-proficient students receive additional interventions and multiple opportunities for academic growth. Students meeting or exceeding standards will also have opportunities to receive accelerated instruction.

The final decision will be made by the principal.

READING DEFICIENCY AND PARENT NOTIFICATION

Any student who exhibits a substantial deficiency in reading, based upon state wide assessments conducted in grades Kindergarten through two (K-2), or through teacher observations, shall be given intensive reading instruction utilizing a reading program approved by the State Board of Education as soon as practical following the identification of

the reading deficiency. ACTAAP 8.01 (Arkansas School Law Annotated 6-15-2004). 8.02- The parent or guardian of any student identified with a substantial reading deficiency shall be notified in writing.

REMEDIATION PLAN - MEETING THE REQUIREMENTS OF NO CHILD LEFT BEHIND AND ACT 35

After school tutoring is an Arkansas Department of Education approved remediation programs in which your student's participation will meet the requirements of Arkansas School Law Act 35. **Act 35 states that all children in grades 3-8 who do not meet proficiency on the state exam will be retained in that grade unless they participate in the remediation program offered by the school. Any student who fails to remediate but scores at the Proficient level on that year's state exam will not be retained.**

The law also requires that the school district provide remediation for students in grades K-2 who are not proficient on the state exam. Kindergarten students who do not score proficient on the QUALLS or DIBELS assessments will receive remediation during the regular school day. Students in grades 2-4 who did not score proficient on the previous year's state exam will be remediated during the day or through their participation in Clinton Primary's After School Tutoring Program. Our school defines *participation* as attending all sessions of the tutoring offered by the school with **no more than 3 unexcused absences**.

GRADING SCALE

Academic Grading Scale for Math and Literacy

3-Meeting or exceeding the standard

2-Approaching a mastery of the standard

1-Not approaching mastery the standard

NA-No score at this time

Other academic areas and conduct Scale:

S- Satisfactory

N- Needs improvement

U- Unsatisfactory behavior

In an effort to remove grade inflation, grades will reflect only the educational objectives.

SPECIAL RECOGNITION

Achievement Award- all 3's on report card

Rising Star Award- Showing academic improvement in one or more areas without falling in other areas.

Lil Cat with Good Character Award- Student has all satisfactory ratings on work habits.

Perfect Attendance- no absences or tardiness and does not leave early

Teacher's Special Award

Student of the Year Award – to be given at the end of the school year

Superstars (K-2)

Each month teachers are asked to select one outstanding citizen. Teacher's use their discretion based on good behavior, improved behavior, positive attitude, etc.

Third and Fourth Grade students will receive a "Good Citizenship Award" each month.

COMPULSORY ATTENDANCE REQUIREMENTS

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 (4.1—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 (4.6—HOME SCHOOLING) have been met.
3. The child will not be age six (6) 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).

ATTENDANCE

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.

It is the responsibility of the parent to see that the student is in attendance at school. (THE PARENT IS TO SEND A NOTE TO THE CHILD'S TEACHER UPON THE CHILD'S RETURN TO SCHOOL.) THE NOTE SHOULD INCLUDE THE DATE(S) OF ABSENCE(S), REASON FOR ABSENCE, AND A PARENT SIGNATURE. TELEPHONE CALLS ARE NOT ACCEPTABLE.

Clinton Primary School adheres to a minimum attendance policy as required by Arkansas State Law. In order for a student to be promoted to the next grade, the student must not have more than 24 absences for the year. In the event of a prolonged illness, certified by a qualified physician or other acceptable reasons, the principal may grant an extension of this period. Regardless of the reason for an absence, the following notification letters will be mailed:

1. When a student has accumulated six (6) absences, the school will contact the parent/guardian by letter to explain the Clinton Primary School absentee policy.
2. When a student has accumulated twelve (12) absences, a letter will be sent to the parent/guardian. This letter will also be sent to the school social worker. A parent/principal conference will be held to explain the Clinton Primary School absentee policy.
3. When a student misses eighteen (18) days, a certified letter will be sent to the parent/guardian and the student will be referred to the school social worker.
4. When a student misses twenty-four (24) absences, a certified letter will be sent to the parent/guardian and the student may be in danger of retention.

Days missed due to out-of-school suspension shall not count toward the allowable number of days absent.

The following reasons will count as an excused absence:

1. Personal illness
2. Medical or dental attention
3. Death in the family
4. Required court appearance

ALL OTHER ABSENCES WILL BE UNEXCUSED

Before a student accumulates the maximum number of absences allowed, the parent or guardian may petition the administration for special arrangements to address the student's absences. If special arrangements are granted by the school, these arrangements will be formalized into a written agreement of conditions and consequences for not fulfilling the requirements. The agreement is to be signed by the school administrator, parent or guardian, and the student. (Act 1223)

ARRIVAL

Due to safety concerns and liability issues car riders should not be dropped off earlier than 7:20 a.m. and must go through the car line to drop off students. **No duty personnel is present before that time. If this becomes a problem the School Resource Officer or the School Social Worker will be contacted.**

TARDIES

Promptness to class is very important. Student class time begins at 7:45 a.m. A student will be counted tardy after 8:00 a.m.

Habitual tardiness is a serious problem at Clinton Primary School. After a student has been tardy five (5) times parents will be notified by letter. After a student has been tardy ten (10) times the parent will be required to come in for a conference with an administrator and/or school counselor.

UNDER NO CIRCUMSTANCES SHOULD A CHILD BE DROPPED OFF AT SCHOOL AFTER THE TARDY BELL WITHOUT BEING CHECKED IN BY THE PARENT THROUGH THE FRONT OFFICE.

If a student continues to be tardy the school may be compelled to contact the school social worker followed by DHS.

FULL DAY ATTENDANCE VITAL

Unless it is absolutely necessary for a student to miss part of a day, (family emergency, out-of-town, doctor appointment, etc.), parents are encouraged to cooperate with the school in keeping the student in school for the entire school day. (Please see the building principal concerning special events, etc.)

Parents who are picking their child up early must notify the school by phone or note of the time the child will be leaving. This must be done before 2:00 p.m.

Parents can come to the school, without contacting the school first, before 2:30 and check their child out. If a student continues to be checked out early excessively, the school may be compelled to contact the proper authorities.

CHANGE IN TRANSPORTATION

The school must be advised IN WRITING OR BY PHONE when a parent changes transportation plans for a student. (Ex. A bus student will be a car-riding student on a certain day.) **THIS IS IMPORTANT FOR YOUR CHILD'S SAFETY, and unless the school is notified in writing or by phone before 2:00 p.m. of the change, the student will not be allowed to make the change.**

FOURTH GRADE LEADERSHIP COUNCIL

The fourth grade students are eligible for election in the Leadership Council. They are elected by their peers. The students must attend all meetings. The students must always set a good example for the student body and for our school. The Leadership Council will sponsor both school and community activities. All functions are mandatory and missing them will result in probation/dismissal from the group.

FUNDRAISERS

Student participation in fund-raising programs is voluntary. Students who do not participate will not forfeit any school privileges. Students may not participate in fundraising programs without written parental permission returned to school authorities. An elementary school student who sells fundraising merchandise door to door must be accompanied by a parent or an adult. Parents must accept responsibility for appropriate adult supervision.

UPDATED STUDENT INFORMATION

When a student has a change in address and/or telephone numbers, the school must be notified. Send the updated information to your child's teacher and the offices.

HEALTH POLICIES

Our main objective is to promote wellness and help your child stay healthy and happy. During the school year, the nurse will be screening for hearing, vision, BMI, and scoliosis. You will receive notice if your child might have a problem.

Teachers and other school personnel shall provide immediate first aid to injured students. Parents will be notified immediately if the injury is serious.

Parents of children who become ill at school will be notified to check on their child and if necessary, remove them from the educational environment. **MEDICATIONS WILL NOT BE ADMINISTERED TO SICK OR INJURED STUDENTS** (see following page). Do not send any medication to school with your child. This includes: antibiotics, ear or eye drops, ointments, pain reliever, etc. School personnel can't give these to the students and if you send them, you will have to come to the school to pick them up. These medications will not be sent home by your child.

We are always alert to potential problems and work to prevent accident or injury. Please feel comfortable that your child is safe and cared for while he/she is away from you.

There are some important ways you can help us:

1. Healthy children eat properly. Please try to see that your child eats well-balanced meals. **DO NOT SEND SNACKS OR SOFT DRINKS TO SCHOOL.** If your child has an allergy (food or milk), we need to be informed of this and a doctor's statement is required. Because of Act 1220 of 2003, Clinton Primary encourages healthy eating habits and a healthy lifestyle.
2. Rest is essential for optimal learning. The recommended amount of sleep needed for children of elementary age is ten (10) hours each night.
3. Allowing plenty of time in the morning so the child is not rushed or stressed will help him or her have a better day at school.
4. Dressing appropriately for the weather makes a student more comfortable. This may mean layering clothing if it is cool in the morning and warm in the afternoon. Kindergarten students are required to send a change of clothing in case of accidents or falls in the mud.) **Always clearly label clothing with your child's name (especially coats.)** Our lost and found is always full. If a jacket or other belongings are missing, remind your child to check with their teacher. Clothing left in "lost and found" will be donated at the end of nine (9) weeks.
5. Please notify us if there are major changes at home or personal problems that may affect your child's school work, the counselor or principal may be able to help.
6. If you do not have a phone, please be sure we have a message number. If you cannot be reached during the school day in case of an emergency, we **MUST** have a relative or other responsible person we may call and the number of your preferred doctor. Please notify us if you object to our using the nearest doctor available in the event you cannot be reached in an emergency. Please make sure we have your current phone numbers for home, work and cell.
7. Parents will be expected to pick up children when any one or combination of the symptoms listed below is noted

- Temperature of 100° orally
 - Vomiting or diarrhea
 - Rash
 - Suspected communicable illness
 - Injury or illness requiring a doctor's evaluation
 - Those noted by their teacher as unable to complete school tasks
 - Head lice or nits
8. Ill children should remain at home until they have been **FREE OF FEVER FOR 24 HOURS**. Children who have vomited within 24 hours should not be sent to school. Any contagious disease should be cleared through your doctor or health department, or should be shown as treated and completely free of symptoms **BEFORE** a student returns to school. **If your child vomits, has diarrhea or fever during the night or before school, please do not send your child to school.**
 9. A student with head lice or nits **MUST** remain at home until proof of treatment can be presented to the school and/or a statement from a certified health official has been obtained. The nurse will be diligent in checking and rechecking children that return after treatment for head lice. The nurse will then notify parents/guardians whether or not treatment was adequate.
 10. **RINGWORM POLICY**-Any student suspected of having ringworm will be sent to the nurse's office. If the ringworm can be covered by a bandage, the nurse's office will treat it and apply a bandage. The student will be allowed to remain in school for that day and a letter will be sent home with the child. It will be necessary for your child to be seen by a doctor before he/she returned to school.

In more severe cases of tinea capitis (ringworm of the scalp), the child will be sent home and a statement from a doctor stating that treatment has been initiated will be required for the student to return to school.

In all cases, the student must report to the school nurse's office the following day before returning to the classroom. The nurse will notify the classroom teacher that it is safe for the student to return to class. The classroom teacher should monitor the site and notify the nurse if the condition worsens.

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.

Unless authorized to self-administer, students are not allowed to carry any medications, including over-the-counter medications or any perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent or legal guardian shall bring the student's medication to the school nurse. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity and type 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 and type of the medication(s).

Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering health care provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). 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.

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

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

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

Students who have written permission from their parent or guardian and a licensed health care provider to self-administer either an asthma inhaler or auto-injectable epinephrine, or both and 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. Students are 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 an asthma inhaler or auto-injectable epinephrine, or both does not require him/her to have such on his/her person. The parent or guardian of a student who chooses to not carry an asthma inhaler or auto-injectable epinephrine, or both 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 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 developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of Glucagon in emergency situations; and
2. a current, valid consent form on file from their parent or guardian.

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

PHYSICAL EXAMINATIONS OR SCREENINGS

The district conducts routine health screenings such as hearing, vision, and scoliosis due to the importance these health factors play in the ability of a student to succeed in school. The intent of the exams or screenings is to detect defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve to his/her full potential.

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

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

VISITORS

The board strongly believes that the purpose of school is for learning. Social visitors, generally, disrupt the classroom and interfere with 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 at the office.

For safety reasons, upon entering the building, visitors must sign in at the principal's office. They will be issued a visitor's badge to be worn while on the campus. Before leaving the campus, visitors are asked to check out and leave the badge in the principal's office.

STUDENT INTERVIEWS

A student may not be interviewed by estranged persons except in the presence of the principal or his designated school personnel and with the consent of a parent or legal guardian.

If the school with respect to students under the age of 18 (1. makes a report to any law enforcement agency concerning student misconduct, (2) grants law enforcement personnel, other than a school resource officer acting in the normal course and scope of his or her assigned duties, access to a student or (3) knows that a student has been taken into custody by law enforcement personnel during the school day or while under school supervision, the principal or, in the principal's absence, the principal's designee shall make a reasonable, good faith effort to notify the student's parent, legal guardian or other person having lawful control of the student under an order of court or person acting in loco parentis listed on the student enrollment forms.

Notification is not required if school personnel make a report or file a complaint based on suspected child maltreatment or if a law enforcement officer, investigator of the Crimes Against Children Division of the Department of Arkansas State Police, or Department of Health and Human Services investigator interviews a student during the course of an investigation of suspected child maltreatment.

Arkansas State Law (6-18-513)

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 a 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.

Unless prior arrangements have been made with the school's principal, Arkansas Law provides that the transfer of the 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. (A.C.A 9-13-104)

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. 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

RELEASE OF STUDENT RECORDS

Family Educational Rights and Privacy Act (FERPA) (20U.S.C.1232g; 34CFR Part 99) is a Federal law that protects the privacy of student educational records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level ("eligible students"). Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading and the right to an appeal to the superintendent or his designee if the school decides not to amend the record. The right to challenge the accuracy of a record does not include the right to dispute a grade, which must be done only through the appropriate teacher and administrator, the decision of whom is final.

Hope Public Schools will follow FERPA guidelines in the disclosure of student records to other parties (34CFR 99.31). "Directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards and dates of attendance, may be disclosed to military recruiters, post secondary educational institutions, prospective employers of the students, as well as school publications without consent. However, Hope Public Schools will afford parents and eligible students the opportunity to elect to not have directory information released by completing and signing the form located in the back of the student/parent handbook and returning it to the building principal, within a time period designated by the principal, after the beginning of each school year. Failure to file an objection by that time is considered a specific grant of permission.

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

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

PERMANENT RECORDS

Permanent school records, as required by the Arkansas Department of Education, shall be maintained for each student enrolled in the District until the student receives a high school diploma or its equivalent or is beyond the age of compulsory school attendance. A copy of the student's permanent record shall be provided to the receiving school district within ten (10) school days after the date a request from the receiving school district is received.

SPECIAL EDUCATION

The district shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, required under the Individuals With Disabilities Education Act ("IDEA"), Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and Arkansas Statutes.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in state and federal statutes which govern special education. Implementation of an Individualized Education Program (IEP) in accordance with the IDEA satisfies the district's obligation to provide a free and appropriate education under Section 504.

The Board directs the superintendent to ensure procedures are in place for the implementation of special education services and that programs are developed to conform to the requirements of state and federal legislation. The superintendent is responsible for appointing a district coordinator for overseeing district fulfillment of its responsibilities regarding handicapped students.¹ Among the coordinator's responsibilities shall be ensuring district enforcement of the due process rights of handicapped students and their parents.

STUDENTS WHO ARE FOSTER CHILDREN

The District will afford the same services and educational opportunities to foster children that are afforded other children and youth. The District shall work with the Department of Human Services ("DHS"), the ADE, and individuals involved with each foster child to ensure that he/she is able to maintain his/her continuity of educational services to the fullest extent that is practical and reasonable.

The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for foster children and youth whose responsibilities shall include ensuring the timely school enrollment of each foster child and assisting foster children who transfer between schools by expediting the transfer of relevant educational records.

The District, working with other individuals and agencies shall, unless the presiding court rules otherwise, ensure that the foster child remains in his/her current school, even if a change in the foster child's placement results in a residency that is outside the district. In such a situation, the District will work to arrange for transportation to and from school for the foster child to the extent it is reasonable and practical.

Upon notification to the District's foster care liaison by a foster child's caseworker that a foster child's school enrollment is being changed to one of the District's schools, the school receiving the child must immediately enroll him/her. Immediate enrollment is required even if a child lacks the required clothing, academic or medical records, or proof of residency.

A foster child's grades shall not be lowered due to absence from school that is caused by a change in the child's school enrollment, the child's attendance at dependency-neglect court proceedings, or other court-ordered counseling or treatment.

Any course work completed by the foster child prior to a school enrollment change shall be accepted as academic credit so long as the child has satisfactorily completed the appropriate academic placement assessment.

If a foster child was enrolled in a District school immediately prior to completing his/her graduation requirements while detained in a juvenile detention facility or while committed to the Division of Youth Services of DHS, the District shall issue the child a diploma.

PARTIES AND REFRESHMENTS

Two scheduled parties will be held for grades K-4 (Valentine's and Christmas). As a parent you may be called on to assist with refreshments. Food Code 3-201.11 states that any food/refreshments brought to school must be commercially prepared. Some exceptions will be made for kindergarten students. No birthday parties will be held for anyone at Clinton Primary

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance shall be recited during the first class period of each school day. Those students choosing to participate shall do so by facing the flag with their right hands over their hearts, 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 at their desks.

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.

PATRIOTIC AND RELIGIOUS EXERCISES

Students have the right to participate in or to abstain from such exercises as the flag salute, oaths or pledges, anthems, and religious observances. Students have the responsibility to respect the choice of those who choose to participate or to abstain from such exercises. Parents and students have the responsibility to express to principals their religious or ethical objections to participating in selected features or class activities.

SCHOOL LUNCH SUBSTITUTIONS

The district only provides substitute meal components on menus to accommodate students with handicapping conditions meeting the definition of a disability as defined in USDA regulations. A parent/guardian wishing to request such a dietary accommodation must submit a Certification of Disability for Special Dietary Needs Form completed by a licensed physician to the district's Director of Child Nutrition. The district will not prepare meals outside the normal menu to accommodate a family's religious or personal health beliefs.

LUNCHROOM

1. A student is allowed up to 5 charges in the cafeteria. Charge notices will be sent out weekly to parents.
2. We welcome parents to eat lunch with their children, but if you sit at a different table than your child's table, you may only bring your child with you, not others.
3. Do NOT send soft drinks to school with your child's lunch.
4. If your child brings a lunch from home, it must be a full lunch in a lunch box or sack. Students are not allowed to bring chips, candy, etc to eat along with a cafeteria tray.

TEXTBOOKS AND CLASSROOM LIBRARY BOOKS

Textbooks are assigned each year to Clinton Primary students. Textbooks may be provided in digital format in lieu of traditional texts. Textbooks are provided free through the taxpayers of Arkansas; therefore, students are solely responsible for their textbooks. Fines are assessed for unnecessary markings, cover and binding damages, torn or loose pages, decals, water damage, unnecessary abuse, or neglect. Fees are charged by the school. Books that are lost or damaged will have to be paid for before another book is issued. All lost books must be paid for before records will be released to another school.

LIBRARY BOOK REPLACEMENT POLICY

Because library books cannot be replaced for the original purchase price, any student who loses a library book will be charged the current replacement price of the book.

FIELD TRIPS

Field trips are an exciting and educational part of the school year. Parental consent must always be given in writing before a student can participate in a field trip. Behavior should be exemplary. If misbehavior occurs on field trips, children will be disciplined the same as if they were at school.

TOYS, BALLS, ETC.

Students are not allowed to bring toys, balls, trading cards, make-up, etc. to school. If these items are confiscated by the teacher, parents must pick them up in the principal's office. Toy knives or guns will not be permitted.

SURVEILLANCE CAMERAS

The board 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. 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 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.

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. Videos 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 shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

EMERGENCY DRILLS

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than four (4) times per year with at least one each in the months of September, October, January, and February. Students who ride school buses, shall also participate in emergency evacuation drills at least twice each school year. Other types of emergency drills may also be conducted. These may include, but are not limited to:

1. Earthquake;
2. Act of terrorism;
3. Chemical spill;
4. Airplane crash

FIRE AND EVACUATION PLAN

During a fire or fire drill, a long bell will sound throughout the building. Teachers in classrooms will take students out of the building in an orderly manner through the outside door on each of their halls. Students should be taken a safe distance from the building.

If teachers are on their conference period, activity teachers will be responsible for taking the students out of the building. Teachers should find their classes and remain with them until the building is safe or they have been instructed to return to the building. Teachers should always take their roll book, emergency call cards, paper and pencil with them. They should immediately check roll.

If children are in the cafeteria, personnel on duty will dismiss the students out the East doors of the building. Teachers should immediately find their class and remain with them. When building is safe for re-entry or drill is complete a short bell will sound to let everyone come in the building.

A fire evacuation diagram will be posted in each room of the school to show evacuation plan for that room.

SEVERE WEATHER PROCEDURES

CODE GREEN-WATCH (tornado/severe weather has been spotted near us and the possibility of us needing to take cover is significant.)

Signal: Intercom Announcement-Code Green Watch

- Everyone returns to the classroom
- Everyone stays in the classroom
- Keep lights on and doors closed
- Take roll and report any missing students to the front office
- Locate your class roster, emergency call cards, Emergency Check Out sheet and pen and keep near you.

CODE GREEN-WARNING (tornado/severe weather is present and all students and staff is to take cover.)

Signal: Intercom Announcement-Code Green Warning

- Students take cover under desks or tables if possible on hands and knees with head tucked between the knees and hands protecting the base of the skull
- If students are unable to get under desks, have students get next to an inside wall on hands and knees with head tucked between the knees and a hardback book opened protecting the base of the skull
- Stay away from outside walls
- Take cover until notified "all clear"

BOMB EVACUATION PLAN

In case of a bomb threat, each hall will be notified by school personnel. Authorities will be notified by the secretary in front office. If necessary, a cell phone will be used.

Hall 1: Kindergarten IF
Hall 2: Principal
Hall 3: K-1 Assistant Principal
Hall 4: 2nd grade Math IF
Hall 5: 2nd grade Literacy IF
Hall 6: 3rd grade Math IF
Hall 7: 2-4 Assistant Principal
Hall 8: 2-4 AP Secretary
Hall 9: 4th grade Literacy IF
Hall 10: 2-4 AP Secretary

Teachers will be notified to clear buildings. Teachers should line student up, get roll book, emergency call cards, paper and pencil, and take their students outside to the north or south fence. They should use the outside door on their halls.

If teachers are on their conference period, the special teachers will be responsible for taking the students to the fence. Teachers should find their class and remain with them until the building is cleared and they have been instructed to bring the students in.

Students are never to be left unattended. They should remain as a class with their teacher or the adult in charge of them at all times.

Title I Aides will return to their kindergarten class to help with those students.

Students are not to be released to anyone until teachers are instructed by the principal or one of the assistant principals. Once teachers have been told, then parents are to sign paper or roll book in back for documentation.

After classes have been dismissed, it is the responsibility of the administration to make sure the building is clear.

In case of long term evacuation, all students will be bused to the high school stadium or gym. If high school is involved in the threat, students will be bused to an alternative site. Students will be dismissed at end of regular school day unless otherwise announced by local radio stations—KXAR or KHPA.

ANTI-HARASSMENT: STATEMENT AND GRIEVANCE PROCEDURES

General Statement

The Hope Public School district is committed to protecting the rights of all individuals within the school district to work and learn in an environment that is free of harassment. Harassment on the basis of race, color, ancestry, religion, national origin, age, sex, sexual orientation or disability in any form will not be tolerated. Such harassment includes unsolicited remarks, gestures, physical contact, and the display or circulation of written materials or pictures which are derogatory to an individual's age, sexual orientation or disability.

Definitions of Harassment

Harassment means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students that:

1. Is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or an employee's ability to undertake his/her job responsibilities, or creates an intimidating, hostile, threatening, or abusive his/her job responsibilities, or creates an intimidating, hostile, threatening or abusive educational or work environment; or

2. Interferes with a student's academic performance or learning opportunities; or interferes with an employee's work, continued employment or advancement opportunities. Harassment of any kind, including bullying and teasing, will not be tolerated.

Bullying

Bullying is defined as the act of one or more individuals deliberately and repeatedly, humiliating, hurting, or frightening others through verbal, physical, written interactions or other communications. Bullying can take many forms and occur in virtually any setting. It can create unnecessary and unwarranted anxiety that will affect attending and participating in school, walking corridors, eating in cafeterias, playing in the schoolyard or recreation areas, participating in recreation areas, participating in or attending special and extra-curricular activities, or riding on the bus to and from school each day.

Bullying is defined in part, as "the repeated use by a perpetrator of a written, verbal or electronic expression, or physical act or gesture...directed at a victim that causes physical or emotional harm or damage to the victim's property; places the victim in reasonable fear or harm to himself or of damage to or of damage of property, or creates a hostile environment at school."

Examples:

- Teasing that humiliates or hurts another
- Intimidation, either physical or psychological
- Threats of any kind, stated and implied
- Assaults on students, including those that are verbal, physical, psychological or emotional
- Attack on students' belongings

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual and/or sexual favors and/or other verbal conduct or communications of a sexual nature.

Sexual harassment can occur adult to student, student to adult, adult-to-adult, student-to-student, male to female, female and/or male-to-male. Sexual harassment can be based on gender or sexual orientation.

Examples:

- Telling sexual jokes or stories
- Making sexual comments about a person's clothing, anatomy, or appearance
- Repeatedly asking out a person who is not interested
- Telling lies, spreading rumors, or gossiping about any person's sexual life
- Whistling, catcalls, teasing, and other derogatory or dehumanizing remarks involving sex, gender or sexual orientation.
- Name-calling, teasing, or other derogatory or dehumanizing remarks involving sex, gender or sexual orientation
- Following a person or blocking a person's path
- Drawing or displaying sexually explicit or suggestive posters, cartoons, pictures, calendars, designs on clothing, or other similar materials
- Staring or leering with sexual overtones, making sexual gestures with hands or body movements
- Giving unwanted gifts of a personal or suggestive nature
- Unwanted touching of people, their hair, or their clothing
- Unwanted touching of people, their hair, or their clothing
- Unwanted hugging, kissing, pinching, patting, or stroking
- Assault, attempted rape, or rape

Harassment based on race, color, national origin, religion or disability

Harassment on the basis of race, color, national origin, religion or disability is unwelcome verbal, written or physical conduct relating to the characteristics of a person's race, color, national origin religion or disability that:

- a. unreasonably interferes with an individual's education or work performance; or
- b. creates an intimidating, hostile, or offensive educational or work environment.

Examples of harassment based on race or color:

- Using nicknames that emphasize racial stereotypes
- Graffiti containing racially offensive language
- Name-calling, teasing, or other derogatory or dehumanizing remarks involving race or color
- Racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color
- Written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading members of specific racial or ethnic groups
- Physical acts of aggression or assault upon another because of, or related to, race or color

Examples of harassment based on national origin or religion:

- Comments on a manner of speaking or proficiency with the English language
- Negative comments regarding surnames, customs, and/or language
- Graffiti containing offensive language, which is derogatory to others because of their national origin, ethnicity, or religion.
- Threatening or intimidating conduct directed at another because of the other's origin, ethnicity, or religion
- Jokes or rumors based upon an individual's national origin, ethnicity, or religion
- Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or member of specific ethnic or religious groups
- Physical acts of aggression or assault upon another because of, or related to, national origin, ethnicity, or religion

Examples of harassment based on disability:

Disability harassment includes harassment based on a person's disabling mental and/or physical condition and includes any unwelcome verbal, written, or physical conduct directed at the characteristics of a person's disabling condition.

- Imitating manner of speech or movement:
- Interfering with necessary equipment
- Bullying
- Name-calling, teasing, or other derogatory or dehumanizing remarks involving physical and/or mental disability
- Threatening or intimidating conduct directed at another because of the other's physical and/or mental disability
- Jokes or rumors based on an individual's physical and/or mental disability
- Physical acts of aggression or assault upon another because of, or related to, an individual's physical and/or mental disability
- Other acts of aggressive conduct such as theft or damage to property which is motivated by an individual's physical and/or mental disability

The above reference descriptions of inappropriate conduct represent examples, and are not intended to serve as an all-inclusive list.

If you are unsure as to whether you have been a victim of any form of harassment, or if you have known or have knowledge of an incident of harassment, you must contact your school principal, or other appropriate school staff members with any questions or information you have.

Because what may be acceptable behavior to one individual may not be acceptable to others, all employees and other members of the school community should aspire to the highest standards of respectful, appropriate and professional behavior. For example, ethnic or racial jokes and remarks or sexually oriented gestures or pictures are often offensive to others, and thus should not occur within the Hope Public Schools. The members of the school community include the administration, faculty, staff, students and parents while they are engaged in school-related activities.

Responsibilities and Procedures (Harassment)

Individuals who believe they have been harassed should bring the matter to the attention of an administrator so that appropriate action may be taken at once. (The District will promptly and reasonably investigate allegations of harassment. The Principal or the Assistant Principal of each building will be responsible for handling all complaints by students alleging harassment.)

Procedures for Reporting and Investigation of Complaints

A. Reporting Complaints

Any member of the school community who believes that she/he has been the victim of harassment (as defined above) by an administrator, teacher, pupil, visitor, or other personnel of the Hope Public Schools or who has knowledge of any of the above, must report the alleged acts **as soon as possible.**

A harassment complaint may be made to the principal or his/her assistant principal or designee. If the complaint involves a staff member, the complainant should file their report with either the building principal or the superintendent of schools. Upon receiving a complaint, whoever receives it, will immediately notify the building principal who will oversee an investigation and who will serve as the complaint hearing officer. The building principal or designee will address the concern in a timely manner. Within ten (10) working days, the principal will forward all formal complaints to the appropriate person based on the type of harassment and those assigned to investigations per the anti-harassment statement.

B. Investigation

The principal or assistant principal will consider every report of harassment seriously and will investigate all reports in a timely manner.

The appropriate individuals assigned in the **anti-harassment statement: Mr. Ira Dale Love, Mrs. Mary Beth Fincher, or Ms. Cleytus Coulter** will assist the principal depending on the nature of the harassment, as needed, in the investigative procedures and identification and delivery of all necessary services to concerned individuals. The investigation may consist of personal interviews with the complainant, the alleged harasser, and any other individuals who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. In determining whether alleged conduct constitutes a violation of this policy, the principal or designee should consider the surrounding circumstances, any relevant documents, the nature of the behavior, past incidents or past or continuing patterns of behavior, and the relationships between the parties involved. Whether a particular action or incident constitutes a violation of this

procedure requires a determination based on all the facts and surrounding circumstances. Special care will be taken to make sure that the person(s) accused of harassment has full and fair opportunity to explain his/her side of the story.

In the event that students are involved in allegations as victim, perpetrator, or witnesses, the principal will notify the parents and/or guardians of the allegations in a timely manner using appropriate discretion in the notification. Whenever possible, the principal will complete the investigation and report within ten (10) school days after the complaint has been filed, indicating whether the allegations have been substantiated as factual or not. There will be no reprisal against the person filing the complaint whether or not the complaint is sustained. If the allegations are sustained, the principal, or in a case against an employee, the Superintendent (or designee) must take immediate corrective and/or disciplinary action to resolve the situation. Such action may include, but is not limited to, requiring an apology, direction to stop the offensive behavior, counseling or education, warning, suspension, exclusion, transfer, expulsion, or discharge.

Anyone who is disciplined under this procedure will have the right to appeal to the superintendent of schools within ten (10) working days of receipt of the concluding report.

Alleged abuse by a parent, guardian, school staff, or other caretaker will be reported to the Department of Human Services according to school policy and procedure. If allegations warrant, the local law enforcement agency will be notified.

C. Confidentiality

The Hope Public Schools recognizes that both the complainant and the alleged harasser have strong interests in maintaining the confidentiality of the allegations and related information. The privacy of the complainant, the individual(s) against whom the complaint is filed, and all witnesses will be respected as much as possible, consistent with legal obligations to investigate.

Provision Against Retaliation

Retaliation against a complainant or witnesses will not be tolerated. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. The Hope Public Schools will discipline or take appropriate action against any student, teacher, or administrator or other school community member who retaliates against:

- Any person who reports alleged harassment
- Any person who testifies, assists, or participated in an investigation of harassment
- Any person who testifies, assists, or participates in a proceeding or hearing related to an allegation of harassment

Dissemination of Procedure

This procedure will be included in all handbooks (faculty and student) and will be made available in all main offices. Faculty members, parents and students will be informed of this procedure annually. Faculty members will be trained in the identification and prevention of all of the type of harassment discussed in this document.

STANDARD 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 staff has the authority and the responsibility to take reasonable measures to maintain proper control and discipline among students 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 to maintain order. Students and parents should take care to see that they are well informed concerning rights, responsibilities, and expected standards of behavior. School rules are in effect at any time on the school grounds, off the school grounds at school-sponsored activities, and on transportation to and from school or a school-sponsored activity. The rules are listed as well as consequences for violations of each rule.

Repeat offenses will be punished with increased severity. Each violation of a school rule will be treated on an individual basis, and the administration may use an alternate form of punishment in the case of extenuating or mitigating circumstances. The administration may also exercise more extreme action in severe situations or in a situation in which a student has been involved in other rule infractions. The individual situation may merit another sequence of consequences. The Hope School District reserves the right to pursue discipline or legal action for behavior which is subversive to good order and discipline in the schools even though such behavior is not specifically covered in the following rules and consequences.

STUDENT DISCIPLINE-GENERAL STATEMENT OF JURISDICTION

A student may be suspended or expelled for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanness, or other conduct that would tend to impair the discipline of the school or harm the other pupils regardless of whether a specific prohibition of the conduct is contained in this student handbook.

EXPLANATION OF TERMS USED IN DISCIPLINARY ACTIONS

The following terms will be used throughout the handbook when referring to disciplinary actions.

REFERRAL—The time in student discipline when the teachers request assistance from the principal, school counselor, and/or the parent.

WARNING—The first time a student is conferenced with by someone other than the teacher concerning a rule infraction.

ALTERNATIVE ROOM—A classroom separate and apart from the regular classroom where the student can continue his/her academic work without disruption (in-school suspension). Grades will be given.

SUSPENSION—Dismissal from school for a period of time that does not exceed 8 days for each infraction. All missed work must be completed for half credit. **Parent conference is required upon return to school after each suspension.**

VERBAL ABUSE—Mistreatment of, in, or by word (insulting language).

CORPORAL PUNISHMENT—Bodily punishment (paddling).

EXPULSION—Dismissal from school for a period of time exceeding 10 days. The school board makes expulsion decisions, generally, for a semester or full school term for extremely severe rule infractions.

CORPORAL PUNISHMENT

Every teacher is authorized to hold every pupil strictly accountable for any disorderly conduct in school or on the playground of the school, or on the school bus going to or returning from school, or during intermission or recess.

Corporal punishment is defined as a spanking with the open hand or paddle in a reasonable and moderate fashion, never cruel or excessive. Corporal punishment will be administered according to the following guidelines:

1. Corporal punishment will be used only after the student is informed beforehand that specific misbehavior could occasion its use, and after alternatives, including but not limited to counseling, have failed, or in unusual circumstances as a last resort. Corporal punishment should always be reasonable.
2. Before corporal punishment is administered, the student shall be advised of the rule and infraction for which the punishment is being administered. The student will be permitted to state his/her position, which shall be considered prior to punishment. School officials are not required to conduct a formal hearing prior to corporal punishment.
3. Corporal punishment will be administered in the presence of an administrator or his/her designee, in addition to the person dispensing it. If the administrator dispenses corporal punishment, it will be in the presence of a certified employee.
4. Corporal punishment will not be administered in the presence of other students or in a spirit of malice or anger, nor will it be excessive.
5. School principals or teachers who have administered corporal punishment shall provide the child's parents or legal guardians a written explanation of the reasons and the name of the school employee who administered the punishment.
6. Parents will be asked to sign a corporal punishment policy form stating whether they will or will not allow the administering of corporal punishment to their child.
7. Refusal to take corporal punishment will result in suspension or other disciplinary measures.

ALTERNATIVE CLASSROOM

The Alternative Classroom is a special classroom provided for students who have behavior problems and would otherwise be subject to suspension or expulsion.

Assignment to the Alternative Classroom is to give students time to consider their behavior while keeping them involved in study. Isolation from the student's classmates and normal school routines is an important part of the process. The general operational procedures are:

- A. Only the principals may assign or remove students from the Alternative Classroom.
- B. Students will not be permitted to enter the regular classroom during their assignment to the Alternative Classroom.
- C. The Alternative Classroom teacher may recommend additional time is spent in the Alternative Classroom if the student's behavior warrants.
- D. Inappropriate behavior in the Alternative classroom will result in three days suspension.
- E. If students are absent on days that they are assigned to Alternative Room, they will make up those days upon their return to school.

ALTERNATIVE LEARNING ENVIRONMENT

In cases of severe disruptive behavior or persistent disregard for school rules students may be assigned to an alternative environment.

SUSPENSION OF STUDENTS

The principal of the school or his designated representative is authorized by the Board of Education to suspend a student for the violation of the school's written discipline policies when the best efforts of the staff, counselors, and parents have been exhausted. In all cases involving suspension of students, the principal will be both fair and impartial. The suspension will be reasonable and appropriate to the offense.

The principal may give the student a suspension up to eight (8) days for each infraction, provided the procedural due process is followed, the suspension is appropriate to the offense, and the student is provided an opportunity to appeal the decision to the superintendent or his designee. 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.

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

1. The student shall be given written notice or advised orally of the charges against him/her;
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;
3. If the principal finds the student guilty of the misconduct, he/she may be suspended

Student will receive half credit for all assignments missed during a suspension.

Parent conference is required upon return to school after each suspension.

EXPULSION OF STUDENTS

The principal of the school or his designated representative is authorized by the board of education to recommend expulsion of the student to the superintendent for the violation of the school's written discipline policies when the best efforts of the staff, counselor, and parents have been exhausted.

The superintendent shall then recommend expulsion of the student to the board of education provided the procedural due process is followed, the recommendation is fair and reasonable, and the student is allowed to appeal the decision to the board of education.

If the student appeals the expulsion to the board of education such a hearing will be provided at the next regular meeting of the Board or at a time suitable to both the parents and the Board. The parents will be notified in writing of the date, time, and place where the hearing will be held.

The president of the Board, or in his/her absence, the vice-president shall preside at the hearing. The hearing will be public unless the parents request otherwise. The student shall be entitled to representation by legal counsel or lay counsel. An appeal or hearing will be conducted as follows:

The Superintendent or designee will make a general statement concerning the allegation(s). This statement will include the offense and the specific rule or regulation the student is charged with.

1. A general statement on behalf of the student will be given.
2. Any evidence, including statements of those persons having personal knowledge of the events or circumstances relating to the suspension or expulsion of the student will be presented by the principal or representative.

3. Any evidence, including statements of those persons with personal knowledge of the events or circumstances related to the matter will be presented by the student or representative in defense or mitigation of the allegation(s).
4. The principal will give rebuttal evidence if they so desire.
5. The Board will make a finding concerning the validity of the allegation(s). If the Board finds the allegation(s) not to be true, this will terminate the hearing and no further action, because of this matter, shall be taken against this student.
6. If the Board finds the allegation(s) to be true, the principal will make a recommendation and may offer additional facts. The recommendation need not be the same as the original decision regarding the matter.
7. The student or representative may elect to make a final statement concerning the mitigation of the allegation(s) and the recommendations of the superintendent.
8. The Board will take final action on the matter and the recommendation. They may approve, modify, or reject the recommendation.

GENERAL COMPLAINT RESOLUTIONS

The primary purpose of this procedure is to provide for prompt and equitable resolution of students' complaints and grievances.

Level One—The resolution of a grievance through free and informal communications as close as possible to the point of origin is encouraged. A student with a grievance may first take it to his immediate teacher or principal. Both shall be consulted prior to further resolution procedures.

Level Two—In the event the aggrieved person is not satisfied with the disposition of his grievance in writing with the Superintendent or his designee. Within ten (10) days from receipt of the grievance, he shall request a conference with the aggrieved or render a written decision as to the solution.

The aggrieved person may select a representative to accompany him at each level, may ask such representative to set the facts down in a written form, and may request a written decision at levels outlined above.

For the discussion and consideration of a grievance, any student or group of students should request a meeting time and place which will not interfere with regular scheduled classes or school related activities. The faculty and administration shall make an honest effort to resolve student grievances as quickly as possible and at the most immediate level of supervision.

ASSEMBLIES, PLAYS, AND SPECIAL EVENTS

Students will demonstrate appropriate behavior or lose privilege of attending the event.

HALL REGULATIONS

1. Follow directions.
2. Walk at all times.
3. Walk on the right side of the hall.
4. Keep hands, feet, and all objects to one's self.

CAR LINE REGULATIONS

1. Sit or stand facing the street and watch for your car.
2. Food, drinks, and gum are not allowed.
3. Keep hands, feet, and all objects to one's self.
4. Groups stay together with oldest child.
5. Keep all items in bag, backpack, or held together in arms.
6. Students are not allowed to go back into the building from the car line.
7. Students are not permitted to go to the car line until an adult is present.

BUS LINE REGULATIONS

While waiting on the sidewalk for the bus, fill in the wall space before beginning a second or third row. Do not stand until the bus has come to a complete stop and the adult has dismissed you one row at a time.

1. You may not go back into the building from the bus line.
2. You may not chew gum or eat candy or food while in the bus line.
3. Keep your hand, feet, and other objects to yourself.
4. Keep all items in a bag, backpack, or held together in your arms.
5. Students must bring their bus tags to school each day. They shall be worn around the neck when leaving school. Students must notify the teacher first thing in the morning if they do not have their tag.

CHEATING ON SCHOOL WORK

A student may not cheat or help other students cheat on class work, homework, test or other schoolwork. Also, the student may not interrupt any testing situation.

REPEATED FAILURE TO DO HOMEWORK OR CLASS WORK

The student will receive half credit on each assignment he or she fails to turn in to the teacher in a timely manner. Agenda books/homework folders are sent home on a daily basis and contain information about homework assignments and other events pertaining to your child. These are powerful tools for communicating between school and home. Parents are to make certain that homework assignments are completed. Once the assignment is completed, please sign the current day's page in the book or folder.

Repeated failure to complete assignments or have agenda book/homework folder signed will result in the following disciplinary actions.

Failure to obey the above rules will result in disciplinary action under Rule 6.

LUNCH ROOM REGULATIONS

1. Walk in single file, keep hands and feet to self, and talk in soft voices.
2. Get all implements as you go through the line and carry tray with both hands.
3. Visit quietly with your side-by-side neighbors, not students in line.
4. No playing with or throwing food.
5. Put paper trash in empty carton and always walk to dump line.

Teachers will notify the parent after each cafeteria discipline form is given to a student. After a student has received five (5) cafeteria discipline forms, action will be taken.

Failure to obey the above rules will result in disciplinary action under Rule 2.

RULES

The following disciplinary actions will be adhered to for a violation of a rule. Some violations may require immediate, severe disciplinary actions at the administrator's discretion. Consequences range from a verbal reprimand to expulsion.

Rule 1. Student Dress and Grooming

A student shall not practice any form of dress or grooming that potentially disrupts the learning process for the individual student, other students, or the learning climate of the school. Student dress, grooming, and appearance will be the responsibility of the individual student and his/her parents under the following guidelines:

1. Dress and grooming should be clean, neat and in keeping with health and sanitary practices. **Belts should be worn when pants are loose.**
2. Students may not wear clothing or hairstyles that can be hazardous to them in their educational activities.
3. Dress and grooming should not substantially disrupt the education process (this includes hair, makeup, etc).
4. A student will not wear or use emblems, insignias, sagging pants, badges, or other symbols which are gang related or which cause substantial disruptions or interference with the operation of the school.
5. Shoes are required to be worn on campus at all times. No skate shoes will be allowed.
6. All students must remove caps or hats upon entering the building. Exceptions will be made on hat day and western day.
7. Students will not wear clothing that exposes underwear, buttocks, or breasts.(Act 835)
8. Students are not permitted to wear, halters, midriffs, word or symbol pornographic T-shirts, cut-off T-shirts, clothing with alcohol and tobacco emblems, or similar dress. Skirts and shorts must come to the fingertip. No spaghetti straps or tanks tops (unless a shirt with sleeves is worn over or under it). No shorts or pants with words across the buttocks. Shorts must be worn under skirts and dresses.
9. For the safety of your child, students must wear tennis shoes for P.E.

DISCIPLINARY ACTION

Grades K-4

1st Referral-Call parents for change of clothing.

2nd Referral-Parent notification/suspended until parent conference (not to exceed five (5) days.

3rd Referral-One (1) day suspension (Parent conference upon return)

4th Referral-Three (3) days suspension (Parent conference upon return)

5th Referral-Five (5) days suspension (Parent conference upon return)

6th Referral-Recommend expulsion to Superintendent

Rule 2. -Disorderly Conduct

Every effort will be made at Clinton Primary to ensure a safe and orderly environment so that ALL students can excel. Disruption of this environment caused by students who refuse to be responsible for their behavior will not be tolerated.

DISCIPLINARY ACTION

Grades K-2

- 1st Referral-Parent notification/Suspended until parent conference (not to exceed five (5) days)/ Counselor referral
- 2nd Referral-One (1) day in the alternative room or corporal punishment
- 3rd Referral-Two (2) days in the alternative room or corporal punishment
- 4th Referral-Three (3) days in the alternative room. A behavior plan could be developed by the teacher, parents, counselor and principal if deemed necessary.
- 5th Referral-Two (2) days suspension (Parent conference upon return)
- 6th Referral-Three (3) days suspension (Parent conference upon return)
- 7th Referral- Recommend expulsion to Superintendent

Grades 3-4

- 1st Referral-Parent notification/Suspended until parent conference (not to exceed five (5) days)/Counselor referral
- 2nd Referral-Two (2) days Alternative Classroom or corporal punishment
- 3rd Referral- Five (5) days Alternative Classroom
- 4th Referral-Two (2) days suspension (Parent conference upon return) A behavior plan could be developed by the teacher, parents, counselor and principal if deemed necessary.
- 5th Referral- Five(5) days suspension (Parent conference upon return)
- 6th Referral-Recommend assignment to Alternative Learning Placement
- 7th Referral-Recommend expulsion to Superintendent

Rule 3. Playground Behavior

Students will be expected to observe the following guidelines:

1. Follow directions of all personnel.
2. Play in assigned areas.
3. Use play equipment properly.
4. Stay off of the top of equipment.
5. Keep hands and feet to one's self.
6. Do not throw harmful objects. (Ex: rocks, gravel, etc.)
7. Line up quietly at designated spot when bell rings or when whistle is blown.
8. Football, karate, wrestling, and baseball are prohibited.
9. Play with balls and frisbees well away from building and equipment.
10. Stay off of covered porches.
11. Fighting or "play fighting" is not allowed.

All problems should be reported to duty teachers/supervisors. Duty teachers/supervisors will handle routine misbehavior by the removal of students from play for the remainder of recess or the play period. These students misbehaving will be reported to their classroom teachers. Classroom teachers will be responsible for the discipline of these students. Three (3) violations will result in the following actions administered by the principals.

DISCIPLINARY ACTION

Grades K-2

- 1st Referral-Parent notification/Suspended until parent conference (not to exceed five (5) days)/ Counselor referral
- 2nd Referral-One (1) day in the alternative room or corporal punishment
- 3rd Referral-Two (2) days in the alternative room or corporal punishment
- 4th Referral-Three (3) days in the alternative room. A behavior plan could be developed by the teacher, parents, counselor and principal if deemed necessary.
- 5th Referral-Two (2) days suspension (Parent conference upon return)
- 6th Referral-Three (3) days suspension (Parent conference upon return)
- 7th Referral- Recommend expulsion to Superintendent

Grades 3-4

- 1st Referral-Parent/Teacher/Principal conference/Counselor referral
- 2nd Referral-Five (5) days Alternative Classroom
- 3rd Referral-Nine (9) days Alternative Classroom
- 4th Referral-Four (4) days suspension (Parent conference upon return)
- 5th Referral-Eight (8) days suspension (Parent conference upon return)
- 6th Referral-Recommend assignment to Alternative Learning Placement
- 7th Referral-Recommend expulsion to Superintendent

Rule 4. Fighting

Students may disagree with one another by keeping their hands and their feet to themselves and by discussing problems without raising their voices. Intentionally causing harm to others is unacceptable. When students fight, it may be difficult to determine who is at fault. A thorough investigation will be conducted to determine who started the fight and discipline will be administered accordingly.

DISCIPLINARY ACTION

Grades K-2

- 1st Referral-Parent notification/Suspended until parent conference (not to exceed five (5) days)/ Counselor referral
- 2nd Referral-One (1) day in the alternative room or corporal punishment
- 3rd Referral-Two (2) days in the alternative room or corporal punishment
- 4th Referral-Three (3) days in the alternative room. A behavior plan could be developed by the teacher, parents, counselor and principal if deemed necessary.
- 5th Referral-Two (2) days suspension (Parent conference upon return)
- 6th Referral-Three (3) days suspension (Parent conference upon return)
- 7th Referral- Recommend expulsion to Superintendent

Grades 3-4

- 1st Referral-Removal from classroom/Parent notification/Suspended until parent conference (not to exceed five (5) days)/ Counselor referral
- 2nd Referral-Five (5) days Alternative Classroom or corporal punishment
- 3rd Referral-Nine (9) days Alternative Classroom
- 4th Referral-Four (4) days suspension (Parent conference upon return)
- 5th Referral-Eight (8) days suspension (Parent conference upon return)
- 6th Referral-Recommend assignment to Alternative Learning Placement
- 7th Referral-Recommend expulsion to Superintendent

Rule 5. Assault and Abuse of (A)Students and (B)Staff Members

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

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

"Abuse" means to wrong in speech, reproach coarsely, disparage, revile or malign. Use of profanity or vulgar expressions directed at another person is considered abuse. Students are to keep their hands to themselves and treat teachers and fellow students with respect and courtesy. Horseplay and physical teasing, as well as shoving, striking, fighting, or threatening others with physical injury, etc. constitute battery and/or assault, and are strictly forbidden. Willful and intentional assaulting or threatening to assault or abuse any student or teacher, principal, superintendent, or other employee of a school system is strictly forbidden. Profanity and abusive language directed at others is considered abuse and this is also forbidden. Violation of this policy will result in disciplinary action, and may also constitute a criminal offense. By law, local law enforcement must be notified whenever a felony or an act of violence may have been committed on campus. Arkansas School Law Annotated (6-18-502-3A)

DISCIPLINARY ACTION

5A

Grades K-4

1st Referral-Suspended for three (3) days. Parent conference required upon return to school.

2nd Referral-Five (5) day suspension (Parent conference upon return)

3rd Referral-Ten (10) days suspension (Parent conference upon return)

4th Referral-Recommend expulsion to Superintendent

5B

Grades K-4

1st Referral-Suspended for three (3) days. Parent conference required upon return to school.

2nd Referral-Five (5) day suspension (Parent conference upon return)

3rd Referral-Ten (10) days suspension (Parent conference upon return)

4th Referral-Recommend expulsion to Superintendent

Rule 6. Lack of Cooperation With School Personnel

A student will comply with directions or commands of teachers, substitute teachers, teacher aides, principals, administrative personnel, or any other authorized personnel.

DISCIPLINARY ACTION**Grades K-2**

- 1st Referral-Parent notification/Suspended until parent conference (not to exceed five (5) days)/ Counselor referral
- 2nd Referral-One (1) day in the alternative room or corporal punishment
- 3rd Referral-Two (2) days in the alternative room or corporal punishment
- 4th Referral-Three (3) days in the alternative room. A behavior plan could be developed by the teacher, parents, counselor and principal if deemed necessary.
- 5th Referral-Two (2) days suspension (Parent conference upon return)
- 6th Referral-Three (3) days suspension (Parent conference upon return)
- 7th Referral- Recommend expulsion to Superintendent

Grades 3-4

- 1st Referral-Parent notification/Suspended until parent conference (not to exceed five (5) days)/Counselor referral
- 2nd Referral- Two (2) days Alternative Classroom or corporal punishment
- 3rd Referral-Five (5) days Alternative Classroom
- 4th Referral- Two (2) days suspension (Parent conference upon return) A behavior plan will be developed by the teacher, parents, counselor and principal if deemed necessary.
- 5th Referral-Five (5) days suspension (Parent conference upon return)
- 6th Referral-Recommend assignment to Alternative Learning Placement
- 7th Referral-Recommend expulsion to Superintendent

Rule 7. Stealing

A student will not at anytime take things that do not belong to him/her.

DISCIPLINARY ACTION**Grades K-2**

- 1st Referral-Parent notification/Suspended until parent conference (not to exceed five (5) days)/ Counselor referral
- 2nd Referral-One (1) day in the alternative room or corporal punishment
- 3rd Referral-Two (2) days in the alternative room or corporal punishment
- 4th Referral-Three (3) days in the alternative room. A behavior plan could be developed by the teacher, parents, counselor and principal if deemed necessary.
- 5th Referral-Two (2) days suspension (Parent conference upon return)
- 6th Referral-Three (3) days suspension (Parent conference upon return)
- 7th Referral- Recommend expulsion to Superintendent

Grades 3-4

- 1st Referral-Removal from classroom/Parent notification/ Suspended until parent conference (not to exceed five (5) days)/Counselor referral
- 2nd Referral-Five (5) days Alternative Classroom
- 3rd Referral-Nine (9) days Alternative Classroom
- 4th Referral-Four (4) days suspension (Parent conference upon return)
- 5th Referral-Eight (8) days suspension (Parent conference upon return)
- 6th Referral-Recommend assignment to Alternative Learning Placement
- 7th Referral-Recommend expulsion to Superintendent

Rule 8. Student Discipline-Gangs and Gang Activity

The Board is committed to ensuring a safe school environment conducive to promoting a learning environment where students and staff can excel. An orderly environment cannot exist where unlawful acts occur, causing fear, intimidation, or physical harm to students or school staff. Gangs and their activities create such an atmosphere and shall not be allowed on school grounds or at school functions.

The following actions are prohibited by students on school property or at school functions:

1. Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang;
2. Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;
3. Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or
4. Extorting payment from any individual in return for protection from harm from any gang.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

DISCIPLINARY ACTION

Grades K-2

- 1st Referral-Parent notification/Suspended until parent conference (not to exceed five (5) days)/ Counselor referral
- 2nd Referral-One (1) day in the alternative room or corporal punishment
- 3rd Referral-Two (2) days in the alternative room or corporal punishment
- 4th Referral-Three (3) days in the alternative room. A behavior plan could be developed by the teacher, parents, counselor and principal if deemed necessary.
- 5th Referral-Two (2) days suspension (Parent conference upon return)
- 6th Referral-Three (3) days suspension (Parent conference upon return)
- 7th Referral- Recommend expulsion to Superintendent

Grades 3-4

- 1st Referral-Removal from classroom/Parent notification/ Suspended until parent conference (not to exceed five (5) days)/Counselor referral
- 2nd Referral-Five (5) days Alternative Classroom or corporal punishment
- 3rd Referral-Nine (9) days Alternative Classroom or corporal punishment
- 4th Referral-Four (4) days suspension (Parent conference upon return)
- 5th Referral-Eight (8) days suspension (Parent conference upon return)
- 6th Referral-Recommend assignment to Alternative Learning Placement
- 7th Referral-Recommend expulsion to Superintendent

Rule 9. Bullying

Clinton Primary is committed to providing a safe learning environment for each of its students. Student achievement is best attained in an atmosphere that is free from the fear of emotional and physical intimidations and threats. Bullying is defined as any written or verbal expression or physical act or gesture, or pattern thereof, which is intended to cause distress or fear upon one or more students. Due to the increased use of electronic devices such as computers, websites, the Internet, cell phones, text messaging, chat rooms and instant messaging, cyber bullying will not be tolerated. Bullying is prohibited while in school, on school property, in school vehicles, on school buses, at designated school bus stops and at all sponsored activities or school sanctioned events. Person or persons who file a bullying complaint will not be subject to retaliation or reprisal in any form. (Act 681)

DISCIPLINARY ACTION

Grades K-2

- 1st Referral-Parent notification/Suspended until parent conference (not to exceed five (5) days)/ Counselor referral
- 2nd Referral-One (1) day in the alternative room or corporal punishment
- 3rd Referral-Two (2) days in the alternative room or corporal punishment
- 4th Referral-Three (3) days in the alternative room. A behavior plan could be developed by the teacher, parents, counselor and principal if deemed necessary.
- 5th Referral-Two (2) days suspension (Parent conference upon return)
- 6th Referral-Three (3) days suspension (Parent conference upon return)
- 7th Referral- Recommend expulsion to Superintendent

Grade 3-4

- 1st Referral-Removal from classroom/Parent notification/Suspended until parent conference (not to exceed 5 days)/Counselor referral
- 2nd Referral-Five (5) days Alternative Room and three (3) sessions with school counselor
- 3rd Referral-Nine (9) days Alternative Room and five (5) sessions with school counselor
- 4th Referral-Four (4) days suspension (Parent conference upon return)
- 5th Referral-Eight (8) days suspension (Parent conference upon return)
- 6th Referral-Recommend assignment to Alternative Learning Placement
- 7th Referral-Recommend expulsion to Superintendent

Rule 10. Use of Profanity (Verbal or Obscene Gestures)

A student will not use abusive or irreverent language at school and/or any school function at any time. This includes verbal, written, or signals of any kind.

DISCIPLINARY ACTION**Grades K-2**

- 1st Referral-Parent notification/Suspended until parent conference (not to exceed five (5) days)/ Counselor referral
- 2nd Referral-One (1) day in the alternative room or corporal punishment
- 3rd Referral-Two (2) days in the alternative room or corporal punishment
- 4th Referral-Three (3) days in the alternative room. A behavior plan could be developed by the teacher, parents, counselor and principal if deemed necessary.
- 5th Referral-Two (2) days suspension (Parent conference upon return)
- 6th Referral-Three (3) days suspension (Parent conference upon return)
- 7th Referral- Recommend expulsion to Superintendent

Grades 3-4

- 1st Referral-Parent notification/ Suspended until parent conference (not to exceed five (5) days)/ Counselor referral
- 2nd Referral-Five (5) days Alternative Classroom or corporal punishment
- 3rd Referral-Nine (9) days Alternative Classroom
- 4th Referral-Four (4) days suspension (Parent conference upon return)
- 5th Referral-Eight (8) days suspension (Parent conference upon return)
- 6th Referral-Recommend assignment to Alternative Learning Placement
- 7th Referral-Recommend expulsion to Superintendent

Rule 11. Indecent Exposure, Inappropriate Physical Advances, Sexual Harassment, and Sexual Paraphernalia

A student may not deliberately expose himself/herself or make inappropriate advances towards another person. Sexual harassment will not be tolerated by students. Possession of sexually explicit material and paraphernalia is prohibited. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other inappropriate written or physical conduct of a sexual nature when made by a student to another student.

Any student that feels he/she has been sexually harassed by another student should report it immediately to the teacher, counselor or principal. The reported incident will be properly investigated and the appropriate disciplinary action taken.

DISCIPLINARY ACTION

Grades K-1

- 1st Referral-Parent notification/ Suspended until parent conference (not to exceed five (5) days)/Counselor referral
- 2nd Referral-One (1) day suspension/(Parent conference upon return) or corporal punishment
- 3rd Referral-Two (2) days suspension/(Parent conference upon return) or corporal punishment
- 4th Referral-Three (3) days suspension (Parent conference upon return)
- 5th Referral- Four (4) days suspension (Parent conference upon return)
- 6th Referral--Five (5) days suspension (Parent conference upon return)
- 7th Referral – Recommend expulsion to Superintendent.

Grade 2-4

- 1st Referral-Parent notification/ Suspended until parent conference (not to exceed five (5) days)/Counselor referral
- 2nd Referral-One (1) day suspension/(Parent conference upon return) or corporal punishment
- 3rd Referral-Two (2) days suspension/(Parent conference upon return) or corporal punishment
- 4th Referral-Five (5) days suspension/(Parent conference upon return)
- 5th Referral-Eight (8) days suspension (Parent conference upon return)
- 6th Referral-Recommend assignment to Alternative Learning Placement
- 7th Referral-Recommend expulsion to Superintendent

Rule 12. Criminal Acts

Participation in criminal acts in school buildings, on school property, or at school-sponsored events or activities is prohibited. Disciplinary actions may be taken by the principal against students involved in criminal acts regardless of whether criminal charges result. The following are among those defined, but not limited to, criminal acts and will be grounds for disciplinary action, suspension, or recommendation for expulsion:

Arson-The intentional setting of fire.

Burglary and Larceny-The stealing or taking of school or personal property.

Bomb Threats-Threats, in writing, telephoning, or placing of explosive devices on school property.

Vandalism-Willfully and intentionally damaging or destroying school property.

Any student in violation of any criminal act will be suspended for five (5) days AND will be referred to legal authorities.

Rule 13. Weapons, Dangerous Instruments and Chemical Irritants

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.

A weapon is defined as any knife, gun, pistol, revolver, shotgun, BB gun, rifle, pellet gun, 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.

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 to school including a weapon 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. 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.

DISCIPLINARY ACTION

Grades K-4

1st Referral-Suspended for three (3) days. Parent conference required upon return to school.

2nd Referral--Recommend expulsion to Superintendent

Rule 14-Firearms

A student will not possess, handle, or transmit a firearm of any kind.

DISCIPLINARY ACTION

Recommend expulsion for not less than one (1) year unless modified by the Superintendent. (Arkansas School Law Annotated 6-18-502.)

Rule 15. Deadly Threats

A student will not make a deadly threat to another student or to a faculty or staff member. Each time a student makes a deadly threat they will be subject to the following procedures and disciplinary actions:

The counselor or social worker should conduct an interview with the student as soon as possible. The teacher must complete the Teacher Risk Assessment Worksheet as quickly as possible. Witnesses should be interviewed as soon as possible.

The Threat Assessment Team must meet and complete the Threat Assessment Worksheet and determine the level of the threat (high, medium or low).

The principal will suspend the student until a parent conference is held to inform the parents of the student's consequences. At the conference, the following disciplinary actions will be taken based on the assessment made by the Threat Assessment Team.

1st Offense

Lower/Middle Level	Suspended until a parent conference. Student will be referred to the school counselor and/or school social worker. Student will attend five (5) sessions of counseling with the school counselors.
High Level	Suspended for minimum of three (3) days and student may be taken for a psychological evaluation (at parent's expense) before he/she can return to school.

2nd Offense

Lower Level	Three (3) days suspension (Parent conference upon return)
Middle Level	Three (3) days suspension (Parent conference upon return) and referred to mental health for psychological evaluation.
High Level	Five (5) days suspension/FINS petition filed. Referred to the juvenile intake.

3rd Offense

Lower Level	Five (5) days suspension (Parent conference upon return) and mental evaluation.
Middle Level	Five (5) days suspension (Parent conference upon return) and mental evaluation.
High Level	Ten (10) days suspension/referred to the Juvenile Intake Officer

4th Offense

ALL Levels	Recommend expulsion to Superintendent
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If the parent refuses to take the student for a psychological evaluation in any of the above offenses, the school will refer the student to the juvenile intake officer.

Act 1520

A report of criminal act will be filed with the School Resource Officer. Copies of the report will be forwarded to the Superintendent, Assistant Superintendent, and the District Social Worker. (Legal Reference A.C.A. 6-17-113)

Rule 16. Drugs, Alcohol, and Tobacco Products

Possession of drugs, alcohol, and tobacco products are expressly prohibited at all times. Smoking or use of tobacco products containing tobacco, in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, or snuff) in or on any property owned or leased by a District school, including school buses, is prohibited. Using, offering for sale, or selling beer, alcoholic beverages, tobacco or other illicit drugs by students on school property will result in immediate suspension for five (5) days. Student will be referred to legal authorities if deemed necessary. (Legal Reference A.C.A 6-21-609)

Rule 17. Possession and use of cell phones and other electronic devices

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden. As used in this policy, "electronic devices" means anything that can be used to transmit or capture images, sound, or data.

Misuse of electronic devices includes, but is not limited to:

1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the device when not being used for reason #1 above;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to take photographs in locker rooms or bathrooms;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

Use of an electronic device is permitted to the extent it is approved in a student's individualized education program (IEP) or it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Before and after normal school hours, possession of electronic devices is permitted on the school campus. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending. The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated

DISCIPLINARY ACTION

Grades K-4

Phone will be confiscated and the parent will be notified to pick up the cell phone/device. Repeated violations may lead to more severe consequences (see Rule 6- Lack of Cooperation).

Rule 18. Technology Policy

Students may have the opportunity to use a variety of technologies at school, including computers and the Internet. Students are to use this technology as directed by the staff in conformity with school curriculum. Students who use any technology in an inappropriate manner and/or not as directed by the school are in violation of school policy and subject to discipline, up to and including the loss of the right to use the technology (which may involve loss of credit if the technology use was course work). Students who violate technology user agreements are also subject to the penalties outlined in the agreement. Students who use technology to violate other policies will be subject to discipline for misuse of technology as well as the policy violation. Example: A student sends a threatening E-mail message to another student. This student would be disciplined for misusing technology as well as threatening another student.

DISCIPLINARY ACTION

Grades K-4

- 1st Referral-Suspension from use of technology for five (5) days
- 2nd Referral-Student will not be allowed to use technology the remainder of the year

Rule 19. Destruction of School Property

Students will not willfully and intentionally damage or destroy school property. Parent will be expected to pay replacement cost. (Examples: writing or drawing on desk and book)

DISCIPLINARY ACTION

Grades K-2

- 1st Referral-Parent notification/Suspended until parent conference (not to exceed five (5) days)/Counselor referral
- 2nd Referral-One (1) day in the alternative room or corporal punishment
- 3rd Referral-Two (2) days in the alternative room or corporal punishment
- 4th Referral-Three (3) days in the alternative room. A behavior plan could be developed by the teacher, parents, counselor and principal if deemed necessary.
- 5th Referral-Two (2) days suspension (Parent conference upon return)
- 6th Referral-Three (3) days suspension (Parent conference upon return)
- 7th Referral- Recommend expulsion to Superintendent

Grades 3-4

- 1st Referral-Parent notification/Suspended until parent conference (not to exceed five (5) days)/Counselor referral
- 2nd Referral- Two (2) days Alternative Classroom or corporal punishment
- 3rd Referral-Five (5) days Alternative Classroom
- 4th Referral- Two (2) days suspension (Parent conference upon return)
- 5th Referral-Five (5) days suspension (Parent conference upon return)
- 6th Referral-Recommend assignment to Alternative Learning Placement
- 7th Referral-Recommend expulsion to Superintendent

Rule 20. Solicitation

Buying and selling of any items or service is prohibited unless authorized by the principal.

DISCIPLINARY ACTION**Grades K-2**

- 1st Referral-Parent notification/Suspended until parent conference (not to exceed five (5) days)/ Counselor referral
- 2nd Referral-One (1) day in the alternative room or corporal punishment
- 3rd Referral-Two (2) days in the alternative room or corporal punishment
- 4th Referral-Three (3) days in the alternative room. A behavior plan could be developed by the teacher, parents, counselor and principal if deemed necessary.
- 5th Referral-Two (2) days suspension (Parent conference upon return)
- 6th Referral-Three (3) days suspension (Parent conference upon return)
- 7th Referral- Recommend expulsion to Superintendent

Grades 3-4

- 1st Referral-Warning/Parent notification
- 2nd Referral-Five (5) days Alternative Classroom or corporal punishment
- 3rd Referral-Nine (9) days Alternative Classroom
- 4th Referral-Four (4) days suspension (Parent conference upon return)
- 5th Referral-Eight (8) days suspension (Parent conference upon return)
- 6th Referral-Recommend expulsion to the Superintendent

Rule 21. Toy weapons

Toy guns, knives, etc are not to be brought to school. If a student realizes they have one of these items, they may hand it over without fear of punishment.

DISCIPLINARY ACTION**Grades K-2**

- 1st Referral-Parent notification/Suspended until parent conference (not to exceed five (5) days)/ Counselor referral
- 2nd Referral-One (1) day in the alternative room or corporal punishment
- 3rd Referral-Two (2) days in the alternative room or corporal punishment
- 4th Referral-Three (3) days in the alternative room. A behavior plan could be developed by the teacher, parents, counselor and principal if deemed necessary.
- 5th Referral-Two (2) days suspension (Parent conference upon return)
- 6th Referral-Three (3) days suspension (Parent conference upon return)
- 7th Referral- Recommend expulsion to Superintendent

Grades 3-4

- 1st Referral-Parent notification/Suspended until parent conference (not to exceed five (5) days)/Counselor referral
- 2nd Referral- Two (2) days Alternative Classroom/ or corporal punishment
- 3rd Referral-Five (5) days Alternative Classroom
- 4th Referral- Two (2) days suspension (Parent conference upon return)
- 5th Referral-Five (5) days suspension (Parent conference upon return)
- 6th Referral-Recommend assignment to Alternative Learning Placement
- 7th Referral-Recommend expulsion to Superintendent

Rule 22. Bus Conduct-Students

The Board of Education requires parents of students to accept responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Since the bus is an extension of the classroom, the Board shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

When a child does not conduct himself/herself properly on a bus, the driver shall inform the parents of the misconduct by issuing a written warning and requiring their cooperation in controlling the child's behavior. A child that continues to misbehave on a school bus will be referred to the school principal by the bus driver for disciplinary action. A child that becomes a serious disciplinary problem on the school bus may have his/her transportation privileges taken away for several days or terminated. In such cases, the parents of the children involved shall become responsible for seeing that their children get to and from school.

The rules are:

1. Students must bring their bus tag to school each day. They shall be worn around the neck when leaving school. Students must notify the teacher first thing in the morning if they do not have their tag.
2. Students must be at the bus stop at the schedule time. Students must stand back about ten feet from the bus stop and wait until the door is opened before moving closer to the bus.
3. If the student must come across the highway to enter the bus, he/she should wait until the bus has come to a complete stop and the driver has signaled to cross. Students must always cross in front of the bus.
4. Students who must cross the road after leaving the bus in the afternoon must go to a point on the shoulder of the road ten feet in front of the bus, and cross the highway only after the driver has signaled to do so.
5. While waiting for the bus, students must remain in a safe place away from traffic. While waiting at the bus stop for the bus, students are NOT to play in the highway.
6. Bus students should not attempt to hitchhike a ride or walk to and from school.
7. While loading and unloading, students should enter or leave the bus orderly and quickly.
8. While riding the bus, students are under the supervision of the driver and must obey the driver at all times. Fighting, hitting, wrestling, kicking, biting, spitting, shoving, etc. and other aggressive physical conduct or any excessive mischievousness will not be permitted.
9. Students are to keep the aisle of the bus clear of books, lunches, coats, band instruments, etc.
10. Students are not permitted to transport ammunitions, explosives, firearms, knives, or other weapons or dangerous objects on the school bus.
11. Students are expected to conduct themselves in a manner that will not distract the attention of their driver or disturb other riders on the bus.
12. A student will not use abusive or irreverent language at school and/or any school function at any time. This includes verbal, written, or signals of any kind.
13. It is a misdemeanor for students or adults to threaten, curse, or use abusive language to a school bus driver.
14. Students are not to deface the bus or any other school property. Students must not write on the bus, cut seats, etc. nor throw paper, food, or other objects on the floor of the bus or out of any windows.
15. Students may be seated three to a seat when necessary. When less than three students occupy a seat they should move over to accommodate the student seeking a seat and not force him/her to climb over them.

16. Students are not to tamper with any safety devices, such as door latches, or fire extinguishers.
17. Students must remain seated.
18. Students are not to put their hands, arms, head, or bodies out of the windows.
19. Students are NOT permitted to eat on a school bus except when under supervision of a teacher. No glass containers are permitted at any time.
20. The use of tobacco, drugs, or alcoholic beverages on a bus is prohibited.
21. Students or parents are not to ask the driver to let them on or off the bus at any place other than the regular bus stop unless arrangements are made in advance.
22. Students cannot ride any bus except their own (no bus hopping).
23. Students who are suspended from a bus are not allowed to ride ANY district bus (regular or tutoring).
24. Radios and other audio devices are not allowed on the bus.
25. A student may not deliberately expose himself/herself or make inappropriate physical advances towards another person.

Prior to a student being referred to the principal, the bus driver will send a written warning to the parent. Below is a list of disciplinary actions that normally will be adhered to in numerical order after each occurrence. However, the administration may exercise more extreme action in severe situations in which a student has been involved in other rule infractions or the administration may lessen the action. Parent notification of disciplinary action/s will be made promptly and a parent conference to discuss the conduct is always welcomed and encouraged. The progression of punishment shown serves as a guide with the minimum and maximum being based on the severity of the infraction. Any problems concerning bus drivers should be addressed with the transportation director at the school administration building by calling 722-2700. Any violation of bus rules will result in the following action on a cumulative basis:

DISCIPLINARY ACTION

Grades K-4

- 1st Referral- Parent notification/Student not allowed to ride bus one (1) day
- 2nd Referral-Parent notification/Student not allowed to ride bus three (3) days/Counselor referral
- 3rd Referral-Parent notification/Student not allowed to ride bus five (5) days
- 4th Referral-Parent notification/Student not allowed to ride bus ten (10) days
- 5th Referral-Parent notification/Recommend termination of bus privileges

SMART CORE/CORE CURRICULUM

To ensure every child has access to a rigorous curriculum, the state requires that all students take the Smart Core curriculum unless a parent or guardian waives a student's right to participate. If the student and parent waive participation in the Smart Core curriculum, then the student is required to take the Core curriculum.

Parents, staff and the student should be involved in determining which curriculum is appropriate for the student's future education and career goals. The Smart Core curriculum is designed for students who are considering attending college or pursuing advanced postsecondary education.

Counselors will review the Smart Core curriculum and course of study required for graduation with parents and students to help them understand the curriculum and the graduation requirements. The schools will also notify parents of the Smart Core curriculum, as appropriate.

Notification will include:

- * Publishing notification in the school's parent involvement family kits, and annual report to the public;
- * Supplying information in the student handbooks, which will then be filed with the Arkansas Department of Education;
- * Counselor meetings, parent-teacher conferences, PTA meetings, etc.

Parents must sign the state-required, informed-consent documents, which will be attached to the student's permanent transcript. The informed-consent document will be transferred with the student's transcript if the student changes schools inside or outside of the district.

Students can change from one curriculum to the other if the new required course of study can be completed by graduation. To reverse the informed-consent agreement regarding Smart Core, the student and a parent or guardian must sign a curriculum-change form available at the counselor's office. Training will be provided for teachers, counselors and other administrators regarding this policy. This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents every other year to determine if changes need to be made to better serve the needs of Hope School District students. The Superintendent or his designee shall select the composition of the review panel.

Smart Core Curriculum

English-4 units (years)

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

Oral Communications-1/2 unit

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

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

Science-3units (years) with lab experience and 1 unit of Computer Science*)

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

Social Studies-3 units (years)

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

Fine Arts-1/2 unit (1/2 year)

Economics – ½ unit (1/2 year) (may be counted toward Social Studies or career focus)

Physical Education -1/2 unit (1/2 year)
Health and Safety- ½ unit (1/2 year)
Core Curriculum English-4 units (years)

English-4 units (years)

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

Oral Communications-1/2 unit

Mathematics-4units (years)

- Algebra 1 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

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

- At least one (1) unit of Biology
- Physical Science, Chemistry, or Physics-at least 1 unit

Social Studies-3 units (years)

- Civics or Government ½ unit
- World History 1 unit
- U.S. History 1 unit
- Other social studies – ½ unit

Physical Education -1/2 unit (1/2 year)

Health and Safety-1/2 unit (1/2 year)

Fine Arts-1/2 unit (1/2 year)

Career Focus – 6 units

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

CHALLENGE TO INSTRUCTIONAL/SUPPLEMENTAL MATERIALS

Instructional and supplemental materials are selected for their compatibility with the district's educational program and their ability to help fulfill the district's educational goals and objectives. Individuals wishing to challenge or express concerns about instructional or supplemental materials may do so by filling out a *Challenge to Instructional Material* form available in the school's office.

The contesting individual may present a copy of the form to the principal and request a conference be held at a time of mutual convenience. Prior to the conference, the principal shall consult with the teacher regarding the contested material. In the conference, the principal shall explain to the contesting individual that the criteria used for the selection of the material and its relevancy to the educational program as well as any other pertinent information in support of the use of the material.

Following the conclusion of the meeting, the principal shall have five (5) working days to submit a summary of the concerns expressed by the individual and the principal's response to those concerns to the superintendent.

If the contesting individual is not satisfied with the principal's response, the individual may, after the five (5) working day period, request a meeting with the superintendent where the individual shall present the same *Challenge to Instructional Material* form previously presented to the principal. The superintendent shall explain to the contesting individual the criteria used for the selection of the material and its relevancy to the educational program as well as any other pertinent information in support of the use of the material.

Following the conclusion of the meeting, the superintendent shall have five (5) working days to write a summary of the concerns expressed by the individual and the superintendent's response to those concerns. The superintendent shall create a file of his/her response along with a copy of the principal's response and a copy of the contesting individual's *Challenge to Instructional Material* form.

If, after meeting with the superintendent, the contesting individual is not satisfied with the superintendent's response regarding the appropriateness of the instructional or supplemental material, he/she may appeal the superintendent's decision to the board. The superintendent shall present the contesting individual's *Challenge to Instructional Material* form to the board at the next regularly scheduled meeting along with the written responses to the challenge. The board may elect, if it so chooses, to hear brief verbal presentations from the parties involved in the challenge.

The board shall decide at that meeting or their next regularly scheduled meeting whether to retain the material, limit the availability of the material, or remove the material from the school. The board's primary consideration in reaching its decision shall be the appropriateness of the material for its intended education use.

TO ASSIST YOU IN THE GUIDANCE OF YOUR CHILDREN, THE FOLLOWING SUGGESTIONS ARE OFFERED:

Become familiar with the instructional program in your children's school. Try to evaluate in terms of long-range objectives. If you have any questions, feel free to talk with your child's teacher or the school principal.

Accept, as we do, the fact that each child is different, and has his/her own personal growth pattern.

Avoid comparing your child's progress with other children's.

Be patient; do not force your children if they are not ready to learn what is before them. Readiness is basic to learning. Provide your children with a variety of learning experiences at home and take time to answer their questions.

Children who read will and comprehend what they read usually have no difficulty with their schoolwork. Read to your child. Read with your child. Go to the library and help your child to accumulate an inexpensive reading library.

Show an interest in their work. Encourage them and help, but never do their work. Share their school experiences enthusiastically and take an active part in school activities.

Try to instill dependability and responsibility in your children so that poor work habits will have no chance to develop and adversely affect their academic progress.

Be sure your children get plenty of rest.

Remember that happy, well-adjusted children usually come from a happy home where they are loved, where they are recognized for successful achievements, and where they have many experiences in a positive environment.

Be an example of the type of personality you desire for your children.

Conclusion

The information contained in this handbook is general. If you have any questions concerning situations not covered in overall policy, your school principal or your child's teacher will welcome your inquiry and comments. The success of any program is dependent upon the mutual interest, understanding, and cooperation of all concerned. We encourage parent-teacher conferences and invite you to visit the school.

TEN THINGS PARENTS WISH TEACHERS WOULD DO

Build student's self-esteem using praise generously while avoiding ridicule and negative public criticism.

Get to know as much as you can about each child's academic needs, interests, and special talents as well as the way each child learns best.

Communicate often and openly with parents, contacting them early about academic or behavior problems and being candid rather than defensive when discussing school problems.

Assign homework regularly that helps children learn; provide parents with directions on how they can work with their children to get the most out of homework.

Set high academic standards for all students, expecting all of them to learn and helping them to do so.

Vary their teaching methods and make learning fun.

Care about children, since children learn best when taught by warm, friendly, caring, and enthusiastic teachers.

Treat all children fairly and not play favorites.

Enforce a positive code based on clear and fair rules that are established at the beginning of each school year and remember to reinforce positive classroom behavior rather than punish negative.

Encourage parent involvement by reaching out to involve them in their children's education, showing them how they can help their children at home, all the while remembering that parents want to work with teachers to help their children do their best.

TEN THINGS TEACHERS WISH PARENTS WOULD DO

Be involved. Parent involvement helps students learn, improves schools, and makes teachers' jobs easier.

Provide resources at home for learning. Parents should have books and magazines available and read with their children each day.

Set a good example. Parents should show their children that they believe that reading is both enjoyable and useful. They shouldn't spend all their time in front of the T.V.

Encourage students to do their best in school. Parents need to show students that they believe education is important and that they want their children to do their best.

Emphasize academics. Too many parents get caught up in athletics and in preparing their children for the world of work when academics should be their first concern.

Support school rules and goals. Parents should take care not to undermine teachers, school rules, discipline, or goals.

Use pressure positively. Parents should encourage children to do their best but not pressure them by setting goals too high or by scheduling too many activities.

Call teachers early if there is a problem so there is still time to solve it. Don't wait for the teacher to call them.

Accept their responsibility as parents. Don't expect the school and teachers to take over all the obligations of parents. Parents should teach their children basic discipline at home rather than leaving this to the teachers.

View drinking and excessive partying as serious matters. This takes a toll on students' classroom performance. While parents are concerned about drug abuse, many fail to recognize that alcohol is the drug most frequently abused by youngsters as well as adults.

THE PARENT REPORT CARD

(Parent Involvement The Road Less Traveled)

Involvement with your child's school and other activities is the key to many of your child's successes. Your child's academic success is rated on his or her report card. How do you rate? (Mom and Dad should take this test separately. Each parent's part is important!)

I have spoken with my child's teacher this year.

I normally speak with my child's teachers several times a year.

I attend "Back to School" functions.

I am an active participant of the PTO.

I attend athletic or other special events that are important to my child's school and my child.

I know my child's friends and invite them to my home.

I know the parents of my child's friends and talk to them about our children's activities, events, and plans.

I often participate with my child in social activities that include other families and a variety of ages.

I chaperon my child's parties.

I know or meet the chaperons at the parties my child attends.

If my child's school needs a chaperon for a field trip or party, I will volunteer.

I am willing to share any special skills, talents, or interest with my child's class/school.

9-12 Yes: You are a fabulous parent and on the road to developing a healthy family.

5-8 Yes: You are on the right road, but there are potholes ahead! A little more investment could pay a big dividend for your child.

0-4 Yes: You are on a hazardous journey. Don't blame others. Now is a good time to get involved.

Internet Safety Policy

The following is a contract between the student parent or guardian, and the school system. Please read carefully before signing.

With access to such vast storehouses of information and instant communication with millions of people from all over the world, material will be available that may not be considered to be of educational value by the District or which is inappropriate for distribution to children. The District has taken available precautions, including but not limited to enforcing the use of filters that block access to obscenity, child pornography and other materials harmful to minors. However, on a global network, it is impossible to control all material and an industrious user may obtain access to inappropriate information or material. The District firmly believes that the value of the information and interaction available on the Internet far outweighs the possibility that students and employees may procure material which is not consistent with our educational goals.

It is all staff members' responsibility to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response. This may be done in a variety of ways, such as once a year short training sessions, one-on-one education with individual students, and/or via educational handouts. It is also the responsibility of all staff members to monitor students' online activity for appropriate behavior.

As a student I agree to the following terms and conditions:

- I will not use the Internet for transmission of any materials in violation any federal or state regulations. Transmission of copyrighted material threatening or obscene materials, materials protected by trade secrets, product advertisement or political lobbying is also prohibited.
- I will refrain from using profanity and vulgarities on the Internet. I will not use the Internet for illegal activities.
- I will not give my home address, location of my school phone number or any personal information about myself or and other student or school personnel to anyone via the Internet.
- I understand that use of e-mail or any other communications over the Internet are not private; any messages related to or in support of illegal activities may be reported to authorities.
- I understand that I am prohibited from conducting any actions that may endanger my safety, or the safety of other students/staff members while using any component of the school's internet access and/or network (email, chat rooms, etc.).
- I will not use the Internet in a way that would disrupt the use of the network by others.
- I will respect the trademark and copyrights of materials on the Internet and assume anything accessed via the network is private property.
- The school system and service provider are not responsible for any damages or losses resulting from using Internet services or information obtained from the Internet.
- If you discover any way to access unauthorized information or defeat any security measures you must inform the lab teacher immediately. You must not share any unauthorized information with any other user.
- Vandalism of any kind is prohibited.

- These terms and conditions shall be governed and interpreted in accordance with the laws of the state and the United States of America.
- I understand access to the Internet through **Hope Public Schools** is a privilege. School authorities can deny any student access to the Internet at any time, and their decisions are final.

PHOTO/DIRECTORY INFORMATION RELEASE FORM

Students enrolled in Hope Public Schools may occasionally be photographed or video-taped and/or interviewed by employees of the Hope Public School District, the *Hope Star*, or other newspapers, KTSS-TV 50 or other television station or local area radio station while at school during normal classroom or school functions. In addition a student's information such as name, address and his/her placement on the honor roll as well as his/her participation in school clubs and extracurricular activities may be published. The purposes of the above information will be solely for release of information about Hope Public Schools and school activities or for use on bulletin boards or school publications.

_____ I do give my permission for the above information regarding my child to be published.

_____ I do **not** give my permission for the above information regarding my child to be published.

Student's Name

Parent/Guardian's Signature

Date

Teacher

If this form is not returned, permission for such photographing, videotaping, or interviewing of your child will be assumed as granted.

PHOTO RELEASE

Clinton Primary School now has a facebook page where we list special things going on around the school and we like to celebrate our students. Occasionally, we like to place photos of our students and faculty on our school webpage as well as our facebook page. Please check and sign below stating whether or not we have your permission.

_____ I do give my permission for CPS to use my child's photograph on the school webpage and/or facebook page.

_____ I do not give my permission for CPS to use my child's photograph on the school webpage and/or facebook page.

Student's Name

Parent/Guardian's Signature

Date

Teacher

INTERNET POLICY:

My instructor/school sponsor/parent has explained the terms and conditions for using the Internet to me and I agree to abide by them

Student's Signature: _____ Date _____

I have read the above forms and conditions and understand that violation of these can result In the denial of Internet privileges. I also agree not to hold the school, state and local boards of education or the Internet provider responsible for the consequences resulting from the violation of these terms and conditions by the student

Parent/Guardian's Signature: _____ Date _____

HANDBOOK

We, the undersigned, received a copy of the CLINTON PRIMARY SCHOOL Handbook, parent involvement, and Discipline Policies.

Student: _____ Date _____

Parent/Guardian: _____ Date _____

Teacher: _____ Date _____

-

STUDENT/TEACHER/PARENT COMPACT

DATE: _____

PARENT/GUARDIAN AGREEMENT

(Any person who is interested in helping this student may sign in lieu of the parent.) I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- _____ See that my child is punctual and attends school regularly.
- _____ Support the school in its efforts to maintain proper discipline.
- _____ Establish a time for homework and review it regularly.
- _____ Provide a quiet well lighted place for study.
- _____ Stay aware of what my child is learning.
- _____ Provide a library card for my child.
- _____ Read with my child and let my child see me read.

_____ Parent Signature

STUDENT AGREEMENT

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Attend school regularly
- Come to school each day with pens, pencils, paper and other necessary tools for learning.
- Observe regular study habits.
- Conform to rules of student conduct.

_____ Student Signature

TEACHER AGREEMENT

It is important that students achieve. Therefore, I shall strive to do the following:

- Provide homework assignments for students.
- Provide necessary assistance to parents so that they can help with the assignments.
- Encourage students and parents by providing information about student progress.
- Use special activities in the classroom to make learning enjoyable.

_____ Teacher Signature