

Dollarway School District

2015-2016 Parent-Student Handbook

Pre-K – 12th Grade



Patsy Hughey, Superintendent
4900 Dollarway Road Pine Bluff, AR 71602 (870) 534-7003
www.dollarwayschools.org

July 1, 2014

Dear Parents,

As superintendent of schools, I welcome you to the Dollarway School District. We recently completed a very challenging, yet successful school year. When I played basketball at Hendrix College, if we won a big game, the next day our coach would post in the locker room, *"If what you did yesterday still looks big today, you haven't done anything today."* Even though we accomplished big victories last year, we cannot be satisfied. We must come back this year and work even harder to do even greater works for our students.

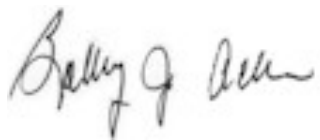
I will continue to build a positive and professional administrative, teaching, and support staff that will provide a total learning environment for our students. I pledge to work diligently to make our school district the best district it can possibly be.

I am encouraged by the increase in student enrollment during the 2013-2014 school year, and anticipate the enrollment will continue to increase this year as well. Thank you to the parents and students who believed in Dollarway enough to enroll in our schools.

We continue to improve our academic programs, classroom spaces, gymnasium as well as our football stadium. This year we will launch a new website that will keep our students and patrons informed of the programs and activities of our district. We look forward to many healthy discussions as we move forward in improving the academic and athletic facilities in our district.

I am honored and blessed to have the opportunity to be your superintendent. I promise to be student-centered in all of my decisions. I will work towards bully-free campuses, strict discipline, and a user-friendly staff. I ask that you, as parents, will work with our staff, communicate with them, and keep an open mind. Our goal is to make sure our students have a positive experience during the 2014-2015 school year.

Sincerely,

A handwritten signature in cursive script that reads "Bobby J. Acklin".

Bobby J. Acklin
Superintendent of Schools

FOREWORD

The Dollarway School District strives to provide a safe and orderly environment that supports all aspects of learning through communication and high expectations of appropriate behavior. The critical component of effective, positive discipline is that it protects the time needed for meaningful instruction for all students.

The 2015-2016 Dollarway School District Parent/Student handbook for Student Conduct and Discipline is designed for students, parents, principals, and teachers. Its main purpose is to set clear standards and limits for behavior established by state law and the Dollarway School District's Board of Education. It also describes the administrative actions taken when standards of behavior are violated. The Handbook is annually reviewed and revised as needed by parents, students, and district personnel.

We sincerely hope that all who use this Handbook do so realizing the importance of the student's responsibility for his own acceptable behavior and the protection of the student's personal rights to due process and fair treatment.

Dollarway High School Administrators

Jeff Spaletta, Principal
Gwen Litzey, Assistant Principal
4900 Dollarway Road
Pine Bluff, Arkansas 71602
Phone: (870) 534-6262 or (870) 534-3878 Fax: (870) 575-0715

Robert F. Morehead Middle School Administration

Yolanda Prim, Principal
Booker Mays, Dean of Students
2602 Fluker Street
Pine Bluff, Arkansas 71601

James Matthews Elementary School Administration

Ms. Linda Davis, Principal
4501 Dollarway Road
Pine Bluff, Arkansas 71602
Phone: (870) 534-0726 Fax: (870) 534-4515

Townsend Park Elementary School Administration

Dr. Ernestine Roberts, Principal
2601 Fluker Street
Pine Bluff, Arkansas 71601
Phone: (870) 534-4185 Fax: (870) 534-0186

**DOLLARWAY SCHOOL DISTRICT CALENDAR
2015-2016**

August 6-7 Teachers will have two Days for Classroom Planning and Preparation
(2) Professional Development Days (District Defined) (New Teacher Orientation)

August 10-14 Professional Development

August 17 1st Quarter Begins

September 7 *Labor Day Holiday - School Closed*

October 14 End 1st Quarter (42 Days)

October 15 2nd Quarter Begins

October 20 Parent/Teacher Conference Grades 6-12 3:30-7:30 p.m. (Extended Day)

October 22 Parent/Teacher Conference Grades PK-5 3:30-7:30 p.m. (Extended Day)

November 6 AEA/Professional Development

November 13 AEA/Professional Development (District Defined)

November 23-27 *Thanksgiving Break- School Closed*

December 18 End 2nd Quarter (40 Days)

December 21-January 1 *Christmas Holiday- School Closed*

January 4 3rd Quarter Begins

January 18 *Martin Luther King Holiday- School Closed*

February 15 Professional Development

March 11 3rd Quarter Ends (48 Days)

March 14 4th Quarter Begins

March 15 Parent/Teacher Conferences Grades 6-12 3:30-7:30 p.m. (Extended Day)

March 17 Parent/Teacher Conferences Grades K-5 3:30-7:30 p.m. (Extended Day)

March 21-25 *Spring Break*

April 15 Professional Development

May 17 Graduation

May 25 4th Quarter Ends (47 Days)

May 26 Professional Development (District Defined)

(In case of inclement weather days this will follow the last regular school day)

May 30 *Memorial Day Holiday*

Calendar 190 Contracted Days **178 Days of Teacher/Student Interaction**

2 Days of Parent/Teacher Conferences

6 Days of Scheduled/Approved In-service (6 hrs./Day)

4 District Defined Days

In-service Year = Period of June 1, 2015- May 31, 2016

As required by Act 1469 of 2009, any days missed due to inclement weather will be made up on the following days:

Day 1 Missed Due to Inclement Weather- May 26th

Day 2 Missed Due to Inclement Weather- May 27th

Day 3 Missed Due to Inclement Weather- May 30st

Day 4 Missed Due to Inclement Weather- May 31st

Day 5 Missed Due to Inclement Weather- June 1st

DOLLARWAY SCHOOL DISTRICT

Matthews Elementary School Mission Statement

Our mission is to collaborate strong focus on student achievement, high expectations, a safe learning environment and a positive attitude to change. Our aim is to integrate the Common Core State Standards, technology and formative assessments across the curriculum. Collectively, administrators, teachers, staff and parents will prepare our students for academic excellence and the 21st Century.

Townsend Park Elementary School Mission Statement

The Townsend Park Elementary faculty and staff promote a joyful learning community with the understanding that student diversity is strength to be respected. Our mission is to intentionally invite all learners to discover their fullest potential; academically, socially, emotionally and physically while fostering a lifelong desire to learn by providing a relevant and challenging curriculum.

1. Everyone and everything matters.
2. Learn, lead, and achieve.
3. Own it.
4. Whatever it takes.
5. Zero negativity.

Robert F. Morehead Middle School Mission Statement

The aim of Robert F. Morehead Middle School staff is to promote a safe environment that fosters a motivating and engaging learning atmosphere for all students. We will provide them with a curriculum that is relevant and challenging, and one that equips students to participate effectively in an ever-changing technological environment.

Dollarway High School Mission Statement

It is the mission of Dollarway High School to provide a safe environment in which all students are motivated to learn regardless of past academic performance or socio economic status. We expect all students to achieve high academic standards through a rigorous and relevant curriculum in which all stakeholders will be provided an opportunity to be involved in the educational process. Students will acquire the skills to meet the demands of the 21st century.

Goals and Objectives

1. To provide a school atmosphere that is conducive to developing each student to his/her full potential, to base the educational program on the needs of the students with a program which acknowledges individual differences and provides opportunities for each student to develop his or her physical, emotional, mental, and social capabilities to their maximum.
2. To provide a sound educational program for all groups, stressing basic subject matter areas through innovative programs, extension courses, and special education courses on all levels.
3. To provide an opportunity for the student to study the culture and heritage of American Democracy, and to achieve understanding of its attainments, and appreciation of the privileges and duties of citizenship.
4. To help each student achieve his/her own vocational and career objectives to become informed as a consumer and to develop basic economic understanding.
5. To continue development of a respect for the rules of health and safety.
6. To help each student develop and cherish high moral, ethical, and aesthetic values and to foster an appreciation of the fine arts.
7. To encourage creativity.

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Board of Education Disclaimer Statement

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

NOTICE TO PARENTS

To: All Parents

From: Dollarway School District

As the parents or guardians of a student in the Dollarway School district, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you request it. Particularly, you have the right to request the following information in reference to each of your child's classroom teachers.

- Whether the Arkansas Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Arkansas Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of degrees.
- Whether any teacher's aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call (870) 534-7003.

NON-DISCRIMINATION POLICY

It is the policy of this educational institution to provide equal opportunity without regard to race, color, national origin, sex, age, or qualified disability in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. This educational institution will disseminate nondiscriminatory policies to students, parents, employees, and the general public prior to the beginning of each school year.

Committees will be selected in a fair and equitable manner and will reflect the diversity of the district in term of sex, race, socio-economic level, disability, national origin, and other population.

Inquiries regarding SPECIAL EDUCATION issues should be directed to: Mrs. Barbara Boyce, 4900 Dollarway Road, Pine Bluff, Arkansas 71602, telephone 870-575-0711.

Inquiries regarding ENGLISH AS A SECOND LANGUAGE and SECTION 504 issues should be directed to: Mrs. Ruth Bogy, 4900 Dollarway Road, Pine Bluff, Arkansas 71602, telephone 870-534-7003.

Inquiries regarding EQUITY, TITLE VI, and TITLE IX issues also should be directed to: Mrs. Ruth Bogy, 4900 Dollarway Road, Pine Bluff, Arkansas 71602, telephone 870-534-7003.

ENTRANCE

Entrance Requirements

To enroll in a school in the District, the child must be a resident of the District as defined in District's residence requirements, meet the criteria outline in the Homeless policy, 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 program in another state for at least (60) days, who will become (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirements for school attendance may be enrolled in kindergarten upon written request to the District.

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

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

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

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

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.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
 - a. A birth certificate;
 - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
 - c. An attested baptismal certificate;
 - d. A passport;
 - e. An affidavit of the date and place of birth by the child's parent or guardian;
 - f. United States military identification;
 - g. Previous school records
3. The parent, guardian, or other responsible person shall indicate on school Registration forms whether the child has been expelled from school in any other school district or is party to an expulsion proceeding.
4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubella) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas State Department of Health; Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization.

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 the District residence policy, within the District shall enroll and send the child to a District school with the following exceptions.

1. The child is enrolled in a private or parochial school.
2. The child is being home-schooled and the conditions of the home school policy have been met.
3. The child will not be age six (6) on or before August 1 of that particular school year; 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 filed 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.

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). **Student Transfers (4.4)**

The Dollarway School District shall review and accept or reject request for transfers, both into and out of the district, on a case by case basis.

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

Any student transferring from home school or a school that is not accredited by the Department of Education to a District school shall be evaluated by District staff to determine the student's appropriate grade placement.

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

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

DISTRICT REQUIREMENTS

To enroll in a school in the District, the child must be a resident of the District as defined in District policy (4.1-RESIDENCE REQUIREMENTS) or meet the criteria outlined in policy 4.40-HOMELESS STUDENTS, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option.

- A. Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfer) or as they would have been assigned in their previous school. Home-school students shall be evaluated by the District to determine their appropriate grade placement.
- B. The district shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment.
- C. 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 of if they request, the District will assign the child a nine (9) digit number designated by the Department of Education.
2. The parent, guardian, or other responsible person shall provide the District with one (1) of the following documents indicating the child's age:
 - a. a birth certificate
 - b. a statement by the local registrar or a county recorder certifying the child's date of birth
 - c. an attested baptismal certificate
 - d. a passport
 - e. an affidavit of the date and place of birth by the child's parent or guardian
 - f. United States military identification
 - g. Previous school records

D. 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.

Legal References: **A.C.A. § 6-18-201 (c)**
 A.C.A. § 6-18-207
 A.C.A. § 6-18-208 A.C.A. § 6-18-702
 A.C.A. § 6-15-504 (f)
 A.C.A. § 9-27-103
 Plyler v Doe 457 US 202,221 (1982)

E. Act 1255 of 2005 requires schools to "immediately" enroll foster children whether or not they can produce" required clothing or required records.

RESIDENCE REQUIREMENT (14.4)

To enroll in a school in the Dollarway School District, the child must be a resident of the Dollarway School District as defined in District policy (4.1- RESIDENCE REQUIREMENTS), meet the criteria outlined in policy 4.40—HOMELESS STUDENTS, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option.

Students may enter kindergarten if they will attain the age of five (5) on or before August 15 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 requirements for school attendance may be enrolled in kindergarten upon written request to the District.

A child who was enrolled in and attended a state-approved prekindergarten program for children three (3) years of age for a minimum of one hundred (100) days during the 2011-12 school year and also enrolled in and attended a state-approved prekindergarten program for a minimum of one hundred (100) days during the 2012-13 school year will be eligible to enroll in kindergarten for the 2010-11 school year if the child will be at least 5 years of age no later than September 15 of the 2013-14 school year.

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

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

Any child who has been enrolled in the first grade in a state-accredited or state-approved elementary school in another state for a period of a 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 attendance may be enrolled in the first grade.

Students who move into the Dollarway School District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfer) or as they would have been 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, of any student or his/her parent or legal guardian presenting for enrollment.

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

1. The parent, guardian, or other 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.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
 - a. A birth certificate;
 - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
 - c. An attested baptismal certificate;
 - d. A passport;
 - e. An affidavit
 - f. United States military identification; or
 - g. Previous school records.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.
4. 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 physicians 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 month to be up to date on the required immunizations for the student's age.

Cross References: **RESIDENCE REQUIREMENTS**
 STUDENT TRANSFERS
 SCHOOL CHOICE
 HOMELESS STUDENTS

Legal References:

- A.C.A. § 6-18-201 (c)
- A.C.A. § 6-18-207
- A.C.A. § 6-18-208
- A.C.A. § 6-18-702
- A.C.A. § 6-15-504 (f)
- A.C.A. § 6-27-102, 105
- A.C.A. § 9-27-103
- Plyler v Doe 457 US 202,221 (1982)**

STUDENT TRANSFERS (45.1)

- A. The Dollarway School District shall review and accept or reject requests for transfers, both into and out of the District, on a case-by-case basis at the July and December regularly scheduled board meeting.
- B. The District may reject a non-resident'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.
- C. Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Home-schooled students shall be evaluated by the District to determine their appropriate grade placement.
- D. Any student transferring from home school or a school that is not accredited by the Department of Education to a District school shall be evaluated by District staff to determine the student's appropriate grade placement.
- E. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another district to enroll as a student until the time of the person's expulsion has expired.
- F. The responsibility for transportation of any non-resident student admitted to a school in this District shall be borne by the student or the student's parent. The District and the resident district may enter into a written agreement with the student or student's parent s to provide transportation to or from the District, or both.

Legal References: A.C.A. § 6-18-316
A.C.A. § 6-18-510
A.C.A. § 6-15-504 (f)

***NOTE:** Your application of "capacity" should be consistent in order to avoid potential exposure to liability for unlawful discrimination against disabled persons. For example, you should not choose to accept a student, who requires no special services, but would require you to add an additional elementary teacher, but refuse to accept a handicapped student because it would require you to add an additional special education teacher. You may refuse to accept the transfer of a handicapped student whose acceptance would necessitate the hiring of an aide, interpreter, or other additional staff member.*

EQUAL EDUCATIONAL OPPORTUNITY (14.1)

No student in the Dollarway School District shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District.

HOMELESS STUDENTS (14.2)

- A. The Dollarway School District will afford the same services and education 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.
- B. Homeless students living in the District are entitled to enroll in the District's school that non-homeless students who live in the same attendance area are eligible to attend. If there is a question concerning the enrollment of a homeless child due to a conflict with the Dollarway School District Policy 4.1 or 4.2, the child shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. It is the

responsibility of the District's local education liaison for homeless children and youth to carry out the dispute resolution process.

- C. The District shall act according to the best interests of the homeless child and to the extent feasible, shall 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.)
1. Continue educating the children who become homeless between academic years or during an academic year in their school of origin for the duration of their homelessness;
 2. Continue educating the child in his/her school or origin who becomes permanently housed during an academic year for the remainder of the academic year; or
 3. Enroll the homeless child in the school appropriate for the attendance zone where the child lives.
- D. 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's/guardian's right to appeal.
- E. 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.
- F. 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.
- G. For the purposes of this policy, students shall be considered homeless:
1. If they lack a fixed, regular, and adequate nighttime residence and 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;
 2. Having a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodations for human beings;
 3. If they are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
 4. If they are migratory children who are living in circumstances described in clauses (a) through (c).

Legal References: 42 U.S.C. § 11431 et seq. **

42 U.S.C. § 11431 (2)

42 U.S.C. § 11432(g)(1)(H)(I)

42 U.S.C. § 11432 (g)(1)(J)(i), (ii), (iii), (iii)(I), (iii)(II)

42 U.S.C. § 11432 (g)(3)(A), (A)(i), (A)(i)(I), (A)(i)(II), (A)(ii)

42 U.S.C. § 11432 (g)(3)(B)(i), (ii), (iii)

42 U.S.C. § 11432 (g)(3)(C)(i), (ii), (iii)

42 U.S.C. § 11432 (g)(3)(E)(i), (ii), (iii)

42 U.S.C. § 11432 (g)(3)(G)

42 U.S.C. § 11432 (g)(4) (A), (B), (C), (D), (E)

42 U.S.C. § 11434a

SCHOOL CHOICE (32.0)

- A.** The superintendent will consider all applications for school choice postmarked no later than June 1, proceeding the fall semester the applicant would begin school in the District. Applications postmarked or hand delivered on or after June 2 will not be accepted. By August 1 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.
- B.** 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 April 1.
- C.** When considering applications, priority will be given to applications from siblings or step-siblings residing in the same residence or household or students already attending the District through School Choice.

For the purpose of this policy, "sibling: means two (2) or more children having a common parent in common by blood, adoption, marriage, or foster care.

- D.** The District may reject a non-resident's application for admission if its acceptance would necessitate the addition of staff or classroom, 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 application 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.
- E.** 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.
- F.** Students admitted under this policy shall be entitled to continued enrollment until completing his/her secondary education or are no longer eligible for enrollment in the District's schools. Continued enrollment is conditioned upon the student meeting applicable statutory and District policy requirements and the renewal procedure for succeeding school years is followed. Any student admitted to the 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.
- G.** The District may annually declare an exemption from participation in School Choices as set forth in Act 1227 of 2013. In such an instance the district will not accept or release students under the School Choice Act.

**Legal References: A.C.A. § 6-18-206
A.C.A. § 6-18-510**

HOME SCHOOLING (4.6)

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 unexcused absences) at the beginning of each school year thereafter.

Home School Student Participation

Dollarway School District recognizes the State's interest in ensuring that all students have equal access to interscholastic activities as a complement to the academic curriculum.

Home schooled students whose parents domicile, as defined in AAA Rules, is within the Dollarway School District's boundaries may participate in school extracurricular activities subject to the requirements set forth by Act 1469 prescribes the criteria for initial and continuing eligibility, actual participation will be dependent upon the same try-out criteria, or other requirements as may be applicable, as for any regularly enrolled student.

In realizing this goal, home school students will be allowed to participate in interscholastic activities with Dollarway School District, under the following conditions:

- The home schooled student or his or her legal guardian advises the Principal of the school in writing of the student's request to participate in the interscholastic activity before the signup, tryout, or participation deadlines established for the students enrolled in the Dollarway School District.
- The home school student must report to the Dollarway School District within the first eleven (11) days of the fall or spring semester.
- The home school student shall demonstrate academic eligibility by obtaining: a minimum test score of the thirtieth percentile on the Stanford Achievement test Series, Tenth Edition, in the previous twelve (12) months, or another nationally recognized norm-reference test (approved by the State Board of Education).
- The home school student must meet tryout criteria.
- Continued eligibility requires the home school student to be enrolled in and regularly attend, at least one class period during their semester of participation.
- The home school student must complete any required permission slips, waivers, physical exams, and drug testing that is required.
- The home school student must pay any participation fee traditional students enrolled in the District pay for the same extracurricular activity.
- The home school student must meet all other requirements for continued eligibility identified in the AAA Handbook.
- The home school student must comply with the Dollarway School District handbooks and any supplementary requirements or conditions for participation in extracurricular activities and standards of behavior and codes of conduct.

Extracurricular activities are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of the regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional completion. Examples include, but are not limited to, interscholastic athletics, band, choral music, forensics, drama, math and science, and club activities.

A student who withdraws from an Arkansas Activities Association member school to be home schooled shall not participate in an interscholastic activity in the Dollarway School District for a minimum of three hundred sixty-five (365) days from the time of the withdrawal.

Legal References:

ACTAAP AND EOC INCENTIVES (1.0)

Students may earn up to two (2) days of exemption from school at the end of the fall and spring semesters by meeting the following criteria:

- Earn one (1) day of exemption at the end of each semester by scoring proficient in literacy on the ACTAAP OR EOC Assessments
- Earn one (1) day of exemption at the end of each semester by scoring proficient in mathematics on the ACTAAP or EOC Assessments
- A student that scores **advanced** in both math and literacy on the ACTAAP or EOC Assessments will receive one (1) bonus day of exemption at the end of each semester
- Maintain a 3.0 Grade Point Average
- Have not accumulated five (5) excused absences in a semester
- Have not accumulated more than three days of In-School Suspension
- Have not received an Out of School Suspension

ATTENDANCE (2.0)

Absences (2.1) – Secondary

The daily attendance of all students enrolled in the Dollarway School District is very important. It is the responsibility of the parents to assure regular attendance of their children at school. Parents will be notified by letter after the fourth, eighth, and tenth absences.

Policy

All absences are categorized as “excused” or “unexcused”. The child must bring a signed, dated note or phone call from the parent/professional to school the day he/she returns to school. Absences for school related activities are not counted in the maximum number of days a student can miss. Make-up work will be allowed for excused absences (refer to the school’s board approved handbook for procedures). Absences will be excused for the following reasons.

- A. Personal injury, illness, or hospitalization of the student;
- B. Illness or death of a member of the immediate family;
- C. Observance of religious holidays;
- D. Other professional appointment (examples: doctor, dentist, psychological counselors, court appearances, and legal appointments). These may be considered partial day, not all day absences. Doctors and other professionals are asked to specify what time the appointment was, what time the student left the office, and whether the student was able or unable to return to school that day;
- E. Non-school educational activities authorized in advance by the building principal or principal designee;
- F. Extenuating circumstances approved in advance by the principal or his/her designee. The parent must notify the building administrator or his/her designee;
- G. Returning with a signed note does not necessarily make the absence an excused absence;
- H. All notes should have a working contact number from which a parent or guardian can be reached by the school for verification (if needed);
- I. Only five notes from parents will be accepted;
- J. Truancy is always an unexcused absence;

K. All students must be signed out by a parent or guardian;

L. Students who attend in-school suspension shall not be counted absent for those days. Make-up work for unexcused absences will be allowed for academic purposes only.

All other absences are unexcused. Make-up work for unexcused absences will not be allowed. All absences (except school related activities) are counted toward the maximum number allowed. Absences from ninth grade up to the twelfth grade are counted per class period.

ABSENCES (4.7) ELEMENTARY

Students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement. In recognition of the need for students to regularly attend school, the District's policy governing student absences is as follows.

Students shall not be absent, as defined in this policy more than ten (10) days in a semester. When a student has four (4) absences, his/her parent, guardian, or person in loco parentis shall be notified that the student has missed half the allowable days for the semester. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

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

It is the Arkansas General Assembly's intention that students having excessive absences due to illness, accident, or other unavoidable reason be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of allowable absences (unless unable to do so due to unforeseen circumstances), the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee. Unless a student's excessive absence is due to an unforeseen circumstance, the District will not accept a doctor's note for a student's excessive absence.

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

Additional Absences

Additional absences that are not charged against the allowable number of absences are those where the student brings a written statement upon his/her return to school from the parent, guardian, person in loco parentis, or appropriate government agency stating such reason:

- To visit his/her parent or legal guardian who is a member of the military and has been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting
- For purposes pre-approved by the school administration such as to obey a subpoena or attend an appointment with a government agency.
- Due to student having been sent home from school due to illness.

Documentation

Notes from parents, guardians, or persons in loco parentis will be accepted as excuses for up to five (5) days (K-6) per semester and five per class (7-12) per semester. All absences after five (5) per semester must be explained by a signed and dated note from a professional agency (doctors, dentists, court) or it will be unexcused.

Professional notes must be presented to the attendance office within 72 hours after the last day of the absences. These notes will not be accepted at the end of the year for previously missed days. Extenuating circumstances must be discussed with the principal or his/her designee.

Notification – 9th-12th Grades

When a student reaches his/her fourth, eighth and tenth absence, parents, guardians or persons in loco parentis shall be notified by mail. After the eight absences, parents will receive a letter explaining that if the student continues to miss school, he/she will be turned over to the prosecuting attorney. If the absences continue, the Dollarway School District will file a FINS (Family-In-Need of Services) petition.

The student and parent/guardian shall be subject to civil penalty in such an amount as a court of competent jurisdiction presiding in the presence of a representative of the school district may prescribe, but not to exceed five-hundred dollars (\$500) plus court cost, attorney/public defender fees, and any other reasonable fees assessed by the court. Excessive absenteeism may result in the loss of credit, denial of promotion, and denial of graduation. The tenth consecutive or fifteenth absence in a semester will result in the student being dropped from enrollment at the Dollarway High School. In order to re-enter the next grading period, the parent and student will be required to sign an attendance contract which will be placed on file in the attendance office and with the Truancy Designee.

Excessive Absences – 6th Grade

Accumulated absences of ten (10) days per semester may result in loss of credit and/or referral to the prosecuting attorney for civil penalties.

Excessive Absences – 7th -12th Grade

Accumulated absences to ten (10) excused or unexcused in one class during a semester may result in loss of credit and/or referral to the prosecuting attorney for civil penalties. An extended absence from school will be at least one week. The parents must contact the principal's office in order to make arrangements for the work missed during this time. The principal's office will be responsible for gathering the work and make it available to the parents at a scheduled time. (Refer to the Documentation paragraph)

Re-Admit to Class

Following an absence, a student must pick up an admit slip once he/she returns to school in order to get back in class. He/she may pick up an admit slip between 7:30 – 8:00 a.m. in the Attendance Office. Although absences are checked by phone, the student must present a written statement from his/her parent verifying his/her absence before receiving an excused admit slip to class.

Failure to pick up the Admit Slip

Failure to pick up the admit slip on time will result in the student not having one. Students will not be allowed to leave class to obtain an admit slip and the absence will be recorded by the teacher as an unexcused absence. He/she will receive the same punishment if he/she loses the admit slip during the day. He/she will take the admit slip to all teachers for them to sign. The student's 8th period teacher will keep the slip and return it to the Attendance Office.

Loss of Credit/Denial of Promotion

Parents and students have the right to appeal credit loss and/or potential loss of promotion to the Retention/Promotion Committee in the middle school or high school. The appeal process may be continued through the chain of command as stated in DSD Board Policy.

Chronic or Extended Illnesses

Students who repeatedly miss school due to a chronic medical condition, such as ulcers, migraine headaches, or allergies, must provide a signed, dated letter from a physician stating the diagnosis of the condition. The letter must also include a statement from the doctor saying the medical condition may lead to absenteeism. The letter must be dated to cover absences in the current school year. (Refer to make-up work procedures)

Suspension (Out-of-school-suspension- OSS) Sent Home and Expulsions

Students who are suspended from school will not be able to make up work and will receive a zero. Students who are expelled from school will forfeit all credits for the duration of the expulsion and their permanent record will be marked as “NC” (no credit).

Legal Reference: ACA §§ 6-18-202; 6-18-207; 6-18-209; 6-18-208
Standards for Accreditation – V1 11.01;11.02

Excused Absences

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student bring a written statement upon his/her return to school from the parent or legal guardian stating such reason:

1. The student’s illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by their faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal, or
7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students.

Additional excused absences shall be granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.

It is the Arkansas General Assembly’s intention that students having excessive excused absences be given assistance in obtaining credit for their courses. Excessive absences may, however, be the basic for the denial of course credit, promotion, or graduation.

Unexcused Absences

Absences not defined above or not having an accompanying note from the parent or legal guardian shall be considered as unexcused absences. Students with 10 unexcused absences in a course within a semester shall not receive credit for that course. Excessive absences shall not be a reason for disciplinary action against a student.

When a student has 4 unexcused absences, his/her parents, guardians, or persons in loco parents shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

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

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

Days missed due to expulsion shall be unexcused absences.

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

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

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

Legal References: **A.C.A. § 6-18-209**
 A.C.A. § 6-18-220
 A.C.A. § 6-18-222
 A.C.A. § 6-18-229
 A.C.A. § 6-27-113
 A.C.A. § 7-4-116
 A.C.A. § 27-16-701

APPOINTMENTS AND EARLY CHECKOUT (2.2)

We encourage you to make health-related appointments after school hours. The success of the students is dependent on them being in class. We discourage any early checkout if possible. Excessive early checkouts may result in your child being **RETAINED** or **LOSING CREDIT IN THE CLASS**.

ATTENDANCE REQUIREMENTS (Grades 9-12) (2.3)

- A. Students in grades nine through twelve (9-12) are required to schedule and attend at least 360 minutes of regularly scheduled class time daily. Part of this requirement may be met by students taking post-secondary courses. Eligible students' enrollment and attendance at the post-secondary institution shall count toward the required weekly time of school attendance.
- B. Each credit hour shall count as three (3) hours of attendance time, meaning a three (3) hour course will count as nine (9) hours of the weekly required attendance time.
- C. Extracurricular Classes – Students who are assigned to extracurricular classes shall be required to attend and participate in the class for the full class period. Extracurricular classes related to a seasonal activity shall meet for an entire semester whether or not the season ends prior to the end of the semester. Students must attend and participate in the class for the entire semester in order to receive credit for the course.

For the purpose of this policy, extracurricular classes are defined as school sponsored activities which are not an Arkansas Department of Education approved course counting toward graduation requirements or classes that have not been approved by the Arkansas Department of Education for academic credit. Such classes may include special interest, fine arts, technical, scholastic, intramural, and interscholastic opportunities.

- D. Course Enrollment Outside of District – Enrollment and attendance in vocational-educational training courses, college courses, school work programs, and other department-sanctioned educational programs may be used to satisfy the student attendance requirement even if the programs are not located at the public schools. Attendance in such alternative programs must be pre-approved by the school's administration.
- E. The District shall strive to assign students who have been dropped from a course of study or removed from a school work program job during the semester into another placement or course of study. In the instance where a

subsequent placement is unable to be made, the District may grant a waiver for the student for the duration of the semester in which the placement is unable to be made.

- F. In rare instances students may be granted waivers from the mandatory attendance requirement if they would experience proven financial hardships if required to attend a full day of school. For the purpose of this policy, proven financial hardship is defined as harm or suffering caused by a student's inability to obtain or provide basic life necessities of food, clothing, and shelter for the student or the student's family. The superintendent shall have the authority to grant such a waiver on a case-by-case basis only when convinced the student meets the definition of proven financial hardship.
- G. In any instance where a provision of a student's Individual Education Plan (IEP) conflicts with a portion(s) of this policy, the IEP shall prevail.

Legal References: A.C.A. § 6-18-210, 211, Arkansas Department of Education Rules Governing the Mandatory Attendance Requirements for Students in Grades Nine through Twelve.

DAILY ATTENDANCE FOR PARTICIPATION (2.5)

Students that miss any part of a ½ day of school are ineligible to participate in games, practices, performances, contest, or credited work programs unless the absence is cleared by the building principal or his/her designee in advance.

MAKE-UP WORK (2.6)

- A. Robert Morehead Middle School (RMMS) students who miss school due to an absence shall be allowed to make up the work they missed during their absence. It is the responsibility of the **student** to arrange for all make-up work with his/her teacher(s). Students are allowed one day make-up time for each day of absence.
- B. Dollarway High School (DHS) students will be allowed to make up the work they miss for excused absences. **No make-up work will be allowed for unexcused absences.**
- C. Assignments made including tests, prior to days missed, will be due upon returning to class. Students who miss school due to an excused absence shall be allowed to make up the work the missed during their absence under the following rules.
 1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
 2. Teachers are responsible for providing the missed assignments when asked by a returning student.
 3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
 4. Make up test are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
 5. Students shall have one class day to make up their work for each class day they are absent.
 6. Make-up work which is not turned in within the makeup schedule for that assignment shall receive a zero.
 7. Students are responsible for turning in their makeup work without the teacher having to ask for it.
 8. Students who are absent on the day their makeup work is due must turn in their work the day they return to school.

Work may not be made up for credit for unexcused absences.

STUDENTS LEAVING SCHOOL GROUNDS DURING THE SCHOOL DAY (2.7)

- A. Parents/guardians must call from a number listed in the student permanent record before a student will be permitted to leave the school campus either by themselves or with someone other than the parent/guardian. Blocked calls are unacceptable. Photo identification will be required by the adult.
- B. School trips will be supervised by a teacher, coach, school official, approved parent or adult sponsor. Students will be required to ride the bus to the trip destination. Only the parent/guardian may sign the student out at the end of school activity trip. The parent must make in-person contact with the administrator at the event.

TARDINESS (2.8) (High School)

1. Promptness is an important character trait that District staff are encouraged to model and help develop in our schools' students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement. Tardiness to class is disruptive and repeated tardiness cannot be tolerated. If a student misses more than fifteen minutes in any class period, it is considered an absence.
2. Tardies are cumulative of all classes. The consequences for tardiness per nine weeks are as follows:
 - 1st Tardy - Contact Parent
 - 2nd Tardy – 2 days lunch, early morning or after school detention
 - 3rd Tardy – 3 days lunch, early morning or after school detention
 - 4th Tardy – 2 Days ISS
 - 5th Tardy – 3 Days ISS
 - 6th Tardy – 3 Days OSS
 - 7th Tardy – FINS

DAILY SCHEDULE (10.0)

MIDDLE SCHOOL AND HIGH SCHOOL SCHEDULES

Instruction Begins:

Robert F. Morehead Middle School – 7:55 a.m.

Dollarway High School – 8:00 a.m.

School Dismisses:

Robert F. Morehead Middle School – 3:15 p.m.

Dollarway High School – 3:20 p.m.

Buildings will be opened for the entrance of students at 7:30 a.m. until 3:45 p.m. Facilities will only be accessible to the students under the supervision of a faculty or staff member.

ELEMENTARY SCHOOL SCHEDULE

BREAKFAST

7:30 a.m. – 8:00 a.m.

Breakfast will be served from 7:30 a.m. – 8:00 a.m. All students should be dropped off at the center (main entrance with awning). Pre-K students will report to their classrooms until 8:00 a.m. They will report to the cafeteria at 8:00 a.m. for breakfast. Breakfast will not be served after 8:10 a.m. Late bus students will be an exception.

PICK-UP AND DISMISSAL

In order to provide a smoother dismissal process for students who are picked up or ride the daycare vans, please follow these procedures.

2:45 p.m. PRE-K STUDENTS

Parents park on the left side of the driveway. Daily, you are required to sign-in and sign-out your child, prior to exiting the building. All Pre-K students must be picked up by 2:45 p.m.

DAYCARE VANS

3:00 Pre-K-1

Students who ride the daycare vans will be picked up at the first doorway entrance (cafeteria).

BUS DISMISSALS

3:15 Pre-K Hallway

CLOSED CAMPUS (4.0)

All schools in the District shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day. Students may be given permission to leave the campus by a school administrator and must sign out in the office upon their departure.

COLLEGE DAYS (5.0)

Seniors are allowed two days to visit colleges during their senior year. Only two days will be considered school business. All college days **MUST** be taken by April 15th. **The student must arrange with his/her teachers and the assistant principal before the visitation and must secure a letter from the Admissions Office of the college concerned stating that the student visited on a given date.**

The student will then present this statement to the assistant principal the following day for it to be considered school business. Failure to present the statement the day following the visit causes it to be counted as an absence.

BULLYING (3.0)

- A. Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs him/her of their dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property, off the school property at a school-sponsored function, activity, or event, or going to or from school or a school activity in a school vehicle or school bus, or at designated school bus stops.
- B. Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of:
 1. Physical harm to a public school employee or student or damage to the public school employee's or student's property;
 2. Substantial interference with a student's education or with a public school employee's role in education;

3. A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act, or
4. Substantial disruption of the orderly operation of the school or educational environment.

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

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

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

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

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

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

1. Sarcastic "compliments" about another student's personal appearance.
2. Pointed questions intended to embarrass or humiliate
3. Mocking, taunting, or belittling
4. Non-verbal threats and/or intimidation such as "fronting" a person
5. Demeaning humor relating to a student's race, gender, ethnicity or personal characteristics.
6. Blackmail, extortion, demands for protection, money or other involuntary donations or loans
7. Blocking access to school property or facilities
8. Deliberate physical contact or injury to person or property
9. Stealing or hiding books or belongings
10. Threats of harm to student(s), possessions or others
11. Electronic forms of bullying (cyber-bullying) which include, but are not limited to email, text messaging, blogging, etc.

D. Students are encouraged to report behavior they consider to be bullying, including a single action which, if allowed to continue, would constitute bullying, to their teacher or the building principal.

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

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

- F. Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook, which may have simultaneously occurred.
- G. Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences to students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice.

Legal Reference: A.C.A. § 6-18-514

COMPLAINTS AND GRIEVANCES (6.0)

- A. The Dollarway School District's grievance procedure, including steps to be followed by students to resolve a grievance, is as follows. The following procedure will be used for filing, processing, and resolving alleged Title VI (race), Title IX (sex), Section 504 (handicap) and discrimination complaints of students.
- B. Every student of the Dollarway School District is guaranteed the right to present his grievance in accordance with the provisions of this policy free from interference, coercion, restraint, discrimination, or reprisal.

Definitions:

Discrimination Complaint: A complaint alleging any policy, procedure, or practice which discriminates on the basis of race, color, national origin, sex, qualified handicap, or age.

Student Grievant: A student of the Dollarway School District who submits a complaint alleging discrimination based on race, color, national origin, sex, or qualified handicap.

Equity Coordinator: The person(s) designated to coordinate efforts to comply with and carry out responsibilities under the Civil Rights Laws and other state and federal laws addressing equal educational opportunity. The coordinator is responsible for processing complaints.

Respondent: The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

Day: Means a working day. The calculation of days shall exclude Saturdays, Sundays, and holidays.

Filing and Processing Discrimination Complaints:

Step 1 – The grievant submits complaint to the Equity Coordinator stating name, nature, and date of alleged violation, names of persons responsible (where know), and requested action. Complaint must be submitted within thirty (30) days of alleged violation. Complaint forms are available in the school office or the Equity Coordinator's office. The Equity Coordinator issues a decision to the student or employee. If the grievant or respondent is not satisfied with the decision, they must notify the Equity Coordinator and request a hearing with the superintendent.

Step II – The Equity Coordinator schedules a hearing with the grievant and Superintendent. The Superintendent issues a decision following the hearing.

If the grievant or respondent is not satisfied with the decision, they must notify the Equity Coordinator and request a hearing with the governing board.

Step III – The Equity Coordinator notifies the governing board after receiving the request. The Equity Coordinator schedules a hearing with the governing board. A hearing is to be conducted with thirty (30) days from the date of

notification to the governing board. The governing board issues a final written decision after the hearing regarding the validity of the grievance and any action to be taken.

C. General Provision:

1. Extension of Time: Any time limits set by these procedures may be extended by mutual consent of parties involved. The total number of days from the date that complaint is filed until complaint is resolved shall be not more than 180.
2. Access to Records and Regulations: The Dollarway School District shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, qualified handicap, or veteran upon request. All parties to the grievance procedure shall have the right to examine any and all records relating to the complaint. For the purpose of confidentiality, names may be omitted.
3. Confidentiality of Records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the permanent record file. Complaint records shall be maintained on file for three years after complaint resolution.

D. All parties will be provided with an appropriate amount of time as established by the governing board for a general presentation of the situation.

E. Each party will be provided with the opportunity to provide witnesses and evidence and the right to question opposing witnesses concerning the situation.

F. Each party will be provided with the opportunity to provide witnesses and evidence and the right to question opposing witnesses concerning the situation.

G. Each party shall the right to be represented, in whole or in part, by a person of his of his/her own choosing.

H. The grievant will have the right to a confidential or public grievance hearing.

CONCURRENT CREDIT (7.0)

- A. A ninth grade through twelfth grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one-half $\frac{1}{2}$ high school credit for each three (3) semester hours of college credit. Unless approved by the school's principal **prior to enrolling for the course**, the concurrent credit shall be applied toward the student's graduation requirements as an elective.
- B. Students will retain credit applied toward a course required for high school graduation from a previously attended, accredited, public school.
- C. Any and all cost of higher education courses taken for concurrent credit, are the student's responsibility.
- D. Students are responsible for having the transcript for the concurrent credit course(s) they have taken sent to Dollarway High School in order to receive credit for the course(s).
- E. Credit for concurrent credit courses will not be given until the transcript is received. Transcripts for students who take concurrent credit courses as partial fulfillment of the required full day of class for students in grades 9-12 are to be received by the school within ten (10) school days at the end of the semester in which the course is taken. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. This may jeopardize students' eligibility for extracurricular activities, graduation, or promotion.

Remedial classes and math classes lower than College Algebra shall not receive credit.

Legal Reference: A.C.A. § 6-15-902 (c) (2) Arkansas Department of Education Rules and Regulations: Concurrent College and High School Credit for Students Who Have Completed the Eighth Grade.

PARENTAL/COMMUNITY INVOLVEMENT (6.12)

Act 1423 of 2013 requires schools to include a summary of its parent involvement plan in the student handbook.

The administration and staff at Dollarway School District believe that parent involvement is vital in their child's education to reach his or her potential. Therefore, we desire to create a partnership with parents to improve the social, emotional, and academic growth of our students. Our Parent Involvement Plan will promote parental involvement and provide access to educational resources.

Parent Facilitators:

Dollarway High School Administration

Elouise Shorter
4900 Dollarway Rd.
Pine Bluff, AR 71602
Phone: (870) 534-3878 Fax: (870) 575-0715uni

Robert F. Morehead Middle School Administration

Barbara Hubanks
2602 Fluker Avenue
Pine Bluff, Arkansas 71601
Phone: (870) 534-5243 Fax: (870) 534-1215

James Matthews Elementary School Administration

Regina Young
4501 Dollarway Road
Pine Bluff, Arkansas 71602
Phone: (870) 534-0726 Fax: (870) 534-4515

Townsend Park Elementary School Administration

Beverly Lewis
2601 Fluker Avenue
Pine Bluff, Arkansas 71601
Phone: (870) 534-4185 Fax: (870) 534-0186

CONFERENCES AND VISITS (8.0)

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. 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.

- A. Parents/guardians wishing to visit their children during the school days shall register first with the office. Student visitors in the classroom can be disruptive to the educational process. Student visitation is strongly discouraged. Any visitation to the classroom shall be allowed only with the permission of the school principal.
- B. If there is any question concerning the legal custody of the student, the parent shall present documentation to the principal of his/her designee establishing the parent's custody of the student or legal right of visitation.
- C. It shall be the responsibility of the custodial parent to make any visitation restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Estranged parents may visit their child during school hours with the consent of the custodial parent.

CONTACT WITH STUDENTS WHILE AT SCHOOL (9.0)

CONTACT BY PARENTS

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

CONTACT BY NON-CUSTODIAL PARENTS

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or his/her designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours with the prior approval of the school's principal. Such contact is subject to the limitations outline in Policy 4.16, Policy 6.5 and any other policies that may apply

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

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

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

If the District makes a report to any law enforcement agency concerning student misconduct or 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.

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge.

Upon release of the student, the principal or designee shall give the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-hour telephone number.

Legal References: **A.C.A. § 6-18-513**
 A.C.A. § 12-12-509, 510, and 516
 A.C.A. § 9-13-104

DISCIPLINARY OFFENSES (12.0)

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

ALCOHOL – POSSESSING, USING, OR BEING UNDER THE INFLUENCE OF ALCOHOL (12.1)

Students shall not possess, use, or be under the influence of alcohol at school or school-related activities. Students breaking this rule for the first time will be suspended for ten (10) days and placed on probation. The student/family must show proof that they are enrolled with a counseling agency recognized by the District or the student will be recommended for expulsion. The District will provide a list of recognized agencies to the principal.

If the student breaks the rule a second time, he will immediately be recommended for expulsion. The student may be reported to legal authorities.

Penalty: 1st Offense – Suspension Ten (10) Days

2nd Offense – Suspension with a Recommendation for Expulsion

ARSON (12.2)

No student shall deliberately burn or attempt to burn school property (A.C.A. § 5-38-301).

Penalty: Ten (10) days OSS with a Recommendation for Expulsion

ASSAULT OR BATTERY (12.3)

- A. A student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). Any gestures, vulgar, abusive or insulting language, taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs.

- B. Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common understanding, is calculated to:
 - 1. Cause a breach of the peace;
 - 2. Materially and substantially interfere with the operation of the school;
 - 3. Arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. Students guilty of such an offense may be subject to legal proceedings in addition to student disciplinary measure.

Legal Reference: A.C.A. § 6-17-106 (a)

ASSAULT/BATTERY WITH SUBSTANTIAL RISK OF DEATH OR SERIOUS PHYSICAL INJURY (12.4)

A student shall not engage in conduct which creates a substantial danger of death or serious physical injury to another person A.C.A. § 5-13-201, Batt; I;

A.C.A. § 5-13-202, Batt. II;

A.C.A. § 5-13-204, Agg. Assault;

A.C.A. § 5-13-205, 1st Deg. Assault;

A.C.A. § 5-1-102 (19)

Penalty: Suspension – Expulsion

BEHAVIOR NOT COVERED (12.5)

Dollarway School District reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in the schools even though such behavior is not specified in written rules.

BULLYING (12.6)

Students who bully another person shall be held accountable for their actions, whether it occurs on the school grounds, off the school grounds at a school-sponsored function, activity, or event, or going to or from school or a school activity in a school vehicle or school bus, or at designated school bus stops. Bullying is any pattern of behavior by a student or a group of students that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another student or a group of students. Bullying behavior can be a threat of or actual physical harm, electronic forms of bullying (Cyber-bullying), or

it can be verbal abuse of the student. Bullying is a series of recurring actions committed over a period of time directed toward one student or successive, separate actions directed against multiple students.

Penalty: Warning – Expulsion (with Administrative Discretion)

BUS MISCONDUCT (12.7)

All students shall conduct themselves in accordance with the conduct code governing student behavior in school and in accordance with school bus regulations when on the bus or at the bus stop area (**see policy 50.0**)

CONDUCT TO AND FROM SCHOOL (12.10)

- A. Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules.
- B. The preceding paragraph also applies to student conduct while on school buses. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's transportation privileges. Transporting students to and from school who have lost their transportation privileges shall become the responsibility of the student's parent or legal guardian.

Legal References: A.C.A. § 6-19-119 (b)

Ark. Division of Academic Facilities and Transportation Rules Governing Maintenance and Operations of Arkansas Public School Buses and Physical Examinations of School Bus Drivers 4.0

Cell Phones, Lasers, Possession of Paging Devices, and/or Other Electronic communication Devices (12.8)

POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES (High School)

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.

To protect the security of state originated tests that are administered as part of the Arkansas Comprehensive, Testing, Assessment and Accountability Program (ACTAAP), no electronic, device as defined in this policy shall be accessible by a student at any time during test administration unless specifically permitted by a student's IEP or individual health plan.¹ This means that when a student is taking an ACTAAP assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions.

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
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 and during lunch, 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.² Students have no right of privacy as to the content contained on any electronic devices that have been confiscated.³

Usage of cellular phones, Beepers, CD players, headphones, paging devices, IPODs, MP3 players or any other similar device is prohibited during normal school hours. Students will be permitted to talk on cell phones during lunch period in the **FREE ZONE**. The **FREE ZONE** will include the Dollarway High School Cafeteria and the Court Yard during the student's scheduled lunch time **ONLY**. Students may also listen to music with ear buds only during the lunch time in the **FREE ZONE**.

The school will not be responsible for lost or stolen phones or time used on a phone. Neither can school personnel spend valuable school time searching for these items when lost or stolen. These items can be disruptive to the educational process and may be used for purposes not intended for or approved by parents and/or school personnel.

The FREE ZONE will be marked.

Penalty:

1st Offense: Confiscate the device. Device can be retrieved by the parent after a twenty-four (24) hour period. The parent must have picture identification. A conference will be held with the parent when the device is retrieved. If the device is confiscated on a Friday, it can be picked up on the next school day (Monday). The pickup time is 9:00 a.m. – 4:00 p.m.

2nd Offense: Confiscate the device. One day of detention and the device is kept until detention is completed.

3rd Offense: Confiscate the device. Two days of detention and the device is kept until both days of detention are completed.

4th Offense: Confiscate the device. Four days of ISS (In School Suspension). The device is kept for one (1) week. The parent must retrieve the device.

5th Offense: Discipline is left to the discretion of the building principal. The parent retrieves the device.

Legal References: A.C.A. § 6-18-502 (b) (3) (D) (ii)
ADE Test Administration Manual

Date Adopted: December 18, 2003

Revised: June 21, 2007

Revised: June 16, 2011

Revised: May 31, 2012

Last Revised: June 20, 2013

CHEATING (12.9)

A student will not cheat on tests, nor will a student aid other students in cheating on tests.

Penalty: Zero for test – Suspension

CURSING, PROFANITY, VERBAL HARASSMENT, OBSCENE GESTURES (12.11) (High School)

A student will not use in verbal or written form profane, violent, vulgar, abusive, insulting, sexual or disrespectful language at any time. A student will not use physical gestures that convey a connotation of obscene or disrespectful acts, infringe upon the rights of others, or cause or begin an overt and immediate disruption of the educational process (A.C.A. § 5-60-113, school bus drivers; A.C.A. § 5-17-207, disorderly conduct; A.C.A. §5-17-208, harassment; A.C.A. § 6-17-106, insult/abuse of teachers; A.C.A. § 6-18-506).

Penalty: 1st Offense: Parent Conference
2nd Offense: Five (5) Days ISS
3rd Offense: Three (3) Days OSS
4th Offense: Five (5) Days OSS

DISORDERLY CONDUCT (12.12)

No student shall engage in inappropriate behavior that substantially disrupts or interferes with or is likely to disrupt or interfere with any school function, activity, or school program. Such behavior includes but is not limited to fighting, threats, excessive noise, abusive language, obscene gestures, exposing private parts, disrupting lawful assembly of person (A.C.A. § 571-207, disorderly conduct – “C” Misdemeanor).

Penalty: 1st Offense – Three (3) Days OSS
2nd Offense – Five (5) Days OSS
3rd Offense – Suspension with a Recommendation for Expulsion

EXTORTION/BRIBERY (12.13)

No student will obtain or attempt to obtain something of value from another person either by physical force or by threat (illegal acts).

Penalty: Parent Conference – Expulsion

FACULTY ASSAULT, THREAT, OR CURSING A FACULTY MEMBER (12.14)

Students shall not, with the purpose of terrorizing another person, threaten to cause death or serious physical injury or substantial property damage to another person or threaten physical injury to teachers or school employees (A.C.A. § 6-17-113, duty to report all threats and acts of violence).

Penalty:

Faculty Assault: 1st Offense – Ten (10) Day Suspension with a Recommendation for Expulsion

Threatening Faculty: 1st Offense - Ten (10) Days OSS and a possible expulsion recommendation
2nd Offense –Ten (10) Days OSS and a recommendation for expulsion

Cursing Faculty: 1st Offense – Five (5) Days OSS
2nd Offense – Ten (10) Days OSS
3rd Offense – Ten (10) Days OSS and possible recommendation for expulsion

False Bomb, Fire Alarm/Threat (12.15)

A student shall not activate a fire alarm or cause an evacuation (A.C.A. § 5-71-211).

Penalty: 1st Offense – Ten (10) Days OSS
2nd Offense – Ten (10) Days suspension with recommendation for expulsion

FALSE EMERGENCY ALARM/CALLING 911 (12.16)

A student shall not circulate a story of a fire, bombing bomb threat, or other catastrophe when that student knows the story to be untrue. If injury results to any person as a result of the false alarm, the student will be reported to law enforcement agencies (A.C.A. § 5-71-210, see Rule 39).

Penalty: 1st Offense – Five (5) Days OSS
2nd Offense – Ten (10) Days OSS with a recommendation for expulsion

FELONY THEFT (12.17)

PERSONAL PROPERTY (12.17.1)

Students shall not take the property of another person or be in possession of property belonging to another without that person’s permission. If a student steals or is in possession of property belonging to another person worth \$500 or more, that student has committed a more serious crime. (A.C.A. § 5-36-103; A.C.A. § 5-36-106).

Penalty: 1st Offense – Restitution and Three (3) Days Suspension
2nd Offense – Restitution and Five (5) Days Suspension

STUDENT PROPERTY (12.17.2)

A student shall not take possession of property that belongs to the school without permission. If a student takes or is in possession of school property worth \$500 or more without permission, (A.C.A. § 5-36-103; A.C.A. § 5-36-106) parents must make restitution.

Penalty: 1st Offense – Restitution and Three (3) Days Suspension
2nd Offense – Restitution and Five (5) Days Suspension

FIGHTING (12.18)

We will not tolerate fighting. The following consequences will apply to fighting. The principal or designee will interview the students and hear both sides. The fight will be written up.

Penalty: 1st Fight – Five (5) Days at home. Parent must return with child.
2nd Fight – Ten (10) Days at home. Parent must return with child.
3rd Fight – Ten (10) Days at home. Parent must return with child and possible expulsion.
4th and subsequent fight – Ten (10) Days suspension, FINS will be filed with the Juvenile Court and possible expulsion recommendation.

FIREWORKS (12.19)

No student shall possess, use, or threaten to use any fireworks.

Penalty: 1st Offense – Suspension, Three (3) Days
2nd Offense – Suspension, Five (5) Days

FORGERY OR FALSIFICATION OF INFORMATION OR FAILURE TO PROVIDE IDENTIFICATION (12.20)

No student shall falsify signatures or information on official school records, refuse to give identification or give false identification when identify is requested by a staff member.

Penalty: 1st Offense – Three (3) Days ISS
2nd Offense – Five (5) Days OSS

GAMBLING (12.21)

Students shall not gamble while on school property, school buses, or at school-sponsored events. (A.C.A. § 5-66-101, ET. Seq; A.C.A. § 5-66-112, card games; A.C.A. § 5-66-113, games of hazard or skill-betting).

Penalty: 1st Offense – Three (3) Days ISS
2nd Offense – Five (5) Days OSS

GANG/GANG ACTIVITY, MEMBERSHIP IN FRATERNITIES, SORORITIES, SECRET CLUBS, OR ASSOCIATIONS (12.22)

The Board is authorized to suspend or expel any student of the District who joins or promises to join or who solicits other persons to join or pledge to become a member of a public school fraternity, sorority, secret society, or gang activity or association or to wear or display any insignia of such fraternity, sorority, secret society, or gang activity or association while in and attending District schools.

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or school-sponsored activities or which disrupt the school environment and/or school activity are harmful to the education process.

The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and education objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur (A.C.A. § 6-18-601; A.C.A. § 6-18-603; A.C.A. § 6-18-605; A.C.A. § 6-18-606).

Penalty: Ten (10) day Suspension with a Recommendation for Expulsion

HAZING (12.23)

Hazing or aiding in the hazing of another student is prohibited.

Penalty: Can range from Warning to Expulsion (Principal's Discretion)

ILLEGAL DRUGS – POSSESSING, USING, OR BEING UNDER THE INFLUENCE (12.24)

Students shall not possess, use, or be under the influence of illegal drugs at school or school-related activities. Students breaking this rule for the first time will be suspended for ten (10) days and placed on probation. The student/family must show proof that they are enrolled with a counseling agency recognized by the District or the student will be recommended for expulsion.

The District will provide a list of recognized agencies to the principal. If the student breaks the rules a second time, he will immediately be recommended for expulsion. The student will be reported to legal authorities.

Penalty: Ten (10) Days Suspension with a Recommendation for Expulsion

POSSESSING OR USING DRUG PARAPHERNALIA (12.24.1)

Students may not possess, use, or transmit any objects which could reasonably be considered drug paraphernalia (pipes, clips, papers).

Penalty: Ten (10) Days Suspension with a Recommendation for Expulsion

SELLING, ATTEMPTING TO SELL/DISTRIBUTE OR PURCHASE DRUG/ALCOHOL (12.24.2)

A student who sells or attempts to sell, distribute or purchase illegal drugs (or any substance he claims to be a controlled substance) or alcohol, shall be reported to legal authorities (A.C.A. § 5-64-401).

Penalty: Ten (10) Days Suspension with a Recommendation for Expulsion

Sentences for sale of controlled substances within 1,000 feet of public or private schools shall be enhanced by two (2) years and a fine of no less than \$1,000 (A.C.A. § 5-64-401). Prohibited substances shall include any narcotic drugs, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance or beverage containing alcohol or intoxicant of any kind.

Students of Dollarway School District should be aware that school district officials have access to a registered drug dog. The dog, while gentle, has been specially trained to locate marijuana, alcohol, and other illegal drugs.

Periodically, unannounced visits to all District schools and school-sponsored activities will be made by the dog and its handler. Lockers, automobiles, and other areas of the building will be searched. Students will be held responsible for any prohibited items found in their lockers, automobiles, or belongs at school. Should prohibited items be found, the violators will be disciplined under District policies and may be prosecuted under local, state, or federal laws.

INDECENT EXPOSURE (12.25)

Students shall not expose their private parts in a public place or in public view or under circumstances knowing the conduct is likely to cause affront or alarm (A.C.A. §5-14-112, indecent exposure, "A" Misdemeanor). NOTE: Exposing private parts is disorderly conduct (See Rule 26)

Penalty: Suspension - Expulsion

INSUBORDINATION (12.26) (High School)

Open defiance or blatant refusal to follow the reasonable directives of any authorized school district employee. Student shall comply with reasonable instructions given from administrators, teachers, instructional assistants, school bus drivers,

cooks, custodians or ANY OTHER authorized school district employee.

Penalty: 1st Offense: Three (3) Days ISS
2nd Offense: Five (5) Days ISS
3rd Offense: Three (3) Days OSS

LEAVING CAMPUS OR DESIGNATED AREA WITHOUT PERMISSION (12.27)

After arrival on the school campus, a student will not leave the campus or designated area without permission from school authorities.

Penalty: 1st Offense: Three (3) Days OSS
2nd Offense: FINS

LOITERING BY SUSPENDED OR EXPELLED STUDENT (12.28)

No suspended or expelled student shall linger on school grounds or within 100 feet of the school while serving suspension/expulsion. The parent may be notified and student may be referred to legal authorities (A.C.A. § 6-21-606; A.C.A. § 6-21-607).

Penalty: Student will be arrested for Trespassing

LOITERING ON AN UNASSIGNED CAMPUS (12.29)

No student from another campus is allowed on another school's campus during school hours without permission of school officials (A.C.A. § 6-21-606; A.C.A. § 6-21-607)

Penalty: Student will be arrested for Trespassing

MISDEMEANOR BATTERY-MINOR PHYSICAL INJURY (12.30)

A student will not threaten or attempt to cause injury or physical harm to another student, nor will a student strike or beat another student (A.C.A. § 5-1-102 (14); A.C.A. § 5-13-206, Assault 2nd, A.C.A. § 5-13-207, Assault 3rd).

Penalty: 1st Offense – Suspension, Three (3) Days
2nd Offense – Suspension, Five (5) Days
3rd Offense – Suspension with a Recommendation for Expulsion

PERSISTENT DISREGARD FOR SCHOOL OR CLASSROOM RULES (12.31)

A student who persists in acts of misconduct after the school has made and documented reasonable efforts to secure his adherence to established rules will be recommended for expulsion. Efforts toward behavior modification will be made prior to recommendation for expulsion except when the student has committed an offense so serious in nature that immediate expulsion is necessary.

Penalty: 1st Offense – Parent Conference
2nd Offense – OSS

PUBLIC DISPLAY OF AFFECTION (12.33)

Public displays of affection including but are not limited to kissing, hugging, holding hands and inappropriate touching. Public displays of affection are inappropriate school behavior. Failure to comply with reasonable expectations of school staff will result in disciplinary action.

Penalty: 1st Offense: Parent Conference
2nd Offense: OSS (duration to be determined by administrator)

ROBBERY (12.34)

Students shall not take property belonging to another person or the school by force, threat of force, or with the use of a deadly weapon (A.C.A. § 5-12-102; A.C.A. § 5-12-103).

Penalty: Student will be arrested and Suspended for Ten (10) Days

SEXUAL ABUSE OR RAPE (12.35)

Students shall not engage in sexual conduct with another person by forcible compulsion or engage in sexual contact with another person who is incapable of consent because he/she is physically/mentally helpless, or shall students engage in sexual intercourse or deviant sexual activity with another person by forcible compulsion or with another person who is

incapable of consent because he is physically/mentally helpless (A.C.A. § 5-14-108 Sexual Abuse – 1st Degree C Felony; A.C.A. §5-14-103 Rape – Y Felony).

Penalty: Arrest/Suspension with a Recommendation for Expulsion

SEXUAL INDECENCY (12.36)

Students shall not commit sexual indecency on school property, in school vehicles or on school-related trips. Sexual indecency is defined in A.C.A. § 5-14-101 and A.C.A. § 5-14-111. Copies of these laws are available upon request.

Penalty: Suspension – Expulsion

SIMPLE ASSAULT OR SIMPLE TERRORISTIC THREAT (12.37)

A student shall not engage in conduct which creates a substantial risk of physical injury to another student or threaten another student, making that student fear imminent physical harm (A.C.A. § 5-13-205, assault 2nd, 5-13-206, assault 3rd, A.C.A. § 5-13-301, misdemeanor terroristic threat; A.C.A. § 6-17-113, duty to report all threats and acts of violence).

Note: threats conveyed with a weapon or with the use of a weapon shall be reported to the police immediately by the administrator.

Also, threats to cause death or serious physical injury or threats to cause physical injury to teachers or employees are a “D” Felony.

Penalty: Suspension – Expulsion

STEALING – MISDEMEANOR THEFT (12.38)

Students shall not take or possess property that does not belong to them (A.C.A. § 5-36-103; A.C.A. §5-36-106; less than \$500). The parent must make restitution.

Penalty: 1stOffense – Restitution and Three (3) Days Suspension

2ndOffense – Restitution and Five (5) Days Suspension

STUDENT DRESS AND GROOMING (12.39)

High School Dress Code

The dress standard for students have been adopted after input from parents, teachers and students in order to reduce disruptions to the learning environment and the orderly operation of the school, as well as to support the health and safety of students and teachers.

Hair styles, makeup, jewelry and such accoutrements to dress will be governed by the same guidelines as in the recent past, meaning that any student-worn article of clothing or manner of hairstyle or makeup determined by teachers and principals to be inappropriate for school, disruptive to the learning environment, or hazardous to the health and safety of the child and/or teacher shall not be allowed.

The following restrictions apply to all students. Whether during the school day or at any other time, either on campus or away from school, students attending school-sponsored activities shall be expected to adhere to the following guidelines for dress and appearance.

Inappropriate apparel for school and school-sponsored activities includes, but is not limited to, the following examples:

- Ripped or torn clothing (no cutoffs, clothing must be hemmed)
- Revealing clothing or outerwear without the appropriate undergarments (No cleavage, no stomach, no back and no shoulders may show)
- Revealing, clingy or see-through fabrics
- Apparel depicting violence, vulgar, profane or sexist words or symbols
- Apparel depicting actions in violation of school rules or laws
- Hats (includes all types of head coverings)* “do-rags”, sweat bands or similar head attire (including knit-berets)

- Hair curlers or other grooming tools in the hair including brushes and combs
- House shoes or rubber shower type flip flops or sandals **shall not be worn by any student on the campus**
- Tank tops or halters
- Body piercing adornments (with the exception of earrings in ears) which pose a distraction or danger
- Under garments as outer clothing or outerwear designed to appear as undergarments
- Apparel that is inappropriately tight or loose (no baggy or sagging pants or skin-tight, stretch clothing such as leggings or stirrup pants or jeggings)
- “Grills” or tooth jewelry
- Shorts, slacks, skirts or dresses more than the horizontal length above the top of the knee and should be no shorter at any point around the knee

***During inclement weather the principal has the authority to give students permission to wear approved head coverings outside of the buildings**

School-issued photo identification badges, with lanyards, must be worn and visible at all times.

Boys must tuck their shirts in at all times. Boys shirts must be tucked in and a belt must be worn at the natural waistline.

Shoes with laces must be tied.

Jackets, coats, etc. may NOT be used to hide dress code violations. If a standard cover up is worn, it must stay on all day.

Any deviation of these dress standards shall be only at the discretion of the principal and/or the principal’s designee of the represented school and with the approval of the superintendent.

A dress code check will be done as students arrive on campus. Any violation of the dress code will result in student being sent home for the remainder of the day. They will be sent immediately and remain in ISS, as an unexcused absence, until a parent picks the student up. Violations are at the discretion of the dean of students and/or administration.

Penalty: 1st Offense: One day of OSS and parent must bring child to school the following day

2nd Offense: Two days of OSS

3rd Offense: Three days of OSS

Robert F. Morehead Middle School Uniform Policy

The following dress code was adopted at the June 9, 2009 Board Meeting. All students are expected to adhere to the following dress code policy:

- Tops colors are red, white, and burgundy for secondary students. They can be oxfords, polo style, and turtlenecks. Sweater vest and sweaters may be worn in school colors only. Shirt tails must be tucked in. Blouses too short to tuck in may not be worn. No tee shirts are to be worn. **RFMMS will wear top colors as follows:**
6th grade – 8th grade: Red, white or burgundy
- ID badges, with lanyards, must be worn as part of the uniform. If badges are not worn, the consequences will be the same as not wearing the uniform. Replacement badges are \$5.00 and a replacement lanyard will be \$2.00.
- Pant colors are khaki, black khaki material. Girls may wear shorts, jumpers, shirts, shorts, and Capri as long as they are khaki or black khaki and a dollar bill width from the knee. Cargo pants are also permitted.

- **The following materials and styles may not be worn: spandex, parachute pants, warm ups, leggings, pajamas, knit pants and skinny leg jeans.**
- Belts can be any color and any style. If the pants have belt loops, a belt must be worn.
- Any color shoes may be worn. They may be tennis shoes, and shoes that show only the heel such as mules. Flip-flops sandals or dress heels may not be worn.
- Any color socks are permitted.
- The only headwear that can be worn is toboggans or knit caps. Baseball caps, bandanas or do-rags cannot be worn.
- Coats, jackets, and sweaters may be worn over the uniform, but they must have a full length opening in the front, no pullover outer garment such as sweatshirts or hoodies which do not open fully in front may be worn. Blouses/shirts may not be worn over uniforms or as jackets.
- **Uniform pants cannot sag.**
- **Uniforms must be worn Monday through Friday.** There are no free Fridays.
- On game days cheerleaders may wear their cheerleading uniforms. Football, baseball, and softball players may wear their jersey with black or khaki uniform pants; Basketball players and tract team may wear their jerseys; however, they must wear their black or khaki uniform pans.
- **Penalty: Student is immediately sent home to correct the problem. An Unexcused Absence in all classes missed will be assessed, even if the parent does not pick up the student. The student will be placed in a holding area while they wait.**
- The middle school administration will announce special occasions when uniforms may not be worn.
- New students will have five (5) days to obtain a uniform.
- **No metal or rat tail combs.**
- Students needing assistance with uniforms may see their campus site administrators.
- There are minimum and maximum consequences for non-compliance to the uniform policy.

Penalty: Warning

1st Offense – Three (3) Days ISS

2nd Offense – Five (5) Days ISS with Parent Conference

3rd Offense – Three (3) Days OSS Suspension

STUDENT SEXUAL HARASSMENT (12.40)

Sexual harassment is unwanted verbal, written, or physical behavior of a sexual nature. Such behavior is illegal if it created an environment that is hostile or intimidating.

Typical examples of sexual harassment include sexually oriented gestures, jokes, or remarks that are unwelcome, repeated, and unwanted sexual advances, touching or other unwelcome bodily contact; physical intimidation, and mockery or scorn based on perceived sexual orientation.

Penalty: 1st Offense – Three (3) Days OSS with Parent Conference

2nd Offense – Five (5) Days OSS with Parent Conference

TECHNOLOGY ETHICS POLICY – UNAUTHORIZED ACCESSING OR ATTEMPTING TO ACCESS COMPUTER FILES (12.41)

A student shall not modify or erase software, introduce any viral agent, access another individual's electronic documents or create, reproduce or distribute documents containing vulgar language or obscene materials on any school computer, tablets, printer, copier, or other equipment. A student may lose use of network resources.

Penalty: 1st Offense – Loss of Computer Use Privileges and Three (3) Days OSS

2nd Offense - Loss of Computer Use Privileges and Five (5) Days OSS

3rd Offense - Loss of Computer Use Privileges and Ten (10) Days OSS

TOBACCO – SMOKING AND SMOKELESS (12-42)

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

Penalty: 1st Offense – ISS

2nd Offense – OSS

Legal Reference: A.C.A. § 6-21-609

VANDALISM (12.43)

CRIMINAL MISCHIEF/VANDALISM – RELATIVELY MINOR DAMAGE (12.43.1)

No student shall destroy or damage any property of faculty, staff, or another or that belonging to the school District. The parent/guardian shall be responsible for all damages to property caused by his/her child (A.C.A. § 5-38-203; A.C.A. § 5-38-204; A.C.A. § 5-71-26; A.C.A. § 6-21-604; A.C.A. § 6-21-605).

Penalty: Restitution and Recommendation for Expulsion

CRIMINAL MISCHIEF/VANDALISM – MAJOR DAMAGE (12.43.2)

No student shall purposely and without legal justification destroy or damage any property of faculty, staff, or another or that belonging to the school district. The parent/guardian shall be responsible for all damages to property caused by the student (A.C.A. § 6-21-604) (A.C.A. § 5-38-203; A.C.A. § 9-27-330; A.C.A. § 9-27-331).

Penalty: 1st Offense – Restitution and Recommendation for Expulsion

VIOLATION OF PARKING AND DRIVING REGULATIONS (12.44)

A student using any type of vehicle (bicycle, motorcycle, automobile, truck) as a means of transportation to and from school will not violate the rules and regulations set forth by the principal of the school.

Students with a valid driver's license may drive cars and trucks to school, and these vehicles must be insured, state registered, and parked in the assigned area on the campus, be registered with the school, and display a current decal. Students are prohibited from sitting in parked vehicles during school hours. No reckless driving will be permitted. Any noise (music, etc.) that is within ear range will not be tolerated.

Penalty: Warning to Suspension with vehicle towed at owner's expense.

WEAPONS AND DANGEROUS INSTRUMENTS – POSSESSION OR USE OF (12.45)

No student shall possess, use, or threaten to use any weapon upon any school property, in or upon any school bus, at designated bus stop, or at school-related events. Students will not possess objects or devices of no reasonable use at school and which may cause physical injury.

Penalty: 1st Offense – Arrested/Ten (10) Days Suspension/Recommendation for Expulsion

“Firearm” is defined as any device designed, made, or adapted to expel a projective by the action of any explosive or any other device that is not loaded or lacks a clip or other component to render it immediately operable and component that can readily be assembled into such a device.

A student shall not possess, handle or transmit a knife, razor, ice pick, explosive (including fireworks, pistol rifle, shotgun, pellet gun, wallet with a chain, or any other object that can be considered a weapon or dangerous instrument. A student shall not possess, handle, or store contraband materials while at school-sponsored activities.

Consequences:

Act 567 requires that students who bring firearms or other weapons to the school campus be expelled for no less than one year. The superintendent shall have discretion to modify explosion requirements for a student on a case-by-case basis.

Legal Reference: (Act 1149 of 1999)

DISCIPLINE (11.0)

- A. The Dollarway School District Board of Education has a responsibility to protect the health, safety, and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline.
- B. Students are responsible for their conduct that occurs at any time on the school grounds, off school grounds at a school-sponsored function, activity, or event, and going to and from school or a school activity. ***Students identified in the Dollarway School District's Special Services Program will be disciplined according to the student's IEP/Behavior Plan and IDEA laws and regulations.***
- C. The District's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and including expulsion. Such acts could include, but are not limited to, a felony or an act that would be considered a felony if committed by an adult, as assault or battery, drug law violation or sexual misconduct of a serious nature. Any disciplinary actions pursued by the District shall be in accordance with the student's appropriate due process rights.
- D. The District's personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the Dollarway School Board. The Board shall approve any changes to student discipline policies.
- E. The District's student discipline policies shall be distributed to each student during the first week of school each year and to new students upon their enrollment. **Each student's parent or legal guardian shall sign and return to the school an acknowledgement form documenting that they have received the policies.**
- F. It is required by law that the principal or person in charge reports to the police any incidents where a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision.
- G. The **minimum penalty** for student misconduct will be a **verbal warning** and the **maximum penalty** will be **expulsion** by the Board and/or legal action dependent upon the severity and frequency of the misconduct.
- H. Any student who gives false information or wrongfully accuses another student or staff member may be subject to disciplinary action.

Legal References: A.C.A. § 6-18-502, A.C.A. § 6-17-113

CORPORAL PUNISHMENT

CORPORAL PUNISHMENT – ELEMENTARY (4.39)

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

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

All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, and shall be administered in the presence of another certified staff member as a witness, shall not be excessive, or administered with malice.

CORPORAL PUNISHMENT (11.1) (RFMMS)

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

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

All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, and shall be administered in the presence of another certified staff member as a witness, shall not be excessive nor administered with malice.

Refusal of corporal punishment subjects the student to alternate forms of discipline including suspension.

CORPORAL PUNISHMENT (11.1) (High School)

Corporal punishment may be administered by the Principal, principal designee or the Dean of students, to any student for disruptive or unmanageable conduct, insubordination, profane, violent, vulgar or insulting language, or other conduct that disrupts the educational process.

Corporal punishment will be administered according to the following requirements:

1. Except for those acts of misconduct which are “so antisocial or disruptive nature as to shock the conscience,” corporal punishment shall not be administered unless an attempt has been made to modify the student’s behavior by some means other than corporal punishment, and unless the student has been told that a continuation of his/her behavior may lead to corporal punishment.
2. It will be administered in the office in the presence of the principal or dean of students who shall be advised in the presence of the student, the reason for punishment.
3. In addition, the principal and/or dean of students will be notified with a written report signed by the employee administering the corporal punishment stating the reason for corporal punishment.
4. It will not be administered in the presence of other students, not in a spirit of malice or anger, nor will it be excessive.
5. It will be administered to the lower posterior only.
6. On request, the parent shall be informed in writing of the reasons of the punishments.
7. Refusal to take corporal punishment will result in suspension.

Parents may opt out a student by signing the required form (pg. 72); student will receive an alternate form of discipline.

Legal Reference: A.C.A. § 6-18-505 (c) (1)

EXPULSION (11.2)

Step 1: Ten (10) day suspension by principal or designee with recommendation for expulsion.

Step 2: Within a Ten (10) day period, a certified letter will be send home to parent or guardian.

Step 3: Hearing held by school board

Step 4: Appeal process

Step 5: Superintendent will complete process.

Legal Reference: A.C.A. § 6-18-507

IN-SCHOOL SUSPENSION (ISS) (11.3)

ISS is an integral part of the progressive discipline for Robert F. Morehead Middle School and Dollarway High School. Students in ISS are suspended but have been given the opportunity to stay in this alternative learning setting in order to keep up with their class work. Further violations of school rules while in this setting will warrant out of school suspension and when the student returns to school he/she will have to complete the remainder of his/her ISS time. Students assigned to ISS will be required to bring all classroom material and will remain in the In-School classroom until they have completed the length of the assignment to ISS.

Students assigned to ISS may be assigned for a period of ten (10) days. Assigned students must have a doctor's excuse or verifiable family emergency for any absence or tardy and will be required to make up the time missed. Students may be removed from ISS for violating the provisions of the ISS rules.

Students assigned to ISS may not attend school sponsored events until the school day after they are released from ISS. Students who are involved in an extra-curricular activity may not be allowed to attend practices, games or performances until they have served their In-School Suspension term. Again, the principal or athletic director shall have the ability to grant permission on an individual basis.

SATURDAY SCHOOL (11.4)

The main purpose of this school shall be to help students remain in school instead of being suspended; however, Saturday School is not available to students who are involved with the following offenses: drugs, alcohol, fighting, employee abuse and other serious offenses.

Saturday Alternative School will be held at Robert F. Morehead Middle School and will be scheduled on an "as needed" basis. Failure to attend Saturday School without prior approval will result in a two (2) day suspension for the first offense and subsequent offense will result in additional punishments.

The rules are as follows:

1. Saturday School begins at 8:00a.m. and ends at 12:00p.m. Doors will be locked at 8:00a.m. and no one will be permitted to enter late.
2. At least one parent/guardian must bring the student to Saturday School and check him/her into class and agree to be available in case of illness or misbehavior by the student during the hours of Saturday School.
3. There must be an emergency number left with the supervisor before the parent leaves. Arrangements must be made to remove the student from Saturday School promptly at 12:00 dismissal. Failure to follow these guidelines could result in loss of Saturday School as a disciplinary option.
4. Upon checking in, each student must have at least one (1) library/reading book, two (2) textbooks, paper and pencil or pen. No magazines or newspapers will be allowed.
5. Dress code must be followed according to student handbook.
6. Productive and meaningful academic appropriate assignments are expected throughout each session. Head on desk or sleeping will not be tolerated; students will be sent home if this occurs.
7. The students will be given one restroom break after the first two hours. Other than this break, students will be required to study and work as directed by the supervisor for the four (4) hour period.
8. All classroom/school rules and regulations will be followed during the Saturday Alternative School.
9. Verifiable physician statements that the student was not able to attend Saturday School will result in re-assignment to the next Saturday School.

10. If it is known that a student cannot attend Saturday School on the assigned date, the parent shall contact the administration before the end of the school day on the Thursday prior to the Saturday School assignment. At that point the administration may delay the assignment due to genuine and verifiable conflicts.
11. Any absence from Saturday School, due to illness or other unavoidable circumstances, must be reported to the office (by the parent/guardian) before 8:00a.m. on the first school day following the assigned Saturday School. These will be evaluated by the administration on an individual basis, as to whether the absences will be made up at the next Saturday School or the student be suspended.

Violation of the above guidelines may result in the student being suspended for a minimum of two (2) days. If a student is dismissed from Saturday School, the supervisor will attempt to notify the parents/guardian as soon as possible to remove the student from the campus. Notification will be sent to parents/guardians on each Saturday School assignment.

SUSPENSION FROM SCHOOL (11.6)

- A. Students absent from school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment requires the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) days, including the day upon which the suspension is imposed. The suspension may be in school or out of school.
- B. Students are responsible for their conduct that occurs at any time on the school grounds, off school grounds at a school-sponsored function, activity, or event, and going to and from school or a school activity. A student may be suspended for behavior including, but not limited to that which:
 1. Is in violation of school policies, rules, or regulations;
 2. Substantially interferes with the safe and orderly educational environment;
 3. School administrators believe will result in the substantial interference with the safe and orderly educational environment.
 4. Is insubordinate, incorrigible, violent, or involves normal turpitude.
- C. 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.
- D. When possible, notice of the suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent(s) or legal guardian(s) prior to the suspension. Such notice shall be handed to the parent(s) or legal guardian(s) or mailed to the last address reflected in the records of the school district.
- E. Generally, the notice and hearing should precede the student's removal from school, but if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threaten disruption of the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as practicable.
- F. It is the parent's or legal guardian's responsibility to provide current contact information to the District which

the school shall use to immediately notify the parent or legal guardian upon the suspension for a student. The notification shall be by one of the following means, listed in order of priority:

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

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

H. **Out-of-school-suspension initiated by the principal or his/her designee MAY NOT be appealed to the superintendent or to the Board.** Out of school suspension shall be treated as unexcused absences and during the period of suspension students shall not be permitted on campus except to attend a student/parent/ administrator conference.

I. In-school suspension shall be treated as if the student was present at school. The student shall not attend any school-sponsored activities during the imposed suspension nor shall the student participate in any school-sponsored activities. Students assigned to ISS may not attend school-sponsored events until the school day after they are released from ISS. Students who are involved in an extra-curricular activity may not be allowed to attend practices, games, or performances until after they have served their In-School-Suspension term. Again, the principal or athletic director shall have the ability to grant permission on an individual basis.

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

K. Suspensions initiated by the superintendent may be appealed to the Board.

L. Students that receive an out-of-school suspension or have accumulated more than six (6) days of in-school suspension may not be eligible for field trips, school dances, exemptions from school, etc. at the discretion of the building administrator or his/her designee.

DAYS MISSED DUE TO OUT-OF-SCHOOL-SUSPENSION WILL COUNT AS UNEXCUSED.

Legal References: A.C.A. § 6-18-507
Goss v Lopez, 419 U.S. 565 (1975)

DISTRIBUTION OF LITERATURE (13.0)

- A. The school principal or designee shall establish reasonable regulations governing the time, place and manner of student distribution of non-school materials.
- B. The regulations shall:
 1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expressions;
 2. Be uniformly applied to all forms of non-school materials;
 3. Allow no interference with classes or school activities;
 4. Specify times places, and manner where distribution may and may not occur;
 5. Not inhibit a person's right to accept or reject any literature distribution in accordance with the regulations;

6. Students shall be responsible for the removal of excess literature that is left at distribution point for more than three (3) days and are responsible for picking up any materials thrown on school grounds.

C. The superintendent along with the student publication advisor shall develop administrative regulations for the implementation of this policy. The regulations shall include definitions of terms and timeliness for the review of the materials.

Legal References: A.C.A. § 6-18-1202, 1203, & 1204
Tinker v. Des Moines ISD, 393 U.S. 503 (1969)
Bethel School District No. 403 v. Fraser, 478 U.S. 675 (1986)
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)

EMERGENCY DRILLS (15.0)

- A. All schools in the District shall conduct fire drill at least monthly. Tornado drills shall also be conducted not fewer than four (4) times per year with at least on 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.
- B. 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.

Legal References: A.C.A. § 12-13-109
A.C.A. § 6-10-121
Ark. Division of Academic Facilities and Transportation Rules Governing Maintenance and Operations of Ark. Public School Buses and Physical Examinations of School Bus Drivers 4.03.1

EXTRACURRICULAR ACTIVITIES (16.0)

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

Additionally, a student’s participation in and the District’s operation of extracurricular activities shall be subject to the following policy. All students meeting this policy’s criteria are eligible for extracurricular activities.

B. Definitions:

- 1. Extracurricular activities are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class-time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, interscholastic athletics, cheerleading, band, choral, math, or science competitions and club activities.
- 2. Academic courses are those courses for which class time is scheduled and can be credited to meet the minimum requirements for graduation, is taught by a teacher required to have State certification in the course, and has a course content guide which has been approved by the Arkansas Department of Education. Any of these courses for which concurrent high school credit is earned may be from an institution of higher education recognized by the Arkansas Department of Education. If a student passes an academic course offered on a block schedule, the course can be counted twice toward meeting the requirement for students to pass four (4) academic courses per semester as required by this policy.

3. Supplemental Improvement Program is an additional instructional opportunity for identified student outside of their regular classroom and meets the criteria outlined in the current Arkansas Activities Association Handbook.

C. Academic Requirements: Middle School

1. A student promoted from the sixth to the seventh grade automatically meets scholarship requirements. A student promoted from the seventh to the eight-grade automatically meets scholarship requirements for the first semester. The second semester eight-grade student meets the scholarship requirements for middle school if he/she has successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum as specified by the Arkansas Department of Education's Standards of Accreditation of Arkansas Public Schools.
2. The first semester ninth-grade student meets the scholarship requirement for junior high if he/she has successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum as specified by the Arkansas Department of Education's standards of Accreditation of Arkansas Public Schools.
3. The second semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester which count toward his/her graduation requirements.
4. Ninth-grade students must meet the requirements of the senior high scholarship rule by the end of the second semester in the ninth grade in order to be eligible to participate the fall semester of their tenth grade year.

D. Academic Requirements: Senior High

In order to remain eligible for competitive interscholastic activity, a student must have passed four (4) academic courses the previous semester and either:

1. Have earned a minimum Grade Point Average of 2.0 from all academic courses the previous semester; or
 2. If the student has passed four (4) academic courses the previous semester but does not have a 2.0 GPA, the student must be enrolled and successfully participating in a supplemental instruction program to maintain their competitive interscholastic extracurricular eligibility.
- E. Students with an Individual Educational Program – In order to be considered eligible to participate in competitive interscholastic activities, students with disabilities must pass at least four (4) courses per semester as required by their individual education Program (IEP).
- F. Arkansas Activities Association – In addition to the foregoing rules, the District shall abide by the rules and regulations of the Arkansas Activities Association (AAA) governing interscholastic activities.
- G. A student is allowed to participate in a SIP for a maximum of two consecutive semesters and requires the student to improve his/her GPA by at least ten percent by the end of the first semester to remain eligible for the second semester. By the end of the second semester, the student must have attained a 2.0 GPA to be eligible for competitive interscholastic activities. Following one or more semesters where the student has attained a 2.0 GPA, this cycle may be repeated.

Legal References: State Board of Education Standards for Accreditation 10.05 and 10.06 Arkansas Activities Association Handbook.

FINAL TEST EXEMPTION (17.0)

All 9th, 10th, 11th, and 12th grade students may be exempt from their final tests during the spring semester. The following qualifications for exemption will apply:

- A. Exemptions will be based on academic performance, absenteeism, and disciplinary actions.
- B. Criteria will be:
 - 1. A grade average during the spring semester of an “A” or better in the individual class.
 - 2. No more than five days absent in the individual class during the spring semester.
 - 3. No assignments to the alternative program for the entire year.
- C. 9th, 10th, 11th, and 12th grade students would be exempt from school only during the time that the test from which they are exempted is being administered.

If a student is on campus during semester exams, he/she must be in class according to the test schedule for that day regardless of exemptions.

FOOD SERVICES (18.0)

The Dollarway School District is pleased to announce the district’s policy for providing meals at NO CHARGE for all students participating in the National School Lunch Program or School Breakfast Program, regardless of eligibility category, during the 2014-2015 school term unless otherwise notified. This is made possible through the United States Department of Agriculture (USDA) Special Assistance Certification and Reimbursement Provision Alternative.

Federal reimbursement for meals is based on applications on file for the 2013-2014 Base Year for the district. These applications are filed and maintained at the administration office to ensure the strict confidentiality of each document and must remain safely filed for the entirety of the school district’s Provision 2 status. The information on the applications will be made available on the State and Federal officials for review. All adults, e.g., visitors, teachers, support staff members, and administrators of the district must assume full cost of the meal which is \$1.50 for Breakfast and \$3.50 for Lunch.

“The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/index.html), found online at <http://www.ascr.usda.gov/index.html>, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.”

District cafeterias use a computer program called Meal Tracker as a means to count and identify students who eat breakfast and/or lunch in one of the cafeterias. The program ensures accurate reporting for district meal reimbursement.

Lunches are not to be brought on campus from outside vendors. If students bring their lunch from home, there will be a designated area in the cafeteria for those students to eat. Parents are welcomed to check their student out through the office, following proper procedures. However, they will be responsible for any tardy or absentee issued that occur.

All student enrolled in Dollarway School District eat breakfast and/or lunch at no charge.

FOREIGN EXCHANGE STUDENT PROGRAM (19.0)

A. Dollarway High School will operate its Foreign Student Exchange Program under the following guidelines:

1. All students from foreign exchange programs accepted by the Dollarway School District must be from a program accredited by the Council on Standards for International Educational Travel.
2. There shall be no more than two students from the same home country.
3. There shall be no more than four students from the same accredited organization during any one school year.
4. There shall be no more than three students allowed per grade level. No more than six total.
5. Students and/or the foreign student exchange program shall furnish a transcript written in the English language upon entering the school. The transcript shall include the following information:
 - a. Course titles for each subject taken
 - b. The school year each class was taken
 - c. Number of class meetings for each subject per week
 - d. Number of minutes in each class meeting
 - e. Grade earned for each class (the grade will be converted to the Dollarway School District system)
6. Credit will not be awarded to students who are not proficient in the English language. These students will be considered for a cultural experience only.
7. Students must be permanently placed in an American host family prior to enrollment, and host family will reside in the Dollarway School District.

All students must be enrolled in one year study programs.

GRADING POLICY (20.0)

The following grading scale shall be used at Dollarway Middle School:

The grading scale for Kindergarten is as follows:

- E** – Excellent
- S** – Satisfactory
- U** – Unsatisfactory

The grading scale for 1st – 12th is as follows:

- A** = 90 – 100
- B** = 80 – 89
- C** = 70 – 79
- D** = 60 – 69
- F** = 59 – 0

For the purposes of determining grade point averages, the numeric value of each letter grade shall be:

- A** = 4 points
- B** = 3 points
- C** = 2 points
- D** = 1 point
- F** = 0 points

The grade point values for AP and approved honor courses shall be one point greater than for regular courses.

GRADUATION REQUIREMENTS (21.0)

The number of units students must earn in grades nine through twelve (9-12) to be eligible for high school graduation is to be earned from the following categories. A minimum of 22 units is required for graduation for students participating in either the Smart Core or Core Curriculum. There are some distinctions made between Smart Core units and graduation units. Not all units earned toward graduation necessarily apply to smart core requirement.

Classification Credits

- 10th Grader – 5 Credits; including having passed 9th grade English and another core subject.
- 11th Grader – 10 Credits; having passed 10th grade English and another core subject.
- 12th Grader – 15 Credits; having passed 11th grade English and another core subject.

ADVANCED PLACEMENT (21.1)

A. Students who take “**Advanced Placement**” (AP), ADE approved honors courses approved for weighted credit by the Arkansas Department of Education shall be graded according to the following schedule:

90 – 100	A = 5 points
80 – 89	B = 4 points
70 – 79	C = 3 points
60 – 69	D = 2 points
59 and below	F = 0 points

B. Weighted credit shall be allowed for Advanced Placement courses if:

1. The student takes the entire AP/IB course offered in a particular subject
2. The student completes the applicable AP/IB test for the course.
3. The teacher of the AP/IB course meets Arkansas teacher licensure requirements and has appropriate training that complies with ADE rules.

C. Student who transfer into the District, will be given weighted credit for Advanced Placement (AP), ADE approved honors courses and concurrent college courses taken for weighted credit at his/her previous school(s) according to the preceding scale.

D. Students taking AP courses shall receive weighted credit as described in this policy. Credit shall be given for each grading period during the course of the school year, but shall be retroactively removed from a student’s grade for any course in which the student fails to take the applicable AP exam. Students who do not take the AP exam shall receive the same numeric value for the grade he/she received in the course as if it were a non-AP course.

Legal References: Arkansas Department of Education Rules and Regulations Governing Uniform Grading Scales for Public Secondary Schools, ADE Rules Governing Advanced Placement Courses in the Four Core Areas in High School, A.C.A. § 6-15-902 (c)(1), (c)(3).

The following Advanced Placement Courses are currently offered at the Dollarway High School:

AP Calculus AB
AP Environmental Science
AP English Language and Composition
AP English Literature and Composition

AP United States History
AP World History

GRADUATION PROCEDURES

It is the responsibility of the seniors to make sure they have ordered a cap, gown, and tassel. These items must be picked up before graduation in May. If correct attire is not ordered and received, then the senior will not be allowed to walk in graduation. **Any seniors not present during practice, unless approved by the administration, will not be able to participate in graduation exercises.**

If a senior displays lewd behavior before, during, or after graduation, a policeman will be present to remove that student (even if it is during the program). Examples would be grabbing ones' self, vulgar dancing, obscene gestures, yelling, etc. Seniors are instructed on how to dress for graduation exercises. If a senior arrives with improper attire (blue jeans, midriff tops, shorts, etc.), that senior will not be allowed to participate in the senior awards assembly or graduation exercise.

Seniors will be informed of their fines and fees weeks in advance. Fines and fees must be paid in full at least two (2) days before graduation. Otherwise, the seniors may pick up diplomas after graduation. The day of graduation many last minute details have to be taken care of and it takes many people to get these done. The seniors know the amount of their fines and fees weeks in advance. Fines and fees must be paid before the last day.

Several policemen/security personnel will be placed within the area of graduation to keep small children off the gym floor/football field to protect the equipment, correct number of chairs, etc.

GRADUATION REQUIREMENTS FOR THE CLASS OF 2013-14 AND ALL CLASSES THEREAFTER (21.4)

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements. The provisions of a student's Individualized Education Plan (IEP) serve as his/her graduation plan. Additionally, unless exempted by a student's IEP, all students must successfully pass all end-of-course (EOC) assessments they are required to take or meet the remediation required for the EOC assessment to receive academic credit for the applicable course and be eligible to graduate from high school.

SMART CORE: Sixteen (16) Units

- English: four (4) units – 9th, 10th, 11th, and 12th
- Oral Communications: one-half (1/2) unit
- Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)
- Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9
- Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10
- *A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the **graduation** requirement, but only serve as one unit each toward fulfilling the **Smart Core** requirement.
- Algebra II
- Choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III or an Advanced Placement math (Comparable concurrent credit college courses may be substituted where applicable)
- Natural Science: three (3) units with lab experience chosen from
 - Physical Science
 - Biology or Applied Biology/Chemistry
 - Chemistry
 - Physics or Principles of Technology I & II or PIC Physics
- Social Studies: three (3)
 - Civics one-half (1/2) unit
 - World History - one unit
 - U. S. History - one unit
- Physical Education: one-half (1/2) unit

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

- Health and Safety: one-half (1/2) unit
- Economics – one half (½) unit – dependent upon the certification of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.¹⁰
- Fine Arts: one-half (1/2) unit

CAREER FOCUS: - SIX (6) UNITS

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

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

CORE: Sixteen (16) Units

- English: four (4) units – 9, 10, 11, 12
 - Oral Communications: one-half (1/2) unit
 - Mathematics: four (4) units
 - Algebra or its equivalent* - 1 unit
 - Geometry or its equivalent* - 1 unit
 - All math units must build on the base of algebra and geometry knowledge and skills. (Comparable concurrent credit college courses may be substituted where applicable)
- *A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

- Science: three (3) units
- At least one (1) unit of biology or its equivalent
- One (1) unit of a physical science
- Social Studies: three (3) units
- Civics one-half (1/2) unit
- World history, one (1) unit
- U.S. History, one (1) unit
- Physical Education: one-half (1/2) unit

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

- Health and Safety: one-half (1/2) unit
- Economics – one half (1/2) unit – dependent upon the certification of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits
- Fine Arts: one-half (1/2) unit

CAREER FOCUS: - SIX (6) UNITS

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

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

Cross Reference: Policy 4.45.1 SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2013-14 AND ALL CLASSES THEREAFTER

Legal Reference: State Board of Education; Standards of Accreditation 14.02

VALEDICTORIAN – HIGHEST HONORS (21.5)

- A. The highest honors graduate (GPA of 4.0 or higher) who have been enrolled in Dollarway High School for his/her junior and senior year shall serve as the valedictorian of his/her graduating class.

- B. The students having the next highest GPA after the valedictorian will be awarded the designation of salutatorian.

HOMEWORK (22.0)

- A. Homework is considered to be part of the educational program of the District. Assignments shall be an extension of the teaching/learning experience that promotes the student's educational development. As an extension of the classroom, homework must be planned and organized and should be viewed by the students as purposeful.
- B. Teachers are aware of the potential problem that students may have completing assignments from multiple teachers and *will limit* to a recommended 30 minutes per subject the amount of homework they give from day to day.
- C. Parents shall be notified of this policy at the beginning of each school year.

LEGAL CUSTODY (23.0)

- A. Act 660 of 1993 indicates that in order to avoid continuing child custody controversies for involving public school personnel and to avoid disruption to the educational atmosphere in
- B. The school, the transfer of a child between the child's custodial parent and non-custodial parent...when both parents are present...is prohibited from taking place on the real property of an elementary school on normal school days during normal hours of school operation. The provisions of this policy shall not prohibit one parent (custodial or non-custodial) from transporting the child to school and the other parent (custodial or non-custodial) from picking the child up from school at prearranged times on prearranged days, if prior approval has been made with the school's principal.
- C. When the non-custodial parent is to be denied access to the student, the custodial parent must provide the principal with:
1. A copy of the court order giving custodial right to the parent.
 2. A written statement to the principal that such denial is approved by the custodial parent.

LEGAL NAMES (24.0)

Students must use their legal birth names for all official school documents. Name changes will only be accepted upon receipt of a court order.

LIBRARY USE POLICY (25.0)

- A. The library is open before school, throughout the school day and during lunch. Students must have a teacher signed pass to go to the library during class time. Students must wear their Dollarway I.D. badge as prescribed by the badge policy. Students who need to return or renew a library book may come to the library without an ID to do only these two things.
- B. Students may have copies made in the library. The charge is 15¢ for one (1) copy or 25¢ for two (2) copies. Computers are also available for student use.
- C. Students may check out almost any book and material available in the DHS Library. Books in the regular library collection may be checked out for two (2) weeks unless a teacher has put them on reserve. Reference material may be checked out overnight. **Books are checked out by computer, using the barcode on the student's ID badge.** Therefore, students must be wearing their ID in order to check out books but not to renew or return books.
- D. There are no library fines for overdue books. A student who has an overdue book will have his/her name on the overdue book list that is posted by the library door. This is a warning. **If the book is not returned, there may be a parent conference.**

- E. Students will be required to pay for lost library books before they are allowed to enroll in Dollarway High School for the next year or receive a transcript from Dollarway High School. If a student pays for a lost library book and later finds the book and returns it to the librarian in good condition, the money will be refunded upon request minus a \$2.00 service charge.
- F. A student who has an overdue or lost library book may not come back to the library until that student returns or pay for the book.

LOST AND FOUND (26.0)

The school cannot assume responsibility for loss of personal items. However, if it is reported immediately, every effort will be made to help locate the lost item. **ALL PERSONAL ITEMS SHOULD BE CLEARLY MARKED FOR IDENTIFICATION. ITEMS NOT NEEDED FOR SCHOOL WORK SHOULD BE LEFT AT HOME.**

PARENT/TEACHER CONFERENCES (27.0)

Teachers may contact parents by telephone or home visits to share information. These contacts will be logged on a Parent Contact Form.

Teachers have a conference period each day. It is recommended that a parent give the teacher a twenty-four hour notification when possible and that the meeting is scheduled during the teacher's scheduled conference time. Parents who would like a conference with the teacher should make an appointment in the principal's office or by calling 534-5243 (RFMMS) and 534-3878 (DHS). Teachers may have telephone conferences with parents or participate in home visits which will be documented on contact log sheets. Conferences must be scheduled during the teacher's conference period.

PERMANENT RECORDS (28.0)

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.

Legal References: A.C.A. § 6-18-901

ADE Rule Student Permanent Records

PLAGIARISM (29.0)

- A. Plagiarism is a form of dishonesty that occurs when a person passes off someone else's work as his or her own. Plagiarism is an act that will have serious academic consequences in high school and in college. Forms of plagiarism range from failing to cite an author for ideas incorporated into a student's paper to cutting and pasting paragraphs from different websites to handing in a paper download from the internet. All are plagiarism. There are two main things all school students should know about plagiarism.
 1. **Plagiarism in most instances is easy to identify and expose.** The very force that makes plagiarism easy and tempting to some students – the internet – makes its detection easy. Most teachers can locate the source of suspected plagiarism within a few minutes of searching the web. In this context, plagiarism is as much ignorance as it is dishonesty. Students should be aware that all teachers have access to online tools that are very effective resource for catching plagiarism. Further, the experienced teacher will always be able to distinguish the fluency of sentences and word choices of adolescent writers when compared to university students or professional writers. It is that latter that uncovers most plagiarism in high school.
 2. **All parties to plagiarism are considered equally guilty.** If you share your coursework with another student and he or she plagiarizes it, you are considered as guilty as the one who has plagiarized your work, since you enabled the plagiarism to take place. Under no circumstances should a student make his or her coursework available to another student unless the teacher gives explicit permission for this to happen.

- B. Students who plagiarize are likely to be caught, and the consequences will be severe and will include anyone who enabled the plagiarism to take place. All student work produced for school will be subject to an electronic database to determine plagiarism.
- C. Consequences for plagiarizing work will range from redoing the project for half (1/2) credit for first-time offenders to receiving no credit for second-time offenders.

PLEDGE OF ALLEGIANCE (30.0)

- A. The Pledge of Allegiance shall be recited during the school day. Those students choosing to participate shall do so by facing the flag with their right hand over their heart or in an appropriate salute if in uniform while reciting the Pledge. Students choosing not to participate shall be quiet while either standing or sitting at their desks.
- B. 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.
- C. Students choosing not to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action.

Legal Reference: A.C.A. § 6-16-108.

PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION (31.0)

- A. All students' educational records are available for inspection and copying by the parents of any student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. The District forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll.
- B. The District shall receive written permission before releasing educational records to any agency or individual not authorized by law to receive and/or view the educational records with prior parental permission.
- C. For purposes of this policy, the Dollarway 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 child's records.
- D. If a court order exist which directs that a parent not have access to a student or his records, the other parent or guardian must present a file-marked copy of such order to the building principal and the superintendent.
- E. The school will make good faith efforts to at 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.
- F. A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, which must be done only through the appropriate teacher and/or administrator, the decision of which is final. A challenge to the accuracy of material contained in a student file must be initiated with the building principal, with an appeal available to the superintendent or his designee. Any appeal above that level will be subject to the procedure set out in federal law and/or regulation.
- G. Unless the parent, guardian, or student (if above the age of eighteen), objects, directory information about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks, graduation announcements, and District and school authorized websites.
- H. Directory information includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, classes in which he/she is enrolled, his/her placement on the honor roll (or the receipt of other types of honors), as well as his/her participation in school clubs and

extracurricular activities among others. If the student participates in inherently public activities (for example basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. A student's name and photograph will only be displayed on the District or school's web page(s) after receiving the written permission from the student's parent or student (if over the age of 18).

- I. The form for objecting to making directory information available is located in the back of the student handbook and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year or the date the student is enrolled. Failure to file an objection by that time is considered a specific grant of permission.

Legal Reference: 20 U.S.C. § 1232g, 20 U.S.C. § 7908 (NLCB Section 9528), 34 CFR 99.3, 99.7, 99.31, 99.21, 99.22, 99.30, 99.31, 99.32, 99.33, 99.34, 99.35, 99.36, 99.37, 99.63, 9.64

PROMOTION/RETENTION (32.0)

- A. Disservice is done to students through social promotion and is prohibited by state law. The district shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Each school in the Dollarway School District shall include in the student handbook the criteria for promotion of students to the next grade as well as the criteria for being required to retake a course, if applicable.
- B. Parents or guardians shall be kept informed concerning the process of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.
- C. Promotion or retention of students or their required retaking of a course shall be primarily based on the following criteria. If there is doubt concerning the promotion or retention of a student or their required retaking of a course, a conference between the parents/guardians, teacher(s), other pertinent personnel, and principal shall be held before a final decision is made.

The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement, the final decision to promote or retain shall rest with the principal or his/her designee.

- D. Students who do not score proficient or above on their grade level End of Course (EOC) Exams shall be required to participate in an individualized Academic Improvement Plan (AIP) which shall include remediation classes. Each AIP shall be developed by school personnel and the student's parents and shall be designed to assist the student in attaining the expected achievement level.

The AIP shall also state the parent's role as well as the consequences for the student's failure to participate in the plan.

- E. Students passing an EOC class but failing to pass the EOC exam after three attempts will not receive credit for that class. After each attempt remediation will be provided through summer school, after-school remediation, Skills Tutor or other supplemental programs approved by the Dollarway School Board and in accordance with ADE guidelines. Seniors expected to graduate will have priority placement in the Skills Tutor for remediation. Plato is used exclusively for credit recovery.
- F. Promotion/retention or graduation of students with an Individual Educational Plan (IEP) shall be based on their successful attainment of the goals set forth in their IEP.

Legal References: A.C.A. § 6-15-402, A.C.A. § 6-15-1602, A.C.A. § 6-15-2001, A.C.A. § 6-15-2005, A.C.A. § 6-15-2009, State Board of Education, Standards of Accreditation 12.04.3, ADE Rules Governing the ACTAAP and the Academic Distress Program 7.02-7.02.9, 7.03-7.03.7.3

REPORTS TO PARENTS/GUARDIANS (33.0)

- A. Report cards will go home at the end of each 9-week grading period. Progress reports will be sent home at the mid-point in each grading period.
- B. Non-custodial parents with visitation rights may request current scholastic records.

SCHOOL PROPERTY (35.0)

As good citizens, students are obligated to respect and protect all school property and help keep the building, furniture, and school equipment as attractive as possible. If a student is guilty of defacing or destroying school property, he/she will be expected to pay for the property to the extent of replacing as new or as good as new and face disciplinary action.

SCHOOL SPONSORED TRIPS (36.0)

- A. Student will be permitted to return from school-sponsored events with parents upon request of the parents. The parent must present signed written notice to the administrator or his/her designee at the school event.
- B. A student may lose the right to go on school-sponsored trips due to discipline.

SCHOOL TELEPHONE (37.0)

- A. The telephone is a business phone. Students are not to use it for making social arrangements or unnecessary calls. Messages will be delivered to students in case of emergencies. Students are not taken out of class to talk on the phone unless it is an extreme emergency. NOTE: Only the phone in the office shall be used to call home due to an illness.
- B. Parents/guardians and students are asked to make necessary arrangements for after school transportation while at home each morning before coming to school.
- C. Remember to plan ahead for emergencies, because plans often must change. Be sure your child knows what to do on those occasions.

SEARCH, SEIZURE, AND INTERROGATIONS (38.0)

- A. The District respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the District in order to promote an environment conducive to student learning. The superintendent, principals, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy when there is reasonable suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.
- B. School property shall include, but not be limited to, lockers, desks, and parking lots as well as personal effect left there by students. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness; however, searches may be done at any time with or without notice or the student's consent. A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.
- C. The superintendent, principals, and their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs.
- D. A school official of the same sex shall conduct personal searches with an adult witness of the same sex present.
- E. 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 questions, 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.

- F. 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 on student enrollment forms.
- G. In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student’s parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state’s social services agency.

If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-hours telephone number.

Legal Reference: A.C.A. § 6-18-513; A.C.A. § 12-12-509, 510, and 516; A.C.A. § 9-13-104.

SOLICITATIONS-STUDENTS (39.0)

- A. Participation in any fund raising or charity drive sponsored by the school or outside agency shall be entirely voluntary as far as each student is concerned. There shall be no cause for embarrassment to those who do not or cannot participate or contribute.
- B. All fund raising and charity drives sponsored by a school must receive the approval of the principal. In no case will approval be given for such activities during the regular school day.
- C. Distribution of materials, advertisements, and literature through school materials submitted by outside agencies are not to be distributed to the students or sent to the homes unless authorization of such distribution has come from the Superintendent of schools.

SPECIAL SERVICES (40.0)

Many special services are available to assist your child. Some of the services available include:

- | | |
|-------------------------------|----------------------------|
| Media Center Personnel | Guidance Counselors |
| Talented and Gifted Personnel | Physical Education |
| Title I Services | Special Education Services |
| School Nurse | Food Services |

STUDENT COUNCIL REPRESENTATIVES (40.1)

Students who wish to become members of the Student Council must sign-up during the second week of school and must meet specific criteria. Students must have at least a “C” average, no failing grade, demonstrate good citizenship, have no record of disciplinary problems, and demonstrate a willingness to work with both students and faculty.

STUDENT HANDBOOK (41.0)

It shall be the policy of the Dollarway School District that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this District.

In the event there is a conflict between the student handbook and a general Board policy or policies, the more recently adopted language will be considered binding and controlling on the matter provided the parent(s) of the student is eighteen (18) years of age or older have acknowledged receipt of the controlling language.

STUDENT HEALTH SERVICES (42.0)

- A. The District shall provide a health service program under the direction of a licensed nurse. The program shall include screening, referral, and follow-up procedures for all students. Facilities, equipment, and materials necessary for the operation of the program shall be provided at each school. Current health appraised records for all students will be maintained in accordance with guidelines provided by the Arkansas Department of Education.
- B. If your child should have a medical condition that requires medical attention during the school day, please complete the appropriate form located in the back of the book.
- C. Each school shall take proper measures to ensure the safety of all students and protect those students against injuries which may occur in or on the school facilities or site.

COMMUNICABLE DISEASES AND PARASITES (42.1)

- A. Students with communicable diseases or with parasites shall demonstrate respect for other students by not attending school while they are contagious. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.
- B. The parents or legal guardians of students found to have lice or nits will be asked to pick their child up at school. The parents or legal guardians will be given information concerning the eradication and control of head lice. Before students may be readmitted following an absence due to head lice, the school nurse of designee shall examine the student to make sure they are free of any lice or nits.
- C. Each school may conduct screenings for students for head lice as needed. The screenings shall be conducted in a manner that respects the confidentiality of each student.

PHYSICAL EXAMINATION OR SCREENING (42.2)

- A. The Dollarway School District may provide from time to time for the administration of physical exams, screenings, or Body Mass Index testing of its students. The intent of the exams or screenings shall be to detect contagious or infectious diseases or defects in hearing, vision, or other elements of health that would adversely affect the students' ability to achieve to their full potential.
- B. The District shall notify parents, at least annually, of the specific or approximate dates of any non-emergency, physical examination or screening that is:
 - 1. Required as a condition of attendance;
 - 2. Administered by the school and scheduled by the school in advance;
 - 3. Not necessary to protect the immediate health and safety of the student or of other students.

For the purposes of this policy, "Invasive Physical Examination" is defined as any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

- C. 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 the form provided or by providing certification from a physician that he/she has recently examined the student.
- D. A student may be required to pass a physical exam before being allowed to participate in certain extracurricular activities to help ensure they are physically capable of withstanding the rigors of the activity. It is understood that students who refuse to take such an exam will not be allowed to participate in the desired activity.

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

F. The form to decline physical examination can be found in the back of this book.

Legal References: A.C.A. § 6-18-701 (b), (c), (f) 20 USC § 1232h (c) [NCLB Act of 2001 Part F, Section 1061 (c) (1)(D), (2)(A)(i)(ii)(B)(C)(iii)(I)(II)(III), (4)(B)(ii), (5)(B), (6)(B)(C)]

STUDENT ILLNESS/ACCIDENT (42.3)

- A. If a student becomes too ill to remain in class and/or could be contagious to other students, the principal or designee will attempt to notify the student's parent or legal guardian. The student will remain in the school's health room or a place where he/she can be supervised until the end of the school day or until the parent/legal guardian can check the student out of school.
- B. If a student becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make sure contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical care facility.

The school assumes no responsibility for treatment of the student. When available, current, and applicable, the students' emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date.

STUDENT MEDICATION (42.4)

- A. 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.
- B. Unless authorized to self-administer, students are not allowed to carry any medications while at school. The parent or legal guardian shall bring the student's medication to the nurse, or in the absence of the nurse, to the principal's office. Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage frequency, and instruction for the administration of the medication (including times).
- C. 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.
- D. Students who have written permission from their parent/guardian and a licensed health care practitioner to self-administer either an asthma inhaler or auto-injectable epinephrine, or both and have a current consent form on file shall be allowed to carry and self-administer such medication while in school or at an on-site school sponsored activity. Students are prohibited from sharing, transferring, or in any way diverting his/her medication to any other person. The parent/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.
- E. Non-prescription medications may be given to students upon the decision of the principal or the nurse or their designee(s). Such medications must be in the original container, clearly labeled and accompanied by a written authorization form signed by the parents or legal guardians that include the student's name, the name of the medication, the dosage and instructions for the administration of the medication (including times).
- F. The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be destroyed by the nurse with a witness present.

Legal References: Ark. State Board of Nursing: School Nurse Roles and Responsibilities A.C.A. § 6-18-707

STUDENT ORGANIZATIONS/EQUAL ACCESS (43.0)

- A. Non-curriculum related secondary school organizations wishing to conduct meetings on school premises during non-instructional time shall not be denied equal access on the basis of the religious, political, philosophical, or other content of the speech at such meetings. Such meetings must meet the following criteria.
1. The meeting is to be voluntary and student initiated.
 2. There is no sponsorship of the meeting by the school, the government, or its agents or employees.
 3. The meeting must occur during non-instructional time.
 4. Employees or agents of the school are present at religious meetings only in a non-participatory capacity.
 5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school.
 6. Non-school persons may not direct, conduct, control, or regularly attend activities of student groups.
- B. All meetings held on school premises must be scheduled and approved by the principal. The school, its agents, and employees retain the authority to maintain order and discipline, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- C. Fraternities, sororities, and secret societies are forbidden in the District's schools. Membership to student organization shall not be by a vote of the organization's members, nor be restricted by the student's race, religion, sex, national origin, or other arbitrary criteria.

STUDENT PUBLICATIONS (44.0)

- A. All publications that are supported financially by the school or by use of school facilities or are produced in conjunction with a class shall be considered school-sponsored publications. School publications do not provide a forum for public expression. Such publications, as well as the content of student expressions in school-sponsored activities, shall be subject to the editorial control of the District's administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations.
1. Advertising may be accepted for publications that do not condone or promote products that are inappropriate for the age and maturity of the audience or that endorse such things as tobacco, alcohol, or drugs.
 2. Publications may be regulated to prohibit writings which are in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased, or prejudiced, vulgar or profane, or unsuitable for immature audiences.
 3. Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.
 4. Prohibited publications include:
 - a. Those that are obscene to minors
 - b. Those that are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard of the truth
 - c. Those that constitute an unwarranted invasion of privacy as defined by state law
 - d. Publications that suggest or urge the commission of unlawful acts on the school premises
 - e. Publications which suggest or urge the violation of lawful school regulations
 - f. Hate literature that scurrilously attacks ethnic, religious, or racial groups

- B. Student publications that are displayed on school web pages shall follow the same guidelines as listed above, plus they shall not contain any non-educational advertisements.
 - 1. Adhere to the restrictions regarding use of Directory Information as prescribed in Policy 4.13 including not using a student's photograph when associated with the student's name unless written permission has been received from the student's parent or student if over the age of 18.
 - 2. State that the views expressed are not necessarily those of the School Board or the employee of the district.

C. Student Distribution of Non-School Literature Publications, and Materials:

A student or group of students who distribute ten (10) or fewer copies of the same non-school literature, publications, or materials (hereinafter "non-school materials") shall do so in a time, place, and manner that does not cause a substantial disruption of the orderly education environment. A student or group of students wishing to distribute more than ten (10) copies of non-school materials shall have school authorities review their non-school materials at least three (3) school days in advance of their desire time of dissemination. School authorities shall review the non-school materials prior to their distribution and will bar from distribution those non-school materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services.

Materials may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial of distribution by the principal shall be heard by the superintendent or his designee, whose decision shall be final. The superintendent shall review non-school publications prior to their distribution and will bar from distribution those materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Materials may also be barred from distribution if there is evidence that reasonably supports a forecast that disruption will likely result from the distribution.

Legal References: A.C.A. § 6-18-1202, 1203, & 1204
Tinker v. Des Moines ISD, 393 U.S. 503 (1969)
Bethel School District No. 403 v. Fraser, 478 U.S. 675 (1986)
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)

STUDENT VEHICLES (Grades 9-12) (46.0)

- A. Students who have presented a valid driver's license and proof of insurance to the appropriate office personnel may drive their vehicle to school. Vehicles driven to school shall be parked in the area designated for student parking.
- B. Students are not permitted to loiter in parking area and are not to return to their vehicles for any reason unless given permission to do so by a school administrator.

Penalty: 1st Offense – Violators will have to attend a parent conference.
2nd Offense – Violators will lose their privilege to drive for the remainder of the semester

- C. It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other items prohibited by District policy found in their vehicle. Any student parking a vehicle on campus is granting permission for school or law enforcement authorities to search that vehicle.
- D. Parking decals can be purchased for \$5.
- E. Vehicles parked anywhere but in its assigned spot without prior permission from an administrator will be subject to a parking fine or loss of parking privileges. The vehicle may be towed at the owner's expense.
- F. There shall be no loud music or noise from any vehicle.

- G. Only students enrolled in grades 9 through 12 shall be able to purchase a parking decal.
- H. Dollarway High School and the Dollarway School District are not responsible for damages or theft while vehicles are parked on Dollarway School District property.

SUPPLIES AND TEXTBOOKS (47.0)

- A. Each student will furnish his/her own school supplies. Parents/guardians should check with their student periodically to determine if additional supplies are needed.
- B. Textbooks are provided for student use free of charge. Students are responsible for lost or damage books and will be expected to pay for replacements.

TECHNOLOGY (48.0)

COMPUTER USE POLICY (48.1)

- A. The Dollarway School District makes computers and/or computer internet access available to students to permit students to perform research and to allow students to learn how to use computer technology. **Use of the District's computer is for educational and/or instructional purposes only.** It is the policy of the District to equip each computer with internet filtering software designed to prevent users from accessing material that is harmful. No student will be granted internet access until and unless a computer-use agreement, signed by both the student and the parent or legal guardian {if the student is under the age of eighteen (18)} is on file. The current version of the computer use agreement is incorporated by reference into Board policy and is considered part of the student handbook.
- B. Students are advised that they enjoy no expectation of privacy in any aspect of their computer use including email and that monitoring of student computer use is continuous.

Students who misuse District-owned computers or internet access in any way, including using computers except as directed or assigned by staff or teachers, using computers to violate any other policy or contrary to the computer use agreement, attempting to defeat or bypass internet filtering software, using computers as a form of electronic bullying, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action as specified in the student handbook and/or computer use agreement.

- C. Students found guilty of plagiarizing another student's computer assignment or plagiarizing by downloading from the internet, are subject to academic penalties up to and including loss of course credit and loss of computer use privileges.
- D. Required Computer Use Form in the Appendix.

WEBSITE PRIVACY POLICY (48.2)

- A. The Dollarway School District operates and maintains a website for the purpose of informing the citizens of the District about its activities. The website does not use "cookies" or **ISP** addresses to collect or retain personally identifying information about visitors to its website nor is any information given to "third parties". Any data collected is used solely for the purpose of monitoring site activity to help the District improve the usefulness of the site to its visitors.
- B. The site serves no commercial purpose and does not collect any information from individuals for such purposes.
- C. Photographs of students shall not be displayed on any page of the District's website without the prior written consent of the parent (or the student if 18 or older).

- D. The site provides for email communication between the District and individuals for the purpose of exchanging information regarding the District and its activities or between teachers and their students. The site may also provide for password protected communication between the District and its staff.

Legal References: 15 U.S.C. § 6501 (COPPA)

TRANSPORTATION (49.0)

IT IS A PRIVILEGE TO RIDE A SCHOOL BUS, NOT A RIGHT!

- A. The Dollarway School District will provide the best transportation program possible for the greatest number of students. Only those students residing in the school district who are attending school are eligible for bus transportation.
- B. All students will be assigned a section of the bus in which to sit, beginning with the elementary school students, middle school, and high school students. The first row of the bus may be used to assign seats to students who require close supervision regardless of their school assignment.
- C. General rules for riding the school bus:
1. Be at your bus stop five minutes prior to your estimated pickup time and stand a safe distance from the road.
 2. Do not play on the roadways while waiting for the bus.
 3. Wait until the bus stops and the driver signals it is safe to approach or cross in front of the bus.
 4. Always cross the road in front of the bus where the driver can see you. Never cross the road behind the bus.
 5. Wait until the bus leaves the area before you cross the road to check the mail.
 6. If you miss the bus, you must return home and **NOTIFY YOUR PARENT.**
 7. Enter and leave the bus quickly and orderly.
 8. The school bus is an extension of the classroom, and all classroom rules of conduct apply.
 9. While riding the bus
 - a. All students are to follow the directions of the bus driver all times.
 - b. Respect your driver. ***Act 814 of 1997 makes it unlawful for any person or persons to threaten, curse, or use abusive language to a school bus driver in the presence of students.***
 - c. Respect the rights of other riders—no harassment or intimidation of other riders will be tolerated.
 - d. Find your seat and remain seated and facing forward while the bus is moving.
 - e. Keep bus aisles clear of books, bags, feet, legs, etc. at all times.
 - f. No balloons, flowers, or other items that cannot be stored in a backpack will be permitted on the bus.
 - g. Speak softly; no loud or distracting noises are allowed.
 - h. Any act that jeopardizes the safety of students on the bus is prohibited.
 - i. No food, drinks, candy or gum will be allowed on the bus.
 - j. Do not bring water guns, rubber bands, or any shooting devices on the bus.
 - k. Do not put hands, arms, legs, or head out the windows or doors.
 - l. Do not throw objects in the bus or out the windows of the bus.
 - m. No drugs, alcohol, or tobacco products of any kind is allowed on the bus.
 - n. No matches, lighters, or other flammable materials are allowed on the bus.
 - o. Do not tamper with emergency windows doors, or other safety equipment on the bus.
 - p. The use of cell phones is **prohibited** on school buses transporting students to and from school during the defined school day.
 - q. No vandalism to school or personal property is allowed

Act 36 of 1987 makes the parents of a minor child responsible for reimbursing the school for any damages caused by the minor child up to \$5,000

- D. Students will not be permitted to ride the bus out of uniform. Students are to be fully dressed in their school uniform upon entering the bus.
- E. Reporting disciplinary problems—students causing discipline problems on the bus will be reported to the District administration. They will be handled as School Bus Behavior Problems.
For offenses determined severe in nature, the District has the right to immediately deny a student bus privileges.

NOTICE: Any student who needs to ride a different bus than his/her own for any specific reason or who does not ride a bus regularly and needs to ride a bus for any specific reason must have a written request signed one day in advance by the parents or guardian and approved by the Director of Transportation before he/she will be allowed on a bus other than his/her regular bus.

If you have any questions or concerns, please contact the transportation director at 870-534-7003.

USE OF STUDENTS BY COMMUNITY ORGANIZATIONS (50.0)

Community organizations wishing to use students in speeches, programs, etc. shall make their request known to the appropriate principal at least one week in advance. **These students shall be excused only when the permission of the parent is given.** The principal shall ensure that a minimum of classes will be missed by the student. The absence cannot be scheduled during any state mandated test.

VIDEO SURVEILLANCE (51.0)

- A. 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.
- B. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras in any District building, on District property, and in District buses and vehicles. Video recorder placements shall be based on the presumption and belief that students, staff, and visitor have no reasonable expectation of privacy in areas or at events that occur in plain view of other students, staff, or visitors.
- C. Signs shall be posted on campus building 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.
- D. The District **MAY** retain copies of video recordings for a minimum of two (2) weeks before they are erased which may be accomplished by either deletion or copying over with a new recording. Parents wishing to view a video recording need to be aware that it may not be available after the two-week period unless the video contains evidence of misconduct.
- E. Video recordings shall be considered student education records and any release or viewing of such records shall be in accordance with current law. 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 has been settled.
- F. Student who vandalize, damage, disable, or render inoperable surveillance cameras and equipment shall be subject to appropriate disciplinary action and referred to appropriate law enforcement authorities.

NOTE: While 34 CFR 99.3 exempts records of law enforcement units (which for the purposes of this policy would include SORs, 34 CFR 99.8 (b) effectively negates that exemption in relation to this policy with the following language.

(2) Records of law enforcement unit does not mean...

- i. Records created by a law enforcement unit for a law enforcement purpose that are maintained by a component of the educational agency or institution other than the law enforcement unit, or;*
- ii. Records created and maintained by a law enforcement unit exclusively for a non-law enforcement purpose, such as disciplinary action or proceeding conducted by the educational agency or institution.*

The law goes on to say that education records retain their status as such even when in the possession of a law enforcement unit and thus remains subject to the restrictions on the release of education records contained in FERPA.

In short, you cannot deny access to the video recordings that may be used for student or staff disciplinary purposes by “hiding” them in your school’s law enforcement unit. Districts may select a time frame that works for the District, but you may not destroy any recordings as long as there is an outstanding request to inspect and review them (34 CFR 99.10). You must permit viewing of educational records within a “reasonable” period of time, but in no case may it be longer than 45 days (34 CFR 99.10)

The issues involved in parental rights to viewing videos are complicated but the Family Policy Compliance Office (FPCO) of the Family Educational and Right Act (FERPA) has recently simplified the matter. A video of, for example, a fight between two (or even several) students in which other students happen to have been incidentally included in the background of the video generates the following viewing conditions.

- A. Either both of the students’ parents may view the video without first having to receive permission from the other student’s parent(s). None of the parents of the “incidental” students have to give their permission for the viewing of the video by the “involved” students’ parents.
- B. If a student’s parent lives beyond a reasonable distance to physically come to view the video, the “District” may mail the video to a “receiving” school near the parent where the parent may view the video and then the receiving school will mail the video back to your District. The personnel at the receiving school should not view the video but merely arrange for the parent to view it by himself/herself.
- C. The District is not obligated to give a copy of the video to the parent or their lawyer. If, however, you choose to give the parent a video, you are obligated to go through all of the hoops that are used to be case for simple viewing of the video.
- D. Specifically, faces of the “involved” students other than that of the parent’s student must be redacted or else you will have to receive written permission from the parents of the other involved students.
- E. Remember that the rights of the parents transfer to the students once the student turns eighteen (18).
- F. Once the video has been viewed by the parties requesting to view it, the law does not require you to keep the video. Common sense would suggest, however, retaining the video at least until the disciplinary process is completed.

Legal References: 20 USC 1232 (g), 34 CFR 99.3, 4, 5, 7, 8, 10, 12, 31

Attention Parents

Please review, complete, sign, and return all forms to your child's homeroom teacher within one (1) week after the student receives the handbook.

Forms

- Parent/Student Statement of Responsibility;
Student Handbook Receipt Verification Form
- Corporal Punishment Signature Page
- DSD Website Privacy Policy Signature Page
- Objection to Publication of Directory Information
- Student Computer Use Agreement
- Transportation Policy Signature Page
- Student Internet Use Agreement

Additional Forms

- Student Bullying Report Form
- Health Forms

DOLLARWAY SCHOOL DISTRICT

**PARENT/STUDENT STATEMENT OF RESPONSIBILITY
STUDENT HANDBOOK RECEIPT VERIFICATION FORM**

The statement below must be signed and returned to the homeroom teacher within one (1) week after the student receives it. If after one (1) week the student has not returned the form, he will not be permitted to attend class until he does comply.

We have read the DSD Handbook for Student Conduct and Discipline, and although we may not agree with all the regulations, we understand that the student must adhere to them while he is at school or in attendance at school-sponsored activities.

We acknowledge that we have received the Dollarway School District's policy regarding Smart Core curriculum as a course of study for graduation.

(Student name)

Student Signature

Date

Parent/Guardian Signature

Date

State law (A.C.A. § 6-18-502, A.C.A. § 6-18-505) requires the documentation of student and parent receipt of student discipline policies.

CORPORAL PUNISHMENT – RFFMS/DHS

_____ I object to the use of corporal punishment as a disciplinary measure for my child. I understand the alternative consequence may be a three (3) day out-of-school suspension.

_____ I accept corporal punishment as a disciplinary measure for my child.

Student's Name (printed)

Signature of Parent (or student if 18 or older)

Date

DSD WEBSITE PRIVACY POLICY SIGNATURE PAGE

I hereby grant permission to the Dollarway School District to display the photograph or video clip of me/my student (if student is under the age of eighteen on the District's website including any page on the site or in other District publications without further notice. I also grant the Dollarway School District the right to edit the photograph or video clip at its discretion.

The students' name may be used in conjunction with the photograph or video clip. It is understood, however, that once the photograph or video clip is displayed on a website, the District has no control over how the photograph or video clip is used or misused by persons with computers accessing the District's website.

Student Name (Printed)

Signature of Student (required if student is
under 18)

Date

Signature of Parent (or student if 18 or older)

Date

OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION

Not to be filed if the parent/student has no objection

I, the undersigned, being a parent of a student or a student eighteen (18) years of age or older, hereby note my objection to disclosure or publication by the Dollarway School District of directory information as defined in Policy No. 4.13 (Privacy of Students' Records) concerning the student named below.

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

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

I object and wish to deny the disclosure or publication of directory information to: Deny disclosure to military recruiters:

Deny disclosure to institutions of postsecondary education: _____ Deny disclosure to potential employers:

Deny disclosure to all public and school sources: _____
Selecting this option will prohibit the release of directory information to the three categories listed above along with all other public sources (such as newspapers), **AND** result in the student's directory information **not** being included in the school's yearbook and other school publications.

Deny disclosure to all public sources: _____
Selecting this option will prohibit the release of directory information to the first three categories listed above along with all other public sources (such as newspapers), but permit the student's directory information **to be included** in the school's yearbook and other school publications.

Student Name (printed)

Signature of Parent (or student if 18 or older)

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

STUDENT COMPUTER USE AGREEMENT

Student Acceptable Use and Internet Safety Policy Agreement Form

The Dollarway School District agrees to allow the student identified below to use the District's technology and access the internet in accordance with the District's Acceptable Use and Internet Safety Policy.

This form must be completed in its entirety before students attending the Dollarway School District can use any computer or any network available at the District campuses. The application must be returned to the Media Specialist at your campus and kept on file.

_____ Student Name

_____ School _____ Grade

_____ Parent/Guardian Name (Print)

Parent/Guardian Consent/Waiver (Must be completed for all student applications 18 years and younger)

As the parent/guardian of the student named above, I have read the Acceptable Use and Internet Safety Policy for the Dollarway School District. I understand that this access is designed for educational purposes and that the Dollarway School District has taken steps to eliminate access to controversial material. However, I also recognize that due to the very nature of the internet and technology, such material may be obtained. I understand that the responsibility of the supervision of the above named student's activities on the internet and software when not in a school setting lies with us and not the Dollarway School District.

_____ Date
Parent/Guardian Signature

_____ Telephone Number

User Consent

As the above named applicant I have read the District Acceptable Use and Internet Safety Policy for Dollarway School District. I understand and agree to follow the policies as outlined. I agree to use my access in a responsible manner in accordance with the intent of the Dollarway School District.

_____ Date
User Signature

STUDENT INTERNET USE AGREEMENT

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

School _____ Date _____

The Dollarway School District agrees to allow the student identified above ("Student") to use the district's technology to access the Internet under the following terms and conditions:

Conditional Privilege: The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet unless the Student and his/her parent or guardian have read and signed this agreement.

Acceptable Use: The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.

Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action. [Note: A.C.A. § 6-21-107 requires the district to have "...provisions for administration of punishment of students for violations of the policy with stiffer penalties for repeat offenders, and the same shall be incorporated into the district's written student discipline policy." You may choose to tailor your punishments to be appropriate to the school's grade levels.]

4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:

- A. using the Internet for other than educational purposes;
- B. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
- C. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
- D. making unauthorized copies of computer software;
- E. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
- F. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
- G. posting anonymous messages on the system;
- H. using encryption software;
- I. wasteful use of limited resources provided by the school including paper;

- J. causing congestion of the network through lengthy downloads of files;
 - K. vandalizing data of another user;
 - L. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
 - M. gaining or attempting to gain unauthorized access to resources or files;
 - N. identifying one self's with another person's name or password or using an account or password of another user without proper authorization.
 - O. invading the privacy of individuals;
 - P. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email. Personally identifying information includes full names, address, and phone number.
 - Q. using the network for financial or commercial gain without district permission;
 - R. theft or vandalism of data, equipment, or intellectual property;
 - S. attempting to gain access or gaining access to student records, grades, or files;
 - T. introducing a virus to, or otherwise improperly tampering with the system;
 - U. degrading or disrupting equipment or system performance;
 - V. creating a web page or associating a web page with the school or school district without proper authorization;
 - W. providing access to the District's Internet Access to unauthorized individuals;
 - X. failing to obey school or classroom Internet use rules; or
 - Y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
 - Z. Installing or downloading software on district computers without prior approval of technology director or his/her designee.
5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or the Internet including penalties for copyright violations.
 6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.
 7. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the student.

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

Student's Signature: _____ Date _____

Parent/Legal Guardian Signature: _____ Date _____

TRANSPORTATION POLICY SIGNATURE PAGE

As a parent and/or guardian, I do hereby acknowledge having received the DSD transportation policy located in the student handbook.

Signature of Parent _____ Date

Student Name _____

Address _____

City, State, Zip _____

School Now Attending _____

Number Bus _____
Grade



STUDENT BULLYING REPORT FORM

Instructions:

Please complete **both** pages, responding only to the questions that you feel comfortable answering and are able to accurately answer. You may choose to include your name at the bottom of the form or may submit it anonymously. Please note that the district's ability investigate an anonymous complaint may be limited, and the District prohibits retaliation against anyone who files a bullying report.

Describe what happened/what is happening:

[Large blue text area for describing the incident]

When did it happen?

- Before school
- During school
- After school
- Unsure

Date:

[Date input field]

Time:

[Time input field]

am pm

Where did it happen?

- In the school building (list specific room): [Text input field]
- On the school playground
- In the school parking lot
- On the school bus
- Online

At a school event (list specific event): [Text input field]

[Text input field for event]

Other (please specify):

[Text input field for other]

Unsure

Who was committing the bullying (if you don't know the bully's name(s) describe him/her?)

[Large blue text area for describing the perpetrator]

Who was the victim of the bullying (if you don't know his/her name, describe him/her?)

[Large blue text area for describing the victim]

Did anyone else witness the bullying (if yes, please list)?

- Yes
- No
- Unsure

[Large blue text area for listing witnesses]

Were you or others physically hurt (please explain)?

- Yes
- No
- Unsure

[Large blue text area for explaining physical harm]

Was there damage to anyone's personal property?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	
Have you or the victim missed any school or made any changes to your daily routine as a result of the incident(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	
Have you told anyone about the bullying?	<input type="checkbox"/> Parent <input type="checkbox"/> Babysitter <input type="checkbox"/> Brother/sister <input type="checkbox"/> Other family member:	<input type="checkbox"/> Teacher <input type="checkbox"/> Other school staff: <input type="checkbox"/> Other:
Have you previously filed a bullying report (this information is used to determine if retaliation is occurring)?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Your name:		
Your grade and age:		
How can we contact you?	<input type="checkbox"/> Phone:	
	<input type="checkbox"/> Email:	
	<input type="checkbox"/> Other:	

Remember to hit "save" before closing this form. Please print the form and return it to any school staff member, the main office or place it in the bullying report drop box.

SCHOOL CARE PLAN FOR ASTHMATICS

Name _____

Date of Birth _____ Grade _____

Teacher/Homeroom _____

Parent/Guardian _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Pager _____ Mobile Phone _____

Emergency Contact _____ Phone _____

Physician _____ Phone _____

THE FIRST ACTION BY SCHOOL PERSONNEL DURING AN ASTHMA ATTACK IS TO CALM THE STUDENT!!!

Some students may have inhalers prescribed to be given regularly prior to exercise, others daily at a specific time and others on an as needed basis, according to peak flow readings or symptoms. Remember that everyone's asthma is different. Physicians prescribe medicines in different ways to different people.

PLEASE HAVE PHYSICIAN COMPLETE AND SIGN (Please Print)

When _____ is experiencing an asthma attack (wheezing, cyanosis, coughing, shortness of breath, unable to speak complete sentences, etc) school personnel should administer the following medications after measuring the student's peak flow.

1. _____
(Drug) (Amount/Number of Puffs) (Frequency)

Peak Flow after medication: _____

If the student is still experiencing symptoms after _____ minutes, please administer the following medications:

2. _____
(Drug) (Amount/Number of Puffs) (Frequency)

3. _____
(Drug) (Amount/Number of Puffs) (Frequency)

If the student continues to exhibit symptoms, please call 911 and the parent/guardian.

Other comments by the physician that may help the school treat this child's asthma: _____

Personal Best Peak Flow: _____

Physician's Signature _____ (Print Name) _____

Parent's Signature _____



Dollarway School District

Permission from Parent for child to carry His/Her Inhaler

To be completed by the Parent:

I give my child _____ permission to keep his/her inhaler on him/her after proper demonstration of use has been performed by him/her to the school nurse. I understand if improper use of his/her inhaler is identified by any staff members of the Dollarway School District this privilege may be taken from him/her to avoid harm and/or danger to another student or to self.

I understand I must renew this permission slip for my child to keep his inhaler annually with the school.

Parent Signature

Date

SN60b

Dollarway School District Food Allergy Action Plan

SN# _____

Place
Child's
Picture
Here

Student's Name: _____ D.O.B.: _____ Teacher: _____

ALLERGY TO: _____

Asthmatic: Yes* No * Higher risk for severe reaction

◆STEP 1: TREATMENT◆

Symptoms

- If food allergen has been ingested, but no symptoms:
- Mouth Itching, tingling, or swelling of lips, tongue, mouth
- Skin Hives, itchy rash, swelling of the face or extremities
- Gut Nausea, abdominal cramps, vomiting, diarrhea
- Throat† Tightening of throat, hoarseness, hacking cough
- Lung† Shortness of breath, repetitive coughing, wheezing
- Heart† Thready pulse, low blood pressure, fainting, pale, blueness
- Other† _____
- If reaction is progressing (several of the above areas affected), give:

Give Checked Medication**:

(To be determined by physician authorizing treatment)

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Epinephrine | <input type="checkbox"/> Antihistamine |
| <input type="checkbox"/> Epinephrine | <input type="checkbox"/> Antihistamine |
| <input type="checkbox"/> Epinephrine | <input type="checkbox"/> Antihistamine |
| <input type="checkbox"/> Epinephrine | <input type="checkbox"/> Antihistamine |
| <input type="checkbox"/> Epinephrine | <input type="checkbox"/> Antihistamine |
| <input type="checkbox"/> Epinephrine | <input type="checkbox"/> Antihistamine |
| <input type="checkbox"/> Epinephrine | <input type="checkbox"/> Antihistamine |
| <input type="checkbox"/> Epinephrine | <input type="checkbox"/> Antihistamine |

The severity of symptoms can quickly change. † Potentially life-threatening.

DOSAGE

Epinephrine: inject intramuscularly (circle one) EpiPen®, EpiPen® Jr., Twinject™ 0.3 mg, Twinject™ 0.15 mg (see reverse side for instructions)

Antihistamine: give _____
medication/dose/route

Other: give _____
medication/dose/route

◆STEP 2: EMERGENCY CALLS◆

1. Call 911 (or Rescue Squad _____). State that an allergic reaction has been treated, and additional epinephrine may be needed.

2. Dr. _____ at _____.

3. Emergency contacts:

Name/Relationship	Phone Number(s)
a. _____	1.) _____ 2.) _____
b. _____	1.) _____ 2.) _____
c. _____	1.) _____ 2.) _____

EVEN IF PARENT/GUARDIAN CANNOT BE REACHED, DO NOT HESITATE TO MEDICATE OR TAKE CHILD TO MEDICAL FACILITY.

Parent/Guardian Signature _____ Date _____

Doctor's Signature _____ Date _____

(Required)

SN67

School Meal
CERTIFICATION OF DISABILITY
For Special Dietary Needs

PART I (to be completed by the school)

STUDENT'S NAME _____	AGE _____
SCHOOL NAME AND ADDRESS _____ _____	
SCHOOL DISTRICT _____	
SCHOOL PRINCIPAL _____	PHONE: _____
TEACHER _____	FOOD SERVICE MANAGER _____
OTHER TEAM MEMBERS _____	

PART II (to be completed by a licensed physician)

A student with a disability as defined by the Federal regulations for child nutrition programs is one who has a "physical, mental impairment which substantially limits one or more major life activities such as, caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working."

PATIENT'S NAME: _____

DIAGNOSIS: _____

Describe the patient's disability and check the major life activities affected by the disability:

____ *caring for one's self* ____ *seeing* ____ *breathing*
____ *performing manual tasks* ____ *hearing* ____ *learning*
____ *walking* ____ *speaking* ____ *working*
____ *other:* _____

Does the disability restrict the individual's diet? Yes No
If yes, list the food(s) to be omitted, substituted, requiring texture change, or caloric modification. _____

Date

Signature of Physician

IMPORTANT NOTICE TO DOLLARWAY SCHOOL DISTRICT PARENTS/GUARDIANS

New Immunization Requirements for the 2014-15

Please read the new requirements carefully. This will affect **MANY STUDENTS** in our school. Contact your County Health Department or your primary care physician for the required immunizations. Appointments will need to be made, so it is very important to get this done as soon as possible.

**Please make sure your child is in compliance with the new regulations
by September 1, 2014.**

The Arkansas State Board of Health has revised and clarified the immunization requirements under Ark. Code Ann. §§ 20-7-109, 6-18-702, 6-60-501-504, and 20-78-206. The updated requirements for entrance into Kindergarten and grades 1st thru 12th are as follows:

- 4 doses of **DTP/DT/Td/DTaP/Tdap**, with 1 dose on or after the 4th birthday. **ALL STUDENTS K-12th**
- 3 doses of **Polio** vaccine, with 1 dose on or after the 4th birthday. **ALL STUDENTS K-12th**
- 2 doses of **MMR** (measles, mumps, rubella), with 1st dose on or after 1st birthday. **ALL STUDENTS K-12th**
- 3 doses of **Hepatitis B** vaccine. **ALL STUDENTS K-12th**
- 2 doses of **Varicella** with 1st dose on or after 1st birthday. (Physician documentation only for history of disease will be accepted). **ALL STUDENTS K-12th**
- Kindergarten and 1st grade students will be required to have 1 dose of **Hepatitis A**. **KINDERGARTEN AND 1ST GRADE**
- ALL students 11 years and older by September 1st of each year will be required to have a **Tdap** vaccination. **ANY STUDENT AGE 11 AND OVER**
- All 7th graders will be required to have one dose of **MCV4** (Meningococcal) vaccine with a second dose administered at age 16. If not vaccinated prior to age 16 years, 1 dose is required for all students who are age 16 on or before September 1st of each year.

**Immunizations requirements have changed. Please make sure your
child is in compliance for the 2014-15 school year.
For questions or more information, please contact:
The school nurse at your child's school.**

IHP

4900 Dollarway Rd.
Pine Bluff, Arkansas 71602
Phone 870-534-7003 Fax 870-534-7859

INDIVIDUAL HEALTHCARE PLAN

Dollarway School District requires that documentation of student's diagnosis and primary care provider's recommendations are a part of the Individual Healthcare Plan (IHP). Please have your doctor or nurse practitioner complete this form and return it to the school nurse.

Student's Name _____ Date of Birth _____ Grade _____

School _____ Allergies _____

Student's Diagnosis _____

Brief History _____

PROCEDURES AND INTERVENTIONS
(TO BE COMPLETED BY PHYSICIAN OR CLINIC NURSE PRACTITIONER)

1. Health care treatments or procedures required at school: _____

PHYSICIAN MEDICATION(S) ORDERS:

2. *MEDICATION(s) required during school hours:* _____

DOSE: _____ TIME: _____

MEDICATION(s) required during school hours: _____

DOSE: _____ TIME: _____

3. Potential side-effects of medication or treatments: _____

4. Transportation (Handicap bus): _____

5. Suggested environmental modifications (seating in front of room, avoidance of specific allergens, etc.) _____

6. Equipment (List necessary equipment/supplies): A. _____ B. _____

7. Safety Measures: _____

8. Dietary requirements: (Federal form must be completed for school to accommodate.) _____

9. Activity Limitations: _____

Physicians Name (Please Print) _____

Physicians Signature _____ Date Signed _____

Address: _____

Phone #: _____ Fax #: _____

Seizure Action Plan

Effective Date _____

This student is being treated for a seizure disorder. The information below should assist you if a seizure occurs during school hours.

Student's Name _____	Date of Birth _____
Parent/Guardian _____	Phone _____ Cell _____
Other Emergency Contact _____	Phone _____ Cell _____
Treating Physician _____	Phone _____
Significant Medical History _____	

Seizure Information

Seizure Type	Length	Frequency	Description

Seizure triggers or warning signs: _____ Student's response after a seizure: _____

Basic First Aid: Care & Comfort

Please describe basic first aid procedures: _____

Does student need to leave the classroom after a seizure? Yes No

If YES, describe process for returning student to classroom: _____

Basic Seizure First Aid

- Stay calm & track time
- Keep child safe
- Do not restrain
- Do not put anything in mouth
- Stay with child until fully conscious
- Record seizure in log

For tonic-clonic seizure:

- Protect head
- Keep airway open/watch breathing
- Turn child on side

A seizure is generally considered an emergency when:

- Convulsive (tonic-clonic) seizure lasts longer than 5 minutes
- Student has repeated seizures without regaining consciousness
- Student is injured or has diabetes
- Student has a first-time seizure
- Student has breathing difficulties
- Student has a seizure in water

Emergency Response

A "seizure emergency" for this student is defined as: _____

Seizure Emergency Protocol

(Check all that apply and clarify below)

- Contact school nurse at _____
- Call 911 for transport to _____
- Notify parent or emergency contact
- Administer emergency medications as indicated below
- Notify doctor
- Other _____

Treatment Protocol During School Hours (include daily and emergency medications)

Emerg. Med. ✓	Medication	Dosage & Time of Day Given	Common Side Effects & Special Instructions

Does student have a Vagus Nerve Stimulator? Yes No If YES, describe magnet use: _____

Special Considerations and Precautions (regarding school activities, sports, trips, etc.)

Describe any special considerations or precautions: _____

Physician Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Preparticipation Physical Evaluation

HISTORY _____

DATE OF EXAM _____

Name _____		Sex _____	Age _____	Date of birth _____
Grade _____	School _____	Sport(s) _____		
Address _____			Phone _____	
Personal physician _____				
In case of emergency, contact				
Name _____		Relationship _____	Phone (H) _____	(W) _____

**Explain "Yes" answers below.
Circle questions you don't know the answers to.**

- | | Yes | No | | Yes | No |
|--|--------------------------|--------------------------|---|--------------------------|--------------------------|
| 1. Have you had a medical illness or injury since your last check up or sports physical?
Do you have an ongoing or chronic illness? | <input type="checkbox"/> | <input type="checkbox"/> | 10. Do you use any special protective or corrective equipment or devices that aren't usually used for your sport or position (for example, knee brace, special neck roll, foot orthotics, retainer on your teeth, hearing aid)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you ever been hospitalized overnight?
Have you ever had surgery? | <input type="checkbox"/> | <input type="checkbox"/> | 11. Have you had any problems with your eyes or vision?
Do you wear glasses, contacts, or protective eyewear? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are you currently taking any prescription or nonprescription (over-the-counter) medications or pills or using an inhaler?
Have you ever taken any supplements or vitamins to help you gain or lose weight or improve your performance? | <input type="checkbox"/> | <input type="checkbox"/> | 12. Have you ever had a sprain, strain, or swelling after injury?
Have you broken or fractured any bones or dislocated any joints?
Have you had any other problems with pain or swelling in muscles, tendons, bones, or joints?
<i>If yes, check appropriate box and explain below.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you have any allergies (for example, to pollen, medicine, food, or stinging insects)?
Have you ever had a rash or hives develop during or after exercise? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Head <input type="checkbox"/> Elbow <input type="checkbox"/> Hip
<input type="checkbox"/> Neck <input type="checkbox"/> Forearm <input type="checkbox"/> Thigh
<input type="checkbox"/> Back <input type="checkbox"/> Wrist <input type="checkbox"/> Knee
<input type="checkbox"/> Chest <input type="checkbox"/> Hand <input type="checkbox"/> Shin/calf
<input type="checkbox"/> Shoulder <input type="checkbox"/> Finger <input type="checkbox"/> Ankle
<input type="checkbox"/> Upper arm <input type="checkbox"/> Foot | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you ever passed out during or after exercise?
Have you ever been dizzy during or after exercise?
Have you ever had chest pain during or after exercise?
Do you get tired more quickly than your friends do during exercise?
Have you ever had racing of your heart or skipped heartbeats?
Have you had high blood pressure or high cholesterol?
Have you ever been told you have a heart murmur?
Has any family member or relative died of heart problems or of sudden death before age 50?
Have you had a severe viral infection (for example, myocarditis or mononucleosis) within the last month?
Has a physician ever denied or restricted your participation in sports for any heart problems? | <input type="checkbox"/> | <input type="checkbox"/> | 13. Do you want to weigh more or less than you do now?
Do you lose weight regularly to meet weight requirements for your sport? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Do you have any current skin problems (for example, itching, rashes, acne, warts, fungus, or blisters)? | <input type="checkbox"/> | <input type="checkbox"/> | 14. Do you feel stressed out? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Have you ever had a head injury or concussion?
Have you ever been knocked out, become unconscious, or lost your memory?
Have you ever had a seizure?
Do you have frequent or severe headaches?
Have you ever had numbness or tingling in your arms, hands, legs, or feet?
Have you ever had a stinger, burner, or pinched nerve? | <input type="checkbox"/> | <input type="checkbox"/> | 15. Record the dates of your most recent immunizations (shots) for:
Tetanus _____ Measles _____
Hepatitis B _____ Chickenpox _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Have you ever become ill from exercising in the heat? | <input type="checkbox"/> | <input type="checkbox"/> | FEMALES ONLY | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Do you cough, wheeze, or have trouble breathing during or after activity?
Do you have asthma?
Do you have seasonal allergies that require medical treatment? | <input type="checkbox"/> | <input type="checkbox"/> | 18. When was your first menstrual period? _____
When was your most recent menstrual period? _____
How much time do you usually have from the start of one period to the start of another? _____
How many periods have you had in the last year? _____
What was the longest time between periods in the last year? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | Explain "Yes" answers here: _____

_____ | | |

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

Signature of athlete _____ Signature of parent/guardian _____ Date _____

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Preparticipation Physical Evaluation

PHYSICAL EXAMINATION

Name _____		Date of birth _____	
Height _____	Weight _____	% Body fat (optional) _____	Pulse _____ BP _____ / _____ (____ / ____)
Vision R 20/ _____	L 20/ _____	Corrected: Y N	Pupils: Equal _____ Unequal _____

	NORMAL	ABNORMAL FINDINGS	INITIALS*
MEDICAL			
Appearance			
Eyes/Ears/Nose/Throat			
Lymph Nodes			
Heart			
Pulses			
Lungs			
Abdomen			
Genitalia (male only)			
Skin			
MUSCULOSKELETAL			
Neck			
Back			
Shoulder/arm			
Elbow/forearm			
Wrist/hand			
Hip/thigh			
Knee			
Leg/ankle			
Foot			

* Station-based examination only

CLEARANCE

- Cleared
- Cleared after completing evaluation/rehabilitation for: _____

Not cleared for: _____ Reason: _____

Recommendations: _____

Name of physician (print/type) _____ Date _____

Address _____ Phone _____

Signature of physician _____, MD or DO

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**DOLLARWAY SCHOOL DISTRICT
EMERGENCY MEDICAL TREATMENT AUTHORIZATION FORM**

PURPOSE: To enable Parents/Guardians to authorize the provision of emergency treatment for students who become ill or injured while under school authority, when Parents/Guardians cannot be reached. Student information will be provided to proper emergency authorities if necessary.

Student Name: Last: _____ First: _____ Middle: _____

School: _____ Grade: _____ Birthdate: _____

Street Address: _____ State: _____ Zip Code: _____

Parent/Guardian Name (Please print): _____ Relationship: _____

Phone #s: Home: _____ Cell: _____ Cell: _____ Work: _____

Alternate Contact: Name: _____ Ph#: _____

In the event reasonable attempts to contact me at the above numbers have been unsuccessful, I hereby give my consent for:

1. The transfer of my child via ambulance to the hospital for emergency medical treatment.
2. The administration of any treatment deemed necessary by the attending emergency personnel, i.e. EMS responders, ER physicians, etc. You may contact my child's primary care physician or dentist if necessary to obtain medical information.

Primary Care Physician: Dr. _____ Ph#: _____
Primary Dental Physician: Dr. _____ Ph#: _____

*Facts concerning the child's medical history including Allergies, Medications being taken, physical impairments, etc. to which a physician should be alerted: _____

Student's Medicaid/ARKids Number: _____
or

I have insurance with: _____ Insurance #: _____
(Name of Insurance Company)

LEGAL ALERTS: In order to protect your child's health information are there any Court Orders, Custody Orders, Restraining Orders, etc. pertaining to your child that we need to be aware of? Yes: _____ No: _____
If yes, please provide general explanation and a copy of the orders/directives must be furnished to the school: _____

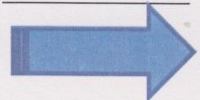
Health information must be updated annually or as changes in health condition(s) or treatment occurs.

By signing below, I acknowledge the above information to be correct. I give permission for appropriate staff to be notified of my child's health information as deemed necessary by DSD Health Services.

PARENT/GUARDIAN SIGNATURE: _____ **Date:** _____

SN 3

OVER to complete page 1



James Matthews Pre-K Academy



2014-2015

WELCOME TO JAMES MATTHEW'S PRE-K ACADEMY

James Matthew's Pre-K Academy is a quality approved program, licensed through the Arkansas Department of Health and Human Services. Each Pre-K classroom is lead by a certified teacher holding a P-4 Arkansas Teaching License. Also in each classroom, are highly qualified paraprofessionals to assist in the care and education of each student. The funding source for early childhood education in Arkansas is the Arkansas Better Chance for School Success. James Matthew is proud to be a part of this huge step toward increasing school and lifelong success of our children.

I. REGISTRATION AND ENROLLMENT

A. Registration

The parent must complete a registration packet and submit it to James Matthews Elementary School Pre-K Office. Once it is determined that a child meets the qualifying requirements for the Pre-K program, parents will be notified in writing that their child has a reserved space. Space is filled on a first come, first served basis. Qualifying registered children who cannot be immediately enrolled due to lack of space in the classrooms will be placed on a wait list. Since Pre-K has an open enrollment, children may register for Pre-K at any time. Children must be four years old by **August 1st** to be eligible for enrollment in Pre-K.

Parents of children who are on the wait list will be contacted at such time as space for their child becomes available. Prior to the child's first day of attendance, the parent(s) will have a conference with the Pre-K teacher. All contact and emergency forms must be completed and submitted to the school office. This is mandatory. The Pre-K director expects all records on Pre-K students to be kept current. Parents must provide new information to the school regarding items such as: emergency contact persons, living arrangements, employers' phone numbers, and arrival/departure changes.

B. Withdrawal from the PreK Program

If a child has been absent from the Pre-K program for ten consecutive days without contact from the parents, he/she will be dropped from the program. The parents will be notified in writing and will have to complete a new registration form to reenroll the child in the program or be placed on the Pre-K waiting list.

C. Absence/Attendance Policy

Regular attendance is expected of each participant in the Pre-K programs. Daily attendance is an important piece of each child's social and emotional development. It helps prepare them for responsibilities and through interaction with peers and adults in the school setting; they are able to ensure an enriched educational and social experience. If your child will not be attending the Pre-K program because of a scheduled appointment or other planned absences, please notify the school office in advance.

D. Release of Children

Parents or guardians picking children up before the end of the school day will be required to show identification, if requested. Students may be signed out in the child's classroom. Students cannot leave school during the day without the signature of an appropriate responsible adult. School personnel are prohibited from signing your child in or out.

E. Arrival and Dismissal

Pre-K students must be escorted into the building and signed in at the beginning of each school day by parents or an adult designee. Students may not be dropped off outside the building or signed in by siblings. There will be no exceptions to this policy.

Car Riders. No child will be allowed to walk to their vehicle unattended. They must be accompanied by an adult. This is a safety measure that is taken to ensure the continued health of children and is non-negotiable. Students must be picked up by 2:45 p.m.

II. HEALTH, SAFETY, AND NUTRITION

A. Food Services

A healthy breakfast, lunch, and snack will be available each day for Pre-K children. If your child brings his lunch, please ensure that it is nutritionally balanced.

III. REPORTING CHILD ABUSE AND MALTREATMENT

According to Arkansas School Law Statute 12-12-507: (b) When any of the following has a reasonable cause to suspect that a child has been subjected to child maltreatment, including abuse or neglect, or has died as a result of child maltreatment, or who observes a child being subjected to conditions or circumstances that would reasonably result in child maltreatment, he or she shall immediately notify the child abuse hotline:

1-800-482-5964.

***Listed as number 21 - A school counselor 22 - A school official**

A teacher in Dollarway Schools follows all guidelines and policies as set forth by the State of Arkansas.

IV. RELIGIOUS ACTIVITIES

To assure that no religious activity is paid or subsidized by public funds or occurs in any manner suggesting governmental endorsement of any religion or message:

- (a) ABC funds must be used exclusively to support allowable ABC program costs incurred to provide non-religious instruction and activities during the ABC day; and
- (b) No religious activity may occur during any ABC day regardless of the source of funds used to support the activity.

PRE-K HANDBOOK

Please sign and Return to School

I have received the Pre-K Handbook and discussed the rules with my child.

Signature of Parent/Guardian

Name of Student

Teacher

Pre-K is funded by Arkansas Better Chance (ABC) which is developmental appropriate early child care and educational program for children three (3) and four (4) years of age.

JAMES MATTHEWS ELEMENTARY SCHOOL

STUDENT HANDBOOK

2014 2015



James Matthews Elementary School
4501 Dollarway Road
Pine Bluff, AR 71062

Dear Parent:

The James Matthews Elementary School Handbook (K-1st) has been developed because each school should have a handbook that is suited to its particular needs. This handbook is intended to bring together under one cover all procedures, policies, and responsibilities of the school, staff, and students. I am elated to work with the staff, students, parents, and community. Please contact 534-0726, if you have any questions.

You should read the handbook. Act 104 of 1983 requires that you acknowledge receipt of the handbook.

This form must be signed by the student and the parent/guardian and returned to James Matthews Elementary School by August 20, 2014.

_____, Principal
James Matthews Elementary School

Cut, sign and return to the James Matthews Elementary School

Parent Signature

Student Signature

Print Parent's Name

Print Student Signature

Date

K **1st**
Please circle your child's grade level

A signature does not denote approval or disapproval of the District policies simply that the parent notification occurred.

***Matthews Elementary School
4501 Dollarway Road
Pine Bluff, Arkansas 71602
(870) 534-0726***

MISSION STATEMENT

Our mission is to collaborate a strong focus on student achievement, high expectations, safe learning environment and a positive attitude to change. We aim to integrate the Common Core State Standards, technology and formative assessments across the curriculum. Collectively, administrators, teachers, staff and parents will prepare our students for academic excellence and the 21st Century.

VISION

**ONE TEAM, ONE GOAL...STUDENT ACHIEVEMENT!
WE WON'T STOP TIL WE'RE ON TOP!!**

GOALS

- To improve student's relationships both with their peers and staff
- To improve student's thinking skills
- To improve students' literacy, including writing skills
- To improve students' performance in mathematics
- To improve students' test taking skills and performance
- To enrich lives of students through quality education and strong leadership
- To provide a positive school atmosphere welcoming parent and community interest
- To develop a positive attitude toward oneself and others; furthermore to contribute emotionally, physically and socially to family, school and community
- To improve language skills resulting in higher performance and participation in academic and social situations
- To reward academic improvement, achievement and social behavior
- To motivate learning by a variety of methods and creative techniques
- To pursue high interest in social and academic activities resulting in improved student achievement

SCHOOLWIDE OUTCOMES

Our school will provide:

- relevant Common Core State Standards and a curriculum with programs designed to meet the needs of our students
- a quality learning environment characterized by positive teacher-student relationships
- a culture of excellence and a strong commitment to the recognition and celebration of student achievement
- a climate of caring, effective communication, cooperation and tolerance with an emphasis on teamwork and equality of opportunity for students and staff
- a capacity for planned change and job embedded professional development with effective, accountable and collaborative leadership, decision making and instructional practices.

- closer links with our partner elementary schools (TPES) and the wider community; resulting in confidence in our school and pride in our students and their achievements.

Mathews Elementary School
ONE TEAM, ONE GOAL...STUDENT ACHIEVEMENT!
WE WON'T STOP TIL WERE ON TOP

TO: PARENTS AND GUARDIANS
FROM: Principal

Welcome parents, guardians and students to the 2014-15 school year! "A journey of a thousand miles begins with a single step." (Chinese Proverb) As your educational partners, we are excited about the great things happening here at Matthews Elementary School to provide your child with a quality education. Please join me, the teachers and staff in adhering to the following procedures and rules for a successful journey.

BREAKFAST

7:30am-8:00am.

Breakfast will be served from 7:30am-8:00am. All students should be dropped off at the center (main entrance with awning). Pre-K students will report to their classrooms until 8:00am. They will report to the cafeteria at 8:00a.m.for breakfast. Breakfast will not be served after 8:10a.m. Late bus (K-1) students will be an exception.

PICK-UP AND DISMISSAL

In order to provide a smoother dismissal process for students who are picked-up or ride the daycare vans, please follow these procedures, beginning August 18, 2014.

2:45pm PRE-K STUDENTS

Parents park on the left side of the driveway. Daily, you are required to sign-in and sign-out your child; prior to exiting the building. All Pre-K students must be picked up by 2:45pm.

DAYCARE VANS

3:00 Pre-K-1

Students who ride the daycare vans will be picked-up at the first doorway entrance (cafeteria)

PICKUP STUDENTS

3:10 K-1

BUS DISMISSALS

3:15 K-1 Hallway

VISITORS

Visitors are considered to be anyone not a student or faculty/staff member. All visitors must report to the Principal's Office. A visitor's pass will be issued. Give this pass to classroom teacher. Teachers will not receive you without a visitor's pass. If you need to pick up your child, the secretary will page him/her for you.

ATTENDANCE

If your child is checked out before 9:00a.m, no credit will be given (marked absence). If your child arrives after 10:30, he/she is given credit for 1/2 day. Three (3) days tardiness will be equivalent to one day absent.

PROGRESS CARDS

Progress Reports will be sent home after the 4th nine weeks.

AWARDS ASSEMBLIES

Four awards assemblies will be held. They will occur after each nine weeks. Announcements will be sent with students.

PARENT-TEACHER CONFERENCES

Two Parent-Teacher conferences are scheduled for this school year. However, if you need to meet a teacher for any reason, feel free to call the office at 534-0726 (K-1) or 534-2956 (Pre-K) to schedule a conference based on the teacher's planning schedule.

LUNCH PROGRAM

All children will be given an application for free and reduced lunches to take home to their parents. Students may purchase lunch or bring their lunch from home. All parents are encouraged to complete and return the lunch applications.

PARENT CENTER/SCHOOL VOLUNTEERS

A volunteer board is located in the front hallway. Please look through the cards and choose an activity you would like to participate in the classroom. Free pamphlets, with Parenting Tips, for helping your child to succeed in school. Please visit the Parent Center and help yourself in room 11.

PARENT/TEACHER ORGANIZATION

Collectively, parents, teachers, staff and principal will meet and collaborate activities to increase parental involvements and reward student achievement in grades Pre K-1. A minimum of 2 meetings will be scheduled. Officers are president, vice president and secretary.

SCHOOL INSURANCE

School insurance is available to all students. An insurance sheet will be sent home. The school is not responsible for paying for injuries which occur at school.

TOYS AT SCHOOL

Toys, cell phones and electronic games are not to be brought to school. These items will be collected by the teacher. A parent must come to pick up these items from school.

STUDENT RECOGNITION AND ACHIEVEMENT

- Student of the Month
- Assembly Greeters
- Cardinal Dance Team
- Cardinal Chicks Choir
- School Ambassadors
- Assembly Speakers

PARENT/COMMUNITY ENGAGEMENTS

MOMS (Mothers on Matthews' Site)

WDD (Watch Dog Dads)

GAP (Grandparents Are Partners)

VIPs (Volunteers in Public Schools)

DETENTION

Detention Hall is an alternative to in-school suspension. Students will be assigned to Detention Hall for misbehavior, once he/she enters the (Red Zone) 3rd offense. The misbehavior is written up on an official detention form and sent home with the student for a parent signature. Detention is served during recess period. Parents will be called when students do not bring back signed detention forms.

CORPORAL PUNISHMENT

Good discipline in the school results when students are taught in the home to respect the rights of others and to settle arguments in an amiable manner. The Superintendent authorizes the use of corporal punishment to be administered in accordance with this policy by the Principal or his/her designated staff members who are required to have state-issued certificate as a condition of their employment.

Prior to the administration of corporal punishment, the student receiving the corporal punishment shall be given an explanation of the reasons for the punishment and be given an opportunity to refute the charges. All corporal punishment shall be administered privately, i.e. out of sight and hearing of other students, and shall be administered in the presence of another certified staff member as a witness, shall not be excessive, or administered with malice.

If a parent does not wish corporal punishment used as a form of punishment, he/she must sign and return the following Non Corporal Punishment Form, denoting your choice

**Dollarway School District
2014-2015
Kindergarten/Preschool Registration**

Pre-K Registration Age Requirements:

- The child must turn three (3) on or before August 1, 2014
- The child must turn four (4) on or before August 1, 2014

Kindergarten Registration Age Requirements:

- The child must turn five (5) on or before August 1, 2014

Parents/Guardians should bring the following:

- Updated Immunization Record
- Proof of Income (Pre-K only)
- Physical Exam performed by healthcare professional
- Proof of Residence (Kindergarten/Pre-K registration: ex. Utility bill or lease)
- Child's social security number or request that the school district assign the child a nine digit number designed by the Department of Education.
- One (1) of the following documents indicating the child's age:
 1. A birth certificate
 2. A statement by the local registrar on a county recorder certifying the child's date of birth;
 3. An attested baptismal certificate;
 4. A passport;
 5. An affidavit of the date and place of birth by the child's parent or guardian.
 6. Previous school records; or
 7. A United States Military Identification

If more information is needed please contact the following:

Matthews Elementary (K- 1st grade): Ms. Norman @ 870-534-0726
Matthews Elementary (Pre-K) Ms. Dale @ 870- 534-2956

MATTHEWS ELEMENTARY SCHOOL
4501 Dollarway Road
Pine Bluff, Arkansas 71602
Phone: (870)534-0726

Dollarway School District
Mr. Bobby Acklin, Superintendent

One Team One Goal....Student Achievement

ASSERTIVE DISCIPLINE PLAN

The entire staff of Matthews Elementary School has the goal of establishing an atmosphere throughout the school in which children will feel safe, secure and happy rule being afforded a maximum opportunity to learn. It is essential for the success of the students that our classrooms are orderly and free of disruptive behavior. In an effort to accomplish this goal, we have developed a K-1 Assertive discipline plan. The plan specifies rules that cover the behavior we expect from our students. You can help support us in this effort by talking to your child about the ways he/she is expected to behave at school and by reviewing our classroom rules and consequences with your child. Let's work together to make this year a successful experience for your child and others.

Classroom Rules

- I follow instructions the first time they are given.
- I take care of school property.
- I keep my hands, feet and all objects to myself
- I only say nice things (no "name calling" or bullying.
- I listen and work quietly.

Cafeteria/Playground/Bus Zone

- I follow directions the first time they are given.
- I walk to the right hand side of hallways.
- I will not play fight or fight.
- I line up quickly/orderly when the bell rings.
- I will not swear, push or bully with others.

In our classrooms we have behavior charts with four coded zones. The zones are used to show your child how well he/she is demonstrating appropriate behavior. Each student's name starts out in the green zone each day and is moved only if he student breaks a rule. Students who disregard the rules will have the following consequences.

Green Zone

- You are doing great!

Yellow Zone

- Warning
- Slow down and think about our classroom rules

Orange Zone

- Sent to partner teacher's classroom

Red Zone

1st Offense- Teacher contacts Parent

2nd Offense- Required Parent/Teacher/Counselor
Conference

3rd Offense

Cafeteria/Playground/Bus Zone

- Correct inappropriate student behavior
- Assign student to space away area
- Refer to classroom teacher or counselor
- Refer to principal

Rewards

- Extra play time
- Healthy treats
- Read to principal/other staff
- Extra computer time on task

Classroom teachers will send behavior reports home each day to keep you informed of your child's behavior at school.

Severe Disruption

- Fighting, Physically abusing other students or adults
- Continually swearing, defiant hostile acts
- Throwing tantrums, desks, chairs, walking out of class
- Insubordination

Actions Taken by Principal

- 1st Offense-One (1) to Three (3) day suspension
- 2nd Offense-Three (3) to Five (5) day suspension
- 3rd Offense-Five (5) to Ten (10) day suspension

FIGHTING

Fighting on school property, at school sponsored events, or while riding on a school bus will not be tolerated. Fighting, which includes the use of fists, weapons, or other forces in trying to beat or overcome someone, will result in disciplinary action by the school administrator and may include corporal punishment or suspension. Administrators will determine consequences based on the severity of the fight, age, grade level, and any handicapping condition of those involved.

(PLEASE SIGN AND RETURN THIS PAGE)

I have read the Discipline Plan and discussed the rules with my Child

Signatures of Parents/Guardians

Name of Student

Grade

Teacher

Dates

Non Corporal Punishment Form

I request that my child does not receive corporal punishment. However, I understand that my child may be suspended for severe disruptions.

Signature of Parent/Guardian

Name of Student

Date

Grade

Teacher

MATTHEWS ELEMENTARY SCHOOL

Master Schedule 2014-2015

August	11-14	Professional Development
	14	Open House 5:30-6:30
	18	First Day of School for Students
	18-20	K-1 QUALLS/DIBELS Screening
	26-29	Pre-K Brigance Preschool Screening
September	1	Lab Day (No School)
	5	Grandparent's Day Observance at JMES
	29	Professional Development (No School)
October	9	Fall Portraits
	15	BOSS'S DAY
	23	Parent Teacher Conference (time TBA)
November	7	AEA Convention (No School)
	11	PTO Kick-Off/Literacy Night 5:30-6:30 p.m.
	14	Hippy Parent Group Meeting 6:00 p.m.
	24-28	Thanksgiving Break
December	11	Hippy Parent Group Meeting 6:00 p.m.
	17	Christmas Concert/Program
	19	Classroom Parties in Afternoon
	22-Jan. 2	Christmas Break
January	5	Classes Resume
	8	Hippy Parent Group Meeting 6:00 p.m.
	13	JMES Spelling Bee
	16	Professional Development (No School)
	19	MLK Holiday (No School)
February	12	Hippy Parent Group Meeting 6:00 p.m.
	13	Valentine's Day Classroom Parties in Afternoon
	24	Black History Program at 9:00 a.m.
March	12	Hippy Parent Group Meeting 6:00 p.m.
	16	PTO Host Math/Test Prep Night 5:30-6:30 p.m.
	19	Parent Teacher Conferences
	23-27	Spring Break
	31	100 Days of School Celebration
April	1-10	ITBS Testing Window
	9	Hippy Parent Group Meeting 6:00 p.m.
	13-17	Arkansas Children's Week
	22	Administrative Professional Day
	22	Earth Day/Arbor Day Observation
27-28	Pre K-Kindergarten-Pre Registration	
May	1	Read Across America—Dr. Seuss' Birthday Celebration
	4-8	Teacher-Staff Appreciation
	5	Cinco de Mayo Celebration
	6	JMES Science Fair
	7	Hippy Parent Group Meeting 6:00 p.m.
	21	Pre-K Promotion Ceremony Program
	22	Family Field Day Activities
	25	Memorial Day (No School)
	28	K-1 Awards Program 9:00 a.m.

June 1 Last Day of School

JAMES MATTHEWS ELEMENTARY STUDENT CREED



I am James Matthews Elementary School Student.
I have great expectations for myself. There is nothing that I cannot do.
I will listen, I will speak.
I will read, I will write.
I will do all these things with one purpose in mind, to do my
Best and not waste time.
I do not have the right to interfere with the learning and well-being of others.

**THE CHOICES I MAKE TODAY WILL AFFECT ME TOMORROW!!!
I WILL SUCCEED!**

**Townsend Park Elementary
Handbook
2014-2015
Dr. Ernestine Roberts, Principal**



TPE MissionStatement

The Townsend Park Elementary faculty and staff promote a joyful learning community with the understanding that student diversity is strength to be respected. Our mission is to intentionally invite all learners to discover their fullest potential; academically, socially, emotionally and physically while fostering a lifelong desire to learn by providing a relevant and challenging curriculum.

Townsend Park Elementary
2601 Fluker Avenue
Pine Bluff, Arkansas 71601
Phone: (870) 534-4185 *Fax: (870) 534-0186
Dr. Ernestine Roberts, Principal

"Give, they'll give it back to you"

TO: Townsend Park Parents
FROM: Dr. Roberts, Principal

Welcome to the 2014-15 school year. We are excited about the upcoming opportunities to help your child grow. The front part of the handbook contains Dollarway District School District policies for all students who attend the Dollarway Public Schools. This section of the handbook contains information on rules for the second through fifth grade students who attend Townsend Park.

Breakfast

If you drop your child off in the mornings and want them to eat breakfast, please drop them off by 7:50a.m. each morning.

Arrival

Classes begin at 8:10 a.m. For that student who rides with parents or who walks, we ask that they arrive at school no earlier than 7:30 when adult supervision begins. Please drop off car riders at the front of the building. Breakfast will be served from 7:40 - 8:00 each day. No breakfast will be served after 8:00 a.m. unless there is a late bus. If your child arrives after 10:30, he will be given credit for a 1/2 day. If the child checks out before 9:00 a.m., he/she will be given no credit for the day.

Sign In and Sign Out

The tardy bell rings at 8:10 each morning. If students arrive after 8:10, an adult should bring the student into the building to sign him/her in. The child will receive a tardy slip to give to his/her teacher.

Dismissal

Buses will be called as they arrive. All walkers and pick-ups leave at 3:15. Adult supervision ends at 3:30. All car riders should be picked up by 3:30. Car riders will be given a card with their name on it. Parents or guardians should hang the card on the front visor. The last bus usually leaves school around 3:50.

Progress Reports and Report Cards

Progress reports will be given to parents during parent teacher conferences. Report cards will be sent to parents at the close of each quarter. Report cards will contain both academic and conduct grades. Attendance will be recorded on the report card. Signed report cards should be returned to your child's teacher.

Parent Teacher Conferences

Communication is an essential part of the educational program. We feel it is very important for parents to keep in close contact with their child's teacher concerning his/her progress. Four parent teacher conferences are scheduled for this school year. However, if you need to see a teacher for any reason during the school year, please call the office at 534-4185 to schedule a conference.

Conferences should be scheduled before or after school or during a teacher's conference period.

Transportation Change

It is very important to us that your child gets home safely. For that reason, students will not be allowed to make changes in their transportation unless we receive a telephone call from you or a signed note telling us what the change will be. This is for your child's safety and protection.

Accidents and Ill Children

If your child is injured at school we will make him/her comfortable and contact you immediately if serious injury has occurred. If you cannot be reached, we will attempt to contact the emergency number that you listed on the Emergency Medical Authorization Form. If these efforts are unsuccessful, emergency procedures will be followed.

If your child becomes seriously ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided. Please remember, we cannot keep seriously ill children at school. Do not send children with fever to school. Students should be fever free for 24 hours before returning to school.

Care of Textbooks, Workbooks, Library Books, Etc.

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be paid for. All moneys collected are turned over to the central office to be placed in the proper fund for replacement purposes. If a lost book is found, money paid will be refunded. Report cards will not be issued if money is owed for a lost book.

Lunch Program

All children will be given an application for free and reduced lunches to take home to their parents. Only those who wish to apply need to return the forms. Forms must be completely filled out. Incomplete forms will be returned. Students may purchase lunch or bring their lunch from home. Extra milk may be purchased. Students may pay for their lunches on a daily, weekly, or monthly basis.

School Volunteers

If you are interested in becoming a school volunteer, please contact the principal at 534-4185. Your interest and involvement is always appreciated. There is a parent center located at the school to assist parents in working with their students.

Parent Teacher Organization

A minimum of 3 meetings will be held per year. Officers are president, vice president, secretary.

Withdrawal of Students

If you are moving and are withdrawing your child from school, please come by the school or call the school prior to the withdrawal date. This will give the school the opportunity to complete the necessary paperwork. Your cooperation is appreciated.

Fire Drills, Tomado Drills and Crisis Plan

Fire drills will be held monthly. Tornado drills will also be held. Students will be instructed in the proper procedure for each drill. A crisis chart is on the wall of each room which gives instructions on procedures for each crisis.

School Insurance

School insurance is available to all students. The school is not responsible for paying for injuries which happen at school. An insurance sheet will be sent home.

Playground Areas

Playground areas are located behind the building. The black top area and the walking trail are play areas. Students are not allowed to leave the playground without permission from the duty teachers.

Playground rules

1. No fights or play fights.
2. No flips or tackle football.
3. Line up quickly, orderly and quietly when the whistle blows.
4. Obey the duty teachers.
5. On odd days, girls walk the track and boys are on the blacktop. On even days, boys walk the track and girls are on the blacktop.

Detention

Students will be assigned to detention for misbehavior. The misbehavior is written up on an official detention form and sent home with the student for a parent signature. Detention is served during recess period. Parents will be called when students do not bring back signed detention forms.

Toys at school

The Dollarway School District cell phone policy is in the front of this handbook. Toys and electronic games should not be brought to school. These items will be taken. A parent must come to school to pick up cell phone and electronic games.

TOWNSEND PARK DISCIPLINE PLAN

STUDENT CODE OF CONDUCT

Students can follow and contribute to an orderly learning environment at school. Respect for all adults, classmates, and school property is expected. Students should also participate in learning, listen to instruction, follow directions, and complete requirements without disturbing others.

Failure to follow school rules while on school property, including school-sponsored activities, and while riding school buses to and from school may result in disciplinary action.

Category One Offense may include:

- Any action that disrupts the learning environment in a classroom or disturbs the orderly function of the school (in the cafeteria, in the hallway, on the playground, on a school bus, etc.)
- Any action that demonstrates disregard for general school rules or procedures
- Failing to obey instructions
- Forging notes or excuses

Step 1: After a student is given three warnings for Category One offenses (including verbal warnings, name on board, checks, etc.) the student will be written up with a First Offense Discipline Notice, which requires a parent signature.

Step 2: If a student exhibits repeated or other Category One Offenses and receives three warnings, the student will be written up with a Second Offense Discipline Notice, which requires a parent signature.

Step 3: If a student exhibits repeated or other Category One Offenses and receives three warnings, the student will be written up with a Third Offense Discipline Notice, which requires a parent signature.

Step 4: After a student is written up three times for Category One offenses, it becomes a Category Two offense for habitual misbehavior. The teacher will provide written documentation to the principal for the student to be assigned to In School Suspension (ISS). An ISS assignment provides an alternative learning setting for a student to complete class work. Counseling services may be recommended, and Behavior Intervention Plan, written by the teacher, Parent(s), and the discipline committee, and followed for the student.

Category Two Offense

Category two involves misbehavior that is frequent or serious enough to disrupt the learning climate of school, endanger the well-being of others, or damage school property. These acts do not represent a direct threat to the health and safety of others; however they are serious enough to require action by the principal or another building administrator. These behaviors include:

- Chronic Category One Offenses
- Disrespect or insubordination (open or persistent disregard of authority of school rules and regulations includes verbal abuse or derogatory gestures)
- Loitering in classroom or other parts of the school building or grounds when asked not to.
- Petty stealing (books, pencils, or other inexpensive items ..)
- Verbal abuse (name calling, profanity, obscenity, racial slurs or other derogatory statements or gestures)
- Fighting
- Setting false alarms
- Threatening to use force or to injure another student or staff member
- Committing any acts involving a civil wrong
- Bullying

Category Three Offenses

Category three acts are so serious that they always require administrative action and results in removing the student, at least temporarily, from the classroom. They sometimes involve the intervention of law enforcement authorities and action by the superintendent and state commissioner.

- Repeated category two offense
- Making bomb threats
- Possessing or selling property
- Possessing weapons or using weapons or other objects to cause bodily harm
- Possessing or using a controlled substance or drug paraphernalia on school property or at any school related function, unless the substance was obtained as the result of a valid prescription or doctor's order
- Possessing, using, or being under the influence of alcohol
- Setting fires (when by means of fire or explosives, the student knowingly damages any school property or person property)
- Stealing items of greater value than those covered under category two
- Fighting or deliberately causing physical injury to another student, a school employee or anyone who is lawfully on school property
- Vandalism
- Sexual misconduct or abuse (verbal or physical)
- Committing any act involving a serious civil wrong or crime, and
- Other acts that are seriously disruptive or that create a safety hazard to students, staff members, or school property.

We strongly feel that every child has a right to learn and each teacher has a right to teach. Our discipline plan was created to provide a school climate that is conducive to learning and to provide an atmosphere which fosters good teaching. Our faculty will use assertive discipline.

Consequences for extreme and/or negative behavior will be established by individual circumstance and/or degree of infraction. These consequences will include but are not limited to:

1. Counseling for student
2. RTI behavior referral
3. Individual Behavior Plan for student
4. Suspension

Positive Rewards

Teachers are encouraged to post the rewards a student can earn for following the rules and having good behavior. Positive rewards may include stickers, positive notes to parents, extra computer time, a skip a homework pass, etc.

General School Rules

1. Obey directions the first time they are given.
2. Walk in the hallways.
3. Go to breakfast when you first arrive.
4. Keep hands, feet, book and objects to yourself.
5. No swearing, rude gestures, cruel teasing or put downs, or threats.

Fighting

We will not tolerate fighting. The following consequences will apply to fighting. The principal or designee will interview the students and hear both sides. The fight will be written up.

First fight	3 Days in school suspension (A behavior plan will be developed)
Second fight	1 Day at home. Parent must return with child.
Third fight	3 Days suspension. Parent must return with child.
Fourth and subsequent fight	3 Days suspension and FINS will be filed with the Juvenile Court.

In school Suspension

This is provided as an alternative setting for students who fall under category two. Assignments are required and must be completed before a student is allowed to return to class.

Corporal Punishment

The Dollarway District corporal punishment policy is listed in the front of this handbook. If a parent does not wish corporal punishment used as a form of punishment, he/she must come to the office and fill out a "Non-corporal Punishment Form." We will make sure that all teachers sign this form and a copy will be kept in the office. Major offenses committed by the child will result in suspension.

Awards Assemblies

We will have four awards assemblies during the 2014-15 school year. They will occur after each nine weeks. Announcements will be sent home with the dates and times.

Student Club and Groups

We will offer several opportunities for students to be involved in our school through clubs and student groups. We offer the following clubs and groups. Flag Team, Fire Marshals, Student Council and representatives, ABBIT society and Townsend Park Reporter. Students can also become a part of the AR club when they achieve the required accelerated reading points each quarter. The student council is elected by the student body.

TOWNSEND PARK ELEMENTARY DISCIPLINE NOTICE: CATEGORY 1

Grade _____

First Offense Discipline Notice

Date _____

_____ Telephone Conference with a Parent/Guardian _____ Parent Conference Attempt

- _____ Disturbing class with at least 3 warnings for unnecessary talking, noises, or out of seat
- _____ Hitting, play fighting, or touching another student
- _____ Disobeying a teacher or staff member
- _____ Other Category One Offense

Teacher _____ Student _____ Parent _____

Second Offense Discipline Notice

Date _____

Recess Detention _____ Corporal Punishment _____ Parent Conference _____

- _____ Disturbing class with at least 3 warnings for unnecessary talking, noises, or out of seat
- _____ Hitting, play fighting, or touching another student
- _____ Disobeying a teacher or staff member
- _____ Failing to return the signed Discipline Notice to School
- _____ Other Category One Offense

Teacher _____ Student _____ Parent _____

Third Offense Discipline Notice

Date _____

Recess Detention _____ Corporal Punishment _____ Parent Conference _____

- _____ Disturbing class with at least 3 warnings for unnecessary talking, noises, or out of seat
- _____ Hitting, play fighting, or touching another student
- _____ Disobeying a teacher or staff member
- _____ Failing to attend detention or failing to return the signed Discipline Notice to School
- _____ Other Category One Offense

Teacher _____ Student _____ Parent _____

Dear Parents,

Students can follow rules and contribute to an orderly learning environment at school. Respect for all adults, classmates, and school property is expected. Students should also participate in learning, listen to instructions, follow directions, and complete work without disturbing others.

Townsend Park Elementary strives to provide a safe, intentionally inviting, educational setting for all students to learn. Failure to follow school rules while on school property, including school sponsored activities, and while riding buses to and from school may result in disciplinary action. The Discipline Notice Form is utilized for parent-teacher communication regarding students' actions at school, including work habits and/or behavior issues.

The TPE Category Discipline Notice Form is being sent to you to inform you of your child's inappropriate behavior at school. Consequences may include, but are not limited to:

- Parent Teacher Conference or Phone Conference
- Corporal Punishment: according to the Dollarway School District Corporal Punishment Policy
- Recess Detention

The school will record offenses and assign consequences in the following manner:

- **First Offense:** After a minimum of three warnings and/or checks for Category 1 Offense, consequences will be assigned and the First Offense Discipline Notice will be documented.
- **Second Offense:** After a minimum of three additional warnings and/or checks for Category 1 Offenses on the same day or a different day, consequences will be assigned and the Second Offense Discipline Notice will be documented.
- **Third Offense:** After a minimum of three additional warnings and/or checks for Category 1 Offenses on the same day or different day, consequences will be assigned and the Third Offense Discipline Notice will be documented.
- **Fourth Offense:** After a minimum of three additional warnings and/or checks for Category 1 Offenses on the same day or a different day, the actions are determined to be chronic, repetitive, and/or habitual. The Category Two Discipline Notice must be documented and In-School Suspension (ISS) may be assigned.

If you have any questions or concerns, please call 870 534-4185.

Thank you,

Townsend Park Elementary

SCHOOL CARE PLAN FOR ASTHMATICS

Name _____

Date of Birth _____ Grade _____

Teacher/Homeroom _____

Parent/Guardian _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Pager _____ Mobile Phone _____

Emergency Contact _____ Phone _____

Physician _____ Phone _____

THE FIRST ACTION BY SCHOOL PERSONNEL DURING AN ASTHMA ATTACK IS TO CALM THE STUDENT!!!

Some students may have inhalers prescribed to be given regularly prior to exercise, others daily at a specific time and others on an as needed basis, according to peak flow readings or symptoms. Remember that everyone's asthma is different. Physicians prescribe medicines in different ways to different people.

PLEASE HAVE PHYSICIAN COMPLETE AND SIGN (Please Print)

When _____ is experiencing an asthma attack (wheezing, cyanosis, coughing, shortness of breath, unable to speak complete sentences, etc) school personnel should administer the following medications after measuring the student's peak flow.

1. _____
(Drug) (Amount/Number of Puffs) (Frequency)

Peak Flow after medication: _____

If the student is still experiencing symptoms after _____ minutes, please administer the following medications:

2. _____
(Drug) (Amount/Number of Puffs) (Frequency)

3. _____
(Drug) (Amount/Number of Puffs) (Frequency)

If the student continues to exhibit symptoms, please call 911 and the parent/guardian.

Other comments by the physician that may help the school treat this child's asthma: _____

Personal Best Peak Flow: _____

Physician's Signature _____ Print Name _____

Parent's Signature _____