

Parkers Chapel

School District

Student

Handbook

2014-2015

Parent / Student Signature Page

I, _____,

_____ have elected to receive / access the student handbook and policies electronically.

_____ I wish to receive a printed copy. . I understand there is a **\$3.00** charge for the printed version, which must be paid before the copy is sent home.

Student's Name: _____ Grade: _____

(Student Signature)

(Parent / Guardian Signature)

1. _____ (Parent Initials) _____ (Student Initials)

The initials above indicate that you have received and understand the **discipline rules and procedures** and **all other procedures and rules** contained herein.

2. _____ (Parent Initials)

The initials above indicate that you, the parent or guardian, give your child permission to attend all **field trips** provided by the school during the 2014-2015 school year.

3. Please initial in ONE of the following concerning **corporal punishment** (paddling).

_____ (Parent Initials) Yes, I give permission to the Parkers Chapel School District to administer corporal punishment to my child. **OR**

_____ (Parent Initials) No, my child is not to receive corporal punishment. I understand my child may be suspended in lieu of corporal punishment.

4. _____ (Parent Initials) _____ (Student Initials)

The initials above indicate that you have read and agree to abide by the **CIPA / Internet / Technology Use Agreement**.

5. Please initial in ONE of the following concerning **photo publishing**.

_____ (Parent Initials) Yes, I give permission for my child to be featured in pictures or video clips. These may be published in the newspaper, on the school website, or on the school's social media sites. **OR**

_____ (Parent Initials) No, my child may not be featured in pictures or video clips.

6. _____ (Parent Initials)

The initials above indicate that you understand that if you have an **OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION** you must **print page** _____ electronically and **return the signed page within 10 days** of the first day of school or enrollment.

7. _____ (Parent Initials)

I have been provided an opportunity to apply for **free/reduced meals** and understand the lunchroom policies concerning **cafeteria charges** is located in the handbook.

USE OF STUDENT PARKING LOTS

I acknowledge and understand that:

1. Students are permitted to park on school premises as a matter of privilege, not of right;
2. The school system retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property;
3. The school system may inspect the interiors of student automobiles whenever a school authority has reasonable suspicion to believe illegal or unauthorized materials are contained inside the automobile;
4. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant; and
5. If I fail to provide access to the interior of my car upon request by a school official, I will be subject to school disciplinary action.
6. A valid driver license must be on file in the office of the principal for a student to bring a vehicle on campus.
7. A copy of current proof of insurance must be on file in the office of the principal for student to bring a vehicle on campus.

Parent's / Guardian's Signature: _____

Student's Signature: _____

Print Student's Name: _____

Driver's License Number: _____

Date: _____

***attach a copy of driver's license**

***attach a copy of current proof of insurance**

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 the disclosure or publication by the Parkers Chapel 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 as follows:

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 only _____

(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 will permit the student's directory information TO BE INCLUDED in the school's yearbook and other school publications).

Name of Student (printed)

Signature of Parent / Guardian (or student, if 18 or older)

Date Form was Filed (to be filed in by office personnel)

FORM #FERPA-1 (Policy #4.13)

PARKERS CHAPEL SCHOOL

STUDENT ELECTRONIC DEVICE and INTERNET USE AGREEMENT

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

School _____ Date _____

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

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

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

3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action.

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

- a. using the Internet for other than educational purposes;
- b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
- c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
- d. making unauthorized copies of computer software;
- e. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
- f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
- g. posting anonymous messages on the system;
- h. using encryption software;
- i. wasteful use of limited resources provided by the school including paper;
- j. causing congestion of the network through lengthy downloads of files;
- k. vandalizing data of another user;
- l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- m. gaining or attempting to gain unauthorized access to resources or files;
- n. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
- o. invading the privacy of individuals;
- p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, address, and phone number.
- q. using the network for financial or commercial gain without district permission;
- r. theft or vandalism of data, equipment, or intellectual property;
- s. attempting to gain access or gaining access to student records, grades, or files;
- t. introducing a virus to, or otherwise improperly tampering with the system;
- u. degrading or disrupting equipment or system performance;
- v. creating a web page or associating a web page with the school or school district without proper authorization;
- w. providing access to the District's Internet Access to unauthorized individuals;
- x. failing to obey school or classroom Internet use rules; or
- y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
- z. Installing or downloading software on district computers without prior approval of the technology director or his/her designee.

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

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

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

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

Student's Signature: _____ Date _____

Parent/Legal Guardian Signature: _____ Date _____

A MESSAGE FROM THE PRINCIPALS:

Parkers Chapel School District's Vision Statement:

Parkers Chapel School District, in cooperation with the family and the community, is committed to providing an environment in which all students are offered quality educational opportunities which encourage them to reach their full potential, to respect individual differences, and to prepare them for life-long learning in a diverse and changing society.

Dear Students and Parents:

Welcome to Parkers Chapel School District. We hope that the coming year will be an enjoyable one. Parkers Chapel has a long and proud history of excellence in education; and we are about to write another page in that history. We hope that you are excited about what this year will bring to you here at Parkers Chapel. We are looking forward to having a great 2014-2015 school year and will make every effort to make sure that you have a safe and productive year.

We have a well-qualified and dedicated staff. Their goal is for you to receive a quality education while at Parkers Chapel. However, it will be necessary for you to dedicate yourself to this effort if we are to succeed.

This handbook is one of the most important books that you will be issued this year. It is designed to provide you with information that you will need to know regarding the operation of our school. It is essential that you abide by these rules. There are good reasons for each one of them. If you have any questions, please ask to meet with your child's teacher or principal.

Sincerely,

Mike LaRue
Principal, PCHS

June Wells
Principal, PCMS

Carrie Burson
Principal, PCES

Parkers Chapel Schools

2014 – 2015 Calendar

August 181st day of school for Students
 September 1 Labor Day (no students)
 September 22 Parent/Teacher Conferences ☺ 1:30 – 6:00 pm
 October 17 End of 1st 9 weeks
 October 20.....Teacher In-Service (no students)
 November 26 – 28 Thanksgiving Holidays
 December 19 End of 2nd 9 Weeks
 December 22 – January 2 Christmas Holidays
 January 5..... Teacher In-Service (no students)
 January 6..... Start 2nd Semester
 January 19 MLK Day (no students)
 February 12..... Parent/Teacher Conferences ☺ 1:30 – 6:00 pm
 February 13..... Teacher In-Service (no students)
 February 16 President's Day (no students)
 March 13..... End of 3rd 9 Weeks
 March 23-27 Spring Break
 April 3..... Good Friday (no students)
 May 28 End of 4th 9 Weeks

1st Quarter 44 days August 18 – October 17
 2nd Quarter 41 days October 21 – December 19
 3rd Quarter 46 days January 6 – March 13
 4th Quarter 49 days March 16 – May 28

178 total student days

Snow Days (if needed) – Jan 19, Feb 13, Feb 16, April 17, May 29

**Parkers Chapel Elementary Schedule
2014-2015**

7:25-7:45	Students may be dropped off in the drive through line in front of the school. Buses arrive at 7:30.
7:30-7:45	Breakfast available in the cafeteria. See page 45 of the handbook.
7:45	Students report to classrooms. Instructional day begins.
7:50	Doors are locked. Students must enter the office door with a parent / guardian. Students will not be buzzed in without an adult. Parents dropping students off at 7:50 or later are required to park across the street and walk the student to the office. The student must be signed in by an adult and will receive a tardy slip.
10:20	Kindergarten Lunch / Pre K Lunch - elementary building classrooms
10:25	First Grade Lunch
10:30	Second Grade Lunch
11:05	Preschool Lunch / Pre K building classrooms
11:10	Third Grade Lunch
11:15	Fourth Grade Lunch
3:05	Kindergarten – Fourth Grade car riders are dismissed. Parents are to remain in a single drive through line and pick students up in the same process as used in the mornings. The car rider line will continue down Parkers Chapel Road and turn up Clark Drive. The best access to this line will be to turn at Dixie Mart and take a right at Lynn Drive. Stay to the right and take Clark and then turn onto Parkers Chapel Road. This will place you in the pickup line.
3:10	Kindergarten – Fourth Grade bus riders are dismissed.
3:20	Kindergarten – Fourth Grade walkers are dismissed. This will be any student walking home or students that parents wish to park across the street or behind the gym and walk their students to their parked cars instead of flowing through the pickup line.

***Parkers Chapel Middle and High School
Bell Schedule***

7:50–8:45.....	1 st Period
8:50–9:45.....	2 nd Period
9:50–10:45.....	3 rd Period
10:50–11:45.....	4 th Period
11:45–12:15	HS Lunch
11:50-12:45.....	MS 5 th Period
12:20–1:15	HS 5 th Period
12:45-1:15.....	MS Lunch

1:20-2:15	6 th Period
2:20-3:15.....	7 th Period

AUTHORITY FOR STUDENT DISCIPLINE

Teachers, principals, administrators, and security officers have the authority to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision. Such measures may include the use of reasonable force in the exercise of lawful authority to restrain or correct pupils and maintain order.

STUDENT CONDUCT BEHAVIOR CODE:

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system and not infringe on the rights of others. The following activities are considered improper conduct and will subject the student to disciplinary action.

1. A minimum of a verbal reprimand to a maximum of suspension or expulsion from school. A violation of the rule will occur whether the conduct takes place on the school grounds at any time, off the school grounds at a school activity, function, or event, or en route to and from school.
2. In all discipline cases the student will be provided an opportunity to hear the charges against him/her and respond.
3. In discipline cases where the offense is serious enough to warrant, parents will be notified and hearings scheduled at the time and place agreed upon by both parties, if desired.
4. A student handbook including all discipline policies will be provided to each parent/guardian. Signature receipt will be school's documentation that parent/guardians were provided all policies. Failure to return this receipt by the designated time will result in suspensions.

RULE 1: DISRUPTION AND INTERFERENCE WITH SCHOOL

NO STUDENT SHALL:

1. Occupy any school building or properties with intent to deprive others of its use or where the effect thereof is to deprive others of its use.
2. Block the doorway or corridor of any school building or property so as to deprive others of access thereto.
3. Prevent, or attempt to prevent, the convening or continued functioning of any school class, activity, or lawful meeting or assembly on the school campus.
4. Prevent students from attending a class or school activity.
5. Block normal pedestrian or vehicular traffic on the school campus or adjacent grounds unless under the direction of a school administrator.

6. Continuously and intentionally make noise or act in any other manner so as to interfere seriously with the teacher's ability to conduct the class or any other school activity.
7. In any manner by the use of violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance or any other conduct intentionally cause the disruption of any lawful process or function of the school or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful process or function.
8. Refuse to identify himself/herself on request of any teacher, principal, superintendent, school bus driver, school security officer or other school personnel.
9. Encourage other students to violate any rule or school board policy.

RULE 2: DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property. The school district will attempt to recover damages from the student destroying school property. Parents of any minor student under the age of 18 living with the parents may be liable for damages caused by said minor in an amount not in excess of \$1,000.

RULE 3: THEFT, DAMAGE OR DESTRUCTION OF PRIVATE OR PUBLIC PROPERTY. Proper authorities will be notified if deemed necessary.

A student shall not cause or attempt to cause damage or steal or attempt to steal private or public property. Theft of property shall be dealt with at the discretion of the principal.

RULE 4: STUDENT DISCIPLINE--ASSAULT AND ABUSE OF STUDENTS AND STAFF MEMBERS--ACT 706 OF 1997:

Students are to keep their hands to themselves, and treat teachers and fellow students with respect and courtesy. Horseplay and physical teasing, as well as shoving, striking, fighting or threatening others with physical injury, etc., constitute battery and/or assault, and are strictly forbidden. Profanity, putting others up to abuse whether verbal or by action, rude and abusive language directed at others is considered abuse, and this is also strictly forbidden. Violation of this policy will result in disciplinary action, and may also constitute a criminal offense. *By law, local law enforcement must be notified whenever a felony or an act of violence has been committed on campus.*

DEFINITIONS:

"Assault" is the willful attempt to inflict injury upon the person of another, coupled with the apparent present ability to do so. Any display of force that would give the victim reason to fear bodily harm is assault, even if touching or striking does

not occur.

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

“Abuse” means to wrong in speech, reproach coarsely, disparage, revile, or malign. Use of profanity or vulgar expressions directed at another person is considered abuse.

“Fighting” is defined as a physical abuse by two or more people. A person has a choice when involved in a conflict. The person can walk away or involve themselves in the physical aspect of the fight. If involved, the person will face discipline. The person whom instigates the fight can face more discipline than the other person(s) involved in the fight. Automatic suspension from school can apply.

VERBAL THREAT POLICY:

Any threat, written or verbal, to injure/damage persons or property at Parkers Chapel Schools will be taken seriously. This action will result in the immediate removal of the student from the school and all school functions, until the teachers, counselors, administration, and parents have had an opportunity to meet and assess the situation. Local law enforcement will be notified of the threat.

RULE 5: NARCOTICS, BEVERAGES CONTAINING ALCOHOL, AND DRUGS

The Parkers Chapel Public Schools recognizes that the problem of use, possession, and sale of illegal drugs and alcohol by children and youth does extend to the schools and requires both attention and action by the Board of Education and the school staffs.

It is the express policy of the Parkers Chapel Schools to make parents and students aware of the prohibition against the use, possession, and sale of illegal drugs, alcoholic beverages, unauthorized inhalants or other materials expressly prohibited by Federal, State, or local laws, or of any non-prescribed mind-altering substance, or of any other material claimed to be a controlled or otherwise illegal substance by students at school, on school property, or at any school sponsored event, either on school property or elsewhere. The schools shall include in the curriculum information about the effects and dangers relating to drugs and alcohol abuse situations.

A student found to be in possession of or under the influence of alcoholic beverages, illegal drugs, other materials expressly prohibited by statute, or of any mind-altering non-prescribed substance while on school property or at school events either on or off the campus shall be disciplined at the discretion of the principal. The proper law enforcement officials shall be contacted if necessary.

A student guilty of selling alcoholic beverages, controlled substances, or other materials claimed to be a controlled substance will be recommended for long term suspension or expulsion depending on the circumstances surrounding the sale episode. The student shall be reported to proper law enforcement officials. Act 567 of the Legislative session of 1995 fully addresses this issue.

Possession or Use of TOBACCO products and products designed for nicotine

delivery such as e-cigarettes, e-cigars by students on the school campus is prohibited. Covered in Acts 1331 and 1555 of the 1999 legislative session, said product will be confiscated and destroyed immediately. This is to include extra-curricular activities.

RULE 6: GENERAL CONDUCT AND CLASSROOM MISBEHAVIOR AND VIOLATION OF CLASSROOM RULES

The teachers of Parkers Chapel are professional people who have been employed to help run the school. They are in charge of the campus as well as their classroom. They will be allowed to make decisions based on their professional knowledge on all aspects of their duties. If a teacher observes a violation of school rules by any student under the jurisdiction of the school, the teacher's word will be final and action will be taken on that observation according to the student disciplinary policies. The teacher's decision shall not be overruled unless the situation warrants and is deemed necessary by an administrator. The student's account of the situation will be heard by the administrator.

GENERAL CLASSROOM RULES:

A student will be in class on time and have the materials needed for that class. This means the proper textbook, paper, pencil, and other items designated by the teacher. The following addresses tardies.

A. TARDIES / DETENTION:

Elementary

Elementary students must arrive daily by 7:45.

At 7:50 the school doors are locked. Any student arriving at 7:50 or later must be walked to the office by a parent / guardian and must be buzzed into the building. Students will not be allowed to enter without an adult. Students arriving at 7:50 or later will receive a tardy slip.

AM tardies – 7:50 – 10:00; arrival after 10:00 AM is considered ½ day absence AM.

PM tardies – assigned when students are checked out in the afternoon. 1:00 – 3:25 checkout is considered a PM tardy. When checked out after lunch, but before 1:00 PM – considered ½ day absence PM.

1st tardy – warning

2nd tardy – warning

3rd tardy – counselor will meet with the student and call the parent.

4th tardy – student will miss recess

5th tardy – parent / principal conference

6th tardy – warning
7th tardy – counselor will meet with the student and call the parent
8th tardy – student will miss recess
9th tardy – parent / principal conference
10th tardy – FINS petition will be filed with prosecuting attorney's office / DHS is notified

Middle School

Upon late arrival to middle school, students will be given tardy slips to be admitted to class. Detention will be assigned after 4 tardies. Following the third tardy, the student will be required to see the counselor. In the case of excessive tardies DHS will be contacted. Middle School detention is scheduled during lunch time. Students eat lunch while serving detention.

High School

Tardies will be counted for nine (9) weeks. At the beginning of the school year, teachers use their discretion for a short grace period. The following will apply:

- 1st tardy** - 30 minutes morning detention
- 2nd tardy** - 30 minutes morning detention
- 3rd tardy** - referral and no admission to that class until parent / guardian conference.
- 4th tardy and beyond** - suspension from school. Number of days will be determined by the principal.

Morning detention will be every Thursday from 7:20 - 7:50.

Grades 9-12 will serve detention on Thursdays.

Failure to attend detention will result in the following:

- 1st no showOne (1) detention added. Parent notification
- 2nd no showParent conference is held
- 3rd no showOut-of-School-Suspension (1) day

Not every situation can be covered. There will be extenuating circumstances. The principal reserves the right to deal with the tardy issue on an individual basis. A detention slip is given to the student and it is the student's responsibility to inform parents. No shows to detention will stay in effect all semester. The number of detentions remain until served.

TARDIES AND EXEMPTIONS:

Tardies will also be linked to exemptions for finals. If a student receives a fourth unexcused tardy anytime during any nine (9) week grading period, that student will not be exempt from finals for that class.

B. DISRUPTING CLASS

A student shall not disrupt a class by making unnecessary noise, talking without permission, keeping other students from doing assigned class work, refusing to do assigned class work, sleeping, refusing to keep his/her head up off the desk top, refusing to pay proper attention to the teacher, eating food or chewing gum without permission, or any action that will distract from a learning atmosphere in the classroom.

Students who violate any of the above rules could receive the following punishment:

First Offense - A warning from the teacher, and/or extra work assigned, telephone parents, and/or conference with the principal.

Second Offense – Teacher's option, may include sending the student to the office. Punishment will be determined by the principal when the student is sent to the office.

Third Offense- The student will be removed from class pending a conference with parent, teacher, and principal.

RULE 7: DISREGARD OF DIRECTIONS OR COMMANDS, INSUBORDINATION

A student shall not fail to comply with directions or commands of teachers, student teachers, substitute teachers, teacher aides, principals, administrative personnel, superintendents, school bus drivers, school security officers or other authorized school personnel. Not necessarily in the confines of classroom setting. This includes students on school sponsored trips.

RULE 8: WEAPONS, DANGEROUS INSTRUMENTS AND CONTRABAND

A person commits the offense of carrying a weapon if he possesses a handgun, knife, or club on or about his person, in a vehicle occupied by him, or otherwise readily available for use with a purpose to employ it as a weapon against a person. Handgun means any firearm with a barrel length of less than twelve inches that is designed, made, or adapted to be fired with one hand.

A knife means any bladed hand instrument that is capable of inflicting serious physical injury or death by cutting or stabbing. It includes a dirk, sword or spear in a cane, razor, ice pick, and a throwing star, switchblade and butterfly knife. Club means any instrument that is specially designed, made, or adapted for the purpose of inflicting serious physical injury or death by striking, including a blackjack, billie and sap

RULE 9: IMMORALITY

A student shall abstain from indecent and immoral acts. Violation of this rule is up to a five (5) day Out-of-School Suspension.

Public display of affection (PDA) is not allowed on campus. Principal will determine punishment.

RULE 10: FIREWORKS

A student shall not possess, handle, or store firecrackers, smoke bombs, cherry bombs, or any other kind of fireworks that could reasonably be a danger to him/her or that could be disruptive to the learning climate of the school.

RULE 11: FIRE ALARM OR BOMB THREAT

This is a serious offense. Students who turn in a false fire alarm or bomb threat will face expulsion and/or criminal charges for turning in a false alarm.

RULE 12: CHEATING

First Offense - Students will get a "0" on the work being done and parents will be notified by the teacher.

Second Offense - The student will get a "0" on the work being done a parent conference will be held.

Third Offense – The student will get a "0" on the work being done, and the student will be suspended from school.

RULE 13: GAMBLING

A student shall not participate in any activity which may be termed gambling or wagering where the stakes are money or any other object or objects of value.

RULE 14: UNACCEPTABLE LANGUAGE OR GESTURES

Students shall not use vulgar language or gestures (written or expressed). Punishment for the use of vulgar language or gestures will be determined by the principal.

RULE 15: OBSCENE MATERIAL

Students shall not possess and / or distribute obscene materials. Punishment for violation of this rule shall be determined by the principal.

RULE 16: CELL PHONE USE

Use and misuse of cell phones has become a serious problem that threatens the ability of the district's schools to properly and efficiently operate its education program. The school board believes it is necessary to restrict student use and possession of cell phones, other electronic communication devices, camera, MP3 players, iPods, and other portable music devices so that the opportunity for learning in the district's schools may be enhanced.

At the same time, cell phones and other electronic communication devices

can, in controlled situations, offer a means to enhance student learning through their ability to access expanded sources of information. **Teachers have the authority to permit student use of their cell phones for specific classroom lesson plans or projects.** Students must abide by the guidelines the teacher gives for any such authorization. Students who fail to do so will be subject to the provisions of this policy governing misuse of cell phones.

For the purpose of this policy, the use of a cell phone or other communication device includes any incoming call, text message, message waiting, or any audible sound coming from the phone or device.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing technology equipment.

From the time of the first bell until after the last bell, students are forbidden from using cell phones, any device, beeper, or similar electronic communication devices for personal uses. Cell phones and electronic devices may be used on campus during instructional times only and their use must be specifically linked to instructional objectives. Such devices must remain in silent mode during the school day

Before and after normal school hours, possession of cell phones, any paging device, beeper, or similar electronic communication devices, cameras, MP 3 players, iPods, and other portable music 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.

Students using cell phones or electronic devices for personal use, shall have them confiscated. Confiscated cell phones and other electronic devices may be picked up at the school's administration office by the student's parents or guardians. Students have no right of privacy as to the content contained on any cell phones and other electronic communication devices that have been confiscated.

Students who use school issued cell phones and or/computers for non-school purposes, except as permitted by the district's internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. Students are forbidden from using school issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including expulsion.

RULE 17: STUDENT DISCIPLINE--GENERAL STATEMENT OF JURISDICTION

The School District reserves the right to punish behavior which is subversive to good order and discipline in the schools, regardless of whether the student's conduct occurs on or off campus and during or between school terms and regardless of whether a specific prohibition of the conduct is contained in this student handbook. This includes behavior at bus stops.

AUTHORITY FOR STUDENT DISCIPLINE

Teachers, principals, administrators, and other school staff have the authority to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision. Such measures

may include the use of reasonable force in the exercise of lawful authority to restrain or correct pupils and maintain order.

CORPORAL PUNISHMENT:

Reasonable discipline may include the administration of corporal punishment to a student in the exercise of sound discretion by a certified employee, provided that corporal punishment shall not be excessive or unduly severe.

Corporal punishment will be administered according to the following requirements:

1. Act 333 amends the Arkansas Code 6-18-503 to clarify procedures for administration of corporal punishment by allowing the punishment to be administered in the presence of a school administrator or his/her designee. The designee must be a teacher or administrator employed by the district. It will be administered in the presence of at least one certified employee in addition to the person dispensing it.
2. It will not be administered in the presence of other students nor in a spirit of malice or anger, nor will it be excessive.
3. Before corporal punishment is administered, the student shall be advised of the rule and infraction for which the student is being punished in the presence of the witness. If the student claims innocence, the certified employee will permit the student to state his/her position which shall be considered prior to punishment.
4. Refusal to take corporal punishment may result in suspension or other disciplinary measures.
5. The principal or designee at the school will administer the corporal punishment.

DISCIPLINE OF DISABLED STUDENTS:

Disabled students who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as treatment does not abridge the right to free appropriate public education. Guidelines outlined in Act 104 of the 1983 Special Session will be followed.

DISCIPLINARY RECORD:

A student and/or the student's parent may question any part of the student's disciplinary record maintained by the school district on the grounds that it is an inaccurate record or that the conduct did not warrant the discipline assessed. The principal will receive any evidence tendered on behalf of the student on the issue and will make such other necessary investigations. If the record is found to be inaccurate, it will be corrected, or if it is found that the student's conduct did not

warrant the discipline assessed, the record will be amended to reflect that finding.

Disciplinary actions will not be entered on the student's permanent record card except for expulsions. Individual records shall be treated as confidential and disclosed only with permission of the student if he or she is an adult or the student's parent if the student is a minor or under court order to public authorities requesting information in the course and scope of their legal duties.

DISCIPLINE – INTERNET POLICY – ACT 801 OF 1997

Students may have the opportunity to use a variety of technologies at school, including computers and the Internet. Students are to use this technology as directed by the staff in conformity with school curriculum. Students who use any technology in an inappropriate manner and/or not as directed by the school are in violation of school policies and subject to discipline, up to and including the loss of the right to use the technology.

DISCIPLINE--GANGS AND GANG ACTIVITY

Gangs, secret societies, or other similar groups, whether organized in the community or in other settings are prohibited on the school grounds and campus and at any school-sponsored activity. Students who are arrested for gang-related offenses, regardless of where the offense may have occurred, are subject to this rule. Gang-related activities include but are not limited to such activities as wearing apparel associated with gangs, displaying gang insignia, throwing signs or other language associated with gangs, intimidation and threats. Severity of the offense will determine punishment.

DETENTION:

Students may be assigned to report to detention before school begins. Morning detention begins at 7:20 a.m. and ends at 7:50 a.m. Students are responsible for their own transportation when assigned to detention. Students will be confined to detention hall by the principal or his designee. If the student is tardy for detention it will not count as being served.

Students assigned to detention in Middle School will report during their lunch time. Students will eat lunch in the teacher's classroom where detention is being held.

Elementary students assigned to detention must report to the principal or designated teacher during recess time.

DISCIPLINE COMPLAINTS AND GRIEVANCES:

If a student and / or the parent of a student involved in a disciplinary ruling wish to contest a disciplinary ruling, they must state their complaint in writing to the school principal asking that the ruling be changed. If the complaint is not satisfactorily resolved by the principal, an appeal is possible to the superintendent, then to the School Board.

SUSPENSION:

A teacher may dismiss for disciplinary reasons any student from class. The teacher shall, when feasible, accompany the student to the office of the principal or designee and shall, as soon as practical, file with the principal a written statement of the reason or reasons for the student's dismissal from class. The principal or designee shall determine whether to reinstate the student in class, reassign him or her, or take other disciplinary action. **IF A STUDENT IS SUSPENDED FROM SCHOOL, NO MAKE UP WORK IS ALLOWED AND THE STUDENT IS GIVEN THE GRADE OF "0" ON ALL WORK DONE WHILE HE/SHE IS SUSPENDED.**

The principal of any school or designee is authorized to suspend students from school for disciplinary reasons up to ten days, including the day upon which the suspension was initially imposed. Prior to such suspension, the principal or designee shall inform the student either orally or in writing what the student is accused of doing and what the basis of the accusation is. If the student denies the charges or accusations against him/her, the principal shall explain to him/her the evidence which forms a basis of the charges and shall permit the student to present his/her side of the story. If the principal considers that suspension is proper, he shall send the student home with a suspension notice. The principal or designee may require the attendance of the parent and/or student involved at a conference as a condition for considering reinstatement. Parents may appeal suspensions which can be up to ten days to the superintendent of schools. Only suspensions of more than ten days can be appealed to the school board. When a student has been notified that he/she is suspended from school, he/she shall remain away from school premises until the principal reinstates him/her. This is to include ballgames home or away. A suspended student may return to the school premises when accompanied by his/her parent or guardian for a student-parent-principal conference.

If, in the conference, no decision is reached by the principal, for reinstatement of the student, or if any suspended student or his parent or guardian (when the student is a minor), requests a hearing before the superintendent or the school board on the suspension, then the principal or designee shall extend the suspension of the student and shall furnish the superintendent of schools with a full report on the suspension within a period of five days from the request. The superintendent of schools or designee shall have the authority to revoke, terminate, or otherwise modify the suspension and will notify the principal, parents, and the school board of his actions within five days from receiving the principal's report. If the superintendent or designee agrees with the suspension or modifies the suspension imposed by the principal and if the student or his parent so request, a hearing shall be scheduled before the school board within five days after the superintendent has notified the parent or student of his/her action. The board may revoke, terminate, alter or modify the suspension.

A suspended student will be re-admitted to school after being suspended for ten school days including the day upon which the suspension was initially imposed, even if the appeal process has not been completed.

This policy, however, does not prohibit a principal or superintendent from recommending the expulsion of the student if a satisfactory student-parent-principal

conference has not been held. In this event the suspension will be treated procedurally as a recommendation for expulsion and the notices will be given by the superintendent or designee provided under the policy for expulsion.

LONG TERM SUSPENSION:

A suspension, not amounting to an expulsion for the remainder of the term but being more than ten days, is authorized. This long term suspension, however, shall come only after the student has been afforded notice, opportunity for a hearing, and the same procedural right as for expulsion.

EMERGENCY SUSPENSION:

Notwithstanding the policy concerning suspension and expulsion procedure, students may be suspended indefinitely without notice, hearing, and the other rights provided therein being first given where the school is undergoing a violent upheaval or where orderly educational processes have otherwise been substantially disrupted. This would apply only in rare instances such as when riots are taking place and where emergency circumstances make it unreasonable for the administration and board to consider the case under their usual time. In all such cases, notices, hearings, and other rights shall be provided in accordance with the normal provisions at the earliest practical date that the restoration of order permits.

EXPULSION:

The principal of a school may recommend that a student be expelled from school with loss of credit and shall make said recommendation to the superintendent in writing which will include a written statement of the charge or charges against the student. If the superintendent concurs with the recommendation, he/she shall schedule a hearing before the school board. The school board may expel a student for the remainder of the semester or for the remainder of the school year or permanently for conduct it deems to be of such seriousness as to make a suspension inappropriate, or where it finds that the student's continued attendance at school would be unacceptably disruptive to the educational program, or would be attended with unreasonable danger to other students, and faculty members. Permanent expulsion is appropriate only for those instances in which serious bodily harm occurred or reasonably could have been expected to occur to another person.

The superintendent or designee shall give written notice, mailed within five calendar days from the alleged incident causing the expulsion recommendation, to the parent if the student is minor or the student if he/she is an adult. Such hearing will be conducted not earlier than three calendar days or more than seven calendar days following the date of the notice except that the superintendent and the student and the student's parent may agree in writing to a date not conforming to this limitation. The notice will also state the charge against the student in clear and concise terms.

In every case of a hearing held by a school board regarding the expulsion of a student, the president of the board, or, in his/her absence, another member

selected by the board shall preside at the hearing. The student shall be entitled to representation by a lawyer or lay counsel. The superintendent or designee shall present evidence and may present witnesses or statements of those persons having personal knowledge of the events or circumstances giving rise to the expulsion recommendation at the hearing. The student or representative may then present witnesses or statements by witnesses with personal knowledge of events or circumstances relevant to the issue. Opportunity shall be afforded for the student to observe all evidence offered against him. Members of the board may question any witness.

At the conclusion of the hearing, the board may discuss the matter and will dispose of it by vote. If the board does not expel the pupil with loss of credit, they may impose less severe disciplinary actions such as long-term suspensions which may be with or without opportunity for make-up of school work. The board shall briefly state its findings in writing within ten days after the hearing.

The school administration has the responsibility to present the evidence to the board and the administration is entitled to open and conclude. The president of the board or the presiding officer has the authority to limit unproductively long or irrelevant questioning by non-board members.

GROUP HEARING FOR SUSPENSION OR EXPULSION:

When two or more students are charged with violating the same rule and have acted in concert and the facts are basically the same for all such student, a single hearing may be conducted for them if the president of the board believes the following conditions exist:

1. A single hearing will not likely result in conclusion.
2. No student will have his/her interest substantially prejudiced by group hearing.

If during the hearing, the president finds that a student's interest will be substantially prejudiced by the group hearing, a separate hearing may be ordered for that student.

DRUG TESTING – ATHLETICS/CLUB MEMBERSHIP

During the 1996-97 school year, the Parkers Chapel School Board adopted a policy of drug testing for all students at Parkers Chapel High School who participate in athletics or clubs sponsored by the school. A form will be sent home with each student for parental consent for drug testing. If your son/daughter participates in athletics or is a member of any club or organization sponsored by the school, he/she must return this form signed by the student and parent and kept on file in the office. Failure to have this form on file will result in the student not being allowed to participate in athletics or extracurricular club activities. Random drug tests will be conducted at least 4 times a school year. Consequences for positive drug test results are described below:

Consequences for first positive drug test:

- **Suspension from all extra-curricular activities for 30 calendar days**
- **At the coach's or sponsor's discretion, student may return to practice after 15 calendar days following completion of one-half their substance abuse counseling sessions.**
- **Student must attend a minimum of four substance abuse counseling sessions at the expense of parent. All counseling sessions must be complete before reinstatement.**
- **Before reinstatement, a student must pass a drug test administered by a medical technologists, which will be at the expense of the parent. Results presented to principal.**
- **Student must participate in mandatory drug testing, which will be at the parent's expense, each time the school has random drug testing for one calendar year (4 times).**
- **Student will not be allowed to drive on campus during their 30 day suspension.**
- **Student cannot attend any extra-curricular activities during their suspension.**

Consequences for second positive drug test:

- **Suspension from all extra-curricular activities for 180 calendar days.**
- **Student must participate in mandatory drug testing, at the parent's expense, each time the school has random drug testing for the remainder of their school career.**
- **Student must attend a minimum of four substance abuse counseling sessions at the expense of parent.**
- **Student will not be allowed to drive on school campus for 180 days.**
- **Student cannot attend any extra-curricular activities during their suspension.**

Consequences for a third positive drug test:

- **Complete removal from all extra-curricular activities for the duration of their career.**
- **Student will not be allowed to drive on school campus for 180 days.**

SEARCH OF PROPERTY AND STUDENTS:

Students are entitled to the guarantees of the fourth amendment, and they

are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of students and school property when there is reasonable cause to believe that students may be in possession of drugs, weapons, alcohol and other materials (contraband) in violation of school policy or state law. Students who bring contraband on to school grounds may be searched in order to secure the school environment so learning can take place and to protect other students from any potentially harmful effects stemming from the contraband. School property shall remain under the control of school officials, and shall be subject to search. The Administration may utilize canines and metal detectors (magnetometers) as provided in the Administrative Procedures.

Definition of terms used specifically in the “search” section of the handbook:

Contraband- all substances or materials, the presence of which is prohibited by school policy or state law, including but not limited to, controlled substances, drugs, alcohol or alcoholic beverages, abuse of glue, aerosol paint, or any other substance that may cause a euphoric feeling, guns, knives, weapons and incendiary devices.

Reasonable cause- is the standard for search on school property or at school related events which is based on the school official's specific reasonable inferences which he or she is entitled to draw from the facts in light of the school official's experience. Specific reasonable inferences may be drawn from instances including but not limited to, a tip from a reliable student, suspicious behavior which suggests that contraband is present, a smell indicating the presence of the contraband or a bulge in a pocket, etc. Reasonable cause should not be based on a mere hunch.

SCHOOL PROPERTY:

Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over the school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school. At no time will a student occupy more than one locker.

AUTOMOBILES:

Automobiles on school property are subject to search by a school official if a school official has reasonable cause to believe that contraband is in or on the automobile.

THE PERSON:

Students and their effects are subject to being searched by school officials if a school official has reasonable cause to believe that the student is in possession of contraband. If a search of the student is conducted:

- (1) An adult witness shall be present when the search is conducted, and
- (2) A pat down search of a student's person will be done by a school official of the same sex.

SUGGESTED PROCEDURES:

If a school official has reasonable cause to believe that contraband is present he or she may institute a search. Although the following procedures for a search are suggested, they are not mandated because the circumstances attendant to the need for each search may vary. The student should ordinarily be required to be present and asked to consent to the search. If after being informed of the basis for the school official's reason to search the student does not consent and the circumstances permit, the student's parent or guardian should be called and informed of the circumstances. If the parent or guardian will not consent to the search, the school official may proceed with the search, contact security, or if necessary call law enforcement authorities. Ordinarily, and if circumstances permit, the search of a person or his effects should be conducted out of the presence of other students.

USE OF CANINES:

The Administration is authorized to utilize canines whose reliability and accuracy for sniffing out contraband has been established to aid in the search for contraband in school owned property and automobiles parked on school property. Canines shall not be used to search students unless school officials have established independently that there is reasonable cause to believe the student possesses contraband on his or her person. The canines must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions. An indication by the dog that contraband is present on school property or an automobile shall be reasonable cause for a further search by school officials.

USE OF METAL DETECTORS (MAGNETOMETERS):

Weapons of any nature on school property or at school functions are prohibited by school policy and state law. The presence of weapons is inherently dangerous to all persons in the school setting. When the Administration has reasonable cause to believe that weapons are in the possession of unidentified students, when there has been a pattern of weapons found at school or when violence involving weapons has occurred at a school, the Administration is authorized to use stationary or mobile metal detectors.

If a metal detector is to be used in a particular school the students will be notified via the loudspeaker, at an assembly, or by similar means of its use. On the day of its use signs will be posted to warn students that each student will be required to submit to a screening for metal as a condition of entering or continuing attendance at school.

When a metal detector is being used, students will be allowed to use only the entries designated. If a metal detector activates on a student, the student should be asked to remove metal objects from his or her person and walk through or be scanned again. If, after the removal of other metal objects and a third activation by the metal detector on the student, the student should be taken to a room out of view

from the other students where the procedures suggested for a search would be applicable.

ARKANSAS COMPULSORY SCHOOL ATTENDANCE LAW:

The District will enforce Arkansas Code 6-18-201 as follows:

Every parent, guardian, or other person residing within the State of Arkansas having custody or charge of any child or children age five (5) through (17) years on or by August 1 of that year, both inclusive, shall enroll and send the child or children to a public, private, or parochial school or provide a home school for the child or children.

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

Any parent, guardian, or other person residing within the state and having custody or charge of any child or children may elect for the child or children not to attend kindergarten if the child or children will not be age six (6) on August 1 of that particular school year.

If such an election is made, the parent, guardian, or other person having custody or charge of the child must file a signed kindergarten waiver form with the local district administrative office. Such form shall be prescribed by regulation of the State Department of Education. On filing the kindergarten waiver form, the child or children shall not be required to attend kindergarten in that school year.

1. Students ages of five and through seventeen must be enrolled in school as required by Act 292 of 1991. However, a student may attend up to age 21.
2. It is the responsibility of the parent to see that the student is in attendance at school. The parent is to notify the school principal's office when the student is absent.
3. Act 831 of 1991 requires that every application for an instruction permit or for an operator's or chauffeur's license by a person less than eighteen years old on October 1 of any year, shall be accompanied by proof of receipt of enrollment and regular attendance in a public, private, or parochial school. Also, proof is needed for those students who are being provided schooling at home.
4. Act 876 of 1991 requires that each public, private, or parochial school shall notify the Department of Finance and Administration whenever a student fourteen years of age or older is no longer in school.

RESIDENCY REQUIREMENTS:

(Board policy 4.1 – Residence Requirements)

PARKERS CHAPEL SCHOOL

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

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

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

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

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

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

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

A copy of the policy (Board policy 4.1) may be received from the superintendent’s office.

Act 663 of the 1999 Legislative session established penalties for parents that unlawfully enroll their children in a nonresident school district by knowingly giving a false address. This is a misdemeanor fineable by up to \$500

ADMISSION:

Act 574 of 1995 states:

Prior to a child's admission to an Arkansas public school, a school district will request the parent, guardian, or other responsible person to furnish the child's social security number and will inform the parent, guardian, or other responsible person that, in the alternative they may request that the school district assign the child a nine (9) digit number designated by the Department of Education.

Prior to a child's admission to an Arkansas public school, the parent, guardian, or responsible person will provide the school district with one (1) of the following documents indicating the child's age:

1. A birth certificate;
2. A statement by the local registrar or 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. United States military identification.

Prior to a child's admission to an Arkansas public school, the parent or guardian will indicate on school registration forms whether the child has been expelled from school in any other school district or was a party to an expulsion proceeding.

TRANSFERRING-IN STUDENTS:

When a student moves into the Parkers Chapel School District from attendance in an accredited school, he/she will be placed in the same grade that would have been assigned in the former school. High school students will be placed in the grade appropriate to their credits they have earned. Students who have attended a non-accredited school or have been home-schooled shall be evaluated by Parkers Chapel staff to determine the student's proper placement at Parkers Chapel. A placement test will be given to determine this. A math test will be conducted by the counselor. The decision for placement may be changed later if the performance of the student does not meet or exceed grade level standards.

TRANSFER STUDENTS MUST MEET THE SAME QUALIFICATIONS FOR GRADUATION AS LIFELONG RESIDENTS OF PARKERS CHAPEL SCHOOLS.

TRANSFERRING-OUT STUDENT POLICY:

The Parkers Chapel School Board has a written policy that sets forth the provisions by which a student may transfer to another school district. This policy is available upon request in the office of the principal.

CLASSROOM INTERRUPTIONS:

INTERRUPTIONS MUST BE KEPT TO A MINIMUM. Therefore, the only messages that will be delivered to students during class time are those deemed to be an emergency. Announcements will be made at the beginning of school. Any other announcements will be made at the end of class time.

Parents should make every attempt to check students in and out of school after class or at lunch. Interruptions such as coming in late or leaving early are very distracting to the learning process of other students. Parkers Chapel School is striving to give your student the best opportunity for a quality education. Avoidable interruptions hinder that opportunity.

ATTENDANCE POLICY

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

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

Excused Absences

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement to the principal or designee upon his/her return to school from the parent or legal guardian stating such reason. A written statement or phone call for an absence having occurred more than three (3) school days prior to its presentation will **not** be accepted.

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of five (5) 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.¹
2. Death or serious illness in their immediate family;²
3. Observance of recognized holidays observed by the student's faith;

4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal; or
7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).

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.³

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Excessive absences may, however, be the basis 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, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with six(6) unexcused absences in a course in a semester shall not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

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

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

At any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee.

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

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

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

Additional Absences

Additional absences that are not charged against the allowable number of absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement upon his/her return to school from the parent, guardian, person in loco parentis, or appropriate government agency stating such reason.

1. To participate in an FFA, FHA, or 4-H sanctioned activity;
2. To participate in the election poll workers program for high school students;
3. To serve as a page for a member of the General Assembly;
4. 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;

5. For purposes pre-approved by the school administration such as visiting prospective colleges, to obey a subpoena, or to attend at an appointment with a government agency;
6. Due to the student having been sent home from school due to illness.

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 a similar equivalent grading period for which grades are reported as part of the student's permanent record.

STATE TOURNAMENT PLAY

- Parent must contact school office **before** student is checked out.
- The office will assign a check out time.
- Student cannot leave campus with another student.
- Student must sign in at ballgame with principal or designee for absence to be excused and to be allowed to make up missed work.
- Does not count against exemptions.

The principal reserves the right to deal with extenuating circumstances regarding attendance issues.

MAKE-UP WORK

Students who miss school due to an excused absence (5 phone calls / notes from home and medical professional excuses) shall be allowed to make up the work they missed during their absence(s) under the following rules.

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments when asked by a returning student.
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.

4. Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one class day to make up their work for each class day they are absent.
6. Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
7. Students are responsible for turning in their make-up work without the teacher having to ask for it.
8. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.

Work may not be made up for credit for absences in excess of the number of allowable absences in a semester **unless** the absences are part of a signed agreement as permitted by policy 4.7 – ABSENCES.

LATE FOR CLASS:

Teachers will define what is a tardy for their class (in their seat, in the room, etc.). Teachers will issue tardy slips to students. Doctor appointments, driver license exams and family illnesses are legitimate reasons for being late for school. Reasons for absences can be found under the attendance section of this handbook. Car trouble, mom not waking me up, etc., are not valid. It is not necessary for the parent to call and report a student being late if it is **not** for a reason that is excusable.

CHECKING IN AND OUT OF SCHOOL:

High School begins at 7:50 a.m. and ends at 3:15 p.m. Students are expected to be in school during those hours. **If a student drives to school and needs to check out, he/she needs to have a parent call the school, state the reason, and the student shall sign the check in/out sheet.** For the absence to be excused, it should follow the same guidelines for excused absences. Hair appointments, trying on tuxedos, etc., do not qualify for excused absences. Only persons on the student emergency card may check a student out from class/school.

ENTERING THE BUILDINGS:

Elementary students may enter the buildings at 7:30. All doors except the office door are locked at 7:55. Students must report to their homeroom at 7:45.

Middle school students enter the building by the north entrance. Students may enter the building at 7:30. Students will retrieve items from their lockers / place items in their lockers at 7:45 and then enter 1st period classrooms.

High school students are **not** permitted to enter the doors before the bell rings. High School students are allowed to enter the Common's Area doors. No student will be allowed to work in class before school unless that teacher is in the

room with them. No student will be allowed to work in the library before school unless librarian or teacher is in the library.

DRESS CODE:

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

Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female. This prohibition does not apply, however, to a costume or uniform worn by a student while participating in a school-sponsored activity or event.

Student dress, grooming, and appearance should be the responsibility of the individual and his or her parents, guardian, or loco parentis under the following guidelines:

1. Dress and grooming should be clean and in keeping with health and sanitary practices.
2. Students may not wear clothing or hairstyles that can be hazardous to them in their educational activities such as lab work, physical education, art, or on-the-job-training. Clothing should be modest and not revealing.
3. Dress and grooming should not substantially disrupt the educational process.
4. A student shall not wear or use emblems, insignias, badges, or other symbols that cause substantial disruption or interference with the operation of the school. No alcohol or tobacco related advertisements or sexually suggestive message will not be allowed. "Hooters" T-Shirts will not be allowed.
5. No tank tops, halter tops, or halter-like upper garments will be permitted. (Elementary students may wear tank tops with at least 2" wide straps)
6. Blouses or upper garments when worn on the outside **cannot** reveal the midriff area when arms are raised. A cover shirt or jacket will not be allowed to cover the violation.
7. Dress and short lengths must be longer than the student's fingertips when his / her arms hang at the student's sides. (Elementary student's shorts will not be measured but are required to well cover the student while sitting, squatting, and bending). Students will be sent home to change shorts/skirts that are too short. Second time offenders will not be allowed to wear shorts for the remainder of the semester.
8. Sunglasses must be removed upon entering the building.
9. Leggings/tights must be covered by a proper outer garment – meeting the

- fingertip rule.
10. Boys' pants **shall** be worn at the waist. If necessary a belt will be worn and buckled. Overalls will have the straps buckled.
 11. Gang related attire; bandannas on the head or hanging from the pocket will not be permitted. Chains dangling from the belt are not allowed. Insignias that can be inflammatory will not be allowed on campus even during ball games or at school functions.
 12. No hats or caps are permitted on campus during the school day. Toboggans can be worn outside when the temperature is extremely cold. Caps may be worn by baseball/softball teams during practice on the ball fields. No other type of headwear is permitted.
 13. Sleep pants and/or pajamas will not be worn at school.
 14. P.E./Athletic practice gear cannot be worn to class; can only be worn at practice and P.E. class.
 15. Pants or shorts cannot have holes in them that can be seen through above the knee higher than the fingertip rule. Any hole above the knee higher than the ends of the fingertips **must** have cloth or a patch sewn-in underneath (Refer to Rule 7).

When two teachers concur that attire is inappropriate then it is considered inappropriate. Any student, who is inappropriately dressed, according to the above guidelines, will be asked to correct his/her attire immediately. The procedure may include sending the student home to change articles of clothing in question. Dress code violations should be addressed first thing in the morning. Addressing dress code violations can be done at any time during the day. The principal reserves the right to deal with dress code violations individually.

TELEPHONE USE:

The phone in the office may be used for emergency calls if permission is granted by a teacher or administrator. Students will not be called from class to the telephone, except in emergencies. No cell phones may be used. There will be ABSOLUTELY no personal use of cell phones between 7:50 – 3:15 each day. Cell phones may be used for educational instruction only.

SCHOOL FACILITIES:

Proper maintenance and appearance can be achieved if all concerned follow these rules:

1. Throw all refuse in trash barrels provided.
2. Keep feet off walls and classroom seats.
3. Proper shoes must be worn when playing/walking on the gym floor.
4. Do not mark on any property such as desks and buildings.
5. Littering will be punished by having the student to clean up the campus.

The principal reserves the right to deal with the destruction of school facilities / property on an individual basis.

SCHOOL PROPERTY:

Uniforms, books, and other school property are in the form of a loan and must be treated as you would want property borrowed from you to be treated. Assessments shall be made for abuse of borrowed property.

CLUBS AND ORGANIZATIONS:

All clubs and organizations shall have, in the principal's office, a copy of their charter, by-laws, rules and regulations and any other pertinent information concerning club membership.

STUDENT PARTICIPATION IN SURVEYS:

Protection of Pupil Rights Amendment (PPRA):

Section I - No student shall be required to submit to a survey, analysis, or evaluation which is administered or distributed by a school, and is funded in whole or in part by any program administered by the U.S. Department of Education without the prior written consent of the parent/guardian that reveals information concerning the following:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student or his family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating, and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Section II - No surveys shall be administered without the prior approval of the school principal. Any survey created by a third party, or funded, in whole or in part, as part of any US Department of Education administered program, containing one or more of the eight categories listed above shall be available to be inspected by a student's parent/guardian before the survey is administered or distributed by a school to a student. Parents/guardians shall have the right to deny permission for their child to participate in the taking of the survey. The school shall not penalize students whose parents/guardians exercise this option. The school shall take

reasonable precautions to protect students' privacy during their participation in the administration of any survey, analysis, or evaluation containing one or more of the eight categories listed above.

Section III - Parents or guardians wishing to inspect a survey, analysis, or evaluation shall be able to do so in the administrative office of the administering school where the surveys shall be available for inspection for a period of ten (10) days (regular school days when school is in session) after the notice of intent to administer the survey is sent. Included in the notice shall be information regarding how the survey or questionnaire will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey or questionnaire. Parents may refuse to allow their student to participate before or after reviewing the survey or questionnaire.

The requirements of sections one, two, and three of this policy do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

Section IV - Prior written parental permission is required before any survey or questionnaire (not including tests mandated by state or Federal law or regulation and standardized scholastic achievement tests) is administered to a student the responses to which are to be provided to a person or entity other than another public school, school district, or any branch of the Federal Government and which requests or requires a student to provide any of the eight (8) categories of information listed above and/or the following;

1. A student's name;
2. The name of the student's parent or member of the student's family;
3. The address, telephone number, or email address of a student or a member of a student's family;
4. A personal identification number, such as a social security number, driver's license number, or student identification number of a student or a member of the student's family;
5. Any information, the disclosure of which is regulated, or prohibited by any other state or federal law or regulation.

The rights provided to parents under this policy transfer to the student when he/she turns 18 years old. Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION :

Family Educational Rights and Privacy Act (FERPA)

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.

For purposes of this policy, the Parkers Chapel School District does not distinguish between a custodial and noncustodial 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.

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

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 whom is final. A challenge to the accuracy of material contained in a student file must be initiated with the building principal, with an appeal available to the Superintendent or his designee. Any appeal above that level will be to an independent hearing officer and must be consistent with the purposes of the federal Family Educational Rights and Privacy Act.

Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, directory information about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. "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 when associated with their physical address, email address, telephone number, or photograph will only be displayed on the district or school's web page after receiving the written permission of the student's parent or student if over the age of 18.

Form #FERPA-1 for objecting to making directory information available is located in the front 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. Failure to file an objection by that time is considered a specific grant of permission.

MARKETING OF PERSONAL INFORMATION

The Parkers Chapel School District shall not collect, disclose, or use personal information for the purpose of marketing or for selling that information or to otherwise provide that information to others for that purpose.

Personal information is defined, for the purposes of this policy only, as individually identifiable information including:

1. Student or parent's first and last name;
2. Home or other physical address (including street name and the name of the city or town);
3. Telephone number; and
4. Social security identification number.

The District may collect, disclose, or use personal information that is collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions such as the following:

1. College or other postsecondary education recruitment, or military recruitment;
2. Book clubs, magazines, and programs providing access to low cost literary products;
3. Curriculum and instructional materials used by elementary schools and secondary schools;
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
5. The sale by students of products or services to raise funds for school related or education related activities; and
6. Student recognition programs.

DISTRIBUTION OF LITERATURE:

Subject to the approval of the principal, students shall have the right to distribute and possess any form of literature including, but not limited to, newspapers, magazines, leaflet and pamphlets, except that the principal may prohibit a specific issue of a specific publication if there is a substantial, factual basis for believing its possession or distribution will cause or is causing substantial disruption with school activities. The right of distribution shall extend to school grounds and buildings.

The time, place and manner of student distribution of literature may be reasonably regulated by the principal provided such regulations:

1. Are uniformly applied to all forms of literature;
2. Do not prohibit distribution at times or places either inside or outside the school building for which no factual basis exist to conclude that any

- interference with school activities would occur;
3. Are specific as to places and times where distribution is prohibited; and
 4. Do not inhibit a person's right to accept or reject any literature distributed in accordance with the rules.

HIGH SCHOOL CLASS OFFICE AND ELECTION PROCESS:

If two candidates are running for the same office, a simple fifty percent of the votes cast will determine the winner. If more than two are running for the same office and no single candidate receives more than fifty percent of the votes cast, a runoff between the two candidates with the most votes will be held. Candidates for the class office must sign up in the principal's office before they will be placed on the voting ballot. Candidates for class office must meet the same qualifications that the Arkansas Activities Association has stated for participation in extracurricular activities. Elections will be held as early in the semester as possible. All students eligible to vote / present the day of voting will be provided an opportunity to vote.

STUDENT COUNCIL:

The Student Council has bylaws and a constitution that is on file in the principal's office. Candidates for office and membership should read this before declaring their candidacy. Elections will be held as early as possible.

CHEERLEADING:

Selection of cheerleaders will take place in the spring semester. The cheerleader coach will have a document listing qualifications and expectations of cheerleaders. A copy of the document is also on file in the office of the principal.

SCHOOL TRIPS:

All school trips must have the approval of the principal. This includes the purpose of the trip, time of leaving and approximate time of return. Students will be provided with a field trip consent form at the first of the school year that will cover all school trips.

School groups or organizations making out-of-town trips must have a faculty advisor and a sufficient number of adult chaperones. Request for making out-of-town trips should be submitted to the principal in ample time before the event and prior to any commitments being made.

All students going on school-sponsored trips will be expected to go and return according to the guidelines and rules set by the coaches, director, sponsor, or by the administration.

Excessive discipline problems (three (3) referrals to the office) or severe discipline problems, to be determined by principal, will keep students from going on trips.

FREEDOM OF EXPRESSION AND ASSEMBLY:

Students shall have the right to express themselves by speaking, writing, wearing or displaying symbols of ethnic, cultural or political values, such as buttons, badges, emblems, and arm bands or through any mode of dress or grooming style or through any other medium or form of expression; except that the principal may regulate expression provided there is a factual basis for believing a specific form of expression by a specific student will cause or is causing substantial disruption of school activities. Students shall also have the right to refrain from expressing themselves. Students may belong to any existing organization or club if they meet the membership criteria. New clubs or organizations may be started with permission from the principal and superintendent.

EQUITY COMPLIANCE:

In compliance with the Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the American with Disabilities Act, the Parkers Chapel School District assures that no person shall, on the basis of race, color, national origin, age, sex, religion or qualified handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination through any sponsored program or activity. Charges of sexual harassment will be promptly investigated regardless of the sex of the charging party. Anyone having questions about these general guidelines, or anyone believing these guidelines have not been applied fairly, is urged to contact Sonya Feemster, Equity Coordinator at 862-2360 or by mailing grievances to Parker Chapel School District, 401 Parkers Chapel Rd., El Dorado, AR 71730.

BUS TRANSPORTATION and RULES :

Eligibility for bus transportation is based on providing the best service for the greatest number of students. Riding privileges may be revoked if proper conduct is not observed. **BUS RULES WILL BE READ AND POSTED:**

First offense - Warning/copy sent to the parents

Second offense - Parent conference or suspension from bus until conference is held with parent

Third offense – Three days off the bus

Fourth offense - Loss of riding privileges

Student will not be allowed to ride bus for any reason including field trips.

Bus drivers will send discipline reports to the principal daily. Principals will make all decision regarding the discipline of the student.

PERSONAL VEHICLES

The use of personal vehicles is permitted to students who can legally operate a vehicle with the understanding that the vehicle not be moved or occupied during the school day without permission from the principal. The legal speed limit in a

school zone is 25 miles per hour on the highway in front of the school. When driving off the highway, on the school grounds and in the parking lot, a very minimum speed is required (5-10 mph). Violation of traffic laws will result in loss of the privilege of bringing the vehicle on campus.

Any student who operates a motor vehicle on campus will be required to provide a copy of a valid driver's license to the principal. All vehicles driven onto campus must be street legal. Three wheelers and four wheelers are not permitted on campus. ***All students driving to school must fill out proper paperwork and provide proof of current insurance.***

SITTING IN CARS OR LOITERING IN THE PARKING LOT:

Students driving cars or cycles must, after parking, enter the school yard and remain until time to go home. No one will be permitted to sit in parked cars nor loaf outside the fence, nor loaf around cars, nor play a car radio or tape player. No vehicle will be visited during the school day without permission of the principal.

LOCKERS:

Lockers are assigned and there is no fee. Lockers must be kept neat and well-organized. Do not apply stickers to the lockers. Students are to keep their materials in only their assigned locker. **Locks are available upon request in the office. Students are responsible for the contents in their lockers.** Students will only occupy their assigned locker. **No loitering at lockers.**

CAFETERIA:

All students are expected to eat in the cafeteria. Students may purchase a lunch for \$2.00 (\$.40 for reduced) or they may bring a lunch. A free/reduced lunch application is given to each student at the beginning of the school year. To be considered for benefits, these applications must be filled out completely and returned to school as soon as possible. Parents will be notified when their application is approved, rejected or returned for more information. Parents have the right to send lunch to school with students. If lunch is brought to the student, it must be the student's parent and it must be brought to the high school office for high school students, middle school, or elementary office. Breakfast is also provided at a cost of \$ 1.00 (\$.30 for reduced). Students eating breakfast are to do so between 7:30 a.m. and 7:45 a.m. before the school day begins.

CAFETERIA PAYMENT POLICY

All students or parents are to pay for breakfast/lunch in advance. These fees may be paid daily, weekly, monthly, or yearly. Elementary students are to turn breakfast / lunch money in to their homeroom teachers. Money should be placed in the lunch envelope provided by the school or should be sent in a sealed envelope – clearly labeled. All middle school and high school fees are to be given to the principal's secretary. No money is collected in the cafeteria serving line. **Students may**

charge breakfast/lunch up to \$10.00. If a student owes more than \$10.00, he/she will be asked to bring breakfast/lunch from home until the charges have been paid.

VISITORS:

Students are not allowed to bring visitors to school. Students cannot have visitors at lunch unless the Principal gives permission. Students may not meet someone outside to bring them lunch.

GRADING SCALE:

In accordance with Arkansas 1993 Standards, the following grading scale will be used by all public schools in Arkansas: Grades shall reflect student's achievement on academic objectives of the course.

A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 60 - 69
F = below 60

TRANSFER STUDENTS MUST MEET THE SAME QUALIFICATIONS FOR GRADUATION AS LIFELONG RESIDENTS OF PARKERS CHAPEL SCHOOLS.

HOMEWORK POLICY:

It shall be the policy of the Board of Education to delegate the responsibility of assigning homework for students to professional staff in accordance with the following principles and guidelines:

Homework in grades K-12:

1. Assignments will be assigned to provide either massed practice for a skill/concept recently learned or distributive practice for a skill/concept which was learned earlier but review is needed to maximize retention.
2. Massed practice of a new skill/concept is essential to achieve a high degree of mastery.
3. Distributive practice (review) of previously learned skills/concepts is essential to promote maximum retention and recall.
4. Practice is most effective if it is provided in short frequent sessions.
5. Guided practice under the supervision of a teacher prior to independent practice is essential to ensure that the learner practices the skill/concept correctly.
6. The more specific the linkage of practice to the skill/concept being taught for mastery or review, the more likely positive results will be achieved.

7. The level of difficulty and complexity of practice must be at or below the level at which the learner may proceed without supervision and guidance.
8. Increased meaningfulness of the practice increases the probability of effectiveness.
9. Practice of specific and small bits of learning is most effective as long as meaning is not compromised.
10. The more immediate the results of the practice are made known to the learner, the higher the probability of effectiveness.

The following guidelines will be observed by a professional staff in homework assignments:

1. Assignments will be considered as an extension of the classroom instruction for the purpose of either independent skill practice for mastery or for review of previously mastered skill/concepts.
2. Assignments will not involve skill/concepts which have not been previously taught.
3. Assignments to achieve mastery of new skills/concepts will follow guided practice to ensure that the learner can successfully practice the skill/concept accurately.
4. Assignments to achieve mastery of new skills/concepts will focus specifically on these skills to promote mastery in a more effective and efficient manner.
5. Maximum use of classroom time for input and supervised study should be planned for each lesson. Some homework assignments can best be accomplished during supervised study conducted as part of the allotted instructional period.
6. Assignments will be designed to provide short, frequent practice sessions focused on small segments of learning while maintaining maximum meaning for the learner.
7. Assignments will be made which address common needs of groups of learners and specific needs of individuals rather than automatically assigning common homework to all learners without regard to the individual learner's need or purpose of the assignment.
8. Staff should implement plans for immediate feedback to the learner whenever possible. The feedback should communicate to the learner specifically what aspects of the assignment are correct and incorrect. Follow-up instruction and exercises should be implemented to guide the learner in making and practicing corrections. At the elementary level, the time between completing the assignment and receiving knowledge of results should range from immediate to twenty-four hours while at the secondary level, this range should be from immediate to not more than three days.
9. Professional staff will exercise judgment relative to the quantity and frequency of homework assignments in relation to the above principles and guidelines. The emphasis will be on quality rather than quantity. The following guidelines should be considered in making homework assignments

GRADES K-2: No more than 15-30 minutes per day

GRADES 3-4: No more than 60-90 minutes per day

GRADES 5-8:

Frequency of assignments:.....3-5 days
Time required to complete assignments.....60-90 minutes*

GRADES 9-12:

Frequency of assignments:.....3-5 days
Time required to complete assignments.....60-150 minutes*

*Daily assignments for independent skill practice for new learning should range from 15-18 minutes per subject.

PARENT CONFERENCES:

Act 474 establishes a penalty not to exceed \$50 plus court cost and reasonable fees for any parent which fails to attend a student conference.

REMEDIATION POLICY:

Students in grades three through eleven, identified for an AIP who do not participate in the remediation program shall be retained. The local district shall determine the extent of the required participation in remediation as set forth in the student academic improvement plan.

Any student who does not score at the proficient level on the criterion-referenced assessments in reading, writing, science, and mathematics shall continue to be provided with remedial or supplemental instruction until the expectations are met or the student is not subject to compulsory school attendance.

Students not proficient on the End-of-Course tests or on the Grade 11 Literacy test shall participate in a remediation program to receive credit for the corresponding course.

Remediation for grades three through eleven will be scheduled by the teachers and/or principal. Remediation may occur during summer school or after school hours during the school year. All missed scheduled time will be paid for by the student.

EXAMS:

Comprehensive exams are to be given at the end of fall and spring semesters (18 week period).

EXEMPTION FROM EXAMS:

Students will be eligible for exemption from semester exams in May. Students who have at least a 90% average and no more than **four (4) absences** and students who have at least a 80% average with no more than **two (2) absences**, and no serious discipline referrals (suspensions), or three (3) referrals to the office are not eligible for exemption.

Students must be enrolled in Parkers Chapel on or before the first day of the second semester to be eligible for exemption from exams.

TARDIES are linked to exemptions for finals. If a student receives a fourth tardy anytime during any nine (9) week grading period, he / she will not be exempt from finals for that class.

REPORT CARDS:

Report cards go out to parents or guardians every nine (9) weeks. Progress reports will go out every 4 1/2 weeks. Grades are based on percentages. Grades will be updated on a regular basis. Parents may get grades at any time through the principal's office.

TEXTBOOK FINES:

State-owned textbooks will be checked each nine (9) weeks and if abused, they will be paid for by the student. Penalties for abuse of state-owned textbooks:

MINIMUM FINE: \$1.00

Pencil marks	10 cents per inch of mark
Ink marks	25 cents per inch of mark
Torn	25 cents per inch of tear
Wet (damaged beyond use)	Full value of book will be paid
Wet (but usable)	50% or otherwise
Dirty	To be determined by subject teacher and principal
Obscenities	Cost of book plus disciplinary action
Lost or stolen	Full value of book will be paid

ARKANSAS GRADUATION REQUIREMENTS:

Smart Core is Arkansas's college- and career-ready curriculum for high school students.

College- and career-readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that

support families and have pathways to advancement. To be college- and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and unforeseen situations. Smart Core *is the foundation* for college- and career-readiness. All students should supplement with additional rigorous coursework within their career focus.

Successful completion of the Smart Core curriculum is one of the eligibility requirements for the Arkansas Academic Challenge Scholarship. Failure to complete the Smart Core curriculum for graduation *may* result in negative consequences such as conditional admission to college and ineligibility for scholarship programs.

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

All students will participate in the Smart Core curriculum unless the parent or guardian waives the student's right to participate. In such case of a waiver, the student will be required to participate in Core. The required twenty-two (23) units, at a minimum, are to be taken from the Smart Core or Core as follows:

SMART CORE -

English - four (4) units - 9th, 10th, 11th, 12th

Mathematics - four (4) units [All students must take a mathematics course in grade 11 or grade 12 and complete Algebra II.] Comparable concurrent credit college courses may be substituted where applicable. Concurrent credit courses are elective credits at Parkers Chapel School District.

Algebra I or Algebra A & B (Grades 7-8 or 8-9)

Geometry or Investigating Geometry or Geometry A & B (Grades 8-9 or 9-10)
Algebra II

Fourth math unit range of options: (choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III, or an Advanced Placement math)

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) units

Civics or Civics/American Government

World History

American History

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

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

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

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

Economics-one half ($\frac{1}{2}$) unit (as either a SS credit or a Career Focus credit)

CBA-one (1) unit

CAREER FOCUS - Six (6) units

All units in the career focus requirement shall be established through guidance and counseling at the local school district based on the students' contemplated work aspirations. Career focus courses shall conform to local district policy and reflect state frameworks through course sequencing and career course concentrations where appropriate.

CORE -

English - four (4) units

Social Studies - three (3) units [one (1) unit of world history, one (1) unit of U. S. history, one half ($\frac{1}{2}$) unit of civics or government, and one half ($\frac{1}{2}$) unit of economics]

Mathematics - four (4) units [one (1) unit of algebra or its equivalent* and one (1) unit of geometry or its equivalent.* 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. Concurrent credit courses are elective credits at Parkers Chapel School District.

Science - three (3) units [at least one (1) unit of biology or its equivalent and one (1) unit of a physical science]

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

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

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

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

Economics-one half ($\frac{1}{2}$) unit (as either a SS credit or a Career Focus credit)

CBA-one (1) unit

CAREER FOCUS - Six (6) units

All units in the career focus requirement shall be established through guidance and counseling at the local school district based on the students' contemplated work aspirations. Career focus courses shall conform to local district policy and reflect state frameworks through course sequencing and career course concentrations where appropriate.

(1 unit = 2 semesters)

VALEDICTORIAN AND SALUTATORIAN:

To be recognized as valedictorian or salutatorian at PCHS, a student must:

- Fulfill the Arkansas State Requirements for graduation
- Meet the requirements of the Smart Core Curriculum and take 2 years of the same foreign language.
- Complete and take tests for at least two (2) Advanced Placement courses, International Baccalaureate courses, or Concurrent Credit courses that meet the requirements of A.C.A. 6-15-902 (c) (3)
- Enrollment in Parkers Chapel the student's entire senior year

- Course work completed during school year (August-May) will figure into selection
- A maximum of seven (7) courses offered at Parkers Chapel per year will be counted
- If Algebra I is completed in 8th grade, it will be counted
- If Physical Science is completed in the 8th grade, it will be counted.
- The student(s) with the highest number of points and has met the above criteria will be valedictorian
- The student(s) with the second highest number of points and has met the above criteria will be salutatorian
- Points are defined below
- If there is a tie after all points have been calculated, all students will be recognized

AP courses (not to include Pre-AP): A = 5 B = 4 C = 3 D = 2 F = 0
Weighted

All other courses A = 4 B = 3 C = 2 D = 1 F = 0
Non-weighted

The selection of valedictorian and salutatorian will be determined solely by the principal using information provided by the counselor and the procedures outlined in this student handbook.

HONOR GRADUATES:

To be recognized as an Honor Graduate at PCHS, a student must maintain a 3.5 cumulative grade point average, take at least one (1) AP course, 2 years of the same foreign language, fulfill the state requirements for Arkansas graduation and meet the Smart Core Curriculum requirements.

To figure grade point average, each letter grade is assigned a point value. These points are totaled up and divided by the total number of credited courses the student has taken.

AP courses (not to include Pre-AP): A = 5 B = 4 C = 3 D = 2 F = 0
Weighted

All other courses A = 4 B = 3 C = 2 D = 1 F = 0
Non-weighted

Students completing Advanced Placement (AP), International Baccalaureate (IB) and Arkansas Department of Education Approved Honors Courses and take the appropriate exam can receive weighted grade points as follows:

A=5

B=4

C=3

D=2

F=0

HONOR MEDALS:

English

*Earns an A in AP Language and Composition and takes the 11th grade AP Language and Composition Exam

*Earns an A in AP Literature and Composition and takes the 12th grade AP Literature and Composition Exam

American History

*Earns an A in AP American History and takes the AP American History exam

World History

*Earns an A in AP World History and takes the AP World History Exam.

AP Math

*Earns an A in AP Calculus and take the AP Calculus Exam.

Science

*Earns an A in AP Chemistry and take the AP Chemistry Exam.

*Earns an A in AP Biology and takes the AP Biology Exam.

AP Art History

*Earn an A in AP Art History and takes the AP Art History Exam.

AP class taken through distant education (ASMSA) will follow our policy on honor medals. If the above criteria is met, student will be presented with the AP medal and wear honor medal during graduation ceremonies.

ACTIVITY CREDIT:

Will be given to band and choir - 1 credit per year. Athletics will count as a P.E. Credit one time for ½ credit

PROCEDURE FOR ADDING AND DROPPING CLASSES:

No student can drop or add a class after three school days. Schedule changes can only be made the first three (3) days of the semester. Exceptions will

be made at the discretion of the principal with recommendations from the teacher and counselor.

REPEATING A CLASS:

When a class is repeated, all course work will be included in the Grade Point Average.

ELEMENTARY RETENTION POLICY: A review committee consisting of the following will determine placement:

- Parent/guardian
- All teachers at that grade level that teach the student
- A teacher above or below that grade level if deemed necessary
- Counselor
- Principal

Retention and/or promotion will be based on the following factors:

1. Reading and math levels
2. Attendance
3. Student performance
4. Teacher observations and recommendations
5. Standardized test scores (Stanford 10)
6. Criterion referenced test scores (Arkansas Benchmark Test /ACTAP)
7. Counselor observations and recommendations
8. Principal observations and recommendations

It will be indicated on the report card if a student is in a below level class. This shall indicate to parents that their child is not performing on level and may be retained at the end of the school year, regardless of grades. Students are graded based on their performance at their present level, which may or may not be above or below grade level.

MIDDLE SCHOOL GRADE RETENTION POLICY:

If a student in the 5TH - 8th grades fails 2 or more core subject areas, he/she will be subject to retention based on the recommendation of a review committee. Core subject areas include: English, math, science, and social studies.

A review committee consisting of the following will determine placement:

- Parent/guardian
- All teachers at that grade level that teach the student
- A teacher above or below that grade level if deemed necessary

- Counselor
- Principal

Retention and/or promotion will be based on the following factors:

1. Student performance
2. Attendance
3. Teacher, counselor, and principal observations and recommendations
4. Standardized test scores
5. Criterion referenced test scores (Arkansas Benchmark Test /ACTAP)

STUDENT RECORDS:

A transcript of student records will be sent only by written request of the student if 18 years old or the written request of the parent or guardian if less than 18 years old.

Under Act 355 of 1991, a student's permanent record must contain but is not limited to, a birth certificate and the student's social security number.

CONTRABAND ITEMS NOT ALLOWED ON THE PARKERS CHAPEL CAMPUS

Act 1408 of the 1999 Legislative Session strictly prohibits persons under the age of 18 to be in possession of a **laser pointer**, unless supervised by a parent or teacher. Laser pointers will be confiscated and **not** returned to the student.

Other CONTRABAND items not allowed on the campus:

- Weapons, guns, knives, explosive materials (fireworks)
- Tobacco products and E-cigarettes, e-cigars, or any vapor smoking device
- Beepers, pagers
- Personal computer software/diskettes
- Radios, CD players, headsets, MP3 players, iPods
- Video games
- Caps and bandannas
- Lighters
- Any item that is deemed to be disruptive to the educational process.

STUDENT SEXUAL HARASSMENT

The Parkers Chapel School District is committed to having an academic environment in which all students are treated with respect and dignity. Student

achievement is best attained in an atmosphere of equal educational opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated.

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

Any student, after investigation, to be in violation of this policy will be subject to disciplinary action.

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

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

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

Students who believe they have been subjected to sexual harassment, or parents of a student who believes their child has been subjected to sexual harassment, are encouraged to file a complaint by contacting the school counselor, Mrs. Sonya Feemster, Title IX Coordinator, in Room #3, 401 Parkers Chapel Rd.; 863-0209, who will assist them in the complaint process. Under no circumstances shall a student be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment.

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

Students who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion.

Individuals who withhold information, purposely provide inaccurate facts, or

otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion.

Sexual harassment is sex discrimination under the Title IX. It is the policy of this school to maintain a learning and working environment that is free from sex discrimination, including sexual harassment. It shall be a violation of this policy for any member of the district staff to harass a student through conduct, or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students or members of the district staff through conduct or communications of a sexual nature as defined below. Steps will be taken to prevent recurrence of any harassment and to correct its discriminatory effects on the complainant and others, if appropriate

DEFINITIONS:

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student constitute sexual harassment when:

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

Sexual harassment, as defined above, may include but is not limited to the following;

- *Verbal harassment or abuse
- *Pressure for sexual activity
- *Repeated remarks to a person with sexual or demeaning implications
- *Suggesting or demanding sexual involvement accompanied by implied or explicit
- *Threats concerning one's grades, job, etc.
- *Inappropriate patting or pinching
- *Intentional brushing against a student's or an employee's body
- *Any sexual motivated unwelcome touching

PROCEDURES:

Any student or employee who alleges sex discrimination or sexual harassment by any staff member or student may file a complaint by contacting the principal, or the school counselor, Mrs. Sonya Feemster, Title IX Coordinator, 401 Parkers Chapel Rd.; 863-0209, who will assist them in the complaint process. Filing of a complaint or otherwise reporting sexual harassment or sex discrimination will not reflect upon the individual's status nor will it affect future employment, grades, or

work assignments.

BULLYING:

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

A school principal or his or her designee who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation. “No Bullying” signs will be visible in each classroom, in hallways, restrooms, and all entrances.

DEFINITIONS:

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

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

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

Electronic act means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment. Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school

equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose;

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

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

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

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

1. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "cheating" a person,
5. Demeaning humor relating to a student's race, gender, ethnicity or actual or perceived attributes,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings, and/or
10. Threats of harm to student(s), possessions, or others,
11. Sexual harassment, as governed by policy 4.27, is also a form of bullying,
12. Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles (Example: "Slut") or conduct or is homosexual, regardless of whether the student self identifies as homosexual (Examples: "You are so gay." "Fag" "Queer").

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

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

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

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

Copies of this policy shall be available upon request

MEDICATION:

Written parental consent is required for the school to administer any medication. Prescription and non-prescription medication must be brought to the school nurse in the original container with the dosage and method of administration clearly indicated. All medication will be kept in a secure place in the nurse's office.

PHYSICAL EXAMINATIONS OR SCREENINGS:

The Parkers Chapel School District may provide from time to time for the administration of physical exams or screenings 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 student's ability to achieve to his/her full potential. The District shall notify parents, at least annually, of the specific or approximate dates of any non-emergency examination, invasive 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.

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

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.

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

PERSONAL HYGIENE:

A student is expected to maintain good personal hygiene. If a student's hygiene is offensive to others a parent will be notified and the notification will be documented. Anytime thereafter the student will be removed. The student will be allowed to come back to school when his/her hygiene is no longer offensive. The principal will determine if hygiene is offensive.

HEAD LICE PROCEDURE:

When a student is suspected of having head lice, he/she is sent to the nurse for her to inspect. If lice are found then the entire class is also checked. All siblings are checked. Any student who we believe may have been in contact with someone who has head lice may also be checked. Anyone who is found with live lice or nits will be sent home ASAP. The parents must provide proof that their child has been treated with medicated shampoo by either sending the receipt or the box and the student must be rechecked by the nurse or principal before their child is allowed back to school. If we have several cases of head lice in a particular area of the building then all the classes are checked in that building. The individual classrooms are also treated if necessary. Students are rechecked in 7-10 days after we have reported cases.

A note will be sent home to parents stating that a case of head lice has been confirmed in their child's classroom and advising them to check their child for the next few weeks. Parents are asked to report any cases to the school so that proper steps can be taken to help in the control of any outbreaks. If a parent reports that their child has had head lice then we use the same procedure as stated above.

ASBESTOS:

The Asbestos Management Plan is available at the superintendent's office upon request. For more information contact Michael White at 862-4641.

ELEMENTARY BIRTHDAY PARTIES / INVITATIONS:

No student will be allowed to have a birthday party, birthday cupcakes, or birthday cookies, etc. at school. If a parent / guardian wishes to distribute birthday party invitations at school, then each child in the grade must receive an invitation.

PARENT INVOLVEMENT:

Parkers Chapel School District will inform parents and parental organizations of the existence of and purpose of the Parental Information and Resource Center in the state and will carry out activities to involve our parents. Those activities include inviting parents to Parent Involvement meetings, asking parents to participate in surveys for improvement, include parents in each school's ACSIP planning meeting, as well as, conducting an Annual Report to the Public.

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities. Parents play an integral role in assisting their child's learning and are encouraged to be actively involved. Parkers Chapel School District considers that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child.

Parents may contact their child's administrator to receive the full content of the Parkers Chapel School District Parent Involvement Plan.

Not every situation which comes up during a school year can be addressed within the confines of a handbook. Parkers Chapel High School will address these situations keeping the focus on the student.

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