

Dear Parents,

You are invited to participate with us at Waldron Elementary School in a meaningful and productive school year. We invite your partnership as well as your presence in our school as we work together in the education of your children.

The policies and procedures outlined in this student handbook are stated so that parents, teachers, children and administrators will have the same high expectations for the forthcoming school year. Please remember that the driving force behind all decisions is what is best for the children of our school and community.

Please examine the handbook carefully. If there are any questions, feel free to contact Waldron Elementary School at 479-637-2454.

Thank you in advance for your cooperation and support. We appreciate your interest in our school, and we cordially invite you to participate in our programs and activities. Please let us know if we can be of assistance.

Ryan Walker  
Elementary Principal

Toni Dozier  
Elementary Assistant Principal

**Elementary Handbook Committee  
2016-17**

Ryan Walker, Principal  
Toni Dozier, Assistant Principal  
Lynda Hunt, Secretary  
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Misty Guerrero, Kindergarten Teacher  
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Angela Hunsucker, Parent  
Justi Hunsucker, Student

It shall be the policy of the Waldron School District that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this district. In the event that there is a conflict between the student handbook and a general board policy or policies, the more recently adopted language will be considered binding and controlling on the matter provided the parent(s) of the student, or the student if 18 years of age or older have acknowledged receipt of the controlling language. All board approved student policies may be viewed in their entirety at <http://waldron.k12.ar.us>.

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<b>School Calendar for 2016-2017</b>		
Month	Dates	Activity
August	9, 10	District Professional Development Days
	11	Work Day
	15	1 <sup>st</sup> Student Day
September	5	No School/ Labor Day
	20	Student Day- dismissal at 1:30 Parent/Teacher Conferences 2:00 – 7:00 pm
October	10	Holiday/No School
	14	End of First Quarter (43 days)
	17	Begin 2 <sup>nd</sup> Quarter
November	21-25	Holiday/No School
December	16	End 2 <sup>nd</sup> Quarter (40 days)
	19-30	Holiday/No School
January	2	District Professional Development Day
	3	Return to School / Begin 3 <sup>rd</sup> Quarter
February	16	Student Day- dismissal at 1:30 Parent/Teacher Conferences 2:00 – 7:00 pm
	17 & 20	Weather Day/ No school if not used
March	10	End 3 <sup>rd</sup> Quarter (47 days)
	13	Begin 4 <sup>th</sup> Quarter
	20-24	Spring Break/No School
April	14	Holiday/No School
May	12	High School Graduation
	25	End 4 <sup>th</sup> Quarter (48 days) (Last Student Day of School)
	26	Teacher Work Day
	29	Holiday/No School
	30,31	Make up days
June	1	Make up day

The Arkansas State Board of Education has adopted the Rules Governing the Nutrition and Physical Education Standards in Arkansas public schools. The regulations also state that “students may be given any food and/or beverage items during the school day for up to nine different events each school year to be determined and approved by school officials.” This means that classes can no longer celebrate birthdays for individual students. However, if the teacher chooses to do so, one party per month is acceptable under the current regulations.

The approved party days are as follows:

<b>September 30<sup>th</sup></b>
<b>October 28<sup>th</sup></b>
<b>November 18<sup>th</sup></b>
<b>December 15<sup>th</sup></b>
<b>January 27<sup>th</sup></b>
<b>February 14<sup>th</sup></b>
<b>March 17<sup>th</sup></b>
<b>April 28<sup>th</sup></b>
<b>May 19<sup>th</sup></b>

## Enrollment Policy

Prior to a child's admission to school, the parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine-digit number designated by the Department of Education. The parent, guardian, or other responsible person shall provide the school with one of the following documents indicating the child's age: a birth certificate; a statement by the local registrar or a county recorder certifying the child's date of birth; an attested baptismal certificate; a passport; an affidavit of the date and place of birth by the child's parent or guardian; United States military identification; or previous school records. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.

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

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

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

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

Waldron Elementary School accepts transfer students. Any student transferring from a school accredited by the Department of Education to a school in this district shall be placed into the same grade the student would have been in had the student remained at the former school. Any student transferring from home school or a school that is not accredited by the Department of Education shall be evaluated by school officials to determine the student's appropriate grade placement. The district shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.

## Immunization Requirements

Students attending Waldron Elementary School must comply with the following state immunization requirements:

- Two doses of MMR are required for kindergarten students and any student who transfers from another school district.
- A series of three Hepatitis B injections are required for kindergarten students and any student who transfers from another school district.

All students, regardless of grade, must also have had:

- DTP, DT or DtaP – minimum of three doses, one after age four.  
Entering kindergartners require four doses.
- MMR - two doses separated by at least a month and after one year of age.
- Polio (oral or injectable) - minimum of three doses, one after age four
- Varicella (chickenpox) -two doses on or after the first birthday, for all kindergarten students if the child has not had the chickenpox disease documented by the child's physician.

The responsibility for the enforcement of the Immunization Law rest equally with each school district and the parent or guardian of the student, and each of them shall be separately and individually liable for permitting any violation of this law. **Students will not be allowed to attend school unless they can document appropriate immunizations or are in the process of completing the minimum requirements or have an exemption issued by the Arkansas Department of Health. Any exemption forms provided by the Arkansas Department of Health must be provided to the school within ten (10) school days of the first day of school, or of the child's enrollment.** To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age. Students who are "in process" must provide a written statement from a

public health nurse (Form IMM-25) or private physician containing a date when the student must return for the next immunization.

### **Physical Examinations for Entering Kindergarten Students**

A physical examination shall be provided by the parents of all enrolling kindergarten students. Forms for reporting the results of this examination shall be available in the nurse's office or from your child's physician.

### **Registration Information and School Medical Records**

Upon a child's enrollment at Waldron Elementary, parents are asked to provide vital information about the student and his/her family that would be helpful in an emergency. The School Medical Record will be completed to give the school the authority to obtain medical care if the need arises. A medical release form must be signed each year if a child takes medication at school.

### **Student Medications**

Students must store all prescription and over-the-counter medication in the school office upon arrival. That medication will be dispensed according to parental instructions and/or instructions printed on the original container specifically identifying the person for whom the medication was prescribed and the dosage schedule. Students taking medications over an extended period of time shall complete form 4.35F (available at the school office) for file with the office and/or nurse.

Nonprescription medications may be given to students upon the decision of the principal or the nurse. Such medications must be in the original container, clearly labeled and accompanied by written authorization signed by the parents or legal guardians that includes the student's name, the name of the medication, the dosage, and instructions for the administration of the medication (including times).

Students who have written permission from their parent or guardian and a licensed healthcare practitioner on file with the District may self-administer either a rescue inhaler or auto-injectable epinephrine, perform his/her own blood glucose checks, administer insulin through the insulin delivery system that the student uses, treat the student's own hypoglycemia and hyperglycemia, or possess on his or her person, if applicable, a rescue inhaler or auto-injectable epinephrine, or the necessary supplies and equipment to perform his/her own diabetes monitoring and treatment functions.

Students who have a current consent form on file shall be allowed to carry and self-administer such medication while in school, at an on-site school sponsored activity, while traveling to or from school, or at an off-site school sponsored activity. A student is prohibited from sharing, transferring, or in any way diverting his/her medications to any other person.

### **Emergency Administration of Epinephrine**

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

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

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

The school nurse for each District school shall keep epinephrine auto-injectors on hand that are suitable for the students the school serves. The school nurse or other school employee designated by the school nurse as a care provider who has been trained<sup>1</sup> and certified by a licensed physician may administer auto-injector epinephrine to those students who the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

### Accidents

Waldron Public Schools employs a full time school nurse who will handle health concerns which arise during the school day. In the case of an accident, injury, or sudden severe illness of any student, the parent will be contacted. If it is impossible to contact the parent, emergency health care will be obtained at the emergency room of the local hospital.

### Wellness Screenings

The Waldron 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 defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve to their full potential. Parents shall have the right to opt their student out of the Body Mass Index (BMI) screening by using form 4.41f available at the office or by providing certification from a physician that he/she has recently examined the student.

### Head Lice Policy

The Waldron School Board has adopted the following policy to help contain and prevent lice infestation in the Waldron Schools:

1. Periodic screening of student by trained personnel. School personnel should be sensitive to the psychological impact on both the parent and child.
2. Parents of identified students will be contacted. Arrangements will be made to remove the student from school. On the first occurrence of head lice infestation, the student will be sent home and will receive an excused absence notation. Subsequent days and/or recurring infestations will result in unexcused absences.
3. Parents will be provided with information on treatment. It is the parents' responsibility to ensure the child is treated before returning to school.
4. The student may return to school the next school day after identification, providing the following has occurred:
  - a. Apply head louse shampoo according to your physician's instructions or the label instructions provided by the drug manufacturer. (No published evidence indicates that one medication is superior to the others.)
  - b. Thoroughly clean all aspects of the household environment surrounding the child (bedding, carpet, etc.)
  - c. Have your child put on clean clothing after the treatment.
5. The parent shall accompany the student to school (the nurse's office) and verify that the treatment has been made. School personnel will re-examine the student. There must be no signs of lice infestation before re-entry is approved. School board policy requires that all nits must be removed from the child's hair before being readmitted to school. The school will not be responsible for distinguishing between live or dead nits.
6. In addition to the parents' efforts at home, the school is also taking appropriate measures to prevent and contain head lice infestations in the classroom including: vacuuming carpets daily, treating classrooms with lice killing spray, and checking students' hair each Friday.
7. Chronic head lice infestations may be addressed through referral to local or state agencies to assist parents in eliminating the infestation. Failure to resolve the problem could result in a Family In Need Of Services (FINS) being filed with the juvenile court system.

### Withdrawal of Students

On occasion, students may need to withdraw from school. If parents know in advance of a pending move, the principal's office should be notified. Records are not released to parents to be taken by hand to the next school. Instead, upon enrollment at the new school, a request for information will be signed and sent to Waldron. At the time a request for records is received, all pertinent school information will be mailed to the new school within ten (10) days of receiving the request.

### School Guidelines on Common Illnesses & Conditions

**Common Childhood Illness: reasons to keep your child home/reasons your child will be sent home.**

<b>Fever</b>	<b>Keep your child home for fever of 100 degrees or higher. Your child may return to school with a parent note after being free of fever for 24 hours without fever reducer.</b>
<b>Diarrhea</b>	<b>Keep your K through 4<sup>th</sup> grade child home if he or she has had 3 or more loose stools in 24 hours unless diarrhea is known to be from a non-contagious condition. A medical note is needed to return to school.</b>
<b>Impetigo</b>	<b>If your child has honey-colored crusty sores that cannot be covered, he or she should remain out of school until 48 hours after starting antibiotics, as long as the sores have stopped oozing and are starting to get smaller. A medical note is needed to return to school.</b>

<b>Pinkeye/Conjunctivitis</b>	<p>*Children whose eyes are red or pink, and who have eye pain and reddened eyelids, with white or yellow eye discharge or eyelids matted after sleep may have Purulent Conjunctivitis. They should not be in school until they have been examined and treated. A medical note is required to return to school.</p> <p>*Children with pink eyes who have clear drainage and no fever, eye pain or eyelid redness do not have to be kept out of school.</p>
<b>Rash</b>	<p>Take your child to a doctor if he or she has a rapidly spreading rash with/without fever or with behavior changes. A medical note is required to return to school.</p>
<b>Ringworm</b>	<p>*K through 4<sup>th</sup> graders with ringworm of the scalp must remain out of school until they have begun treatment with a prescription oral antifungal medication. Your child may return to school with a medical note.</p> <p>* K through 4<sup>th</sup> graders with ringworm of the body may return to school with a parent note once they have begun oral or topical antifungal treatment, or if the affected area can be covered by clothing.</p> <p>*Children of any age with ringworm should not participate in close contact PE or sports activities.</p>
<b>Scabies</b>	<p>Children with scabies should be out of school until treatment/medication has been applied. A medical note is required to return to school.</p>
<b>Staph or Strep Infections (Including MRSA)</b>	<p>*A child with draining lesions that cannot be covered, or with sores that ooze through and soak dressings, should remain home until the draining stops AND the child has been on antibiotics for 48 hours.</p> <p>* Children with Staph or Strep skin infections that are not draining should remain home until the sores are showing signs of healing (getting smaller). If antibiotics are prescribed, they must be taken for 48 hours before returning to school.</p> <p>* Children with oozing or draining sores may not participate in close contact activities or sports.</p>
<b>Strep Throat Streptococcal Pharyngitis</b>	<p>You child with “strep throat” can return to school with a medical note 24 hours after starting antibiotic treatment if he or she has no fever.</p>

## Attendance

### Compulsory Attendance Requirements

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.

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy 4.1 Residence Requirements, within the District shall enroll and send the child to a District school with the following exceptions.

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy 4.6 Home Schooling have been met.
3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. 6-18-201 (b).



### **Absences**

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

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

### **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 designees upon his/her return to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will **not** be accepted.

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

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 (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 (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 (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.

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

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

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

#### **Arrival, Dismissal, and Early Dismissal**

Students go to class each morning at 7:45 a.m. Non-bus students should not arrive before 7:00 a.m. All students that arrive between 7:30 and 7:45 must go to the Great Room upon arrival. Students choosing to eat breakfast at school should eat prior to going to their homeroom class. Students who arrive at school after 7:55 a.m. should be accompanied to the office by an adult. Students who ride with their parents are brought to the front of the building at 3:15 p.m. **Students who are car riders must be allowed to line up in front of the building before they are picked up.** School personnel must be able to maintain visual contact with each child until he/she is picked up. Students are dismissed to the buses at 3:20 p.m. Parents are to avoid parking in the designated fire lanes, crosswalk areas, or any of the parking lot exit areas.

If it is necessary for any student to be dismissed early, the parent must check the child out through the principal's office. Parents are urged to avoid asking that a student be released before 3:15 p.m.

- **A student who arrives after 7:55 and before 8:25 will be counted tardy.**
- **A student who arrives after 8:25 will be counted absent ½ day a.m.**
- **A student who leaves school between 8:26 and 11:30 will be counted absent ½ day a.m.**
- **A student who leaves school between 11:31 and 3:15 will be counted absent ½ day p.m.**
- **Students that leave and return to school during the same day will be counted absent according to the amount of time missed.**
  - **Less than 1 hour – tardy notation**
  - **1 – 3 hours – ½ day absence**
  - **More than 3 hours – full day absence**
- **Occasionally, parents sign-out their child(ren) to eat lunch off campus. Students that leave campus with a parent or guardian for lunch should return to school during the allowed lunch period.**

The area in front of the building is a designated fire lane. Parents should stop only long enough to allow students to safely exit the vehicle. If you need to enter the building, please pull into a parking space. Unattended vehicles left in front of the building create a significant safety hazard for other parents who are trying to unload students. Do not stop on the north side of the elementary parking lot to unload middle school students.

### Visitors

Parents, grandparents, legal guardians, business, and community members are welcome and encouraged to visit Waldron Elementary School. During the student instructional day (7:50 am – 3:15 pm), visitors are required to first report to the school's main office. All visitors will be required to provide a valid state ID, driver's license, green card or military ID. This ID will be scanned and the visitor will be verified along with a screening of the visitor against the national sex offender database. Once the screening is complete and the visitor is cleared, a visitors badge will be printed. The visitors badge must be worn while on campus and returned to the front office upon leaving. Visitors that do not possess a government issued ID will be allowed to visit with their child in the main office area, but will not be allowed to enter the rest of the building or school grounds. At the discretion of school administration, this system may or may not be used at events open to the general public such as awards assemblies, Rise and Shine, etc.... Visitors at these events will be restricted to the event area.

If you must bring something from home to give to your child, please leave it in the office. We will arrange for it to be delivered at a time that will not disrupt the class. No one shall be exempt from this requirement. Visitors who are Level 3 or Level 4 sex offenders may only enter a school campus under the provisions listed in Policy 6.10.

Parents and legal guardians are encouraged to participate in regularly scheduled visitation events such as school open houses and parent/teacher conferences. Additional conferences are best when scheduled in advance. Conferences shall be scheduled at a time and place to accommodate those participating in the conference. Visits to individual classrooms during class time are permitted on a limited basis with the principal's prior approval and the teacher's knowledge.

The District has the right to ask disruptive visitors to leave its school campuses. Principals are authorized to seek the assistance of law enforcement officers in removing any disruptive visitors who refuse to leave voluntarily.

### Custody

- 1) The parent or guardian shall provide authorization, by note or phone call, for other persons to take a child from school during the school day.
- 2) In order for a student to be released to law enforcement officers, one of the following is required:
  - A. The officer has a warrant.
  - B. The officer has grounds for an arrest.
  - C. The parent or guardian accompanies the officer.
  - D. The officer has a written permission from the parent or guardian.
  - E. The principal or his/her designee obtains oral permission from the parent or guardian by telephone. The oral permission shall be documented by the principal or designee.
- 3) The parent or guardian must be contacted, if possible, when law enforcement officer's request to question a student at school regarding a criminal offense the student may have witnessed or in which he/she may have participated. If the parent or guardian cannot be contacted, a school official shall act in *loco parentis* and observe the interrogation.
- 4) Parents or guardian will not be notified when law enforcement or social service officials or designated employees of the Department of Human Services ask to interview a student about suspected neglect or abuse in the student's family. A school official shall be present during the interview. The school official delegated to be present should be the person with whom the student will be most at ease and least threatened.
- 5) Any agency other than law enforcement agencies or the Department of Human Services must have a written administrative or court order directing the school district to give custody to that agency. Parents should be notified as soon as possible.
- 6) Both parents of a student are assumed to have equal custodial rights unless a court order stating otherwise has been presented to school officials. When in doubt, school enrollment records may be used, as the parents have the burden of furnishing the school with accurate, up-to-date information.
- 7) A non-custodial parent has the same right to obtain student information as the custodial parent.
- 8) Any restriction on this right would have to be documented in a court order.
- 9) Student information and school records will be released to law enforcement officials, agents of the court, or Department of Human Services employees if such information is part of an open case or a current investigation.
- 10) If testimony by staff members is sought by parents or attorneys, a subpoena shall be required.
- 11) Arkansas Law states:
  - A. In order to avoid continuing child custody controversies from involving public school personnel, and to avoid disruptions to the educational atmosphere in public schools, the transfer of a child between the child's custodial parent and non-custodial parent, when both parents are present, is prohibited from taking place on the real property of a public elementary/secondary school on normal school days during normal hours of school operation.

B. The provision of this act shall not prohibit one parent (custodial or non-custodial) from transporting the child to school and the other parent (custodial or non-custodial) from transporting child from school if prearranged and prior approval has been made with the school's principal. Divorced or legally separated parents have equal access to a child or the child's records unless specifically stated by court documents. The school must see a file marked copy of the original document stating that the other parent is denied access to the child or his/her records. The school will make a copy of this document for the child's records. The parents should keep the school informed of any changes in the family structure.

#### **Permanent Records**

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

#### **Privacy of Students' Records/Directory Information**

All students' education 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. A student's parent or the student, if over the age of 18, requesting to review the student's education records will be allowed to do so within no more than forty five (45) days of the request. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll.

The district shall receive written permission before releasing education records to any agency or individual not authorized by law to receive and/or view the education records without prior parental permission. The District shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of, personally identifiable information from the education records of each student. Disclosure of education records is authorized by law to school officials with legitimate educational interests. A personal record kept by a school staff member is **not** considered an education record if it meets the following tests.

- it is in the sole possession of the individual who made it;
- it is used only as a personal memory aid; and
- information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute.

For the purposes of this policy a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

For the purposes of this policy a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility, contracted duty, or duty of elected office.

The District discloses personally identifiable information from an education record to appropriate parties, including parents, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The superintendent or designee shall determine who will have access to and the responsibility for disclosing information in emergency situations.

When deciding whether to release personally identifiable information in a health or safety emergency, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.<sup>1</sup>

For purposes of this policy, the Waldron 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 a court order exists, 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's file must be initiated with the building principal, with an appeal available to the Superintendent or his designee. The challenge shall clearly identify the part of the student's record the parent wants changed and specify why he/she believes it is inaccurate or misleading. If the school determines not to amend the record as requested, the school will notify the requesting parent or student of the decision and inform them of their right to a hearing regarding the request for amending the record. The parent or eligible student will be provided information regarding the hearing procedure when notified of the right to a hearing.

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, dates of attendance<sup>2</sup>, his/her placement on the honor roll (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the district. A student's name and photograph will only be displayed on the district or school's web page(s) after receiving the written permission from the student's parent or student if over the age of 18.

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

Parents and students over the age of 18 who believe the district has failed to comply with the requirements for the lawful release of student records may file a complaint with the U.S. Department of Education at

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 2020

#### **Inclement Weather**

In the event that weather conditions should cause school to be dismissed early or cancelled, that information will be broadcast on KFSM television channel 5 and on radio station KTCS 99.9FM. Parents will also be notified via the emergency notification system. It is imperative that current phone numbers be on file in the elementary office. If your contact information changes during the school year, please contact the school as soon as possible to update contact information.

#### **Emergency Drill Procedures**

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than three (3) times per year with at least one each in the months of September, January, and February. Students, who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.

An annual active shooter drill and school safety assessment may be conducted for all District schools in collaboration, when possible, with local law enforcement and emergency management personnel.<sup>2</sup> Students will be included in the drills to the extent that is developmentally appropriate to the age of both the students and grade configuration of the school. Drills may be conducted during the instructional day or during non-instructional time periods.

Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event of an earthquake or terrorist attack that might include the use of biological or chemical agents. Students shall be included in the drills to the extent practicable.

### **Student Insurance**

The Waldron School District has entered into a contractual agreement with Dwight Jones Agency for athletic and extracurricular insurance underwritten by Preferred Care Inc. for students in grades Pre-K through 12. This coverage is for all school activities. Your child will also be covered while participating in, practicing for, and traveling to and from such an activity in a school furnished vehicle.

Waldron School District assumes no responsibility as a result of injuries that occur during regular school hours or any after school athletic or AAA event, however, this insurance is provided at school expense. This is SECONDARY INSURANCE to whatever health insurance the parent or guardian has for their children, and all claims should be filed with the primary health insurance company and with United Healthcare. You will need to indicate on the claim form the name and address of your regular insurance carrier.

If the student has no other insurance coverage, United Healthcare will become the primary carrier and will pay accordingly. The parent or guardian should indicate on the claim form if they have no other health insurance.

All policies have limitations. United Healthcare will pay up to the amounts that are listed on the student brochure. Parents will be responsible for any amounts remaining after both the primary health insurance and United Healthcare limitations have been reached.

The Waldron School District and its employees are NOT responsible for any costs for treatment to your child by any doctor.

In case of an injury, it is the responsibility of the parent to file a claim form. These forms are available in the principal's office, from the trainer or coach, or the Administration Office, located at 1560 W. 6th Street. Claim forms can also be printed from United Healthcare Student Resources' website at [www.k12studentinsurance.com](http://www.k12studentinsurance.com). The coaches, trainer, sponsors or administrative personnel will be happy to help complete the form; however, no School District employee is responsible for filing your claim.

As with any policy, there are policy exclusions. Please review the Policy Exclusions and Limitations that are listed in the brochure.

Treatment must begin within 60 days from the injury and claims must be filed within 90 days of the injury. Benefits will be paid for covered expenses incurred within 52 weeks from the date of the accident.

You may wish to purchase the additional insurance that is available to your child. This should be purchased at the beginning of the school year. The At-School Coverage provides coverage for injuries that occur at school or during school-sponsored activities during the regular school year. The 24-Hour Coverage provides coverage 24-hours a day until one year after the date the school year begins.

### **Appearance Code**

The school board recognizes that among the rights retained by the people under our constitutional form of government is the freedom to govern one's personal appearance. Dress and grooming that disrupt the learning process for the individual student, other students, or the learning climate of the school becomes a matter subject to disciplinary action. Dress or footwear that jeopardizes student safety will not be permitted. Flip-flops, sandals, and high heels are strongly discouraged at the elementary school due to various physical activities and the playground environment. Students are not to come to school with spray-on hair color, or with hair that has been colored in an extreme fashion. Minimum penalty: Conference with student and/or sent home for correction in dress appearance. Maximum penalty: suspension from school.

### **Video/Audio Surveillance**

The board has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras. The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of privacy is reasonable and customary.

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

The district shall retain copies of video recordings until they are erased<sup>1</sup> which may be accomplished by either deletion or copying over with a new recording.

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

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

### **Breakfast and Lunch Programs**

#### **National School Lunch Program**

In keeping with Federal School Lunch Program guidelines, Waldron Schools provides free and reduced priced lunches and breakfasts to children who qualify. Upon enrollment, students receive meal application forms. The applications and approval are confidential and allow students who could not otherwise afford it, to have a nutritious breakfast and lunch.

#### **Food Service Prepayment**

The district does not offer credit for food items purchased in the school cafeteria; payment for such items is due at the time the food items are received. Parents, who choose to do so, may pay weekly or monthly in advance for students' meals.

#### **School Lunch Substitutions**

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

#### **Grab N Go Breakfast**

Waldron School District is participating in a breakfast program called Grab N Go. Breakfast will be served in the cafeteria from 7:20-7:45 a.m. just as it has in the past. After 7:45 students who wish to eat breakfast will be able to choose from a selection of breakfast items which can be eaten in the classroom. These breakfast items will consist of things such as breakfast bars or super buns, cheese sticks and sausage biscuits.

#### **Fresh Fruit and Vegetable Grant**

Waldron Elementary School will be participating in a fresh fruit and vegetable program. This program will allow students to receive a serving/snack of a variety of different fruits and vegetables. This snack will be given to the students in their classroom sometime between breakfast and lunch.

### **Nutrition/Physical Activity Standards**

The Arkansas State Board of Education has adopted the Rules Governing the Nutrition and Physical Education Standards in Arkansas public schools. The new regulations prohibit schools from providing students with items like sodas, frozen treats, chewing gum, and candies containing natural or artificial sweeteners. The policy does not restrict what parents may provide for their own child's lunch or snacks, but parents may not provide restricted items to other children at school.

The regulations also state that "students may be given any food and/or beverage items during the school day for up to nine different events each school year to be determined and approved by school officials." This means that classes can no longer celebrate birthdays for individual students. However, if the teacher chooses to do so, one party per month is acceptable under the current regulations. The approved party days are as follows: **September 30<sup>th</sup>, October 28<sup>th</sup>, November 18<sup>th</sup>, December 15<sup>th</sup>, January 27<sup>th</sup>, February 14<sup>th</sup>, March 17<sup>th</sup>, April 28<sup>th</sup>, May 19<sup>th</sup>**. Food items that are used as part of the classroom instruction are permitted when appropriate.

Because of health issues the refreshments brought for these events must be purchased from a store or bakery. Homemade goods, such as cookies and cakes are not allowed. No food or beverage shall be used as a reward for academic, classroom, or sport performances and/or activities.

Act 201 of 2007 requires that schools provide parents with a body mass index percentile as part of a student health report. The body mass index (BMI) will be assessed beginning with kindergarten and then in even numbered grades thereafter. Parents have the right to refuse to have their child's body mass index percentile assessed and reported by providing a written refusal to the school.

Waldron Elementary students in grades K-4 receive at least 80 minutes of scheduled physical education training and instruction, and at least 150 minutes of physical activity each calendar week of the school year. The physical activity is provided through scheduled recess periods and the integration of physical activity into the academic curriculum.

### **Academic Standards and Homework**

The faculty of Waldron Elementary School encourages academic excellence. High academic achievement can best be accomplished with the cooperation of teachers, students and parents. Homework is considered to be part of the educational program of the district. Assignments shall be an extension of the teaching/learning experience that promotes the student's educational development. As an extension of the classroom, homework must be planned and organized and should be viewed by the students as purposeful. We encourage parental involvement in the teaching/learning process. Do not hesitate to contact your child's teacher if you need help or have questions or concerns about classroom work or homework.

Assessment is a very important part of the educational process. The academic grades that a student receives at Waldron Elementary are a reflection of academic performance; that is, misbehavior does not result in points being taken away from child's academic grade. Of course, behavior usually does have an impact on a child's performance, but it is dealt with in a manner that does not have a negative effect on achievement. If a teacher awards bonus points, they will be given for academic work only.

### **Make-Up Work**

It is the student's responsibility to make up any work missed due to any absence. All make up work should be completed within the same time frame equal to the number of days absent, unless the student has made special arrangements with the teacher and/or administrations.

### **K.I.D.S.**

The K.I.D.S. (Kids Interventions Developing Success) Team is designed to intervene with students needing additional assistance in areas of reading and math. Students are presented to the K.I.D.S. team based on classroom performance and achievement as well as school based assessments. For additional information contact Ryan Walker, Principal.

### **Academic Improvement Plan (AIP)/Intensive Reading Improvement (IRI) Plan**

Students who do not score proficient or above on their grade level Benchmark Exams shall be required to participate in an individualized Academic Improvement Plan (AIP). Each AIP shall be developed by school personnel and the student's parents and shall be designed to assist the student in attaining the expected achievement level. The AIP shall also state the parents' role as well as the consequences for the student's failure to participate in the plan, which will include the student's retention in the present grade. Students in grades K-2 who have been identified as having a substantial reading deficiency shall participate in an individualized Intensive Reading Improvement (IRI) plan. The IRI will include a description of the current services that are provided to the child and a description of the proposed supplemental instructional services and supports that will be provided to the child that are designed to remediate the identified area of reading deficiency.

### **Smart Core/Core Curriculum**

Upon successful completion of 6th grade, each student will begin participation in the Smart Core/Core curriculum through his/her senior year of high school. All students will participate in the Smart Core curriculum, unless the parent or guardian waives the student's right to participate, by selecting Core. In this case, the student will then be required to participate in the Core curriculum. Failure to complete the Smart Core curriculum for graduation may result in conditional admission to college and ineligibility for scholarship programs. The informed consent agreement may be reversed so long as the student is able to complete the new required course of study by the end of the senior year. In accordance with Arkansas Department of Education policy, a parent/guardian shall meet with a school representative to discuss these curriculum requirements, and to sign the informed consent document each year.

### **Pledge of Allegiance**

The Pledge of Allegiance is recited each morning in the classroom or during Rise and Shine. Those students choosing to participate shall do so by facing the flag with their right hands over their hearts while reciting the Pledge. Students choosing not to participate shall be quiet while either standing or sitting. Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge must not disrupt the other students. Students choosing not to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action.



### **Moment of Silence**

At Approximately 7:55 each morning, Waldron Elementary School students and staff will observe a moment of silence. This will be a one minute silent period where students and faculty are free to pray, reflect, or simply maintain a one minute silent period.

### **Parent Involvement**

Waldron Elementary School encourages all parents to be actively involved in their children's education. Many parenting resources are available in our Parent Center, which is located in the elementary library. Many parents enjoy visiting our Rise and Shine program, on Monday and Friday mornings at 7:55. Other parent involvements activities include Family Literacy and Math Nights, special musical programs, and special events such as Grandparents Breakfast. The Waldron Elementary School Media Center has many resources available for parents to check out. For information about these or any other activities, please contact the school office.

### **Parent-Teacher Organization (PTO)**

Waldron Elementary School has an organized Parent Teacher Organization which will meet periodically throughout the year. All parents and interested adults are urged to become members and support the school through participation in the meetings.

### **School Volunteer Program (SVP)**

Also, the Elementary School has an organized School Volunteer Program. Volunteers offer their time and assistance to teachers and perform a variety of tasks. In a voluntary organization, additional help is always sought and needed. If you are interested in serving as a school volunteer, please contact the principal's office. For additional information, please refer to the volunteer handbook. We need you!

### **Reports to Parents**

At the end of each nine-week grading periods, parents will receive a report card from their child's teacher. Grades will be given in all academic areas, and a grading scale will be printed on the report card for the convenience of parents. Interim progress reports will be sent home during the fifth week of each quarter. Therefore, parents and children will be informed of problems in a timely manner.

The E-School HAC (Home Access Center) system is an internet based system designed to help students, parents, and teachers communicate. Parents can access their students' grades in the HAC system, but other information such as attendance, student schedules, classwork, discipline and other school information are also available. It requires activation and login to protect the privacy of the information. Activation codes will be sent home at the beginning of the school year or can be requested from your child's teacher or at the elementary office.

The federal "No Child Left Behind" (NCLB) Act gives parents the right to know the professional qualifications of the classroom teacher who instructs their children. Specifically, the parents can request the information listed below:

- Has the teacher met Arkansas qualifications and licensing criteria to teach the grade level and/or subject area to which he/she is assigned?
- Has the state waived its qualifications and licensing criteria to permit the teacher to teach on an emergency or provisional license?
- The teacher's college major, graduate certification or degrees, and the field or discipline for those certificates or degrees.
- The qualifications of a teacher's aide or similar paraprofessional providing instructional assistance to your child.

Parents may request the above information by completing in writing a request form that can be obtained from the superintendent's office. Parent requests will be fulfilled in a timely manner.

### **Grading Scale**

Grades assigned to students reflect educational objectives only.

For students in Kindergarten, Waldron Elementary School uses the following grading scale  
4= Exceeds Standard    3= Meets standard    2= Progressing toward standard    1= Limited progress toward standard

For students in grades 1-4, the following grading scale is used:

A = 90-100    B = 80-89    C = 70-79    D = 60-69    F = 59 and below

### **Parent Conferences**

Each year, at the middle of the first and third grading periods, time is set aside for parent-teacher conferences. Teachers will arrange a schedule for meeting with parents to allow for personal visits with each parent and to prevent excessive waiting. Parents are encouraged to attend these regularly scheduled conferences. A parent may request a parent-teacher conference at any time through the principal's office.

### **Promotion and Retention**

Promotion or retention of students at Waldron Elementary School shall be based on the following criteria: the reading level of the student, achievement test scores, routine daily academic performance and acquisition of skills, age and educational history, and maturity level. Excessive absences may be the basis for the denial of promotion.

If there is doubt concerning the promotion or retention of a student, a conference between the parents/guardians, teacher, other pertinent personnel, and the principal shall be held before a final decision is made. The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement, the final decision to promote or retain shall rest with the principal. Promotion or retention of students with an Individual Educational Plan (IEP) shall be based on their successful attainment of the goals set forth in their IEP.

### **Resolving Conflict**

When parents have questions or concerns about school procedures, there are appropriate steps which need to be followed until satisfactory resolutions are reached. The chain of command is listed in order below:

1. Parent-teacher conference
2. Parent-principal conference
3. Parent-superintendent conference

### **Special Services**

In addition to the regular educational program, a number of specialized services are available to students at Waldron Elementary School. A school nurse is provided to serve the medical needs of our students. Elementary school guidance counselors are on staff to foster the social and emotional growth of our students. They teach classes to students on a weekly basis, and provide counseling and support to individual students and small groups as the need arises. In keeping with state educational standards, we offer elementary school music and art to students weekly by teachers certified in these areas.

Also, students attend physical education classes weekly with a certified elementary school physical education instructor. All students have a designated time each week to visit the media center, and a computer lab is available to serve the students. Students also attend a weekly science class. A certified ESL instructor is on staff to assist students with limited English proficiency.

Waldron Public Schools offers a program for identified gifted and/or talented students, which is known as the IDEA class. In addition, programs for educationally disadvantaged students funded through federal education programs include Title I reading, math, language arts, and early childhood education. The Migrant Program provides teacher paraprofessionals to work with students in remedial educational activities, as well as in medical and dental self-help areas, and functional daily living skills. Another federally funded program is Special Education which serves students with diagnosed learning problems and/or physical or mental handicaps. Services in Special Education include speech therapy, resource room participation, and self-contained classrooms.

### **Extracurricular Activities**

Waldron Elementary School provides extracurricular activities such as field trips and school programs as part of the total educational experience. Student participation in these extracurricular activities will be contingent on acceptable student conduct. Extracurricular activities will be scheduled so that instructional time will be maximized. Students will not miss scheduled classes for extracurricular activities except for participation in district, state, or national events.

### **Due Process**

- A. Due process is afforded to students in disciplinary cases of some magnitude such as:
1. suspension
  2. expulsion
  3. statements removed from student's records and
  4. clearing one's reputation
- B. The due process rights of students and parents as follows:
1. Prior to any suspension, the school principal or his/her designee, shall advise the pupil in question of the particular misconduct of which he or she is accused, as well as the basis for such accusations.
  2. The pupil shall be given an opportunity at the time to explain his version of the facts to the principal or his/her designee.
  3. Written notice of suspension and the reasons for the suspension shall be given to the parent/guardian of the pupil.
  4. Any parent or legal guardian of a suspended pupil shall have the right to appeal to the superintendent of schools.

### **Corporal Punishment**

The Waldron School Board policies provide for corporal punishment if a teacher or principal/assistant principal feels it is necessary. Corporal punishment can only be administered according to the following procedures:

- A. Before corporal punishment is administered, the student will be advised of the infraction for which the student is being punished in the presence of the witness. The student will be provided an opportunity to state his/her position. School officials are not required to notify parents or to conduct a formal hearing prior to corporal punishment.
- B. It may be used after other alternatives have failed or in unusual circumstances.
- C. In Grades K-4 corporal punishment will be administered by a certified employee and witnessed by the administrator or his/her designee. The designee will be a certified employee of the district.
- D. Corporal punishment will not be administered in the presence of other students, with malice or anger, or in excess.
- E. Refusal to take corporal punishment may result in suspension or other disciplinary measures.
- F. Parents may submit written requests that corporal punishment not be used for their child. The district will honor requests when possible, but for various reasons the district will not give absolute assurance that corporal punishment will never occur.

### **Suspension**

- A. The principal/assistant principal is authorized to suspend a student from school for a period of not more than ten days and may request a student-parent conference as a condition for reinstatement.
- B. Prior to such suspension, the principal or assistant principal shall inform the student either orally or in writing about the infraction.
- C. If the student denies the charges, the principal/assistant principal shall explain to the student the evidence which forms a basis for charges and shall permit the student to present his/her side of the story.
- D. When the principal/assistant principal determines that a suspension is proper, he/she shall contact the parent/guardian, and if necessary request a student-parent-principal conference within 24 hours.
- E. Additionally, the parent/guardian will be given or sent a copy of the suspension notice which shall include the reasons for the suspension, its duration, the manner in which the student may be readmitted to school, and the procedure for review of the suspension.
- F. The principal/assistant principal may require the attendance of the student involved at said conference as a condition for considering reinstatement.
- G. When a student has been notified that he/she is suspended from school, he/she shall remain away from school premises until the principal/assistant principal reinstates him/her, except that a suspended student may return to the school premises when accompanied by a parent/guardian for a student-parent/guardian-principal conference.
- H. If, in the conference, no decision is reached by the principal/assistant principal for reinstatement of the student; the suspension may be appealed to the superintendent.
- I. It is the parents' or legal guardians' responsibility to provide current contact information to the district which the school shall use to immediately notify the parent or legal guardian upon the suspension of a student. The notification shall be by one of the following means listed in order of priority: a primary call number (voice, voicemail, or text message), an email address, or a regular first class letter to the last known mailing address.

### **Long Term Suspension**

A suspension that does not amount to an expulsion for the remainder of the semester but is more than ten days is authorized if approved by the school board. This long term suspension, however, shall come only after the student has been afforded notice, opportunity for a hearing, and the same procedural rights as for expulsion.

### **Expulsion**

The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct deemed to be of such gravity that suspension would be inappropriate, or where the student's continued attendance at school would disrupt the orderly learning environment or would pose an unreasonable danger to the welfare of other students or staff.

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

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

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

During the hearing, the Superintendent, or designee, or representative will present evidence, including the calling of witnesses that gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted. However, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

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

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

### **Discipline for the Handicapped**

Students with disabilities, as defined in state standards, who engage in inappropriate behavior, are subject to normal school disciplinary rules and procedures provided the student's right to a free appropriate public education is not abridged. The following provisions will apply.

1. For students whose disabilities have behavioral aspects, preventive measures such as behavioral management plans, should be considered and can be facilitated through the individualized education program (IEP) or the individualized accommodation plan (IAP) and placement processes required by IDEA and Section 504. While there is no requirement that such measures be specified in a student's IEP/IAP, the IEP or Section 504 Committee for a student with identified disabilities could determine that it would be appropriate to address the use of specific behavioral management and/or discipline procedures in individual situations involving that student and include them in the IEP/IAP.

2. Where in-school discipline or short-term suspension (ten (10) school days or less) is involved, a school may remove a student with disabilities for a disciplinary infraction without it being considered a change of placement, and IDEA'S or Section 504 parent-notification provisions would not apply. Also, there is no requirement for a prior determination of whether the student's misconduct was a manifestation of the student's disability. During periods of short-term exclusion, schools are not required to provide any educational services to the student. A series of short-term suspensions in the same school year could constitute a change in placement. The IEP/Section 504 team must make the

determination. It must also determine whether the misconduct was a manifestation of the student's disability. Factors such as the length of each suspension, the total amount of time that the student is excluded from school, and the proximity of the suspensions to each other should be considered in determining whether the student has been excluded from school to such an extent that there has been a change in placement. This determination must be made on a case-by-case basis.

3. For a student with disabilities, a suspension or other disciplinary removal for more than ten (10) consecutive school days may not be considered without the school district first determining whether the student's misconduct was a manifestation of the student's disability or due to an inappropriate placement. This determination must be made by a group of persons knowledgeable about the student (such as his/her IEP/IAP Committee), and may not be made unilaterally by one individual.

A. If the student's misconduct was not a manifestation of his/her disability or an inappropriate placement, the school district may expel or suspend the student from school for more than ten (10) school days, subject to conditions set forth in the procedural safeguards of IDEA and Section 504.

B. If the student's misconduct was, a manifestation of his/her disability or an inappropriate placement, the student may not be expelled or suspended from school for more than ten (10) school days for the misconduct. However, other procedures may be used to address the student's misconduct. A change in placement, if determined appropriate, could be implemented subject to applicable procedural safeguards. The school district would also have the option of suspending the student from school for ten (10) days or less, or seeking a court order at any time to remove the student from school or to change the student's placement if it believes that maintaining the student in the current placement is substantially likely to result in injury to the student or to others. In addition to showing that the student is substantially likely to cause injury, the school district must show that it has made reasonable efforts to accommodate the student's disabilities so as to minimize the likelihood that the student will injure him or herself or others.

4. The student who is suspended/excluded for more than ten (10) days should be offered a free appropriate public education for the duration of the exclusion.

5. A student with a disability who brings a weapon to school, possesses illegal drugs at school, or causes serious bodily injury to another at school may be removed from school for ten (10) days or less, and placed in an interim alternative education setting for up to 45 school days.

#### **Desk, Workspace and Personal Searches**

School districts must create a climate in the schools that assures the safety and welfare of all students. School administration may search a student's desk or workspace or make a personal search if there appears to be reasonable cause. Any illegal or contraband materials and stolen property will be confiscated.

#### **Standards of Behavior**

Students must show respect for all staff members and other students. Some examples of disrespect are cursing, fighting, not observing safety rules on the school bus, misbehavior in the cafeteria, failure to obey playground rules, and running in the building.

#### **Student Conduct Not Permitted**

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the Board. Consequences for misbehavior may include but are not limited to the following: reprimand, conference with student and/or parent, time-out, detention, in-school suspension, out of school suspension, corporal punishment, referral to school resource officer, local law enforcement, and/or comprehensive juvenile services, expulsion from school. Minimum penalty: reprimand  
Maximum penalty: expulsion

#### **Prohibited behaviors include, but shall not be limited to the following:**

A. **Insubordination or disrespect:** Refusing to follow the reasonable request of school personnel (teachers, substitute teachers, principal, superintendent, counselor, school bus driver, teacher's aide, school nurse, etc.) will not be tolerated and will result in disciplinary action taken against the student.

B. **Disruption and interference with school:** No student shall prevent or attempt to prevent normal school day activities and events from taking place. Interference, in any manner, by the use of violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance, or any other conduct that intentionally causes the disruption of any lawful process or function in school, will cause disciplinary action to be brought against the student.

C. **Cheating, copying, claiming another person's work to be his/her own, or lying** is not condoned and will be dealt with on an individual basis.

D. **Damage or Destruction of School or Personal Property:** A student shall not cause, or attempt to cause damage to school personal property. The school district will attempt to recover damages from the student destroying school property. Parents/guardian of any minor student under the age of eighteen living with the parents/guardian may be liable for damage caused by said minor in an amount not in excess of \$2,000.00.

E. **Immorality:** A student shall abstain from indecent and immoral acts. Actions such as profane language (verbal, written, or signaled) or public displays of immoral acts will not be tolerated. Students will not possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form.

F. **Fights/Assaults/Threats:** Acts of violence will not be tolerated. A student who strikes another student with malice may be suspended. A student has the right to defend himself/herself, provided the student is a target of a physical attack which he/she in no way initiated, and which he/she does not have the opportunity to stop. If this cannot be established beyond a reasonable doubt, both (all) students involved in the fight may be suspended. A student may also be suspended for agitating, encouraging a fight, or making verbal direct or indirect threats. Any time suspension for fighting or encouraging a fight is carried out, parents of all parties involved will be notified.

G. **Verbal Abuse/Harassment:** If a student is being harassed or threatened at school or a school function, the student should report the harassment to the nearest faculty member. Such threats shall be considered grounds for suspension.

H. **Physical/Verbal Abuse or Assaults/Threats to School Staff:** A student shall not cause, or attempt to cause, physical injury to a school employee. Violence will not be tolerated under any circumstances. Nothing in this statement precludes legal action being taken against offending person, regardless of action by the administration. (Arkansas Code Annotated 5-13-301).

I. **Sexual Harassment:** Sexual harassment refers to unwelcome behaviors such as sexual advances, requests for sexual favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature made by someone. Sexual harassment will be dealt with on an individual basis. All parties involved (parents and/or guardians) will be notified of any situations that occur.

J. **Theft/Larceny:** A student shall not steal or attempt to steal property belonging to the school or public or private property while under the jurisdiction of the school. Students shall make restitution of any property stolen by them to the rightful owner.

K. **Illegal Drugs/Alcohol:** A student shall not possess, sell, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined in Act 590 of 1971 of the State of Arkansas as amended, or beverage containing alcohol or intoxicants of any kind. Medication prescribed by a doctor and obtained from a pharmacist will be checked in at the principal's office, or at the office of the school nurse and the dosage will be regulated by school personnel.

L. **Tobacco/Tobacco Products:** Possession or use of tobacco in any form is prohibited during the school day. Tobacco products will be confiscated. Minimum penalty: conference. Maximum penalty: suspension and referral to the local law enforcement agency.

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

A weapon is defined as any firearm, knife, gun, pistol, revolver, shotgun, BB gun, rifle, pellet gun, razor, ice pick, dirk, box cutter, numchucks, pepper spray or other noxious spray, explosive, or any other instrument or substance capable of causing bodily harm. For the purposes of this policy, "firearm" means any device readily convertible to that use.

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

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

current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

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

Toy weapons will also be prohibited at school or on school property.

N. **Fireworks/Explosives:** A student shall not possess, handle or store firecrackers, smoke bombs, cherry bombs, or any kind of fireworks that could endanger him/her or other students that could cause damage to school property or that could be disruptive to the learning climate of the school.

O. **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.

P. **Possession of a Paging Device/Beeper/Cell Phone by a Student (4.47):** Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.

As used in this policy, "electronic devices" means anything that can be used to transmit or capture images, sound, or data. Misuse of electronic devices includes, but is not limited to:

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

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

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

Students who use a 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.

Q. **Laser Pointers or Electronic Toys:** Students should not be in possession of laser pointers or electronic toys at school. Violations will result in confiscation of the pointers or electronic toys and parent conferences.

R. **Anti-Bullying Policy:** 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 at Waldron Elementary School. 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 activity, going to or from school or a school activity in a school vehicle or school bus, or at designated school bus stops. 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:

- o 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 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 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. Students, teachers and other school employees, and parents should immediately report to the principal all behavior that constitutes bullying. (4.43 Bullying - Copies of this policy shall be available upon request.)

S. **Pets on Campus:** No pets or animals of any kind are allowed on school property without express permission of the building principal.

T. **Behavior not covered above:** The school district reserves the right to punish behavior which is not conducive to good order and discipline in schools, even though such behavior is not specified in the preceding written rules.

### **Conduct To and From School and Transportation Eligibility**

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

Students are eligible to receive district bus transportation if they meet the following requirements.

1. Pick-up and drop-off point must be on a county maintained road. Exceptions may be made if approved by the board of education. Exceptions may also be made for students at approved stops at the time of adoption of this policy.
2. If the student is not suspended from school or expelled.
3. If student obeys all district policies for riding school buses.

### **Bus Policy Overview**

Any student at Waldron Public Schools will be given the opportunity to ride the school bus so long as they abide by the rules set forth by this document as well as the district policy. The bus driver is responsible for the safety and transportation of students to and from school, as well any extracurricular activity which requires bus transportation. The building principal or designee will be available to give assistance to the driver and will determine the consequences of the misbehavior.

### **Policies for Students Riding School Buses**

1. Be at the bus stop at the scheduled time. Stand back about ten (10) feet from the bus stop and wait until the door is opened before moving closer to the bus. Do not play on the highway or road. If you miss the bus, do not attempt to hitch hike a ride or walk to or from school.
2. While loading and unloading, enter or leave the bus orderly and quickly.
3. While riding the bus, students are under the supervision of the driver and must obey the driver at all times. The principal has the authority to temporarily suspend a student from riding the bus.
4. Students are not to distract the attention of their driver or disturb other riders on the bus. Helium balloons are considered a distraction and are prohibited.
5. ACT 814 of 1977 makes it unlawful to threaten, curse, or use abusive language to a school bus driver in the presence of students in this state. Any person who violates this ACT shall be guilty of a misdemeanor, and upon conviction, shall be punished by a fine of no less than \$25.00 or more than \$100.00.
6. If you must cross the road or highway to enter the bus, try always to be on the right side of the road waiting on the bus. If you should arrive at the stop just as the bus approaches the stop, wait until the bus has come to a complete stop and the driver has signaled for you to cross in front of the bus. (Unless the driver directs you differently)
7. Pupils who cross the road after leaving the bus in the afternoon must go to a point on the shoulder of the road ten feet in front of the bus. Cross the road only after the driver has signaled you to do so.
8. Students are assigned to buses and bus stops. No change in either bus or bus stop is permitted without prior approval. Temporary changes may be made with prior parent/guardian consent by phone or letter, and approval from school officials.
9. This is not intended to cover the “do’s” and “don’ts”, but it is a very specific guide. The driver may find it necessary to interpret these policies in the light of his or her own bus needs.
10. Video cameras may be in use on several or all buses.



### **Consequences for Bus Misbehavior**

Although the bus transportation supervisor or bus drivers may elect to give written warnings, bus discipline referrals to the principals or assistant principals will be handled as follows for routine offenses.

**1<sup>st</sup> Offense** – Parent contact and/or in-school suspension (1-2 days)

**2<sup>nd</sup> Offense** – Corporal punishment or 3 days bus suspension

(Parent contact before corporal punishment is administered. Conference with parent and bus driver if possible.)

**3<sup>rd</sup> Offense** – 5 days bus suspension

**4<sup>th</sup> Offense** – 10 days bus suspension

**5<sup>th</sup> Offense** – suspended from the bus for the remainder of the semester or year

At the discretion of the principal or assistant principal, any disciplinary steps outlined in the bus conduct policy may be circumvented and stronger action may be taken if necessary.

Offenses that are more serious may result in denial of bus privileges even though the student had no previous bus discipline reports. Acts of deliberate vandalism will result in restitution of cost or suspension from the bus, or both beginning with the first offense.

If a significant amount of time has elapsed between bus referrals and the principal or assistant principal does not feel that the next consequence is appropriate, the administration has authority to deviate from the outlined consequences with justification. Students in grades K-1 may be given additional warnings and additional opportunities to correct behavior due to age level and limited bus riding experience.

Riding the bus is a privilege. When student conduct requires this privilege be denied, it will be the responsibility of the student and parent/guardians to find alternate means of transportation.

### **Grievance Procedures**

Students and employees of the Waldron School District may take the following steps for filing, processing and resolving discrimination complaints:

1. visit with the district equity coordinator to resolve the complaint within 30 days of the alleged violation
2. acquire and submit a completed complaint form from the superintendent's office within 30 days of the alleged violation
3. the Equity Coordinator notifies respondent within 5 days and asks respondent to confirm or deny facts, indicate acceptance or rejection or student or employee's requested action, or outline alternatives
4. respondent submits answer within 10 days to equity coordinator
5. within 10 days after receiving respondent's answer, equity coordinator refers written complaint and respondent's answer to principal or designee
6. equity coordinator also schedules conference with grievant, respondent, and principal, or designee
7. conference is conducted
8. within 10 days after conference, a written decision is issued to student or employee, respondent, and equity coordinator
9. equity coordinator schedules within 10 days a conference with grievant, respondent, and superintendent
10. conference conducted
11. superintendent issues decision within 10 days following conference
12. if grievant or respondent is not satisfied with decision, they must notify equity coordinator within 10 days and request a conference with governing board
13. equity coordinator notifies governing board within 10 days after received request
14. equity coordinator schedules conference with governing board to be conducted within 30 days from date of notification to board
15. conference is conducted
16. governing board issues final written decision within 10 days after conference regarding validity of grievance and action taken in section 504 student grievant may request an impartial hearing where the governing board's decision involves the identification, evaluation, or educational placement of a handicapped person in an elementary or secondary education program.

This policy along with definitions and general provisions is located in the superintendent's office, and the media center and principal's office on each campus.

### **Equal Educational Opportunity**

No student in the Waldron School District shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District. The District has a limited open forum granting equal access to the Boy Scouts of America and other youth groups.

Inquiries on non-discrimination may be directed to the superintendent, who may be reached at the Central Office, 1560 W. 6<sup>th</sup> Street, Waldron, AR 72958 or 479-637-3179.

For further information on notice of non-discrimination or to file a complaint, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>; for the address and phone number of the office that serves your area, or call 1-800-421-3481.

### **Computer Network and Internet Acceptable Use Policy**

The Waldron School District makes computers and/or computer Internet access available to students, to permit students to perform research and to allow students to learn how to use computer technology. Use of district computers is for educational and/or instructional purposes only. It is the policy of this school district to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors.<sup>1</sup> No student will be granted Internet access until and unless a computer-use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the computer use agreement is incorporated by reference into board policy and is considered part of the student handbook.

Student use of computers shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous. Students must not disable or bypass security procedures, compromise, attempt to compromise, or defeat the district's technology network security or Internet filtering software, alter data without authorization, or disclose passwords to other students. Students who misuse district-owned computers or Internet access in any way, including using computers to violate any other policy or contrary to the computer use agreement, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook<sup>2</sup> and/or computer use agreement.

In an effort to help protect student welfare when they navigate the Internet, the district will work to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

#### **I. Acceptable Use**

The District network exists for the primary purpose of transmitting and sharing information between academic and research organizations. Network use must be consistent with the goals of facilitating and disseminating knowledge to debate issues, encouraging collaborative projects and resource sharing, aiding technology transfer, fostering innovation, and building broader infrastructure in support of education and research.

Networked computers may be used as laboratory for research and experimentation in computer communications and curriculum development, where such use does not interfere with normal network operations.

#### **II. Unacceptable Use**

Use of the network for recreational games is not acceptable.

An account assigned to an individual including student use accounts, may not be used by others. Faculty, students, staff and associates are individually responsible for the proper use of their accounts, including proper password protection and appropriate use of Internet resources.

The use of the network is a privilege, not a right, which may be temporarily revoked at any time for abusive conduct. Such conduct would include the placing of unlawful information on a system, the use of abusive or objectionable language in public or private messages, the sending of "chain letters" or broadcast messages to lists of individuals, and accessing pornographic or objectionable materials. District resources cannot be used to intimidate or create an atmosphere of harassment based on gender, race, religion, ethnic origin, creed, or sexual orientation. Penalties for abusive conduct will increase in severity with repeated violations.

It is not acceptable to use the network so as to interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer worms or viruses, and using the network to make unauthorized entry to any other machine accessible via the network. No one should deliberately attempt to degrade the performance of a computer system (including network resources) or to deprive authorized users of resources or access.

Unauthorized copying of licensed software is considered as theft and a violation of the copyright laws.

Violations of some guidelines set forth in this policy may constitute a criminal offense. Transmission of any material in violation of any U.S. or state law or regulation is prohibited. Systems staff and District administrators will fully cooperate with law enforcement agencies in correcting any violations.

### **III. Plagiarism**

Copying a student's computer assignment denotes plagiarism and will be met with severe academic penalties. Guilty students will lose computing privileges and may receive a failure grade for the assignment and possible failure for the course. This includes students who have completed a course and share their work with those in subsequent semesters.

### **IV. Responsibility**

All faculty, students, staff and associates are responsible for use of District computing resources in an effective, efficient, ethical, and lawful manner. Responsible behavior includes consideration for other users, as well as efficient use of computing time and materials.

The District cannot be held liable for any losses, including lost revenues, or for any claims or demands against the user by any other party. The District cannot be held responsible for any damages due to the loss of output, loss of data, time delay, system performance, software performance, incorrect advice from a consultant, or any other damages arising from the use of the District's computer facilities.

Faculty cannot be held liable for the student's use of the network. They can, however, be held accountable by the Administration for a student's use of computers under their supervision. Students may access the network for individual work or in the context of another class. The faculty is responsible for instructing the student on acceptable use of the network and proper network etiquette.

### **School/Parent/Student Compact**

The Waldron Elementary School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact was reviewed and/or revised by committee on August 4, 2016 and is in effect during school year 2016-2017.

#### **School Responsibilities**

The Waldron Elementary School will:

- Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
  - Instruction will be aligned to the Arkansas State Standards.
  - Students that are not making progress should be referred to the KIDS Team (RTI).
  - Students will receive interventions as deemed appropriate.
  - Reading Recovery (1-2) as appropriate.
  - Computer Learning Labs for grades K through 4 as needed for each child.
  - Possible support services will be utilized as appropriate.
- Hold parent teacher conferences (twice) during which this compact will be discussed as it relates to the individual child's achievement.
  - At the middle of the first and third grading periods, time is set aside for parent teacher conferences to discuss this compact and the individual child's achievement.
- Provide parents with frequent reports on their children's progress.
  - At the end of each nine-week grading periods, parents will receive a report card from their child's teacher. Grades will be given in all academic areas, and a grading scale will be printed on the report card for the convenience of parents.
  - Interim progress reports will be sent home during the fifth week of each quarter.
- Provide parents reasonable access to staff.
  - Each teacher has a planning period. A conference can be scheduled with the teacher at school as needed.
  - Parents may call the school office at 637-2454 and leave a message if they need to speak with the teacher during the school day. Teachers may also be reached through their school email using the format last name.first name@waldronsd.org.
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.
  - As teachers or parents feel it is needed, classroom observations should be scheduled in advance with the building administration.
  - Parents are welcome to volunteer at Waldron Elementary and should complete the electronic volunteer survey. Volunteer surveys are kept on file in the Electronic Volunteer Resource Book. Training will be provided for volunteers, as needed.

#### **Parent Responsibilities**

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

- Holding my child accountable for his/her learning, behavior, and personal hygiene.
- Monitoring attendance, **being on time**, and recognizing the importance of staying at school the entire day.
- Making sure that homework is completed.
- Monitoring the amount of electronic usage.
- Volunteering in my child's classroom (adults only).
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.

#### **Student Responsibilities**

I realize that my education is important and that I am responsible for my own success. Therefore, I agree to do the following to the best of my ability.

I will:

- attend school on time and every day,
- be accountable for my learning, behavior, and personal hygiene,
- do my best every day by actively participating in class and school activities and return completed homework on time,
- ask for help when needed,
- respect and cooperate with other students and adults,
- be prepared each day with proper supplies and other necessary tools for learning,
- follow school rules of student conduct to keep myself and others safe,

## 2016 -2017 Parent Involvement Plan

### Committee Members

Ryan Walker, Principal  
Darla Jeffery, Media Specialist  
Kim Avilla, Community Member  
Rachelle Watkins, 1<sup>st</sup> Grade Teacher

Toni Dozier, Assistant Principal  
Angela Hunsucker, Parent  
Alisha Moad, Math Interventionist  
Nancy Powers, 2<sup>nd</sup> Grade Teacher  
Teresa Malone, 4<sup>th</sup> Grade Teacher

Lynda Hunt, Secretary  
Justi Hunsucker, Student  
Misty Guerrero, Kindergarten Teacher  
Dustti Cothran, 3<sup>rd</sup> Grade Teacher

### 1. List various communication strategies used in your school to provide additional information to parents and to increase parental involvement in supporting classroom instruction.

- Each teacher will send home a folder containing student papers and work samples each week. Parents will be asked to sign the folder and send it back to school if applicable.
- Teachers will routinely contact parents on an individual basis to communicate about their child's progress.
- The school will provide to parents reports/report cards approximately every four weeks with information regarding their child's academic progress and upcoming classroom and school events.
- The school will provide and discuss in a parent-friendly format during the first parent teacher conference their child's test results and standardized test scores.
- The school will send brochures home with students, post notices in school facilities, post on the district web site and the schools social media page, and provide information for the local newspaper about parent workshops and meetings.
- Teachers will provide weekly updates on students' academic progress through the use of eSchool.
- The school will use the student handbook, district web site, school social media page, signage at the school entrance, and parent orientation meetings to inform parents about the School wide Title I Plan and how to get a copy upon request.
- The school will distribute a monthly calendar of school activities, lunch menu and parenting tips.
- The school will provide information to parents through the school's Facebook Page, TAC Messaging System, Remind Text Messaging, and the schools marquee.

### 2. List the proposed parent meeting, conferences and activities regularly throughout this year and the dates providing flexible meeting times that you have planned to increase parental involvement and build staff and parent capacity to engage in these types of efforts. (Must include the 2 state mandated parent/teacher conferences each year.)

- The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning:
  - \* Teacher Assistant
    - Date:  
Throughout the school year
  - \* Book fair helpers
    - Dates:  
September 14 through September 20, 2016  
February 10 through February 16, 2017
  - \* Field day volunteers
    - Date:  
Spring 2017
  - \* Parent-school organization
    - Date:  
Throughout the year
- The school will to provide an explanation of the statewide assessment system, standards, and other accountability measures each year during school wide meetings.
  - Date:

October, 2016

- Teachers will hold conferences individually with parents of children in their classrooms twice a year. Parents will be given a summary of the student's test scores and an explanation of the interventions teachers are using to assist the child in reaching achievement goals. During this conference teachers will also discuss the classrooms grading and classroom procedures.

Dates:

September 20, 2016 & February 16, 2017

- Parent meetings will be held at various times during the day or evening to better accommodate parents.

Dates:

September 20, 2016 and February 16, 2017 - Parent Teacher Conferences

When needed by teachers

- Parents and students will be encouraged to attend the annual Math and Literacy Nights.

Dates:

Math Night – October 20, 2016 & Literacy Night – March 2, 2017

- Grandparents of K-4 students will be invited to the grandparent breakfast.

Dates:

September 12 through September 16, 2016

- Parents are encouraged to attend Rise and Shine, which showcases different classrooms, on Mondays and Fridays @ 7:55 a.m.

Date:

Throughout the school year

- Parents are encouraged to be a part of the school's PTO.

Date:

Throughout the school year

- PTO hosts organized events throughout the year (Fall Festival, Sweetheart Dance).

Dates:

Fall Festival – October 2016

Sweetheart Dance – February 2017

- Parents are encouraged to attend quarterly/semester awards assemblies to celebrate their child's academic success.

Date:

Thursday following the end of each nine (9) weeks grading period – in classrooms

Semester Awards Assembly - December 15, 2016 & May 24, 2017

- To promote reading at home, WES hosts a Scholastic Book Fair twice a year.

Dates:

September 12 through September 20, 2016

February 10 through February 16, 2017

**3. How will your school provide information to parents about volunteer opportunities (must include state mandated parent training)?**

- STATE REQUIREMENT - Provide instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: role play and demonstration by trained volunteer, the use of and access to the Department of Education website tools for parents, assistance with nutritional meal planning and preparation and other strategies or curricula developed or acquired by the school district for at-home parental instruction approved by the Department of Education.
- STATE REQUIREMENT (Staff Development) The State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts shall require no fewer than two (2) hours of professional development for teachers and administrators every four (4) years.
- During Read Across America Week, parents and community members are asked to read to classrooms of students, which supports the instructional program.
- The school will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts through the use of a volunteer survey.
- The school will work with Waldron Middle School to help provide a smooth transition from one school to the next by raising parent awareness of procedures and related activities. The school will host a special orientation programs for parents and students to help with the transition. Parents will have the opportunity to meet the new teachers at the end of the school year.
- During the Spring of each year, incoming kindergarten students and parents are invited to participate in the "Kindergarten Round-up". During the times parents will register their child, meet the teachers, play kindergarten readiness skills games, ride the school bus, and be provided with a welcome pack including games, the kindergarten readiness checklist, and education materials provided by local businesses.

**4. How will your school work with parents to create a School-Parent-Compact?**

- School staff, parents, and students will develop a school-parent-student compact. This compact will outline how parents, school staff, and students share the responsibility for improving student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high academic standards.

**5. How will your school provide opportunities for parents to be involved in the development, implementation and evaluation of the school wide school improvement plan, and the Annual Title I Meeting to engage them in the decision-making processes regarding the school's Title I, Part A Program?**

- STATE REQUIREMENT – To take advantage of community resources, WES will recruit alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement when possible.
- STATE REQUIREMENT - WES has an active Parent Teacher Organization that fosters parental and community involvement within the school.
- WES has parents to serve on curricular and instructional review committees.
- WES engages parents in decision making about the allocation of its Title I, Part A funds for parental involvement.
- At the end of each school year, parents will have the opportunity to complete a survey concerning their opinions on school functions and outcomes.

## **6. How will your school provide resources for parents?**

- In the parent resource center located in the WES Library, parents may check out materials, learning manipulatives, resources, use the computer to check grades, and visit educational Web sites, and be encouraged to view the Title I Plan. A suggestion sheet will also be available for parental input. The hours of the resource center are from 7:45 – 3:35 Monday through Friday.
- STATE REQUIREMENT - The school will distribute informational packets each year that include a copy of the school's parental involvement plan, survey for volunteer interests, recommended roles for parents/teachers/students and school, suggestions of ways parents can become involved in their child's education, parental involvement activities planned for the current school year and information about the system that will be used to allow parents and teachers to communicate (notes, phone calls, e-mail...).
- STATE REQUIREMENT - To promote and support responsible parenting, the school shall, as funds are available: Purchase parenting books, magazines, and other informative materials regarding responsible parenting through the school library, advertise the current selection, and give parents the opportunity to borrow the materials for review.
- STATE REQUIREMENT - Include in the school's policy handbook the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions.
- STATE REQUIREMENT - The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent facilitator. The parent facilitator for WES is Ryan Walker. To contact call 479-637-2454 or walker.ryan@waldrond.org.

## **7. How will your school engage parents in the evaluation of your parental involvement efforts?**

- The school will engage parents in the annual evaluation of the Title I, Part A Program's parental involvement efforts through an annual evaluation using a needs assessment filled out by teachers, parents and school staff. The Title I committee, made up of teachers, parents and school staff, will determine the effectiveness of the parental involvement plan and make changes if warranted.

## **8. How will your school use the parent interest surveys to select, plan and implement parental involvement activities that will be offered throughout the year?**

- The school will ask parents to fill out a parent interest survey at registration or at the beginning of each school year to get information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically.
- The school will use the results of the parent interest survey will be used to plan the parental involvement activities for the year.
- The school will evaluate the activities that were suggested by the parents at the end of the year as part of the annual parental involvement plan evaluation.
- STATE REQUIREMENT – WES will work with Waldron High School to inform the parents of high school students about how to be involved in the decisions affecting course selection, career planning, and preparation for postsecondary opportunities.

## **9. When will your school plan the Annual Title I Meeting that must be conducted separately? (It CANNOT be held in conjunction with any other meetings or activities.)**

- The school will conduct an Annual Title I Meeting for parents of the students who participate in the Title I, Part A Program.
- The school will hold their annual Title I meeting separate from any other meetings or activities to ensure that they have ample time to provide a description/explanation of school curriculum, information on forms of academic assessments used to measure student progress and information on proficiency level students are expected to meet.
- For each Title I, Part A School, an Annual Title I Meeting must be conducted. The agenda, the sign-in sheet and the minutes for this meeting must be generated separately from any other events and kept on file with the Indistar Chair.

Date: October 2016