

**LAFAYETTE COUNTY ELEMENTARY SCHOOL
STATEMENT OF RESPONSIBILITY**

Dear Parents:

Please take time now to read through this Student Handbook that has been provided for your information. It is state law that you and your child sign this form. Your signature does not mean you agree with all of the content of this handbook; however, it does mean that you have been made aware of the guidelines of Lafayette County Elementary School student expectations. Please complete pages 1-21 and have your child return them to his/her teacher no later than Friday, August 24, 2012.

Respectfully,

Betsy Griffin
Betsy Griffin, Principal
Cheryl McMahan, Assistant Principal
Lafayette County Elementary School

1. I have received the Lafayette County Elementary School Student Handbook. YES NO

2. Before corporal punishment is administered, I must be contacted by phone. YES NO
Parent/Guardian phone # _____

3. I understand that if I have circled yes for #2 above and am unable to be reached at the phone number I provided above, my child will be placed in ISS or OSS.

4. Parents will be required to pick up students who resist corporal punishment.

Before corporal punishment is administered, this completed page, signed by the parent or guardian must be returned to the school. Verbal permission will not be accepted. A manifestation determination may be held prior to punishment of a student covered under Section 504.

Parent or Guardian Signature

Date

Student Signature

Date

Please return form by Friday, August 24, 2012

LAFAYETTE COUNTY ELEMENTARY ENROLLMENT FORM GENERAL STUDENT INFORMATION

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

SSN (optional) _____ Grade: _____ Birthdate: _____ Age: _____ Gender: M or F Curriculum: _____

Ethnicity (check one): <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic	Primary Race (check only one): <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> White	Additional Race (Check all that apply): <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> White
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Method of Transportation (check all that apply):
 Bus Parent/Guardian (includes walkers, child care van, etc.)
 Drives Self District Paid Transportation

Bus # To School: _____ Bus # From School: _____ Distance/Miles One Way: _____
 Birth Certificate #: _____ City of Birth: _____
 Birth Country: _____ State of Birth: _____
 Last School Attended: _____
 Address: _____ City: _____ State: _____ Zip Code: _____

Pre-School Participation:

A – ARKANSAS BETTER CHANCE	H – HEADSTART	O – OTHER
E – EVEN START	NA – NOT APPLICABLE	P – PRIVATE PRE-SCHOOL
EC – EARLY CHILDHOOD	C – 21 ST CENTURY COMMUNITY LEARNING CENTER	PS – PUBLIC SCHOOL PRE-SCHOOL

PARENT/GUARDIAN INFORMATION

Living With:

A – ALONE	F – FATHER ONLY	I – INSTITUTION	P – BOTH PARENTS
D – FATHER & STEPMOTHER	G – GRANDPARENTS	L – LEGAL GUARDIAN	S – SPOUSE
E – MOTHER & STEPFATHER	H – HOMELESS	M – MOTHER ONLY	T – FOSTER PARENT

Parent/Guardian Name: _____ Language Spoken at Home: _____

Parent/Guardian Address Information:

Address: _____ City: _____ State: _____ Zip Code _____	Address: _____ City: _____ State: _____ Zip Code _____
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Home Phone: _____ Parent/Guardian Workplace 1: Employer: _____ Work Phone: _____ Parent/Guardian E-mail Address 1: _____ Parent/Guardian E-mail Address 2: _____	Cell Phone: _____ Parent/Guardian Workplace 2: Employer: _____ Work Phone: _____
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EMERGENCY CONTACT INFORMATION

Emergency Contact Information:

Contact 1 Name: _____ Contact 2 Name: _____
 Contact 1 Phone: _____ Contact 2 Phone: _____
 Physician: _____ Physician: Phone: _____
 Please list any other medical concern for this child: _____

Has this child been expelled from school in any other school district or is the child a party to an expulsion proceeding? _____

Parent/Guardian Signature

Date

* Please return to school by Friday, August 24, 2012

Lafayette County Elementary School
Health History Forms

Student's name _____
Last First Middle

Address _____

Grade _____ Date of birth _____ Sex _____

Guardian 1/ Parent

Guardian 2/ Parent

Name _____

Name _____

Address _____

Address _____

Phone _____

Phone _____

Employer _____

Employer _____

Work phone _____

Work phone _____

Cell phone _____

Cell phone _____

e-mail _____

e-mail _____

EMERGENCY INFORMATION

Contact _____

Phone _____

Physician _____

Phone _____

Preferred Hospital _____

Health problems:

Allergies: _____

List medication your child takes: _____

* Please return to school by Friday, August 24, 2012

MEDICATION SELF-ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

The following must be provided for the student to be eligible to self-administer asthma inhalers and/or auto injectable epinephrine. Eligibility is only valid for this school for the current academic year. This consent form must be renewed each year and/or anytime a student changes schools.

- A written medical statement from a health-care provider who has prescriptive privileges that he/she has prescribed the asthma inhaler and/or auto-injectable epinephrine for the student and that the student needs to carry the medication on his/her person due to a medical condition;
- The specific medications prescribed for the student;
- An individualized health care plan developed by the prescribing health-care provider containing the treatment plan for managing asthma and/or anaphylaxis episodes of the student and for medication use by the student during school hours; and
- A statement from the prescribing health-care provider that the student possesses skill and responsibility necessary to use and administer the asthma inhaler and/or auto-injectable epinephrine.

If the school nurse is available, the student shall demonstrate his/her skill level in using the asthma inhalers and/or auto-injectable epinephrine to the nurse.

Medications for self-medication shall be supplied by the student's parent or guardian and be in the original container labeled with the student's name. The parent or guardian may choose to provide the school with additional appropriate medication for the school to have available to deal with an asthma or anaphylaxis emergency.

My signature below is an acknowledgment that I understand that the District, its Board of Directors, and its employees shall be immune from civil liability for injury resulting from the self-administration of medications by the student named above.

Parent or legal guardian signature: _____

Date: _____

When you wish for medication to be administered by the school, please sign and return this form to the school office.

Please return form by Friday, August 24, 2012

MEDICATION ADMINISTRATION CONSENT FORM

MEDICATION IS TO BE BROUGHT TO SCHOOL BY ADULTS! *STUDENTS ARE NOT TO HAVE MEDICATIONS IN THEIR POSSESSION AT ANY TIME

Student's Name (Please Print) _____ Grade _____ Date of Birth _____

Name of Medication _____ Time to be Taken _____

Dosage-Amount to be taken _____ Reason for Medication _____

In case of emergency call:

_____ Parent _____ Home # _____ Work # _____ Cell # _____

Back- up Person:

_____ Name _____ Home # _____ Work # _____ Cell # _____

- I request and authorize the school nurse, principal, or person designated by the principal to administer medication, which I am providing to the above named student.
- I hereby waive, release, and relinquish any claim, that I might have individually or on behalf of my child against above named school employees arising out of the administration of the medication or the supervision thereof.
- **TO PREVENT UNDER/OVER MEDICATING, I WILL IMMEDIATELY NOTIFY THE SCHOOL IF MEDICATION IS CHANGED OR DISCONTINUED.**
- The school has my permission to contact the prescribing physician concerning the medication if necessary.
- I have read and will abide by the school board's medication/guidelines.

_____ Date _____ Parent/Guardian Signature _____

CONTROLLED MEDICATION COUNT-RECEIVED/ON-HAND/TOTAL

DATE	MEDICATION/ STRENGTH	# PILLS REC'D TODAY	# PILLS ON HAND	TOTAL	SIGNATURES

When you wish for medication to be administered by the school, please sign and return this form to the school office. PLEASE RETURN FORM BY FRIDAY, AUGUST 24, 2012.

SCHOOL- PARENT-STUDENT COMPACT

Student Name (Please Print) _____ Grade Level _____

MEDIA RELEASE FORM
(newspaper)

Read the statement below. Please mark Yes or No. Sign and date the bottom of the form.

I hereby give permission for my child to appear in media releases as deemed necessary for the purpose of promoting the positive image of the Lafayette County School District.

(Check One)

_____ Yes, I give permission for my child to appear in media releases.

_____ No, I do not give permission for my child to appear in media releases.

Parent/ Guardian Signature: _____

Please return form by Friday, August 24, 2012

STUDENT INTERNET USE AGREEMENT

Student Name (Please Print) _____

Grade Level _____

School _____

Date _____

The Lafayette County School District agrees to allow the student identified above ("Student") to use the district's technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student owned technology device::

1. Conditional Privilege: The Student's use of the District's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use District's access to the Internet whether through a District or student owned technology device unless the student and his/her parent or guardian have read and signed this agreement.
2. Acceptable Use: The student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the student agrees to obey all federal and state laws and regulations.
3. Penalties for Improper Use: If the student violates this agreement and misuses the Internet, the student shall be subject to disciplinary action
4. Misuse of District's Access to the Internet "includes, but is not limited to, the following:
 - a. Using the Internet for other than educational purposes;
 - b. Gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
 - c. Using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
 - d. Making unauthorized copies of computer software;
 - e. Accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
 - f. Using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
 - g. Posting anonymous messages on the system;
 - h. Using encryption software;
 - i. Wasteful use of limited resources provided by the school including paper;
 - j. Causing congestion of the network through lengthy downloads of files;
 - k. Vandalizing data of another user;
 - l. Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives or fireworks;
 - m. Gaining or attempting to gain unauthorized access to resources or files;
 - n. Identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
 - o. Invading the privacy of individuals;
 - p. Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an e-mail. Personally identifying information includes full names, address, phone number;
 - q. Using the network for financial or commercial gain without District permission;
 - r. Theft or vandalism of data, equipment, or intellectual property;
 - s. Attempting to gain access or gaining access to student records, grades, or files;
 - t. Introducing a virus to, or otherwise improperly tampering with the system;
 - u. Degrading or disrupting equipment or system performance;
 - v. Creating a web page or associating a web page with the school or District without proper authorization;
 - w. Providing access to the District's Internet Access to unauthorized individuals;
 - x. Failing to obey school or classroom Internet use rules; or
 - y. Taking part in any activity related to Internet use, which creates a clear and present danger of the substan-

tial disruption of the orderly operation of the District or any of its schools.

- z. Installing or downloading software on District computers without prior approval of technology director or his/her designee.

- 5. Liability for debts: Students and their co-signers shall be liable for any and all costs (debts) through the student's use of the computers or access to the Internet including penalties for copyright violations.
- 6. No Expectation of Privacy: The student and parent /guardian signing below agree that if the student uses the Internet through the District's access, that the student waives any right to privacy the student may have for such use. The student and the parent/guardian agrees that the District may monitor the student use of the District's Internet Access and may also examine all system activities the student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the student's parent/guardian.
- 7. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter that may be on the Internet. At the same time, in signing this agreement, the parent and student recognizes that the District makes no guarantees about preventing improper access to such materials on the part of the student.
- 8. Signatures: We, the persons who signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Please return form by Friday, August 24, 2012

PERMISSION TO DISPLAY PHOTO OF STUDENT ON WEB SITE

I hereby grant permission to the Lafayette County School District to display the photograph or video clip of me/my student (if student is under the age of eighteen {18}) on the District's web site, including any page on the site, or in other District publications without further notice. I also grant the Lafayette County School District the right to edit the photograph or video clip at its discretion.

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

Name of student (Printed)

Signature of student (only necessary if student is over 18)

Signature of parent (required if student is under 18)

Date

PERMISSION TO PICK-UP STUDENT

The following people have permission to pick up my child from school.

Parent/Guardian Signature _____

Date _____

Please return form by August 24, 2012

SCHOOL-PARENT - STUDENT COMPACT

Lafayette County Elementary school appreciates your involvement in your child's education. This compact outlines how parents, school staff, and students share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help your child achieve the state's high academic standards. All stakeholders will sign the compact.

School Staff's Responsibility:

- Build a relationship with every family in my class
- Keep families informed of their child's progress and needs in each subject
- Make sure every student gets the help he/she needs as soon as it's needed
- Send home learning materials in Math, Reading and other subjects
- Explain my approach to teaching, expectations, and grading to students and their families
- Make sure students understand assignments and what they'll learn from them

Parent's Responsibility:

- Monitor my child's progress and let the teacher know right away if I notice any problems
- Read to my child daily
- Encourage my child to engage in positive school behavior
- Provide a quiet place for homework completion; review my child's completed homework assignments
- Monitor television watching and other distractions, and encourage productive use of my child's extracurricular time
- Volunteer in my child's school and classroom, and
- Attend parent-teacher conferences, serve on advisory groups (such as Parent Advisory Committee), and participate in decisions relating to the education of my child.

Student's Responsibility:

- Respect others at school
- Ask for help from my teacher and family if I am having trouble doing my work
- Read on my own and with my family every day
- Work on my Math and Reading skills at home, using the materials my teacher sends home
- Write down assignments, do my homework every day, and turn in when it's due

Please review this School-Parent-Student Compact with your child. Thank you for your support and involvement in your child's education.

We, the person signed below, have read and understand this agreement.

Student Signature: _____ Date _____

Parent/Guardian Signature: _____ Date _____

Teacher Signature: _____ Date _____

Please return by August 24, 2012

PARENTAL/COMMUNITY INVOLVEMENT

Student Name (Please Print) _____ Grade Level _____

Lafayette County Elementary School understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good-will between the school and those it serves. Therefore, Lafayette County Elementary School shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents and the community. To achieve such ends, the Lafayette County Elementary School shall work to:

1. Involve parents and the community in the development and improvement of Title 1 programs for the school;
2. Have a coordinated involvement program where the involvement activities of the school embrace the involvement strategies of other programs such as Head Start, Parents as Partners, ABC, and Pre-K programs;
3. Explain to parents and community the State's content and achievement standards, State and local student assessments, and how the school's curriculum is aligned with the assessments and how parents can work with the school to improve their child's academic achievement;
4. Provide parents with the materials and training they need to be better able to help their child achieve. The school may use the Parent Resource Center or other community based organizations to foster parental involvement and provide literacy and technology training to parents;
5. Educate school staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between school and parents;
6. Keep parents informed about parental involvement programs, meetings and other activities in which they could be involved. Such communication shall be, to the extent practicable, in a language the parents can understand;
7. Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include providing transportation and child care to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;
8. Find and modify other successful parent and community involvement programs to suit the needs of our school;
9. Train parents to enhance and promote the involvement of other parents;
10. Provide reasonable support for other parental involvement activities as parents may reasonably request.

The Lafayette County Elementary School shall convene an annual meeting, or several meetings at varying times if necessary to adequately reach parents of participating students, to inform parents of the school's participation in Title I, its requirements regarding parental involvement, and the parents right to be involved in the education of their child.

The Lafayette County Elementary School shall, at least annually, involve parents in reviewing the school's Title I program and parental involvement policy in order to help ensure their continued improvement.

We, the persons signed below, have read and understand this policy.

Student Signature: _____ Date _____

Parent/Guardian Signature: _____ Date _____

Please return form by Friday, August 24, 2012

TO: Parents or Guardians of ALL Students Who Participate In Athletics and/or AAA Sponsored Activities

FROM: Lafayette County School District

RE: Accident Insurance for Students in AAA Activities

The following facts should be fully understood by the parents and guardians of all Lafayette County School District athletics and students who participate in school sponsored activities in grades K through 12.

1. The Lafayette County School District has entered into a contractual agreement with United Healthcare Student Resources for athletic and extracurricular insurance underwritten by United HealthCare Insurance Company for students in grade PK-12. This coverage is for AAA sponsored activities, including all AAA athletic events. Your child will be covered while participating in, practicing for, and traveling to and from such an activity in a school furnished vehicle.
2. Lafayette County School District assumes no responsibility as a result of injuries that occur during an 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.
3. 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.
4. 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.
5. **The Lafayette County School District and its employees are NOT responsible for any costs for treatment to your child by any doctor.**
6. 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 712 Chestnut Street – Lewisville, AR, Claim forms can also be printed from United Health Student Resources' website @ 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.
7. As with any policy, there are policy exclusions. Please review the Policy Exclusions and Limitations that are listed in the brochure.
8. Treatment must begin within 30 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.
9. Since the insurance is for AAA sponsored events only, 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 and is the same basic coverage. 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.

If you have any questions, feel free to call 870-921-5500/870-533-4464, or ask your sponsor or coach.

I have read and understand that the coverage provided by Lafayette County School District has certain limitations and is considered primary coverage only if I have no other coverage for my child(ren). I further understand that Lafayette County School District is not responsible for payment of any medical expenses not paid by United Healthcare.

Student's Name: _____

School: _____

Signed: _____

Date: _____

Parent or Guardian

Please return to school by Friday, August 24, 2012

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GENERAL INFORMATION

GOALS:

Lafayette County Elementary School will:

- Provide opportunities for students to become life-long learners
- Work to meet the diverse needs of the student and the community
- Provide a safe environment for all students
- Engage all shareholders in the responsibility of ensuring student achievement

MISSION

The mission of the Lafayette County Elementary School is to provide a secure learning environment that is educationally sound, promotes technological advances and empowers all students to become critical thinkers, problem solvers, and life-long learners in a diverse ever-changing society.

VISION

Lafayette County Elementary School will strive for excellence in providing the caliber of education that will empower our students to become life-long learners and productive citizens.

MASCOT
COUGARS

PRINCIPAL
Betsy Griffin

ASSISTANT PRINCIPAL
Cheryl McMahan

COUNSELOR
Bobbie Beatty

SUPERINTENDENT
Mr. Mark Keith

A MESSAGE FROM THE PRINCIPAL

Dear Parents, Students, and Citizens of Lafayette County Elementary School:

The faculty, staff, and administration extend a hearty welcome to each of you for the 2012-2013 school year. One of our major goals is to partner with you and our students to create a learning environment that will enable all students to achieve at their maximum potential and become successful adults in a diverse ever-changing society. In order to reach this success, parents, teachers, students, and administration must partner together through high levels of communication between the home and the school.

The Student Handbook contains information about school routines that are part of the daily life at Lafayette County Elementary School. Demonstrating your understanding of these expectations contributes to an environment in which all students can succeed. We encourage you to read the handbook carefully, ask your child questions about the information, and discuss the rules and regulations with him/her.

The Handbook is designed to be in harmony with Board policy. Please be aware that this document is updated annually, while policy adoption and revision is an on-going process. Therefore, any changes in policy that affect the Student Handbook will be made available to students and parents.

It is REQUIRED BY Law that each student returns the Statement of Responsibility Form of the student Handbook signed by both the student and parent/guardian. The page will be kept in the student's file as proof that both the student and parents/guardians have received a copy of the Handbook, are aware of the guidelines and policies that govern the Elementary School, and agree to adhere to said guidelines and policies. In addition to signing the first page of the Handbook, we also would like for you to sign and return to your child's teacher by Friday, August 24, 2012 the Data Sheet, the Media Release Form, the School-Parent-Student Compact, the Parental/Community Involvement form and the Parent/Student Internet Agreement Form which are located at the front of the Handbook. If you wish for medication to be administered by the school, please sign and return the Medication Administration Consent Form and the Medication Self-Administration Consent Form and return it to the school office.

Lafayette County Elementary School is dedicated to providing a quality education for our students. Therefore, we encourage parental and community involvement. Many opportunities are available to the parents and the community to assist in the education of our children. Let us bond together and create a learning environment that is conducive to all participants.

If you have questions or concerns, please call Mrs. Griffin, or Mrs. McMahan at 870-921-4275.

Respectfully,

Betsy Griffin

Betsy Griffin, Principal

ATTENDANCE, ENROLLMENT, WITHDRAWAL

RIGHT TO ATTEND SCHOOL-RESIDENCE REQUIREMENTS

Students have the right to attend school in the Lafayette County Elementary School in accordance with state law, Board of Education policies, and individual school procedures. Students and parents have a right to be informed regarding placement and policies pertaining to attendance, expected behavior for continued attendance, scheduling, grading, and make-up work.

Students have the responsibility to maintain prompt, regular attendance in school accordance with Board of Education policy. Parents have the responsibility to require attendance and to familiarize themselves with policies pertaining to school assignment for their place of residence, the education program of the school, and rules regarding student behavior.

Definitions:

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

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

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

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

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

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

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

Residency requirements of homeless students is governed by policy 4.40-HOMELESS STUDENTS.

Act 1255 of 2005 gives the Department of Human Services the authority to require a school district to waive the residency requirement for foster children unless a court determines it is not in the child’s best interest for the child to remain in his/her current school. The Act further provides that districts are “encouraged to work out a plan for transportation for the child to remain in the child’s current school.”

ENTRANCE REQUIREMENTS

To enroll in the Lafayette County School District, the child must be a resident of the District as defined in District Policy (4.1-Residency Requirements) or meet the criteria outlined in policy 4.40-Homeless Student or in policy 4.52--STUDENTS WHO ARE FOSTER CHILDREN, be accepted as a transfer student under the provisions of policy 4.4, or par-

ticipate under a school choice option and submit the required paperwork as required by the choice option.

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

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

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

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

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

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

1. THE PARENT, GUARDIAN, OR OTHER RESPONSIBLE PERSON SHALL FURNISH THE CHILD'S SOCIAL SECURITY NUMBER, OR IF THEY REQUEST, THE DISTRICT WILL ASSIGN THE CHILD A NINE (9) DIGIT NUMBER DESIGNATED BY THE ARKANSAS DEPARTMENT OF EDUCATION.
2. THE PARENT, GUARDIAN, OR OTHER RESPONSIBLE PERSON SHALL PROVIDE THE DISTRICT WITH ONE (1) OF THE FOLLOWING DOCUMENTS INDICATING THE CHILD'S AGE:
 - a. A birth certificate;
 - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
 - c. An attested baptismal certificate;
 - d. A passport;
 - e. An affidavit of the date and place of birth by the child's parent or guardian; or
 - f. United States military identification;
 - g. Previous school records.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.
4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization.
5. Exemptions are also possible on an annual basis for religious reason from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age.

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

Department of Health

Students who enroll in Lafayette County Elementary School following the first day of school shall be assessed unexcused ab-

sences for the number of days missed unless transferring from another school

COMPULSORY ATTENDANCE REQUIREMENTS

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 15 of that year who resides, as defined by policy (RESIDENCE REQUIREMENTS), within the District shall enroll and send the child to a District school with the following exceptions.

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before August 15 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 Arkansas 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 Arkansas 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).

STUDENTS WHO ARE FOSTER CHILDREN

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

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

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

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

TRANSFER POLICY

The Lafayette County School District shall review and accept or reject requests for transfers, both into and out of the District, on a case by case basis.

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

Students transferring into the Lafayette County School District during their senior year, may not replace the local student when competing for honors, but share the distinction.

Any student transferring from a school accredited by the Arkansas 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 Arkansas Department of Education to a District school shall be evaluated by District staff to determine the student's appropriate grade placement.

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

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

Students currently suspended from another school district will not be admitted to Lafayette County Elementary School until the end of such suspension.

ABSENCES

Absences: It is the parent/guardian's responsibility to send a note outlining the reason for a student's absence(s). The note must be turned in to the office upon the student's return to school. Notes will not be accepted past 3 days from the student's return to school. Students with chronic or recurring illnesses must present a doctor's excuse upon returning to school.

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

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. Interaction with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement. In recognition of the need for students to regularly attend school, the district's policy governing student absences is as follows.

Students shall not be absent, as defined in this policy more than 11 days in a semester. When a student has 5 absences, his/her parent, guardian, or person in loco parentis shall be notified that the student has missed half the allowable days for the semester. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

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

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.

Students with 11 absences in a course in a semester shall not receive credit for that course. If the student fails to receive credit for a sufficient number of courses and at the discretion of the principal after consultation with person having knowledge of the circumstances of the absences, the student may be denied promotion or graduation. Excessive absences, however, shall not be a reason for expulsion or dismissal of a student.

It is the Arkansas General Assembly's intention that students having excessive absences due to illness, accident, or

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

Days missed due to out of school suspension shall count toward the allowable number of days absent.

ADDITIONAL ABSENCES

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

1. To participate in an FFA, FHA, or 4-H sanctioned activity;
2. To participate in the election poll workers program for high school students;
3. To serve as a page for a member of the General Assembly;
4. To visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting;
and
5. For purposes pre-approved by the school administration such as visiting prospective colleges, to obey a subpoena, or to attend at an appointment with a government agency;

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 permanent record.

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

ADMINISTRATIVE ABSENCES

An administrative absence is defined as an absence resulting from students' participation in or attendance at any function sanctioned by the Arkansas Activities Association or any administratively approved state or national competition or any absence for incentive for exemplary behavior or academic excellence. Students are not penalized in any way for administrative absence for which they have received the prior approval of sponsors/coaches.

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

Excessive absences may, however, be the basis for the denial of course credit, promotion, or graduation.

CHECKING OUT OF SCHOOL

Procedures:

- Any student leaving the school campus before the end of the day must check out through the office.

- Students must sign out in the office in all instances before leaving the campus. Students not signing out in the office will be considered truant.
- Students shall not be taken from school by anyone except a person who has custodial rights (parent, or legal guardian,) unless permission is granted in writing by the parent/guardian and is on file in the principal's office. No student may be checked out by anyone 21 years of age or younger.
- No student shall be taken from class or school and sent on errands except by permission of the principal and consent from the parent/guardian.

HOME SCHOOLING REQUIREMENTS AND DEADLINES

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

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

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

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

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

Legal References: A.C.A. § 6-15-503
 A.C.A. § 6-41-206

Date Adopted:
 Last Revised:

SCHOOL CHOICE

The superintendent will consider all applications for School Choice postmarked not later than the July 1 proceeding the fall semester the applicant would begin school in the District. The superintendent shall notify the parent or guardian and the student's resident district, in writing, of the decision to accept or reject the application within 30 days of its receipt of application.

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

A.C.A. 6-18-206(f)(3) was amended by Act 552 of 2007. Permits transfers between districts regardless of their proximity if both districts do not have a critical mass of minority students greater than 10%.

IMMUNIZATION

All students must show evidence of completing the required immunizations before enrolling in the Lafayette County School District.

SHARED RESPONSIBILITY

Freedom is a constitutional right, but does not mean the absence of reasonable rules and regulations that serve to guide the actions of individuals. Along with freedom comes the responsibility to act in such a manner as to insure that all participants may enjoy the same freedom. To obtain the greatest possible benefit to the students, teachers, administrators, parents, Board of Education, and the entire community, it is essential that all work together to insure that all persons are treated equally and with dignity in respect to their rights and responsibilities.

STUDENT RESPONSIBILITIES

How to Handle Problems on Campus

1. Students are to attempt to handle student arguments themselves.
2. Students should contact the nearest adult (teacher, para-professional, administrator, etc) immediately upon recognizing that there is a problem with another student.
3. Students' conduct should never stop the educational process. If students choose to interrupt class with unacceptable behavior for any reason, the teacher in charge or the building administrator or his/her designee will discipline said situation.
4. The proper way to handle a problem that occurs in a classroom is to raise your hand and notify the instructor of the situation. It will be at the teacher's discretion as to when he/she will handle the problem. Teachers are encouraged to handle these problems at the end of class or in between classes.

Students have the responsibility to pursue their education in The Lafayette County Elementary School in a manner that shows respect for other students, faculty members, parents, and other citizens. Students should be aware that they have a responsibility to cooperate with and assist the school staff in the orderly and efficient conduct of the school by abiding by rules and regulations established by the Board of Education and implemented by teachers and school administrators. Students are responsible for their own conduct at all times.

When students' conduct threatens the physical well being of another person or themselves, they may be physically restrained until the proper authorities or parents arrive.

Students will be responsible for all debts prior to any release of school information, i.e. report cards, transcripts, health record, or registering for the following semester.

Students will have the opportunity to tell their side of any problem at the time the building administrator questions them in reference to discipline problem. Students will not be able to show up at a later date, change their stories, and expect the administrator to change his/her position after the student has had an opportunity to fabricate a story. This promotes telling the truth the first time questioned.

PARENT OR GUARDIAN RESPONSIBILITIES

Parents or guardians are responsible for exercising the required controls so that their children's behavior at school will be conducive to their progress and not disruptive to the school's educational program. They are responsible for alerting school personnel when they have reason to believe that their children are experiencing difficulties at school or at home, and that by actively soliciting the help of the school, behavior standards may be maintained.

It is the responsibility of the parents or guardians to see that their student attend school. Failure to do so may result in notification of the proper authorities with reference to the violation of the Arkansas Mandatory Attendance Law.

Parents or guardians are encouraged to attend the teacher/parent conferences. However, parents should realize that they are welcomed and encouraged to visit the school on a regular basis not just when there is a problem.

TEACHER RESPONSIBILITIES

All teachers are responsible for the supervision of the behavior of all students in the school. This includes not only the students who are regularly assigned to the teacher but also all other students with whom the teacher comes in contact. Each teacher is expected to maintain the kind of atmosphere and decorum that will promote the learning process and to utilize sound techniques that seem appropriate. Those techniques may include conferences with students and parents, referrals to the counselor, or referrals to other supportive service personnel of the district. When teachers are unable to assist students in maintaining proper control of their behavior, students are to be referred to the principal. Teachers are on duty all day.

PRINCIPAL RESPONSIBILITIES

At the beginning of the year, the principal is expected to disseminate to returning students and new students upon registration, the rules and regulations currently in effect. The principal is also expected to inform the parents or guardians of students' behavior when it is in serious conflict with established laws, rules and procedures.

BOARD OF EDUCATION RESPONSIBILITIES

The Lafayette County School District's Board of Education, acting through the superintendent holds all school employees responsible for the supervision of the behavior of students while legally under the supervision of the school. The Board expects all employees to be concerned with student behavior and to take appropriate action when unacceptable behavior occurs.

RULES, REGULATIONS AND LAWS

BULLYING

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

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

Definitions:

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

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

- Physical harm to a public school employee or student or damage to the public school employee's or student's property;

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

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

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

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

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

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

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

1. Sarcastic comments “compliments” about another student’s personal appearance or actual or perceived attributes,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person,
5. Demeaning humor relating to a student’s race, gender, ethnicity or personal characteristics actual or perceived attributes,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings, and/or
10. Threats of harm to student(s), possessions, or others,

11. Sexual harassment, as governed by policy 4.27, is also a form of bullying,

12. Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles (Example: "Slut") or conduct or is homosexual, regardless of whether the student self-identifies as homosexual (Examples: "You are so gay." "Fag" "Queer").

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

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

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

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

Copies of this policy shall be available upon request.

CIVIL RIGHTS COORDINATOR

The Civil Rights Coordinator shall be responsible for coordinating and monitoring activities, reporting problems, and making recommendations necessary for compliance with Title VI, IX, and Section 504.

COMMUNICATING A DEATH THREAT CONCERNING A SCHOOL EMPLOYEE OR STUDENT-ACT 1046. Section 1. (a) A person commits the offense of communicating a death threat concerning a school employee or student if: (1) The person communicates to any other person a threat to cause the death of a school employee or student; (2) The threat involves the use of a firearm or deadly weapon; (3) A reasonable person would believe the person making the threat intends to carry out the threat; (4) The person making the threat purposely engaged in conduct that constitutes a substantial step in a course of conduct intended to culminate in the commission of the threatened act and (5) There is a close temporal relationship between the threatened act and the substantial step. (b) Conduct is not a substantial step under this section unless it is strongly corroborative of the person's criminal purpose. (c) Communicating a death threat concerning a school employee or student is a Class D felony. Section 2. For purposes of this act, "school" means any: (1) Elementary, junior high, or high school; (2) Technical institute or post-secondary vocational-technical school; or (3) Two (2) or four (4) year college or university.

COMMUNICATING A FALSE ALARM TO AN EDUCATIONAL INSTITUTION-Act 567 Class D felony. Section 1. Arkansas Code 5-71-210 is amended to read as follows: 5-71-210. Communicating a false alarm. (a) A person commits the offense of communicating a false alarm if the person purposely initiates or circulates a report of a present, past, or impending bombing, fire, offense, catastrophe, or other emergency knowing that the report is false or baseless and knowing that it is likely; (1) to cause action of any sort by an official or volunteer agency organized to deal with emergencies, or (2) To place any person in fear of physical injury to himself or herself or another person or of damage to his or her property or that of another person; or (3) To cause total or partial evacuation of any occupiable structure, vehicle, or vital public facility (b) (1) Communicating a false alarm is a Class D felony if: (A) Physical injury to a person

results; or (B) The false alarm communicates a present or impending bombing and is made to or about a public or private educational institution. (2) Otherwise. Communicating a false alarm is a Class A misdemeanor.

COMMUNICATION OF PROFANE, VIOLENT, VULGAR, ABUSIVE OR INSULTING LANGUAGE TOWARD ANY PUBLIC SCHOOL EMPLOYEE...Act 1565. Section 1. Arkansas Code 6-17-106(a), pertaining to insult or abuse of a teacher is amended to read as follows: (a)(1) It is unlawful during regular school hours and in a place where a public employee is required to be in the course of his or her duties, for any person to address a public employee using language which, in common acceptance, is calculated to: (A) Cause a breach of the peace; (B) Materially and substantially interfere with the operation of the school; or (C) Arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. (2) A person who violates this section shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than one hundred dollars (\$100) nor more than one thousand five hundred dollars (\$1,500).

COMPLAINTS

It is a goal of the Board and the District to be responsive to the community it serves and to continuously improve the educational program offered in its schools. The Board or the District welcomes constructive criticism when it is offered with the intent of improving the quality of the system's educational program or the delivery of the District's services.

The Board formulates and adopts policies to achieve the District's vision and elects a Superintendent to implement its policies. The administrative functions of the District are delegated to the Superintendent who is responsible for the effective administration and supervision of the District. Individuals with complaints concerning personnel, curriculum, discipline (including specific discipline policies), coaching, or the day to day management of the schools need to address those complaints according to the following sequence:

- Teacher, coach, or other staff member against whom the complaint is directed
- Principal
- Superintendent

Other than in the few instances where statutorily allowed or required, student discipline and personnel matters may not be discussed in Board meetings. Individuals with complaints regarding such matters need to follow the sequence outlined above. Unless authorized by the Board as a whole for a specific purpose, no individual Board member has any authority when acting alone. District constituents are reminded that the Board serves as jury in matters regarding student suspensions initiated by the Superintendent, expulsions, and personnel discipline.

COMPUTER/INTERNET STUDENT DISCIPLINE

Internet Policy—Act 801. Students may have the opportunity to use a variety of technologies at school, including computers and the Internet. Students are to use this technology as directed by the staff in conformity with school curriculum. Students who use this technology in violation of school policy and subject to discipline, up to and including the loss of the right to use the technology (which may involve loss of credit if the technology use was course work). Students who violate the technology user agreement are subject to the penalties outlined in the agreement. Students who use technology to violate other policies will be subject to discipline for misuse of technology as well as the policy violation. Example: A student sends a threatening e-mail message to another student. This student would be disciplined for misusing technology as well as threatening another student.

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

- a. using the Internet for other than educational purposes;
- b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
- c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
- d. making unauthorized copies of computer software;
- e. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
- f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
- g. posting anonymous messages on the system;

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

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 cyberbullying awareness and response.

WEBSITE POLICY

The Lafayette County School District shall maintain a web page to provide information about its schools, students and activities to the community. This policy is adopted to promote continuity between the different pages on the district web site by establishing guidelines for their construction and operation.

The Lafayette County School District web site shall be used for educational purposes only. It shall not create either a public or a limited public forum. Any link from any page on the District's site may only be to another educational site. The web site shall not use "cookies" to collect or retain identifying information about visitors to its web site nor shall any such information be given to "third parties." Any data collected shall be used solely for the purpose of monitoring site activity to help the district improve the usefulness of the site to its visitors.

Each school's web page shall be under the supervision of the school's Web master and the District's web site shall be under the supervision of the District's Web Master. They shall have the responsibility for ensuring that web pages meet appropriate regulations. To this end the District and School Web Masters shall have the authority to review and edit any proposed changes to web pages to ensure their compliance with this policy. All such editing shall be viewpoint neutral.

District and school web pages shall also conform to the following guidelines:

- All pages on the Lafayette County School District's web site may contain advertising and links only to educational sources.
- The Lafayette County School District's home page shall contain links to existing individual school's web pages, and the school home pages shall link back to the District's home page.
- The District's home page may also include links to educational extracurricular organization's web pages which shall also link back to the District's home page.
- No web page on the District web site may contain public message boards or chat rooms.
- Photos will only be posted on web pages after receiving written permission from the student or their parents

if under the age of 18.

- All web pages on the District web site shall be constructed to download in a reasonable length of time.
- With the exception of the student created materials, all materials displayed on the District web site are owned by the Lafayette County School District.

Included on the Lafayette County School District's web site shall be:

Minutes of regular and special meetings of the school board;

- The budget for the ensuing year;
- A financial breakdown of monthly expenditures of the district;
- The salary schedule for all employees;

- The district's yearly audit;
- The annual statistical report of the district.

Page Development

District staff members, as well as students working under the supervision of licensed teachers, may create Web pages to be considered for addition to the school/program Web site. Developers of Web pages intended for publication on the District Web server must meet the guidelines. These guidelines are available in the Lafayette County School District Technology Plan.

Responsibility

Web site coordinators are responsible for adding pages to their building/program home page that meet the guidelines for content and format. Individual staff members who author Web pages and teachers supervising students who are authoring Web pages are responsible for ensuring that their pages meet the guidelines for content and format specified in these guidelines and that all links are functional, up-to-date and linked correctly to their school/site pages. Building principals and program administrators are responsible for being knowledgeable about the content of their building/program Web page.

The Technology Committee is responsible for ensuring that the District web site is functioning properly. They will contact the appropriate individual/web site coordinator regarding any specific pages about which technical problems are noted.

The Technology Committee will have final authority for issues related to the content of all pages that are part of the District Web site.

Standards

Subject Matter-All subject matter on Lafayette County School District Web pages and their links must relate to curriculum and instruction, school-authorized activities, or information about the Lafayette County School District or its mission. Staff or student work may be published only as it relates to a class project, course, or other school-related activity. Students, staff, nor other individuals may use the District's Web pages to provide access to personal home pages.

Quality - All work must be free of any spelling or grammatical errors. Documents may not contain objectionable material or point directly to objectionable material.

CONDUCT TO AND FROM SCHOOL

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 above 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 and suspending or terminating the student's bus transportation privileges. Transportation of students to and from school who have lost their bus transportation privileges shall become the responsibility of the student's parent or legal guardian.

DISTRIBUTION OF LITERATURE

(Student Publications) Act 1109 of 1995. The distribution of handwritten, duplicated, or printed material on school premises must be with the prior consent of the principal and may not interfere with or disrupt the educational process. There shall be no petitions distributed on any campus without the principal's permission. Any petition found to be circulating without said permission shall be taken up and destroyed. Persons violating this policy shall be disciplined appropriately for interruption of school procedures.

Students must have all literature for distribution approved by the principal.

Any obscene, libelous, pervasively indecent, or advertise unlawful products or services is prohibited. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial of distribution by the principal shall be heard by the superintendent, whose decision shall be final. Students shall be responsible for the removal of excessive material.

Student Distribution of Nonschool Literature, Publications, and Materials

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

A student or group of students distributing nonschool material shall not coerce students into taking the nonschool material.

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

DRESS AND GROOMING

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

Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female.

Guidelines:

- Students shall come to school looking clean and neat and exhibiting healthy grooming habits and wearing clothes that will not be a health or safety hazard to students or others.
- The District prohibits clothing/grooming which:
 - Depicts pictures, emblems, or writing that are lewd, offensive, vulgar, or obscene
 - Advertises or depicts tobacco products, alcoholic beverages, or drugs
 - May reasonably be expected (in the principal's judgment) to cause disruption of or interference with normal school operations.
- Shorts and skirts must not be shorter than where the extended fingertips touch the clothing when the arms are pointed straight down and are rigid. If the hemline is uneven, the shortest point on the shorts/skirt must meet the standard.

- Boxer or bike shorts are not to be worn.
- Shirts must cover the midriff when arms are raised. No tank tops, spaghetti straps, or muscle shirts for students in 3rd – 6th grade.
- No undergarments may be worn as outer garments. Students' underwear must never be visible.
- No sagging.
- Belts must be buckled (excessive belt length not allowed)
- No caps, hats (or any head coverings) gloves, bandanas, headbands, or sunglasses will be brought to school during the regular school day. During after-school activities (both home and away) when caps are allowed, they must be worn with the bill facing forward.
- Shoes must be worn at all times.
- Jewelry that can be used as a weapon is prohibited.
- Pocket chains, oversized chains, dog collars or any accessory that may be construed or used as a weapon will be confiscated.
- All items confiscated by and held in the office may be picked up at the end of the semester. Items left in the office will be discarded.
- No sleepwear is to be worn to school (ie. pajamas pants, houseshoes, etc)
- Hoods are not to be worn in the building.
- Heels are not allowed in school.
- No visible cleavage
- No leggings/jeggings, which includes under shorts or skirts in 3rd- 6th grade.
- No cut pants or clothing with holes above the knee
- No blankets or other coverings are to be brought to school

*The principal or an administrator will make final determinations regarding above dress code violations. Any violation of the above dress code at home or away events will be punishable according to this Handbook.

DRUG/ALCOHOL PROHIBITION

Students shall not possess, use, distribute, sell, attempt to sell, buy, attempt to buy, attempt to possess, or transmit or be under the influence of any of the following substances while on school premises during any school term or on or off school premises at a school-related activity, function, or event:

- Any substance as defined in state and federal law without regard to amount, including but not limited to: marijuana, narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate
- Alcohol or any alcoholic beverage
- Any abusable glue or aerosol paint or any other substance or volatile chemical substance for inhalation, inhalants or any ingestible matter that alter a student's ability to act, think, or respond.
- Any other intoxicant or mood- changing, mind-altering, or behavior-altering drug

Students are encouraged to seek treatment and/or counseling for substance abuse. A list of local rehabilitation resource agencies for substance abuse counseling and treatment is available upon request in the counselor's office.

ELECTRONIC DEVICES

Possession by a student of any paging device, beeper, or similar electronic communication device on the school campus or at any school function, home or away, is not permitted. An exception is made when a device is required for a health or another compelling reason. The principal should be notified in advance if a paging device/cell phone is required due to health reasons or emergency. Beepers will be collected and will remain in the office until the end of the semester.

CELL PHONES

Students are not allowed to have cell phones at the elementary school. Cell phones that are found on elementary students will be turned into the office. They may be picked up by the student's parents.

From the time of the first bell until after the last bell, students are forbidden from having cell phones, any paging device, beeper, or similar electronic communication devices, cameras, as well as MP3 players, I-pods, and other portable music devices. Exceptions may be made by the building principal or his/her designee for health or compelling rea-

sons. In addition, students are prohibited from using cell phones on buses during morning and evening bus routes. The use of cell phones on trip buses will be at the discretion of the sponsor, coach or bus driver.

Students using cell phones or other electronic communication devices, cameras, as well as MP 3 players, Ipods, and other portable music devices after the first bell and before the last bell shall have them confiscated. In addition, the use or misuse of cell phones will result in 3 days of ISS.

Students who use a school issued cell phone 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.
A.C.A. 6-18-502

EQUAL OPPORTUNITY STATEMENT

It is the policy of Lafayette County School District that students will have the opportunity to tell their side of any problem at the time the building administrator questions them in reference to a discipline problem. Students will not be able to show up at a later date, change their stories, and expect the administrator to change his/her position after the student has had an opportunity to fabricate a story. This promotes telling the truth the first time questioned.

It is also the policy of the Lafayette County School District that all vocational opportunities will be offered without regard to race, color, national origin, sex, or handicap. Furthermore, it is Lafayette County School District's policy to provide equal opportunity to all its employees, staff, and students and to assure that there will be no discrimination against any persons on grounds of race, color, religion, national origin, sex, handicap, political affiliation or belief, or age or on the basis of citizenship.

WEAPONS & DANGEROUS INSTRUMENTS

No students 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 or event, en route to or from school or any school sponsored activity or, off the school grounds at any school bus stop. Military personnel, such as ROTC cadets, acting in the course of their official duties are excepted.

A weapon is defined as any knife, gun, pistol, revolver, shotgun, BB gun, rifle, pellet gun, razor, ice pick, box cutter, numchucks, pepper spray, or other noxious spray, explosive, or any other instrument or substance capable of causing bodily harm.

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

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 firearm on school property. Parents or legal guardians shall sign a statement acknowledging that the parents 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 over a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

A firearm brought inadvertently to school by a student shall be grounds for disciplinary action against the student, but the School Board of Directors may consider the "inadvertent circumstances" of the incident in determining the student's discipline.

The District shall report any student who brings a firearm or weapon to school to the criminal justice system or juvenile delinquency system by notifying a legal law enforcement agency.

GANG POLICY

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

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

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

Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

Legal References: A.C.A. 6-15-10005 (b)(20)

A.C.A. 5-74-201

GRIEVANCE PROCEDURE

Section 504: The Lafayette County School Board, in regular session, adopted the following grievance procedure:

- Any student expressing a grievance concerning discrimination based on race, sex, or handicap will first present the grievance in writing to the appropriate coordinator. If the grievance is not resolved by the meeting between the employee(s) or student and the coordinator, the employee(s) or student may appeal to the superintendent.
- The student will request the meeting in writing outlining the nature of the grievance and the efforts made to resolve the grievance.
- The superintendent will schedule a meeting with the student within ten (10) days of receipt of the request.
- The superintendent will notify the student within (10) days of the decision related to the grievance.
- The student, if he/she wishes, may continue the grievance to the Board.
- The student will request in writing to the president of the Board a hearing, attaching all related materials, including any written decisions. The Board will schedule a hearing no later than its next regular meeting.
- The student will be granted a full and complete hearing and may have a representative of his/her choice at the Board hearing.
- The Board will notify the student of its decision no later than thirty (30) days following the hearing.

NO REPRISAL WILL BE TAKEN BY ANY SUPERVISOR AGAINST ANY EMPLOYEE(S) OR STUDENT FOR USING THIS GRIEVANCE PROCEDURE.

LASER POINTERS

Act 1408. Section 1 (a) It is unlawful for a person under eighteen (18) years of age to possess a hand-held laser pointer without the supervision of a parent, guardian, or teacher. (b) The hand-held laser pointer shall be seized by the law enforcement officer as contraband.

PATRIOTIC AND RELIGIOUS EXERCISES

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance shall be recited during the first class period of each school day.

Those students choosing to participate shall do so by facing the flag with their right hand over their heart, or in an appropriate salute if in uniform, while reciting the Pledge. Students choosing not to participate shall be quiet while either standing or sitting at their desks.

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

Legal Reference: A.C.A. § 6-16-108

SCHOOL BUS REGULATIONS

Bus transportation to and from school is a privilege and not a right. A system of free transportation will be provided for students of the school district in a manner prescribed by the Board of Education based on funds available. All students will be assigned seats. Bus drivers may change or reassign a seat for disciplinary reasons. While riding the bus, students are under the supervision of the bus driver and at all times they must obey the driver. Students are subject to the same rules of conduct while traveling to and from school as they are on school grounds. After following due process, the driver has the authority to recommend temporary suspension of a student from riding the bus.

Students are expected to conduct themselves in a manner that will not distract the attention of their driver or disturb other riders on the bus. Should a student's conduct become a problem, the bus driver will give a verbal warning. If the misbehavior continues, the bus driver will send an office referral to the principal. The principal will have the authority to suspend a student from riding the bus.

Only school employees will be allowed to view bus tapes.

Bus Operating Procedures / Rules of Student Conduct on Bus

1. The driver of a school bus shall not operate the school bus until every passenger is seated.
2. No food or drinks on bus - No Exceptions!
3. Be quiet - Observe same conduct as in the classroom.
4. No profanity - Be polite and courteous at all times.
5. Keep bus clean - If you bring it on the bus, then you take it off the bus.
6. No talking to driver - You must follow his/her instructions at all times.
7. No tobacco products of any kind allowed on the bus.
8. Stay in your seat at all times while bus is in motion.
9. Being destructive or defacing public property is a violation of state law.
10. Keep head, hands, and feet inside the bus.
11. Bus driver will assign seats.
12. No pushing while loading, riding, or leaving the bus.
13. When a student plans to get off the bus somewhere other than his/her designated bus stop, he/she must bring a note signed from his/her parent /guardian designating the point of delivery. Otherwise, deliveries will only be made to the designated bus stop.
14. No running to or from the bus.
15. Students shall be seated face forward at all times while on the bus.
16. Students are to load and unload only when the bus is completely stopped and the signal is flashing. This is for students' protection.
17. Keep bus aisles free from any objects (feet, legs, bags, band instruments etc. . . .)
18. Fighting will automatically get you removed from the bus for ten (10) days.

Students are only allowed to ride their assigned buses, unless they have a note signed by the parent/guardian. The student must present the note to the office to obtain initial approval before school starts.

Note: Act 247 states that a person over eighteen (18) is guilty of a class B misdemeanor if the person enters a school bus with the intent to commit a criminal offense; disregards the orders or instructions of the driver; refuses to leave the bus after being ordered to do so by the driver; intentionally causes or attempts to cause a disruption or an annoyance to another person on the bus or recklessly engages in conduct that creates a substantial risk of creating apprehension in any person on the bus.

SCHOOL ORGANIZATIONS

School fraternities and secret societies are banned in Arkansas Public schools (Act 171, 1972)

SCHOOL SPONSORED TRIPS

A teacher will be in charge of all students who participate in a school trip. No student will be dismissed from a teacher's supervision until returned to the proper destination. If a parent should ask for a student in person, the teacher may excuse the student and allow him/her to accompany the parent after receiving a note directly from the parent/guardian and after the event is over. If the student or parent does not want to abide by the school regulations, the student will not be allowed to participate in school trips.

SEXUAL HARASSMENT/INAPPROPRIATE BEHAVIOR

Sexual Harassment is prohibited by Title VII of the Civil Rights Act of 1964, which protects the adolescent at work, and Title IX of 1972 that protects the teen from sex discrimination at school. Lafayette County Elementary School is committed to the eradication of sexual harassment in the school. Such harassment is illegal and will not be tolerated. Sexual harassment consists of verbal, written, or physical conduct of a sexual nature that disrupts the right of equal education by interfering with the student's psychological, social and physical well-being. Specific behaviors that are unwanted and sexual in nature may constitute sexual harassment. If a student feels he/she has been sexually harassed should inform a teacher, counselor, or administrator. An investigation will be conducted to determine what, if any, action is warranted. Actions taken may include appropriate administrative discipline or a report filed with law enforcement officials or both.

INAPPROPRIATE SEXUAL BEHAVIOR

Any behavior that can be deemed as inappropriate (i.e. hugging, kissing, holding hands) on school premises and at school activities is prohibited.

STUDENT WELFARE

The Lafayette County School District and the Board of Education directs full compliance by the District with the child-abuse and-neglect reporting laws. Any school official or employee, who knows or has reasonable cause to suspect that a child has been subjected to physical or sexual abuse or neglect or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, shall immediately report by telephone to the Hot Line of the Department of Human Services at 1-800-482-5964.

The teacher should also notify the school principal and counselor. The school official will then call the school nurse to document any marks on the student. It will not be the responsibility of the school official or employee who initiated the report to prove that the child has been abused or neglected.

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2010-11, 2011-12 AND 2012-13

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

participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum providing they would be able to complete the required course of study by their 21st birthday. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing.

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

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

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

The first year of this policy's implementation all employees required to be certified as a condition of their employment shall receive training regarding this policy so that they will be able to help successfully implement it. In subsequent years, administrators, or their designees, shall train newly hired employees, required to be certified as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

GRADUATION REQUIREMENTS FOR THE CLASS OF 2010-11, 2011-12, AND 2012-13

The number of units students must earn in grades nine through twelve (9-12) to be eligible for high school graduation are to be earned from the following categories. A minimum of 22 units is required for graduation for student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, the district requires an additional 2 units to graduate for the total of 24 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements. The provisions of a student's Individualized Education Plan (IEP) serve as his/her graduation plan.

SMART CORE: Sixteen (16) units

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

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

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

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

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

- Algebra II
- Choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III, or an Advanced Placement math

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

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

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

Social Studies: three (3) units

- Civics or Civics/American Government
- World History
- American History

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

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

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

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

ELECTIVES: 8 UNITS (Six are career focus)

CAREER FOCUS: - Six (6) units –

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. In addition to the 22 units required for graduation by the Arkansas Department of Education, the district requires an additional 2 units to graduate for a total of 24 units. The additional required units may be taken from any electives offered by the district. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

Beginning with the class of 2011 and thereafter, a minimum of 24 credits are required for graduation. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

The Smart Core and career focus units must total at least twenty-four (24) units to graduate.

CORE: Sixteen (16) units

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

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

Mathematics: four (4) units

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

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

Science: three (3) units

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

Social Studies: three (3) units

- Civics or government, one-half (1/2) unit
- World history, one (1) unit

- U.S. history, one (1) unit

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

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

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

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

ELECTIVES: 8 UNITS (Six are career focus)

CAREER FOCUS: - Six (6) units

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

Beginning with the class of 2011 and thereafter, a minimum of 24 credits are required for graduation. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

The Core and career focus units must total at least twenty-four (24) units to graduate

Technically, foreign language is not required under Smart Core, but it is required for eligibility for the Challenge Scholarship as well as being necessary for admission to many colleges. It is included in this policy under Career Focus for those reasons.

Students not in grades 10,11, or 12 in the 2009-2010 school year who have taken Algebra I but not received proper academic credit on their transcript for the course are now required to take the high stakes Algebra I test before they can receive academic credit for the course.

TITLE VI (RACE) TITLE IX (SEX) SECTION 504 (HANDICAP)

In keeping with the guidelines of Title VI, Section 601, Civil Rights Act of 1964; Title IX, Section 901, Education Amendment of 1972, and Section 504 of the Rehabilitation Act of 1973, Lafayette County School District assures that no person in the United States shall on the basis of race, color, national origin, age, sex, or handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

TITLE IX

In June 1972, Congress passed Title IX of the Education Amendments, a law that affects virtually every educational institution in the country. The law prohibits discrimination by sex in educational programs that receive federal funds. The law states in part that, "No person in the United States shall on the basis of sex be excluded from participation in, be denied that benefit of, or be subjected to discrimination under any education program or activity receiving federal assistance..."

Male and female students must be eligible for benefits, services, and financial aid without discrimination on the basis of sex.

TOBACCO POSSESSION AND USE

Students shall not possess or use tobacco products, including but not limited to cigarettes, cigars, pipes, snuff, or chewing tobacco, while under the school's jurisdiction. Possession of a lighter and/or matches is also prohibited.

Act 1555-"An act to require that a copy of the statute prohibiting smoking or use of tobacco or tobacco products on school property be posted in a conspicuous place at every entrance of each school building or school bus." Section 1. Arkansas Code 6-21-609 is amended to read as follows: "6-21-609. Prohibition against smoking or use of tobacco products in any form in or on any property owned or leased by a public school district, including school buses, is prohibited. Any person violating the provisions of this section shall be guilty of a misdemeanor and, upon conviction thereof,

shall be punished by a fine of not less than ten dollars (\$10) nor more than one hundred dollars (\$100)."

VANDALISM AND DAMAGE TO SCHOOL PROPERTY

Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or used by the District. Parents/guardians of students guilty of damaging school property shall be held liable for damages in accordance with the law. Students shall not be in unlawful possession of other students' or staff property.

VISITORS ON CAMPUS

Visitors are always welcome but must first receive permission from the principal's office to visit or observe any activity on campus. Any visitation to the classroom shall be allowed only by the permission of the school principal. Student visitation is not allowed in the classroom.

CONTACT WITH STUDENTS WHILE AT SCHOOL

CONTACT BY PARENTS

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

CONTACT BY NON-CUSTODIAL PARENTS

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

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

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

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

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

In instances other than those related to cases of suspected child abuse, principals must release a student to either a

police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the

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

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

A.C.A. § 12-18-609, 610, 613

A.C.A. § 12-18-1001, 1005

STUDENT RECORDS

ACCESS TO STUDENT RECORDS

In accordance with the Family Educational Rights and Privacy Act of 1974, access to student records, both academic and personal, will be limited to:

- The student in question
- The parent or legal guardian of the student in question
- School officials

Should the school district wish to release personally identifiable data from a student's record, it will be necessary to obtain written permission from the parents before releasing such information.

When any student has reached the age of 18 or is attending an institution of post-secondary education, the law states, "The rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student."

PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION

Except when a court order regarding a student has been presented to the district to the contrary, all students' education records are available for inspection and copying by the parent of his/her 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, or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

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 (hereinafter "PII") 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 (PII) 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 (PII) 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.

For purposes of this policy, the Lafayette County School District does not distinguish between a custodial and noncustodial parent, or a non-parent such as a person acting in loco parentis or a foster parent with respect to gaining access to a student's records. Unless a court order restricting such access has been presented to the district to the contrary, the fact of a person's status as parent or guardian, alone, enables that parent or guardian to review and copy his child's records.

If there exists a court order which directs that a parent not have access to a student or his records, the parent, guardian, person acting in loco parentis, or an agent of the Department of Human Services 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, his/her placement on the honor role (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. "Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

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. The district is required to continue to honor any signed-opt out form for any student no longer in attendance at the district.

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 receiving school district within ten (10) days after the date request form the receiving school district is received.

STUDENT SAFETY

DELIVERIES

Deliveries made during the school will be left in the office until dismissal. (Balloons will not be allowed on any bus.)

FIRE DRILLS

State Law requires a fire drill to be held once each month. A three short rings of the bell signals a fire drill. At the sound of the bells, ALL QUIET! NO TALKING PERMITTED!

All students and staff members shall exit the building quickly and with order. Exit plans showing the routes to follow for exiting the building shall be posted in each classroom. The following rules apply:

- Leave your room or area by walking in a calm, orderly manner.
- Leave all books and supplies in the room.
- Account for all of your students. Teachers will take their roll books. Stay with your group or class until you receive the all-clear signal to return to the building.

Rapid dismissal drills will be held in cold or inclement weather.

STUDENT MEDICATION

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

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

Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering health care provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

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

The only Schedule II medications that shall be allowed to be brought to the school are methylphenidate (Ritalin) and amphetamine sulfate (Adderall).¹ To help ensure their safe keeping, any such medications brought to the school nurse shall be stored in a double locked cabinet.

For the student's safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication than permitted by this policy. Students who are taking Schedule II medications which are not allowed to be brought to school shall be eligible for homebound instruction if provided for in their IEP and 504 plans.²

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

Students who have written permission from their parent or guardian and a licensed health care provider to self-administer either an asthma inhaler or auto-injectable epinephrine, or both and who have a current consent form on file shall be allowed to carry and self-administer such medication while in school, at an on-site school sponsored activity, while traveling to or from school, or at an off-site school sponsored activity. Students are prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry an asthma inhaler or auto-injectable epinephrine, or both does not require him/her to have such on his/her person. The parent or

guardian of a student who chooses to not carry an asthma inhaler or auto-injectable epinephrine, or both on his/her person shall provide the school with the appropriate medication which shall be immediately available to the student in an emergency.

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

1. an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of Glucagon in emergency situations; and
2. a current, valid consent form on file from their parent or guardian.

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

Note: Act 1204 of 2011 created the provisions for Glucagon administration to students suffering from Type I diabetes. It deals solely with the administration of Glucagon by school nurses, the training requirements for "volunteer school personnel," and the exemption from liability of the nurses or trained volunteer school personnel resulting from his or her actions or inactions. Districts are not under any obligation to "recruit" volunteers and 4.06 of the Rules explicitly states that no employee shall be pressured into volunteering.

1 Here is a helpful, but not all-inclusive, list of prohibited Schedule II medications.

Opium, morphine, codeine, hydromorphone (Dilaudid), methadone, meperidine (Demerol), cocaine, oxycodone (Percodan), amobarbital, pentobarbital, sufentanil, etorphine hydrochloride, phenylactone, dextroamphetamine (Dexedrine), dronabinol, secobarbital, and fentanyl.

2 If a student has surgery or is in an accident resulting in the student needing to take Schedule II medication, a 504 plan can be developed to last for the duration of the student's recovery. The plan could include homebound instruction.

Legal References: Ark. State Board of Nursing: School Nurse Roles and Responsibilities

TORNADO DRILLS

Tornado drills shall also be conducted not fewer than four (4) times per year with at least one each in the months of

September, October, January, and February. Students who ride school buses, shall also participate in emergency evacuation drills at least twice each school year. During threatening weather, conditions will be monitored in the principal's office. The signal for a tornado drill is the continuous ringing of the bell. In case of a power failure, verbal commands will be given. All individuals within the building are to observe the following rules.

1. Move quickly and quietly into the designated areas away from windows.
2. Sit down as close to the walls as possible.
3. Draw your knees up and lower your head to a position between your knees. Place your hands over your head.
4. Remain in this position until an all clear is given.

If, while you are outside the buildings on campus, and you should hear the tornado warning bell, in a quiet, calm manner, immediately seek out your supervising teacher/other staff member for instructions. Remain quiet to allow them the opportunity to give directions. Teachers will take their roll books.

ACADEMICS/CURRICULUM

COURSES OF STUDY

The following course of study has been developed to meet State standards and to accomplish the goals of Lafayette County Elementary School:

Reading
Language Arts
Math
Science

Social Studies
Arkansas History
Health/ PE
Art
Music

HONOR ROLL

Students in grades K-6 who maintain an A or B average in all classes for the grading period will be recognized as honor roll students for that grading period.

Grade Computation

Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades that reflect other educational objectives such as those contained in the learner outcomes and curriculum frameworks and benchmarks may also be given. (This policy prohibits counting attendance, behavior, etc., as part of the academic grade).

GRADING

Parents or guardians shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation which may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue grades for each nine-week grading period to keep parents/guardians informed of their student's progress.

The evaluation of each student's performance on a regular basis serves to give the parents/guardians, students, and the school necessary information to help effect academic improvement. Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

The grading scale for all schools in the district shall be as follows.

A=100-90

B = 89-80

C = 79-70

D = 69-60

F = 59 and below

For the purpose of determining grade point averages, the numeric value of each letter grade shall be as follows:

5 points for an A

4 points for a B

3 points for a C

2 points for a D

0 points for an F

The grade point values for Advanced Placement (AP), International Baccalaureate (IB), and approved honor courses shall be one point greater than for regular courses with the exception that an F shall still be worth 0 points.

The final grades of students who transfer in for part of a semester will be determined by blending the grades earned in the district with those earned outside the district. Each final grade will be the sum of the percentage of days in the grading period transferred from outside the district times the transferred grade from outside the district plus the percentage of days in the grading period while in the district times the grade earned in the district.

HOMEWORK POLICY

Homework, being an integral part of the student's total learning experience, aids in the understanding of classroom objectives. Homework increases achievement because the total time spent studying influences how much is learned. Student achievement significantly rises when teachers regularly assign homework and students conscientiously do it. It is strongly suggested that homework be assigned on a daily basis. It is also prudent that teachers take into consideration the school calendar of events when assigning said homework.

Well-designed homework assignments relate directly to class work and extend students' learning beyond the classroom. Homework is most useful when teachers carefully prepare the assignments, thoroughly explain it, and give prompt comments when the work is completed.

Students are more willing to do homework when they believe it is useful, when teachers treat it as an integral part of instruction, when the teacher evaluates it, and when it counts as a part of the grade. Effective homework assignments also teach students to be independent learners.

Homework gives students experience in following directions, making judgments and comparisons, raising additional questions to study, and developing responsibility and self-discipline. Homework should also be relevant and timely to the classroom instruction. It should be reasonable in length and not used as "busywork." After three (3) missed homework assignments, the teacher will notify the parents. Students continuing to miss homework assignments will receive a grade of "(0)" for assignments missed.

MAKE-UP WORK

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

1. Teachers are responsible for providing the missed assignments .
2. Teachers are required to provide the student with assignments on their first day back at school .
3. Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
4. Students shall have one class day to make-up their work for each class day they are absent.
5. Makeup work, which is not turned in within the make-up schedule for that assignment, shall receive a zero.
6. Teachers must ask for make-up work and contact parents if missed assignments are not returned.
7. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
8. The student may not make up work missed at school for OSS or unexcused absences.
9. As required/permitted by the student's Individual Education Program or 504 Plan.

For example: Students missing Monday and Tuesday, all make-up assignments are due upon arrival on Friday.

However, if a student is absent on Thursday, make-up work for Monday and Tuesday is still due upon arrival on Friday. Make-up work for Thursday will be due upon arrival on Monday.)

Work may not be made up for credit for unexcused absences. Out-of school suspensions are unexcused absences.

PROMOTION/RETENTION

Promotion or retention of students shall be primarily based on the following criteria;

Students in grades 3-6 shall be promoted from one grade to the next on the basis of academic achievement, attendance and Arkansas Department of Education rules. Elementary School students must have a yearly average of 60 or above in at least three of the following subjects: literacy, mathematics, social studies, and science for both semesters and not miss over 28 days a year. The promotion and retention of pupils in Grades K-2 will be determined by the principal and the retention committee. If there is a doubt concerning the promotion or retention of a student, before a final decision is made, a conference between the parents/guardians, teacher(s), other pertinent personnel, and principal shall be held. 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.

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 parent's role as well as the consequences for the student's failure to participate in the plan, which shall include the student's retention in their present grade.

Promotion/retention or graduation of K-6 students with an Individual Educational Plan (IEP) shall be based on their successful attainment of the goals set forth in their IEP.

PARENT-TEACHER CONFERENCES/PROGRESS REPORTS

Progress reports will be sent home with the students on the dates shown below and must be signed by the parent/guardian and returned to school the next day.

Sept. 11, 2012 November 8, 2012 February 12, 2013 April 18, 2013

REPORT CARDS

Lafayette County Elementary School issues report cards every nine week grading period. Nine-weeks grades are based on students' daily work, chapter and unit test scores, projects and other assignments.

Report cards must be signed by the parent and/or guardian and returned to school the next day.

Report cards will be withheld from students until all obligations (library fees, meal charges, textbooks, etc.) are met.

STUDENT BEHAVIOR

The School Board and staff at Lafayette County Elementary School believe each student has the right to go to school in a safe environment conducive to learning. Each student deserves the opportunity to learn in a setting free from the influence of disruptive classmates. Therefore, it is imperative that we work together to insure that all persons are treated equally and with dignity in respect to their right and responsibilities.

CONDUCT OVERVIEW

Students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. Students are expected to respect the rights and privileges of other students, teachers, and the District staff. The District's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate District or school rules shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to the responsibilities of citizens in the school community. The violations of a rule can occur whether the conduct takes place on the school grounds, at a school-supervised activity, function, or event or away from school (Act 742 of 1997).

Any administrator and/or teacher in Lafayette County Elementary School has jurisdiction over all students enrolled in this school. Any administrator and/or teacher shall have the authority and responsibility to correct any misconduct on the grounds, in the cafeteria, in the classroom, and at school functions, at home or away.

Building administrators shall have both the authority and the duty to take disciplinary action whenever the behavior of the student(s) materially interferes with or substantially disrupts maintenance of a proper atmosphere for learning within classrooms or other parts of the school. It is important to note that while consistency in disciplinary actions is the goal of the building administrators, there are Federal Laws which pertain to students who have special needs as defined by Public Law 94-142 that may prohibit the enforcement of some rules in this student Handbook for those students who qualify for services under said law. Building administrators have the authority to move within the range of punishments to more appropriately address individual misbehavior and/or to promote the best interest of the overall safety and security of the entire student body.

The Elementary School administration and staff reserves the right to punish behavior that is not conducive to good order and discipline in our school even though such behavior is not specified in the handbook.

DUE PROCESS

Students have the right to be immediately informed of alleged violations of standards of behavior as established by Board policy and/or school regulations and to be informed of appeal procedures. Students have the responsibility to know and obey school rules, to express grievances in a polite and hospitable manner, and to give parents correct information concerning misconduct. Principals and teachers have the responsibility to follow Board established procedures in disciplinary actions against students. Principals are responsible for notifying and conferring with parents and students in cases involving suspension and expulsion recommendations. Parents have the responsibility to call principals for conferences when needed and to arrange with proper school authorities for desired student hearings.

The due process rights of students and parents are as follows:

- ◆ Prior to any suspension, the school principal or his/her designee shall advise the pupil in question of the particular misconduct of which he/she is accused, as well as the basis for such accusations.
- ◆ The pupil shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his/her designee.
- ◆ Written notice of suspension and the reasons for the suspension shall be provided to the parent(s)/guardians of the pupil.

EXPECTED STUDENT BEHAVIOR

The following are general guidelines for student behavior:

- ◆ Students will be in their seat when the bell rings.
- ◆ Student will bring adequate study materials to class each day and participate cooperatively and fully in the activities planned by the teacher.
- ◆ Students will comply immediately and courteously with any reasonable request of any staff member.
- ◆ Students will behave in a cooperative and non-disruptive manner at all times.

Walkway Traffic

- Keep to the right on the stairs and walkways.
- Keep lines parallel to the wall at the drinking fountains so others may pass.
- Do not stop on stairs or in doorways to talk.
- Walk single file to avoid blocking walkways.
- Keep feet and books out of aisles.
- Do not push or try to trip anyone.
- Be courteous in passing to and from classes.
- Walk; Don't run.

Hall Passes and Class Changes

During Class Time

- Students may not leave class during class time without permission and must always sign out when leaving and sign in when returning to class.
- Students should arrive in class with all necessary materials. Teachers will not issue passes to get forgotten books or materials; therefore, no student should expect one.
- Permission to leave class to use the restroom will be granted on a very limited basis. Students who need to use the restroom frequently for medical reasons will be allowed to do so after providing appropriate medical documentation to the school nurse or principal.

During Class Change ³⁻⁶

Students must move quickly from class to class. Yelling, whistling, running and other boisterous behavior is not permitted during class changes. When moving in the halls, keep to the right side of the hall to facilitate smooth traffic flow.

Cafeteria

The LCES cafeteria is maintained as a vital part of the health program of this school. We require students to do their part to maintain the environment of the cafeteria by following these guidelines:

- Deposit your lunch litter in the wastebaskets provided.
- If you drop it, pick it up.
- Return all trays and utensils to the dishwashing area.
- Leave the tables and floor in a clean condition.
- If you bring your lunch to school, you will eat in the cafeteria. You are responsible for disposing of your waste in the wastebaskets provided.
- Snacks (junk food) and drinks brought from home will not be allowed unless the student brings a packed lunch from home to eat instead of eating from the provided lunchroom menu.

Lunch Prices are:

Regular price lunch	\$1.60	Reduced lunch price is	40 cents
Regular price breakfast	\$1.00	Reduced price breakfast	30 cents
Adults/Teachers lunch	\$3.00		
Adults/Teachers breakfast	\$1.50		

PROHIBITED CONDUCT

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

- Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating subordination;
- Disruptive behavior that interferes with orderly school operations;
- Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
- Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
- Possession or use of tobacco in any form on any property owned or leased by any public school;
- Willfully or intentionally damaging, destroying, or stealing school property;
- Possession of any paging device, beeper, or similar electronic communication devices, cameras, MP 3 players, Ipods, and other portable music devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
- Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be drugs;
- Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;

- Inappropriate public displays of affection;
- Cheating, copying, or claiming another person's work to be his/her own;
- Gambling/Selling
- Inappropriate student dress;
- Use of vulgar, profane, or obscene language or gestures;
- Truancy;
- Excessive tardiness;
- Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
- 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.
- Hazing, or aiding in the hazing of another student;
- Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
- Sexual harassment;
- Bullying ;
- Note Passing and carrying messages
- Urging others to fight
- Inappropriate sexual activities/behavior
- Misuse of the internet

DISCIPLINARY POLICIES & PROCEDURES

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

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

The District's personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the Lafayette School Board. The Board shall approve any changes to student discipline policies.

The District's student discipline policies shall be distributed to each student during the first week of school each year and to new students upon their enrollment. Each student's parent or legal guardian shall sign and return to the school an acknowledgement form documenting that they have received the policies.

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

shall inform the Board of Directors of any such report made to law enforcement.

Productive classrooms are characterized as those in which students are prepared, put forth a good effort, interact with others in a cooperative manner, and follow the instructional-learning processes selected by the teacher. It is essential that students conform to the rules and procedures that enable all learners to benefit from the classroom experience.

DISCIPLINARY RANGE OF INTERVENTION

Students who commit offenses are subject to the following consequences. These consequences identify permissible punishment, which may be used separately or in combination, for established violations of policies, rules, and regulations of the District. This list is not in the order of application:

- ◆ Verbal reprimand
- ◆ Communication to parent by note or telephone
- ◆ Conference with parent at school
- ◆ Restitution for damages
- ◆ Removal of school transportation privileges
- ◆ Exclusion from extracurricular activities
- ◆ Corporal punishment
- ◆ Referral to school counselor
- ◆ In school suspension (ISS)
- ◆ Probation
- ◆ Out of school suspension (OSS)
- ◆ Referral to law enforcement agency
- ◆ Referral to outside agency
- ◆ Tardy
- ◆ Suspension until parent conference
- ◆ Alternative learning environment
- ◆ Expulsion
- ◆ Other disciplinary techniques deemed appropriate by the principal
- ◆ FINS

*For students who are unable to correct misbehavior through our discipline progression, a Family in Need of Service (FINS) Petition will be filed with the Lafayette County Juvenile Court System

GLOSSARY OF INTERVENTIONS

ALTERNATIVE LEARNING PLACEMENT

The Alternative Learning is an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic problems. A team consisting of the school counselor, the ALE director or principal, a parent or legal guardian and a regular classroom teacher have the responsibility of determining student placement in the ALE program.

Students who are placed in the ALE shall exhibit at least two of the following characteristics:

- Disruptive behavior
- Drop out from school
- Personal or family problems or situations
- Recurring absenteeism
- Transition to or from residential programs

Students placed in ALE for disciplinary reasons must spend a minimum of 20 days in ALE. Students being absent from ALE or students receiving OSS during the time they are in ALE must make-up the days they missed when they return to school.

For the purposes of the ALE, personal or family problems or situations are conditions that negatively affect the student's academic and social progress. These may include, but are not limited to:

- Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics
- Abuse: physical, mental, or sexual
- Frequent relocation of residency
- Homelessness
- Inadequate emotional support
- Mental/physical health problem
- Pregnancy
- Single parenting

CORPORAL PUNISHMENT (Paddling)

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

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

All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, shall not be excessive, or administered with malice, and shall be administered in the presence of another school administrator or designee who shall be a licensed staff member employed by the District.

EXPULSION

Expulsion is the dismissal from school and school premises for a period in excess of ten (10) days with loss of credit and is the result of school board action. A suspension, which exceeds ten (10) days, shall not be deemed an expulsion where the same is due to the failure, neglect, or delay of the student, parent, or guardian to contact school officials for a reinstatement conference. The superintendent will notify parents by letter and a telephone call, if the family can be reached by telephone.

Students who have been expelled may not attend or participate in any school function at home or away. Failure to adhere to this policy may result in trespassing charges being filed.

INDEFINITE EXPULSION

Actions of students continually disrupting the learning process or students that have been expelled a various number of times for different offenses may lead to indefinite expulsion of said student.

Examples:

- Assaulting a teacher, administrator, student, or public official
- Continual and consecutive expulsions each semester demonstrating disrespect for the educational system hindering the learning process for other students,
- Possession of a weapon or weapons on campus such as firearms, knives with blades longer than 4 inches, with intent to harm another individual
- Violation of any law resulting in charges being filed leading to incarceration.

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

HANDICAPPED STUDENTS' DISCIPLINE

Handicapped students who engage in misbehavior are subject to normal school disciplinary rules and procedures as long as such treatment does not abridge the right to free appropriate public education. The individualized educational plan (IEP) team for handicapped students should consider whether particular discipline procedures should be adopted and included in the IEP.

Handicapped students may be excluded from school only in emergencies and only for the duration of the emergency. In no case should handicapped students be excluded for more than ten (10) days in a school year.

After emergency suspensions are imposed on handicapped students, an immediate meeting of their IEP team should be held to determine the cause and effect of the suspension with a view toward assessing the effectiveness and appropriateness of the placement and toward minimizing the harm resulting from the exclusion.

Suspended students will be offered alternate educational programming for the duration of the exclusion. The respective building principals are given the responsibility of serving as the grievance officer in compliance with the requirements of Act 504.

Authority for Student Discipline

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

Terrorist Threatening

Under Arkansas law, a person commits this offense if: "With the purpose of terrorizing another person he/she threatens to cause physical injury of property damage to a teacher or other school employee acting in the line of duty..."

This criminal offense is a Class D felony punishable with up to six years in prison and/or a fine up to \$10,000.

Legal reference: Arkansas code Ann. 1-13-301.

IN SCHOOL SUSPENSION (ISS)

Students who receive (3) three ISS assignments in a semester can be recommended for Alternative Learning. Students are to report to the lunchroom immediately upon arriving on campus. No loitering in other locations on campus will be tolerated. Parents must attend a mandatory parent conference before the student is allowed to return to class.

Students in ISS may not attend or participate in any school function at home or away. Failure to adhere to this policy may result in trespassing charges being filed.

NOTIFICATION OF POLICE

Any time a law is broken, the school may notify the police.

OUT-OF-SCHOOL SUSPENSION (OSS)

Students absent from school cannot benefit from educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days, * including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs; at any time on the school grounds; off school grounds at a school-sponsored function, activity, or event; going to and from or a school activity. A student may be suspended for behavior including, but not limited to that which:

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

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

- The student shall be given written notice or advised orally of the charges against him/her;

- If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts;
- If the principal finds the student guilty of the misconduct, he/she may be suspended.

When possible notice of the suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent(s) or legal guardian(s) or to the student if age 18 or older, prior to the suspension. Such notice shall be handed to the parent(s) or legal guardian(s) or to the student if age 18 or older or mailed to the last address reflected in the records of the school district. Generally, notice and hearing should precede the student's removal from school, but if prior

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

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

- A primary call number (the contact may be by voice, voice mail, or text message)
- An e-mail address
- A regular first class letter to the last known mailing address

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

Students who have been expelled may not attend or participate in any school function at home or away. Failure to adhere to this policy may result in trespassing charges being filed.

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

During the period of their suspension, students serving in-school suspension shall not attend any school-sponsored activities during the imposed suspension nor shall the student participate in any school-sponsored activities.

PROBATION

When students are placed on probation, they must obey the rules, regulations, and conditions of probation for the rest of the school year. If students violate probation, suspension, Alternative Learning Environment, or expulsion will be recommended. (Note: Students returning from ALE will be on probation for a nine-week period. Students receiving an office referral during this period of time will return to ALE.)

SEARCH AND SEIZURE

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

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

The Superintendent, principals, and their designees may request the assistance of law enforcement officials to help

conduct searches. Such searches may include the use of specially trained dogs.

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

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

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

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

SUSPENSION UNTIL PARENT CONFERENCE

Students may be suspended until a parent conference can be held anytime that the administrator deems it necessary. Students will not be admitted back to class until the parent/guardian accompanies the student in a conference with the principal.

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

*A primary call number

The contact may be by voice, voice mail, or text message

*An email address

*A regular first class letter to the last known mailing address.

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

CODE OF CONDUCT

RULES FOR STUDENT CONDUCT

Lafayette County Elementary School believes that order and conduct is necessary before teaching begins. Therefore, the administration and staff hold high expectations for all of its students. These expectations include respect for public property and the property of other students, an interruption-free environment where students can learn, and an environment that is healthy and safe. The written rules are an effort to specify these expectations. The disciplinary rules

are written with the intent of consistency.

In all discipline situations, proper due process will be conducted in accordance with the state guidelines as well as the Lafayette County Board Policies. Frequent and continuous disciplinary violations may result in the student being found guilty of incorrigible behavior.

1. ALTERING, FALSIFYING, OR DESTROYING STUDENT RECORDS
Punishment range: ISS to Parent notification or notification of Law Enforcement (Example: Changing grades on report cards or deficiency slips)
2. ASSAULTING a student
Punishment range: ISS to OSS to recommendation for expulsion and police notification
3. ASSAULTING a teacher, principal, superintendent, or other employee of the Lafayette County School District
Punishment range: 10 days suspension to recommended expulsion and police notification
4. BULLYING
Punishment range: Lunch detention to OSS to notification of proper authorities and recommendation for expulsion
5. BUS REFERRAL
Punishment range: 1st offense-3 day suspension off the bus; 2nd offense-5 days suspension off the bus; 3rd offense-10 days suspension off the bus. Continuous misbehavior on the bus may result in a suspension of bus privileges for the remainder of the semester or the year.
Fighting on the bus results in an automatic suspension of bus privileges for 10 days and possible suspension from school.
6. CARRYING MESSAGES
Punishment range: detention to ISS
7. CHEATING
Punishment range: loss of credit for that work; parent notification by teacher
8. COMPUTER INTERNET VIOLATION
Punishment range: ISS to expulsion and police notification.
9. DRESS CODE VIOLATION
Students will change into clothes from the school "Clothes Closet" or parents will bring the student a change of clothes from home. Students will be sent to ISS until a change in clothing is made.

Note: It is the student's responsibility to dress each morning in a fashion that adheres to the school dress code; therefore, students may miss valuable instructional time while in ISS when they fail to dress appropriately.
10. EATING/DRINKING AT INAPPROPRIATE TIMES
Punishment range: teacher will confiscate food/drink item(s) and discard to ISS
11. FIGHTING
Punishment range: 1st offense 5 days ISS
 2nd offense 5 days OSS
 3rd offense 5 days OSS and then 5 days ISS
12. FORGERY
Punishment range: ISS to OSS to police notification
13. GAMBLING

Punishment range: detention to OSS

14. GANG ACTIVITIES

Punishment range: Suspension until parent conference and 10 days OSS and possible police notification

15. GENERAL CLASS/SCHOOL DISRUPTION AND/OR INTERFERENCE WITH SCHOOL PROCEDURES

Punishment range: Detention to OSS

16. HABITUAL UNACCEPTABLE BEHAVIOR

Punishment range: corporal punishment, Alternative Learning Environment, legal authorities, Lafayette County Board of Education, not limited to but inclusive of all the above

17. INAPPROPRIATE SEXUAL BEHAVIOR

Punishment range: ISS to OSS to expulsion to police notification

18. INSUBORDINATION/DISRESPECT TO STAFF MEMBERS

Punishment range: ISS to Expulsion
Repeated offenses may result in ALE placement

19. LACK OF NECESSARY MATERIALS IN CLASS

Punishment range: Teacher will contact parent to ISS

20. LITTERING

Punishment range: remove litter to ISS

21. LYING TO TEACHERS, STAFF, OR ADMINISTRATORS

Punishment range: Lunch detention to OSS

22. MISBEHAVIOR ON SCHOOL PROPERTY (scuffling, meddling, horseplay, etc.)

Punishment range: Lunch detention to OSS

23. POSSESSION AND/OR DISTRIBUTION OF A LASER POINTER

Punishment range: confiscation of item to expulsion

ACT 1408 "An act to prohibit the possession of hand-held laser pointers by minors." SECTION 1. (a) It is unlawful for a person under eighteen (18) years of age to possess a hand-held laser pointer without the supervision of a parent, guardian, or teacher. (b) The law enforcement officer shall seize hand-held laser pointer as contraband.

24. POSSESSION AND/OR SHOOTING OF FIREWORKS ON SCHOOL PROPERTY

Punishment range: OSS to expulsion

25. POSSESSION OF FIREARMS OR OTHER WEAPONS

Punishment range: 10 days suspension and recommendation for expulsion and police notification

Note: No person in this state shall possess a handgun upon the property of the public schools or in or upon any school bus. Violation of this section shall be a class D felony, and no sentence imposed for violation thereof shall be suspended or probated or treated as a first offense under Arkansas Code 16-93-301 et seq. (Act 649 of 1989).

The Gun-Free School Act of 1994 requires expulsion for students for a period of not less than one year for possession of any firearm or other weapon prohibited upon school campus by law; however, the superintendent shall have discretion to modify such expulsion requirements for a student on a case-by-case basis.

26. POSSESSION OF/OR UNDER THE INFLUENCE OF ANY ALCOHOLIC BEVERAGE OR ANY ILLEGAL DRUG, DRUG PARA

PHERNALIA or NON-INTENDED USE OF PRESCRIPTION OR ANY OTHER TYPE OF DRUG

Punishment range: 10 days suspension and recommendation for expulsion

Students shall not possess· use· or transmit; attempt to possess· use· or transmit; or be under the influence of any of the following substances while on school premises during any school term or on or off school premises at a school-related activity· function· or event:

- ◆ Any substance as defined in state and federal law without regard to amount, including but not limited to: marijuana, narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate
- ◆ Alcohol or any alcoholic beverage
- ◆ Any abusable glue, aerosol paint, any other volatile chemical substance for inhalation or any substance used for huffing.
- ◆ Any other intoxicant or mood-changing, mind-altering, or behavior-altering drugs

Students are encouraged to seek treatment and/or counseling for substance abuse. A list of local rehabilitation resource agencies for substance abuse counseling and treatment is available upon request in the counselor's office.

27. POSSESSION OF CELL PHONES, PAGING DEVICES (BEEPERS, TWO-WAY RADIOS, ANY ELECTRONIC OR BATTERY OPERATED PLAYER, ETC.)

Punishment range: 1st offense: device will be released to parent/guardian.

2nd offense: device will be confiscated for one semester.

28. POSSESSIONS OR DISTRIBUTION OF/ OR USE OF TOBACCO

Punishment range: confiscation of item(s) and notification of parent/guardian and police to OSS.

ACT 1555 "An act to require that a copy of the statute prohibiting smoking or use of tobacco or tobacco products on school property be posted in a conspicuous place at every entrance of each school building or school bus.

SECTION 1 Arkansas Code 6-21-609 is amended to read as follows:

6-21-609. Prohibition against smoking or use of tobacco or tobacco products –Exception. (a) Smoking or use of tobacco or products containing tobacco in any form in or on any property owned or leased by a public school district, including school buses, is prohibited. *Any person violating the provisions of this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not less than ten dollars (\$10) nor more than one hundred dollars (\$100)."

29. PROFANITY & POSSESSION OF OBSCENE MATERIAL

Punishment range: Lunch detention to OSS to expulsion.

30. PUBLIC DISPLAY OF AFFECTION

Punishment range: Warning to expulsion and police notification

31. SEXUAL ABUSE OR HARASSMENT

In case of legal intervention the assignment of discipline may be delayed until the courts make a decision.

Punishment range: 3 days OSS to expulsion and police notification

32. TARDIES

Punishment range: Lunch detention to ISS

Note: A tardy is considered after 8:05 and before 3:05. After 5 tardies per semester, parents will be reported to DHS for educational neglect. It is important to note that a student may receive more than one tardy on any particular day. Routinely, tardies will be reviewed. Students shall be responsible for the accrued discipline should they receive multiple tardies in a week. Tardies are accumulated for the semester period; punishment does not erase previous tardies. If students who are riding school buses arrive late to school, the school accepts the responsibility, and the student is not penalized. However, students being brought to school by parents, guardians,

or friends are personally responsible for any tardies they receive. (Example: My parents didn't get me here on time.)

33. **TERRORISTIC THREATS OR THREATS to assault any student, teacher, principal, superintendent, or other employee of Lafayette County School District.**
Punishment range: 10 days suspension to recommended expulsion; notify police
34. **TRUANCY**
Punishment range: Detention to notification of juvenile authorities
35. **VANDALISM/DAMAGE TO SCHOOL OR SCHOOL PERSONNEL OR GUESTS PROPERTY OR THEFT OF SAID PROPERTY OR THEFT OF STUDENTS' PROPERTY**
Punishment range: parent conference and payment for damages to recommended expulsion and police notification.

* A STUDENT MAY BE SUSPENDED OR RECOMMENDED FOR EXPULSION AT ANY TIME THE PRINCIPAL DEEMS NECESSARY.

CODE OF CONDUCT GLOSSARY

ABUSE

An item or person is abused when treated in an improper way.

ASSAULTS/BATTERY

Students are prohibited from assaulting anyone on school property or at any school-related event. An assault is defined as intentionally, knowingly, or recklessly causing or threatening to cause serious bodily injury to another person. Additionally, students commit assault if they intentionally or knowingly cause physical contact with another student when students know or (should reasonably) believe that the other student(s) will regard the contact as offensive or provocative.

EATING/DRINKING AT INAPPROPRIATE TIMES

Consumption of food, candy/gum, or drinks other than in the lunchroom unless approved by an administrator is prohibited.

FIGHTING

Any altercation where the intent is to inflict harm to others by means of physical contact is fighting. Students will be considered to be fighting any time they take the offensive physically in an altercation. Students are encouraged to seek a faculty or staff member to help prevent a fight. Defending oneself will not be an excuse to hit, shove, kick, or make any other contact that is considered to be taking the offensive in the opinion of the investigating administration.

FORGERY

Signing your name or another's name to a document is forgery. Students forging parents' signature will be disciplined according to the consequences set forth in the Handbook.

GAMBLING/SELLING

Students shall not participate in any activity that may be termed as gambling, wagering, or vending in return for money or any other object(s) of value.

HABITUAL UNACCEPTABLE BEHAVIOR

A student who has had continual violations of one or more rules and several disciplinary referrals to the office and for whom interventions have not yielded acceptable behavior in the classroom or school is considered to have habitual unacceptable behavior.

HARASSMENT

Harassment occurs when students disturb, annoy, torment, pester, or continue to bother either another student or staff.

HAZING

Hazing, by one person or acting with others, which endangers the mental or physical health or the safety of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are other students is prohibited. Prior approval from the principal for any type of "initiation" conducted by a school club or organization is required.

INAPPROPRIATE PHYSICAL CONTACT/ACTIVITY

Striking of another student when only one student throws a blow is considered inappropriate physical contact. Any student found guilty of such behavior will be deemed as causing disorderly conduct.

INSUBORDINATION

Students are insubordinate when they do not obey orders and are unwilling to submit to authority. Students will not show disrespect for faculty or staff members by shouting or yelling at, threatening, or any other action that can be considered disrespectful.

INSULT OR ABUSE OF A PUBLIC SCHOOL EMPLOYEE

Any person who shall abuse or insult a public school employee while that employee is performing normal and regular or assigned school responsibilities shall be guilty of a misdemeanor and, upon conviction, be liable for a fine not less than one hundred dollars (\$100) nor more than one thousand five hundred dollars (\$1,500).

LYING

An assertion of something known or believed by the speaker to be untrue with the intent to deceive; an untrue, inaccurate statement that may or may not be believed true by the speaker; something that misleads or deceives is known as lying.

OBSCENE MATERIALS

Students shall not have in their possession or distribute obscene materials while at school or at any school function.

PROBATION

Individual students will be subject to a trial period to evaluate and determine fitness in returning to a regular school routine and to show appropriate corrected behavior.

As a result of infractions, students will be notified that they are on probation and informed that any other office referrals will result in the building principal recommending expulsion.

NOTE: Students returning from ALE will be placed on probation for a nine-week period. If student receives an office referral during this time, the student will return to ALE immediately.

PROFANITY

Students shall not use profanity, obscene gestures, or vulgar, abusive, contemptuous, or irreverent language at any time for any reason.

PUBLIC DISPLAY OF AFFECTION

Holding of hands and/or any physical contact between students will not be permitted.

REASONABLE FORCE

Any District employee may use and apply physical restraint to students in order to:

- ◆ Protect a person, including the person using physical restraint, from physical injury.
- ◆ Obtain possession of a weapon or other dangerous object.
- ◆ Protect property from serious damage.

- ◆ Remove from a specific location students refusing a lawful command of a school employee, including from a classroom or other school property, in order to restore order or to impose disciplinary measure.
- ◆ Restrain irrational students.

SEXUAL HARASSMENT/INAPPROPRIATE SEXUAL BEHAVIOR

Any action, non-verbal, verbal, or physical, which is construed by the administration to have unwanted, inappropriate, and unprovoked sexual meaning or intent, is sexual harassment.

Inappropriate Sexual Behavior is any behavior that is deemed inappropriate on school premises or at any school function.

TERRORISTIC THREATS

Students threatening to cause death, serious physical injury or property damage to any student and/or school employee acting in the line of duty are considered to be engaging in terrorist threats.

THREATS

Students who either physically gesture or verbally warn of intent to do harm or who use any object as a possible source of danger are threatening.

TRUANCY

Students are truant if they skip class, play hooky, and are not in the expected place at the appropriate time, absent without consent of parents/guardian, leave school without properly checking out in the office, or leave class without receiving permission from the teacher. Students leaving campus without signing out in the office are also considered truant.

*For students who are unable to correct misbehavior through our discipline progression, a Family in Need of Service (FINS) Petition will be filed with the Lafayette County Juvenile Court System.

CAMPUS LIFE-EXTRACURRICULAR ACTIVITIES & CLUBS

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the Board believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity (tournaments excepted). Additionally, a student's participation in, and the District's operation of, extracurricular activities shall be subject to the following policy. All students meeting this policy's criteria are eligible for extracurricular activities.

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

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

The State Board has given the Arkansas Activities Association the responsibility and authority to administer the SIP. The standards allow a student to participate in a SIP for a maximum of two consecutive semesters and require the student to improve his/her GPA by at least 10% by the end of the first semester to remain eligible for the second semester. By the end of the second semester, the student must have attained a 2.0 GPA to be eligible for competitive interscholastic activities. Following one or more semesters where the student has attained a 2.0 GPA, this cycle may be repeated.

ACADEMIC REQUIREMENTS: Junior High

A student promoted from sixth to seventh grade automatically meets scholarship requirements. A student promoted from the seventh to the eighth grade automatically meets scholarship requirements for the first semester. The second semester eighth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum areas.

The first semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum areas. The second semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester that count toward his/her graduation requirements.

Ninth grade students must meet requirements of the senior high scholarship rule by the end of the second semester in the ninth grade in order to be eligible to participate the fall semester of their tenth-grade year.

ACADEMIC REQUIREMENTS: Senior High

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

- a. Have a minimum Grade Point Average of 2.0 from all academic courses the previous semester; or
- b. If the student has passed four (4) academic courses the previous semester but does not have a 2.0 GPA the student must be enrolled and successfully participating in a Supplemental Instruction Program to maintain their competitive interscholastic extracurricular eligibility.

STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM

In order to be considered eligible to participate in competitive interscholastic activities, students with disabilities must pass at least four (4) courses per semester as required by their Individual Education Program (IEP)

In addition to the foregoing rules, the District shall abide by the rules and regulations of the Arkansas Activities Association (AAA)

It is important to note that there may be additional rules and guidelines imposed on participating students by the sponsors or coaches of these activities. Failure to follow said rules or guidelines may result in the dismissal of a student from an activity, team or club.

ASSEMBLIES/PARENTAL INVOLVEMENT

Assemblies are a part of the school program. They are planned to promote student talent and participation, develop worthy interest, to present important school and civic matters to the students, to bring outstanding personalities and cultural information to the students, and to enrich school spirit.

Willfully skipping an assembly is a form of truancy or improper attendance and will result in disciplinary action being taken.

Students are to abide all school rules while attending assemblies. (No yelling, whistling, booing or other disrespectful gestures.)

Parents are encouraged to attend assemblies.

ACTIVITIES & CLUBS

ATHLETICS

To participate in athletics students must meet the guidelines of the Arkansas Activities Association, the Department of Education, and the Lafayette County School District.

BAND

Students are eligible to join the band and band directed activities provided they meet the following requirements:

- ◆ obtain permission from the band director
- ◆ meet AAA standards for participation (pass four academic subjects and maintain GPA requirements)

- ◆ Flag Requirements:
 - grades 7 through 12
 - meet eligibility/grade point requirements
 - attend a summer camp for flag instruction
 - be selected at the yearly tryouts

*Drum Major Requirements:

- grades 10 through 12
- meet eligibility/grade point requirements
- attend a summer camp for drum majors be selected at the yearly tryouts

Note: No band persons shall be allowed to participate in any band function if they are not in attendance at school at least one-half day on the day of the event.

CHEERLEADERS

Selection and requirements: Guidelines/rules may be obtained through the office of the principal.

FAMILY CAREER COMMUNITY LEADERS OF AMERICA

Future Homemakers of America is a national organization of students who have taken or are taking a course in home economics education. The main goal is to improve personal, family, community, and job/career life. The home economics teacher is the advisor of the local chapter. Membership dues support the organization. Dues will be paid yearly.

FIRE MARSHALS

Fire Marshals are chosen by the administration to aid the administrators during a fire drill.

FUND RAISERS

Projects to raise money will be kept to a minimum. All such projects must have prior approval of both the principal and superintendent. All organizations are urged to limit themselves to one (1) money-raising project per year. No door-to-door projects are allowed

FUTURE FARMERS OF AMERICA

The Future Farmers of America is an integral part of the instructional program in vocational agriculture. Students must be enrolled in vocational agriculture to be eligible for membership in FFA. FFA students must learn and recite the FFA creed, pass a test on and have working knowledge of FFA history, know the duties and responsibilities of FFA membership, pay dues to local, state, and national organization yearly, and take part in local meetings and activities. In addition students must meet all other requirements that the chapter votes for its membership.

NATIONAL JUNIOR HONOR SOCIETY

As set for in Chapter By-Laws and National Constitution, Membership eligibility requirements:

- ◆ Candidates must be a member of the seventh or eighth grade class.
- ◆ Candidates must have been in attendance at this school the equivalent of one semester.
- ◆ Candidates must have a cumulative grade point average of 3.25 in the core classes (computation beginning in the 6th grade which excludes band, PE, and Athletics.)
- ◆ If a member is dismissed, a written notice of the decision will be sent to the member and his or her parents. The member must then surrender the NJHS emblem (pin) and membership card to the chapter adviser. If the member is unwilling to do this, the matter will be treated as a school disciplinary matter.

After CGPA's have been computed for the fall semester, students who are eligible scholastically will be notified in writing. Students will be told that for further consideration of selection into the NJHS chapter, they must complete the Student Activity Information Form. This will help the faculty council determine student's interest in membership and to obtain information regarding service and leadership activities. These students

are then eligible for consideration on the basis of leadership, service, citizenship, and character. The faculty council consists of five faculty members that are appointed annually by the principal.

Members who fall below the standards which were the basis for their selection will be promptly warned in writing by the Chapter advisor and given one semester to correct the deficiency; exception –in the case of a flagrant violation of school rules or civic responsibility, a member will not have to be warned. If a member is dismissed, a written notice of the decision will be sent to the member and his or her parents. The member must surrender the NJHS emblem (pin) and membership card to the Chapter advisor. If the member is unwilling to do this, the matter will be treated as a school disciplinary matter. Students who are dismissed or resign may never again become a National Junior Honor Society member.

Circumstances that might cause students to deviate from the requirements listed above will be considered on an individual basis by the faculty.

CAMPUS FACILITIES

AUDITORIUM

The auditorium is located on the Elementary School campus. Assemblies and other academic programs will be held in the auditorium. Students are to be orderly and use propriety, good taste in conduct and appearance, demonstrating good manners at all times.

CAFETERIA

The school cafeteria offers a well-balanced breakfast and lunch menu at a reasonable price. Applications for the free/reduced lunch program will be sent home with each student or they may be picked up in the school office. If you have questions or think you may qualify, please contact the school office.

GYMNASIUM

The Lafayette County gym is located on the High School Campus. Students are encouraged to bring all necessary belongings to the gym. Students will not be allowed to leave the gym.

Both SR. and JR. High basketball games will be played in the gym.

RESTROOMS

Students are to use the restrooms labeled “Boys” and “Girls” on the west side of the 3-6 building, and other restrooms only when monitored by a teacher.

CAMPUS SERVICES

BUS SERVICES

The Lafayette County School District offers bus transportation to and from school. Shuttle buses transport students throughout the day between the Elementary School, High School and to the athletic facilities for sports. Students riding buses shall abide by all bus rules. Failure to abide by the bus rules shall result in suspension or expulsion of bus privileges.

COUNSELING SERVICE

Counseling services are offered to students at LCES to help with evaluating their aptitudes, interests, and abilities. It is the goal of the counseling services to assist students in achieving at their greatest potential. Individual consultations are offered for varied personal issues. Recommendations are available for services off campus.

INSURANCE

The school nurse is available to students who become ill or injured during school hours and will contact a parent/guardian when the situation warrants. Feel free to contact her with any questions or comments regarding the health and safety of your child. Please do not send sick or injured children to school with the intention that they will be diagnosed and treated by the nurse. Because the majority of your child's waking hours are spent at school, it is imperative that we have as much health history on our students as possible, as well as emergency contact phone numbers.

Please update these with the school office throughout the year if change occurs.

NURSING

Lafayette County Elementary School has a nurse on duty to handle student illnesses or injuries. Also, the nurse dispenses medication to those students that have the proper authorization forms on file.

Insurance Program - A secondary accident insurance policy is available to all Lafayette County School students. An accident policy has been purchased by the school covering all students for accidents during the school day. Benefits provided by the policy will be explained in materials sent to the parents at the beginning of each school term.

MEDICATION POLICY

Children with a temperature of 99.6 degrees or above should remain at home until he or she is free of fever for 24 hours.

LIBRARY

The Lafayette County Elementary School library contains a media center in which both print and non-print materials are available. A quiet atmosphere where research and study can take place is most important. Library materials must be handled with care and restored to their proper places. Students should be thoroughly acquainted with the location of materials in the library and with library regulations.

COMMUNICABLE DISEASES AND PARASITES

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are contagious capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: chicken pox, measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant Staphylococcus aureus), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis B or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

To help control the possible spread of communicable diseases, school personnel shall follow the District's exposure control plan when dealing with any bloodborne, foodborne, and airborne pathogens exposures. Standard precautions shall be followed relating to the handling, disposal, and cleanup of blood and other potentially infectious materials such as all body fluids, secretions and excretions (except sweat).

The District shall maintain a copy of each student's immunization record and a list of individuals with exemptions from immunization which shall be education records as defined in policy 4.13. That policy provides that an education record may be disclosed to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

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

The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment will be asked to pick their child up at the end of the school day. The parents or legal guardians will be given information concerning the eradication and control of human host parasites. A student may be readmitted

after. The school nurse or designee has determined the student no longer has live human host parasites that are transmittable in a school environment.

Each school may conduct screenings of students for human host parasites that are transmittable in a school environment as needed. The screenings shall be conducted in a manner that respects the privacy and confidentiality of each student.

Cross References: 4.2—ENTRANCE REQUIREMENTS
4.13—PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION

CHANGE OF ADDRESS/TELEPHONE

It is very important that every student maintains an up-to-date address and telephone number record on file in the school office. Notify the school immediately if you have a change of address or telephone number during the school year. This will insure that you may be reached in the event of an emergency.

MISCELLANEOUS INFORMATION

CARE OF SCHOOL FURNITURE

The school has placed furniture and equipment in various areas for the convenience of the students. The quality of citizenship of a student body is evident in the care given to the furniture and equipment entrusted to them. Students who damage school property deliberately will be required to pay the cost of renovating or replacing the property.

CONFISCATED ITEMS

All confiscated items will be kept in the principal's office for the remainder of the semester in which the items were confiscated. All items not picked up by the last day of semester exams will be destroyed, and the school will not accept any monetary responsibility due to said student not following this guideline.

INCLEMENT WEATHER

During bad weather, students will be allowed to go to a designated supervised area before school and during recess. Bad weather includes falling precipitation and /or very low temperature. In case of school closing due to ice, snow, or other emergency, an announcement will be made on area television and radio stations.

LUNCH PERIOD-CLOSED CAMPUS

The Lafayette County Elementary School has a closed campus for grades K-6 at lunch. Students that bring their lunch to school should eat it in the cafeteria. Free and reduced price lunches are available to those students who meet federal guidelines.

No lunches may be brought to students from outside vendors. The building principal will use discretion in these matters.

MASTER CALENDAR

All events must be placed on the master calendar that is kept in the school office by the principal. Any organization or group that wishes to schedule an event should do so well in advance of the date by checking with the principal. Events scheduled first would normally have priority.

PARTICIPATION IN AFTER SCHOOL ACTIVITIES AND ATTENDANCE

In order to participate in an after-school activity, the student must have been recorded present for a minimum of one-half day.

TEXTBOOKS

Students shall be responsible for the care and return of textbooks and may be charged for replacement of lost or damaged textbooks. State law clearly defines abuse and destruction of state property. This includes buildings, grounds, furniture, and textbooks.

The following charges will be assessed for the abuse of textbooks:

- Lost book-full replacement cost
- Destroyed book-Full replacement cost

- Tearing out of pages-Full replacement cost screenings of its students. The intent of the exams or screenings shall be to detect contagious or infectious diseases or defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve to their full potential.

The District shall notify parents, at least annually, of the specific or approximate dates of any non-emergency, invasive physical examination or screening that is:

1. Required as a condition of attendance;
2. Administered by the school and scheduled by the school in advance; and
3. Necessary to protect the immediate health and safety of the student, or of other students.

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

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

A student may be required to pass a physical exam before being allowed to participate in certain extracurricular activities to help ensure they are physically capable of withstanding the rigors of the activity. It is understood that students who refuse to take such an exam will not be allowed to participate in the desired activity.

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

Legal Reference: A. C. A. § 6-18-701 (b), ©), (f)

VIDEO SURVEILLANCE

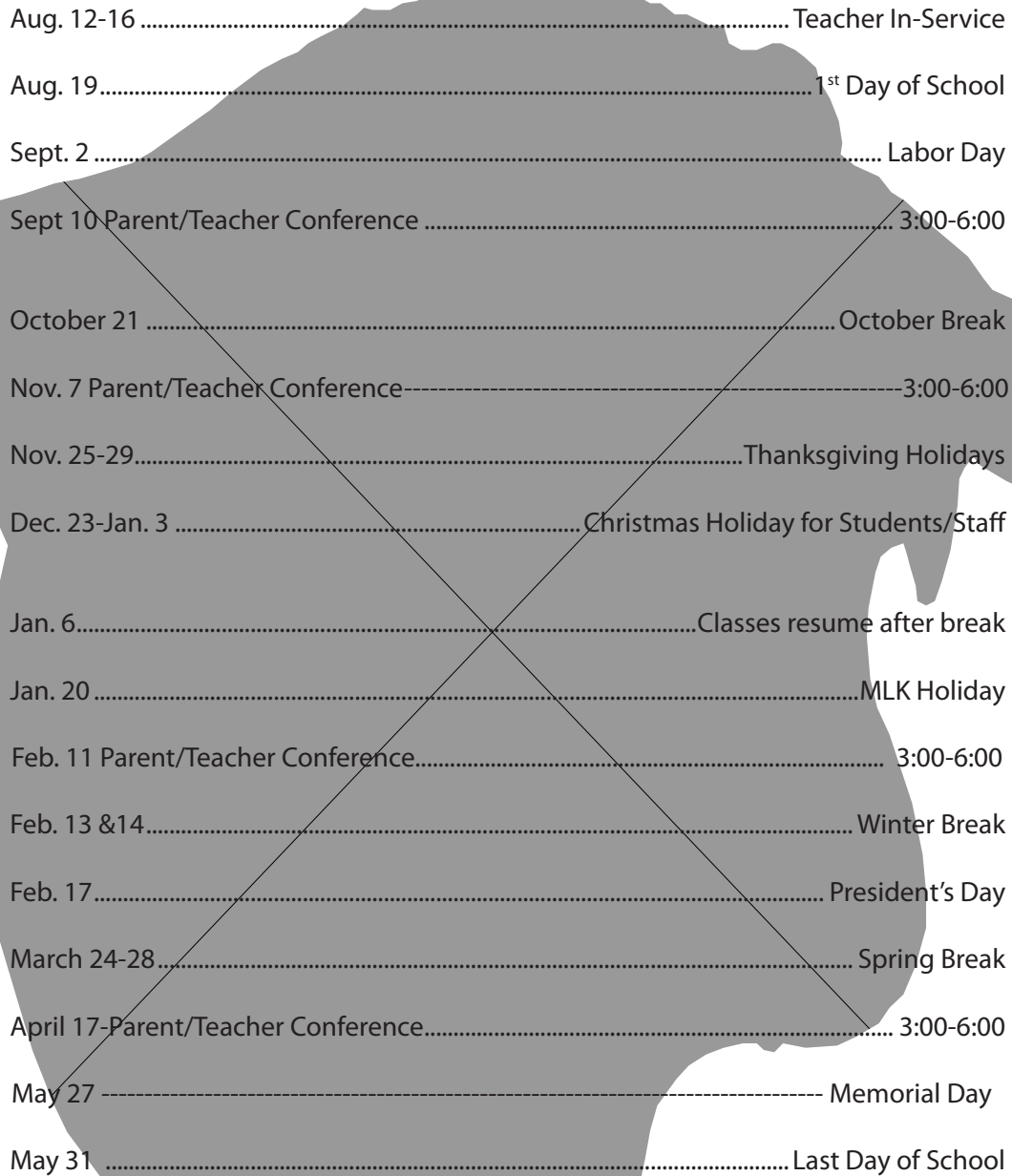
The board has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipments. As part of fulfilling this responsibility, the board authorizes the use of video/audio 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. 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.

LAFAYETTE COUNTY SCHOOL DISTRICT

2013-2014 School Calendar

1st 9 wks 08/19-10/14 = 40 days
2nd 9 wks 10/15-12/20 = 43 days
3rd 9 wks 01/06-03/14 = 46 days
4th 9 wks 03/17-05/30 = 49 days



Aug. 12-16	Teacher In-Service
Aug. 19.....	1 st Day of School
Sept. 2	Labor Day
Sept 10 Parent/Teacher Conference	3:00-6:00
October 21	October Break
Nov. 7 Parent/Teacher Conference.....	3:00-6:00
Nov. 25-29.....	Thanksgiving Holidays
Dec. 23-Jan. 3	Christmas Holiday for Students/Staff
Jan. 6.....	Classes resume after break
Jan. 20	MLK Holiday
Feb. 11 Parent/Teacher Conference.....	3:00-6:00
Feb. 13 & 14.....	Winter Break
Feb. 17	President's Day
March 24-28.....	Spring Break
April 17-Parent/Teacher Conference.....	3:00-6:00
May 27	Memorial Day
May 31	Last Day of School