

## **Carlisle Elementary School**

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## **TITLE IX**

In keeping with the guidelines of Title IX, Carlisle School District assures that no person shall, on the basis of race, color, national origin, sex, or handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program at Carlisle Elementary School.

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*Home of the Mighty Bison*

**Carlisle School District Calendar****2018-2019**

	#Days	
August 1-2	2	Classroom Preparation
August 6-8	3	Teacher Workshop
August 9	.66	Classroom Preparation
August 9	.33	Open House
August 13		First Day of School
September 3		Labor Day Break
October 9	1	Parent/Teacher Conf. HS
October 11		Parent/Teacher Conferences E
October 12	44	End of First Quarter (44 days)
October 15		School Holiday
November 19-23		Thanksgiving Holiday
December 21	44	End of Second Quarter (44 days)
Dec 22 – January 6		Christmas Break
January 7		School Resumes
January 21		MLK Holiday
February 12	1	Parent/Teacher Conferences HS
February 18		President's Day (Snow Day)
February 19		Parent/Teacher Conferences E
March 15	48	End of Third Quarter (48 Days)
March 18-22		Spring Break
March 25		School Resumes
April 19		School Holiday (Snow Day)
May 12		High School Graduation
May 22	42	End of Fourth Quarter (42 Days)
May 23		(Snow Day)
May 24		(Snow Day)
May 28		(Snow Day)

178 student days

Parent Teacher Conferences will be split and designated with an E or HS. High School and Elementary are on different nights. Parent conferences will take place from 2:30-7:30.

## INTRODUCTION

We are happy to be able to send you this Student Handbook. Within this handbook you will find the rules of our school and our expectations for the education of your child. You will also find specific directions for implementing any of the procedures necessary for your child to have a successful and beneficial year. We hope you will find all of this information useful.

We look forward to serving you throughout the coming year. If we may be of service, please contact us at 870-552-3261. It is our desire to work with you to assure you of a complete education for your child. **Please complete the form in your child's take home packet stating receipt of the handbook.**

## MISSION STATEMENT

At Carlisle Elementary School, we are committed to building strong relationships with our students, parents, and other stakeholders. We strive to provide a safe learning environment where all students and reach their highest potential, become lifelong learners and productive, contributing citizens.

## TO THE PARENT

Education is, and must be, a cooperative affair between the home and the school. When parents, teachers, and students understand the common goals, and the part each must play in order to reach these goals, then the process of getting an education becomes easier and certainly more pleasant.

The purpose of this handbook is to promote understanding between the home and school. Please read this handbook carefully as your child will be guided by its provisions throughout the school year. Regulations are set for one purpose and that is to

guarantee your son or daughter the best opportunity for securing a good education.

Students and parents should consider the school as a place of business and work. Education, not entertainment, is our goal though certainly school will be a genuine source of pleasure for most students.

Regular attendance is a “must”. No student can accomplish what he/she is capable of unless he/she attends school regularly. Past experience shows without a doubt that unnecessary absences are one of the greatest single causes of failure.

The administration and faculty of Carlisle Elementary School sincerely solicit your full support and cooperation in providing the kind of school that your sons and daughters deserve.

### **SCHOOL HOURS**

The students’ day begins at 8:00 a.m. and ends at 3:20 p.m. Except for inclement weather, students are not to enter the gym before 7:40. Students may enter the building to eat breakfast at 7:30. All other students will report to the gym and sit in his/her designated grade level place.

**Students should not be at school before 7:30 a.m.** Students that arrive earlier than 7:30 will be unsupervised. After students have left the building in the afternoon, they will not be allowed to re-enter.

Buses will unload students between the elementary school and the old high school. Students are not to remain on the street. Use hallway to move to the cafeteria or to the gym.

Students may not wait at the classroom door for the bell to ring. **If a parent would like to visit with their child’s teacher, please report to the elementary office to set up an appointment.** Upon arrival, students are to be left with the duty teacher. **No parent may escort their child to the classroom without prior approval from the office.**

### **ENTRANCE REQUIREMENTS**

To enroll in the Carlisle School District, the child must be a resident of the district as defined by the district policy, be accepted as a transfer student, or participate under a school choice option and submit the required paperwork as required by the choice option. Students 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.

To enroll in a school in the District, the child must be a resident of the District as defined in District policy, meet the criteria outlined in policy for homeless or foster children, be accepted as a transfer student under the provisions, or participate under a school choice option and submit the required paperwork as required by the choice option.

Students may enter kindergarten if they will attain the age of five (5) on or before August



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

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

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

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

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

4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubella) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age.

Legal References: A.C.A. § 6-18-201 (c)

### **STUDENTS WHO ARE FOSTER CHILDREN**

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

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

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

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

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

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

If a foster child was enrolled in a District school immediately prior to completing his/her

graduation requirements while detained in a juvenile detention facility or while committed to the Division of Youth Services of DHS, the District shall issue the child a diploma.

Legal Reference: A.C.A. § 9-28-113

## **SCHOOL CHOICE**

### **School Choice Transfers Out of the District**

The District shall date and time stamp all applications for school choice transfer out of the District as they are received in the District's central office. By August 1, the District shall approve all such applications unless the approval would cause the District to have a net enrollment loss (students transferring out minus those transferring in) of more than 3% of the previous year's student enrollment. By May 1 of each year, the ADE shall determine and notify the District of the net number of allowable choice transfers. For the purpose of determining the 3% cap, siblings are counted as one student. For the purpose of this policy, "sibling" means each of two (2) or more children having a common parent in common by blood, adoption, marriage, or foster care.

If, prior to August 1, the District receives sufficient copies of requests from its students to transfer to other districts to trigger the 3% cap, it shall notify each parent from which it has received a school choice application and the district the student applied to transfer to that it has tentatively reached the limitation cap. The District will use confirmations of approved choice applications from receiving districts to make a final determination of what applications it received that exceeded the limitation cap and notify each district that was the recipient of an application to that effect.

Any applications for transfer out of the District which are denied due to the 3% limitation cap shall be given priority for a choice transfer the following year in the order in which the District received the original application.

### **School Choice Transfers Into the District**

Each school-year the Board of Directors will adopt a resolution containing the capacity standards the District will use in determining whether to accept or deny a school choice application from another district's resident student. The resolution will contain the acceptance determination criteria identified by academic program, class, grade level, and individual school. The school is not obligated to add any teachers, other staff, or classrooms to accommodate choice applications. In determining the capacity of the District to accept choice applications, the Board of Directors shall consider the probable, locally generated growth in student enrollment based on recent District enrollment history.

The District shall advertise in appropriate broadcast media and either print media or on the Internet to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline and the requirements and procedures for participation in the program. Such pronouncements shall be made in the spring, but in no case later than April 1.

The student's parent shall submit a school choice application on a form approved by the ADE to both the student's resident district and to this district which must be postmarked or hand delivered on or before the May 1 preceding the fall semester the applicant would begin school in the District. The District shall date and time stamp all applications as they are received in the District's central office. Applications postmarked or hand delivered on or after May 2 will not be accepted. Statutorily, preference is required to be given to siblings (as defined in this policy) of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

The approval of any application for a choice transfer into the District is potentially limited by the applicant's resident district's statutory limitation of losing no more than 3% of its past year's student enrollment due to choice. As such, any District approval of a choice application prior to August 1 is provisional pending a determination that the resident district's 3% cap has not been reached.

The superintendent will consider all properly submitted applications for School Choice. By August 1, the superintendent shall notify the parent and the student's resident district, in writing, of the decision to accept or reject the application.

Applications which fit within the District's stated capacity standards shall be provisionally accepted, in writing, with the notification letter stating:

- A reasonable timeline by which the student shall enroll in the District by taking the steps detailed in the letter, including submission of all required documents. If the student fails to enroll within the stated timeline, or if all necessary steps to complete the enrollment are not taken, or examination of the documentation indicates the applicant does not meet the District's stated capacity standards, the acceptance shall be null and void.
- Instructions for the renewal procedure for succeeding school years.

Students whose applications have been accepted and who have enrolled in the District are eligible to continue their enrollment until completing his/her secondary education. Continued enrollment is conditioned upon the student meeting applicable statutory and District policy requirements and the renewal procedure for succeeding school years is

followed. Any student who has been accepted under choice and who either fails to initially enroll under the timelines and provisions provided in this policy or who chooses to return to his/her resident district voids the transfer and must reapply if, in the future, the student seeks another school choice transfer. A subsequent transfer application will be subject to the capacity standards applicable to the year in which the application is considered by the District.

A present or future sibling, as defined in this policy, of a student who continues enrollment in this District may enroll in the District until the sibling of the transfer student completes his/her secondary education. Applications of siblings of presently enrolled choice students are subject to the provisions of this policy including the capacity standards applicable to the year in which the sibling's application is considered by the District.

Students whose applications have been accepted and who have enrolled in the district shall not be discriminated against on the basis of gender, national origin, race, ethnicity, religion, or disability.

The District may reject an application for a transfer into the District under school choice if its acceptance would exceed the capacity standards specified by the Board of Directors resolution. However, the decision to accept or reject an application may not be based on the student's previous academic achievement, athletic or other extracurricular ability, English proficiency level, or previous disciplinary proceedings other than a current expulsion.

An application may be provisionally rejected if it is for an opening that was included in the District's capacity resolution, but was provisionally filled by an earlier applicant. If the provisionally approved applicant subsequently does not enroll in the District, the provisionally rejected applicant could be provisionally approved and would have to meet the acceptance requirements to be eligible to enroll in the district.

Rejection of applications shall be in writing and shall state the reason(s) for the rejection. A student whose application was rejected may request a hearing before the State Board of Education to reconsider the application which must be done, in writing to the State Board within 10 days of receiving the rejection letter from the District.

#### Academic or Fiscal Distress Choice Applications

There are a few exceptions from the provisions of the rest of this policy that govern choice transfers triggered by academic or fiscal distress. Any student attending a school district that has been identified as being in academic distress or facilities distress may transfer under the provisions of this policy, but with the three following differences.

- The transfer is only available for the duration of the time the student's resident district remains in distress;

- The student is not required to meet the May 1 application deadline; and
- The student’s resident district is responsible for the cost of transporting the student to this district’s school.

### **Opportunity School Choice**

Unless there is a lack of capacity at the District’s school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student who is eligible for transfer from a school identified as a category level 1 school for two (2) consecutive years under A.C.A. § 6-15-2103(c)(1) may enroll in the District’s school closest to the student’s legal residence that has a performance category level 3 or higher as defined by A.C.A. § 6-15-2103(a) provided the student’s parent or guardian, or the student if over the age of eighteen (18), has successfully completed the necessary application process by July 30 preceding the year of desired enrollment or by May 1, if applying under the provisions of A.C.A. § 6-18-1901 et seq.

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

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

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

The District may provide transportation to and from the transferring district.

If a District school has been identified as a category 1 school under A.C.A. § 6-15-2103(c)(1), the District shall request public service announcements to be made over the broadcast media and in the print media at such times and in such a manner as to inform parents or guardians of students in adjoining districts of the availability of the program, the application deadline, and the requirements and procedure for nonresident students to participate in the program.

Legal References:     A.C.A. § 6-15-430(b)  
                              A.C.A. § 6-15-2103  
                              A.C.A. § 6-18-227  
                              A.C.A. § 6-18-510  
                              A.C.A. § 6-18-1901 et seq.

## **RESIDENCE REQUIREMENTS**

### 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 enrolled in the district who is placed under the legal guardianship of a non custodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools. A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District, may continue to remain enrolled in his/her current school unless the presiding court rules otherwise.

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

Legal References:     A.C.A. § 6-18-202  
                              A.C.A. § 6-18-203

## **STUDENT TRANSFERS**

The Carlisle District shall review and accept or reject requests for transfers, both into and out of the district, on a case by case basis at the July and December regularly scheduled board meetings.

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

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

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

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

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

Legal References:     A.C.A. § 6-18-316  
                              A.C.A. § 6-18-510  
                              A.C.A. § 6-15-504 (f) and A.C.A. § 9-28-113(b)(4)  
                              State Board of Education Standards of Accreditation 12.05

## **PLACEMENT OF STUDENTS FROM ACCREDITED SCHOOLS**

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

## **PLACEMENT OF HOME SCHOOL STUDENTS/NON-ACCREDITED TRANSFER STUDENTS – IN STATE/OUT OF STATE**

Procedures for placement of home school students and non-accredited transfer



students:

1. Any student desiring to enter the Carlisle School District claiming to having been homeschooled must have proof that his/her application for home schooling is on file with the previous school district.
2. A student entering the district will be given a general placement test to determine grade level placement.
3. Placement will be determined by the Carlisle School District through a placement conference. The school district shall retain the option to reconsider placement during the school year.
4. Carlisle School District will not test and transfer credit without at least one semester of success within the school system.

Students and their parents interested in homeschooling need to be aware that:

Some college scholarships are based on the student's grade point average. Students-receiving "CR" and not letter grades would not be eligible for some scholarships.

Home school students will be allowed to participate in extracurricular activities per district policy.

### **CLASSROOM PLACEMENT**

Once placed in a teacher's classroom, students may not be moved into another classroom, unless rare and unique circumstances warrant. This would be at the discretion of the principal.

### **PLACEMENT OF MULTIPLE BIRTH SIBLINGS**

The parent, guardian or other person having charge or custody of multiple birth siblings in grades pre-K through 6 may request that the multiple birth siblings are placed in either the same or separate classrooms. The request shall be in writing not later than the 14<sup>th</sup> calendar day prior to the first day of classes at the beginning of the academic year. The school shall honor the request unless it would require the school to add an additional class to the sibling's grade level. If one parent of multiple birth siblings requests a placement that differs from that of the other parent of the same multiple birth siblings, the school shall determine the appropriate placement of the siblings.

The school may change the classroom placement of one or more of the multiple birth siblings if:

- There have been a minimum of 30 instructional days since the start of the school year; and
- After consulting with each classroom teacher in which the siblings were placed, the school determines the parent's classroom placement request is:
  - Detrimental to the educational achievement of one or more of the siblings;
  - Disruptive to the siblings' assigned classroom learning environment; or
  - Disruptive to the school's educational or disciplinary environment.

If a parent believes the school has not followed the requirements of this policy, the parent may appeal the multiple birth siblings' classroom placement to the Superintendent. The Superintendent's decision regarding the appeal shall be final.

## **COMPULSORY ATTENDANCE REQUIREMENTS**

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

Legal Reference: A.C.A. §6-18-201

A student may remain in the public school through the age of 21. On the student's 22<sup>nd</sup> birthday, the student may no longer attend public school.

## **ATTENDANCE POLICY**

The district supports the philosophy that the instructional program is the vital part of a formal education. Students must be in attendance a minimum number of days for instructional purposes during each school year. A student is expected to attend school at all times when school is in session and for the complete school day.

The number of days of school missed by a student who enrolls in school after the beginning of a semester will be counted as absences when determining the minimum number of days a student must be in attendance.

Students may not leave the school grounds after arrival without written request from the parent and permission from the principal. Professional documentation accepted under **Type A** absences must be provided within five (5) days of returning from the absence(s).

Classroom instruction begins with the first bell and ends at the last bell. Students who arrive late to school or leave early are losing important interaction time with the teacher and/or other students. The Carlisle Elementary will follow the following policy:

1. If a student arrives to school after the tardy bell but before 8:30 a.m. the student will be counted with a tardy.

2. If a student arrives to school between 8:30 and 11:00 a.m. and remains in attendance for the rest of the school day, the student will be counted with a morning absence (½ day).
3. If a student checks out before 11:00 a.m. the student is counted absent all day.
4. If a student checks out between 11:00 a.m. and 2:45 p.m. the student will be counted with an afternoon absence (½ day).
5. If a student checks out after 2:45 p.m. but before the dismissal bell at 3:20 p.m. the student will be considered an early checkout which is equivalent to a tardy.
6. 6 (6) tardies, six (6) early check-outs or a combination of six (6) tardies and early check-outs will result in the student referred to the office for a Level 3 disciplinary infraction. Twelve (12) tardies, twelve (12) early check-outs or a combination of twelve (12) tardies and early check-outs a FINS ( Family in Need of Services) petition could be filed with the appropriate authorities.
7. The principal can excuse the tardy or early checkout upon review. The parent or guardian must make a written request which could include medical documentation to the principal concerning the student within 3 schools days of the tardy or early checkout.
8. Principal has the discretion to waive the early check-out or tardy policy for any particular school day. An example of this would be Grandparents Day.

## **ABSENCES**

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

In cases where a student has a 504 or IEP plan that specifically addresses attendance, the student's individual accommodation plan will override the attendance policy.

Every absence must be accounted for by the classroom teacher. Absences will be categorized into three (3) types: **A**, **B**, and **C** absences.

### **Type A:**

- Absences for which professional documentation is presented. Professional documentation can be from a doctor, judge, counselor, or other professional attesting that the student missed school because of illness or reasons beyond the control of the student. Documentation must be sent to school within five days of the date of absence to be considered Type A.
- Absences for funerals (no more than one day per funeral) are considered **Type A** with proper documentation.
- Dismissal from school upon the initial discovery of head lice also constitutes a

**Type A** absence.

- **Type A** absences are excused, not limited in number, and all missed work can be made up.
- The student will have the same number of days to turn in missed assignments as the number of days absent.
- Events and activities approved by the building principal.

### **Type B:**

- Absences with or without documentation from parents. This may occur when a parent decides to allow a student to stay home for any reason without professional documentation (i.e. sickness, family trips, fatigue).
- Limited to 12 per year.
- Are allowed but are not excused, however work can be made up.
- Days missed during the treatment and removal of head lice are considered **Type B** absences.
- No more than 12 **Type B** absences will be allowed in a school year. Excessive **Type B** absences (more than 12 per year) may result in the notification of proper authorities, filing of FINS petition, or the possibility of retention upon the 13th absence.
- The student will have the same number of days to turn in missed assignments as the number of days absent.

### **Type C:**

- Absences resulting from a disciplinary suspension or expulsion.
- These are excused in regard to truancy.

When a student has accumulated six (6) **Type B**, a letter will be sent home to the parent or guardian as a matter of record. When a student has accumulated then (10) **Type B** absences, the parents/guardians of the student will be contacted to conduct a conference, either by phone or in person, regarding the number of absences and the consequences for excessive absenteeism. Parents or guardians may petition the principal to arrange for additional unexcused absences prior to exceeding the maximum days allowed.

It is the Arkansas General Assembly's intention that students having unexcused 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 requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee. Unless a student's excessive absence is due to an unforeseen circumstance, the District will not accept a doctor's note for a student's excessive absence.

Days missed due to in-school or out-of-school suspension shall not count toward the

allowable number of days absent.

### **Additional Absences**

Additional absences that are not charged against the allowable number of absences are those where the student 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
6. Due to the student having been sent home from school due to illness.

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

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

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

### **MAKE UP WORK**

Students who miss school due to an excused absence shall be allowed to make up the work they missed during their absence under the following rules.

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments when asked by a

returning student.

3. Students are required to ask for their assignments on their first day back at school or their first class day after their return. **PLEASE NOTIFY THE ELEMENTARY OFFICE AT 552-3261 BY 9:30 A.M. AND THE ASSIGNMENTS WILL BE AVAILABLE TO BE PICKED UP IN THE OFFICE BETWEEN 2:30 AND 3:00 P.M.**
4. Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one class day to make up their work for each class day they are absent.
6. Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
7. Students are responsible for turning in their make-up work without the teacher having to ask for it.
8. Students who are absent on the day their make-up work is due must turn in their work the day they return to school.

Work may not be made up for credit for absences in excess of the number of allowable absences in a semester **unless** the absences are part of a signed agreement.

### **WITHDRAWING FROM SCHOOL**

Students withdrawing from the elementary school shall notify the classroom teacher, with a note from their parents, indicating the last day to be in school.

The teacher will complete all records (grades, attendance, books, money, etc.) and bring them to the office. A transfer form will be given to the teacher, and the student will be dropped from the roster.

### **LOCKERS**

Students may keep their coats, lunchboxes, and backpacks along with their school supplies and books in the locker. The school will not be responsible for lost or stolen items. Students may not write on their assigned locker.

### **STUDENT PROMOTION AND RETENTION**

The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Parents or guardians shall be kept informed concerning the progress of their student(s).

Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria. If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference between the

building principal, the student's teacher(s), counselor, a 504/special education representative (if applicable), and the student's parents shall be held before a final decision is made that includes the following individuals.:

- a. The building principal or designee;
- b. The student's teacher(s);
- c. School counselor
- d. A 504/special education representative (if applicable); and
- e. The student's parents.

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 or receipt of course credit, the final decision shall rest with the principal or the principal's designee.

Regardless of the student having earned passing grades, a student who falls under one of the following categories shall be considered for retention or shall not receive credit for the course associated with the applicable assessment. The student:<sup>2</sup>

- does not take the State mandated assessment for the student's grade level or course within the time frame specified by the State;
- takes the State mandated assessment but does not put forth a good faith effort on the assessment as determined by the assessment administrator/proctor.

Students who do not score at the required score on state mandated assessments shall participate in an 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.<sup>4</sup>

All students must successfully pass all end-of-course (EOC) assessments they are required to take unless exempted by the student's individualized education program (IEP). To receive academic credit on his/her transcript in a course requiring a student to take an EOC assessment, the student must either receive a passing score on the initial assessment or successfully participate in the remediation program identified in his/her Individualized Academic Improvement Plan (IAIP), which shall focus on the areas in which the student failed to meet the necessary passing score. Additionally, the lack of credit could jeopardize the student's grade promotion or classification.<sup>5</sup>

Promotion/retention or graduation of students with an IEP shall be based on their successful attainment of the goals set forth in their IEP.

In addition to the possibility of retention or withholding of course credit, students who either refuse to sit for a State assessment or attempt to boycott a State assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are originally administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity, including school dances, prom, homecoming, senior events, and may be prevented from walking or participating in graduation exercises. The student shall remain ineligible to participate

until the student takes the same or a following State mandated assessment, as applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. The Superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances.<sup>3</sup> Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

Legal References: A.C.A. 6-15-433

A.C.A. § 6-15-2001

A.C.A. § 6-15-2005

A.C.A. § 6-15-2009

A.C.A. § 9-28-205

### **PROMOTION**

In grades K-6, students are promoted by individual grades and not by subjects. Promotion or retention will be left to the discretion of the teacher, counselor and administration.

No student shall be retained more than once in any particular grade if he has been regular in attendance.

No student shall be retained more than twice in the elementary school if there has been reasonable attendance at school. It is preferred that a child will be no more than one year behind his age group.

If a child is weak in fundamentals, he/she should repeat during the primary years. It is extremely important that students receive the foundation necessary for success during these years.

The Carlisle School Board requires that students make passing grades in their class course work for promotion to the next grade. A student who is functioning below grade level may be retained. Factors such as the present academic performance of the student and the child's ability must be taken under consideration. Special Education students are under their guidelines established by their IEPs (Individualized Educational Plan).

### **RETENTION POLICY**

Decisions on promotion, retention, and placement of students shall be made in the best interest of the student after consideration of known factors. These factors include student grades, student performance on state mandated assessments, additional evaluations, portfolio reviews, school attendance, and students' social and emotional maturity and age. If a student has over twelve (12) unexcused absences during the school year he/she may not receive credit for that grade unless all absences after the twelve (12) days are excused. The following guidelines will also be considered in determining promotion or retention of a student at Carlisle Elementary:

**Kindergarten:** Kindergarten students must be firm on their letters, sounds, and numbers



before promotion to 1st grade. DIBELS scores in the areas of initial sounds fluency, letter naming fluency, phoneme segmentation fluency, and nonsense word fluency may be used to determine promotion or retention.

**1<sup>st</sup> – 6<sup>th</sup> Grades:** Data from DRA, DIBELS, teacher observations, ACT Aspire, state mandated assessments, and classroom performance, including grades, will be considered for promotion and retention.

Realizing the need for academic success before advancing to the next grade level, a conference between the parent/guardian, teacher, counselor, and the principal may be held prior to the end of the school year concerning the status of a student for the next school year. After the conference a decision will be made by the principal to retain, assign, or promote the student. In some instances, decision may be delayed until state mandated test scores are received.

## COMPLAINTS OR GRIEVANCES

The Carlisle School Board recognizes that there are times when parents do not agree with the actions taken by school personnel regarding a student's behavior or academic work. If such a situation occurs, parents must appeal the action at the level at which the action was taken. The levels in the system are as follows:

- Level I: Teacher
- Level II: Building Principal
- Level III: District Superintendent
- Level IV: School Board

Complaints and Grievances will be referred back to the appropriate level if the person at that level has not had an opportunity to hear the appeal. If parents are not satisfied with the results of the appeal, they have the right to appeal at the next level. If a student or the parent of a student involved in a disciplinary ruling wishes to contest a disciplinary ruling or a condition or circumstance imposed by a teacher or school administrator, the procedure which follows should be used by the person filing the complaint. Normally, the complaint is oral; however, any party to a complaint may at any time request that a complaint be made in writing.

1. The complaint must be directed to the person who originally took the action upon which the complaint is based. The person should reconsider his/her action and give his/her decision to the complainant.
2. If the complainant is not satisfied with the decision of the person who originally took the action, the complaint must be directed to the principal. The principal shall review the original action which was taken and render a decision or suggest a solution which might be mutually satisfactory to all parties. If either party is not satisfied with the decision of the principal, the complaint may be directed to the superintendent.
3. The superintendent shall review the complaint and shall issue a decision regarding the complaint. Any further appeal must be made to the board of education through regular procedures (provided by the superintendent) for

appearing before the board.

## **PARENT-TEACHER CONFERENCES AND SCHOOL VISITS**

Realizing the importance of the partnership between parents and teachers, Parent-Teacher Conferences are held following the first and third nine-week period. In addition, a conference may be held at any time during the school day. Conferences may be scheduled by the principal, teacher, parent and/or student. Parents are always welcome to confer with the teachers or principal concerning the education of their child. If you wish to set up a conference with a teacher or the principal, please call the office at 870-552-3261 to make an appointment. This call is necessary due to varying schedules of our teachers and principal. The teacher will notify parents not attending conferences. They will be called, re-scheduled, sent a letter, or home visit.

State Law prohibits anyone from visiting the classrooms without checking in through the office. **VISITORS MUST RECEIVE A PASS FROM THE OFFICE.** Anyone entering the building without stopping by the office to obtain a pass and sign-in will be asked to return to the office.

## **VISITOR POLICY**

Parents and other interested patrons are always welcome on campus of Carlisle Schools to visit or transact necessary business. We encourage persons with legitimate business to visit our school. This visit must be cleared in the principal's office. We will not issue passes for persons to remain on campus during our school day unless there is a specific reason.

If for any reason a message needs to be delivered to any of our students, we will see that the message is delivered. The message must be called into the office by 1:30 p.m. to ensure delivery.

In order to insure proper utilization of class time, we must prohibit students from bringing friends to attend classes with them. This not only contributes to crowded conditions in the classroom, but it also places the teacher and school in an awkward position of being responsible for someone who does not attend our school. Non-students are not allowed on campus without prior approval by the principal.

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

## **PARENTAL/COMMUNITY INVOLVEMENT - DISTRICT**

The Carlisle School District understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the district and those it serves. Therefore, the district 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 district shall work to:

Involve parents and the community in the development of the long range planning of the district;

Give the schools in the district the support necessary to enable them to plan and implement effective parental involvement activities;

Have a coordinated involvement program where the involvement activities of the district enhance the involvement strategies of other programs such as Head Start, HIPPPY, Parents as Partners, Parents as Teachers, ABC, ABC for School Success, area Pre-K programs, and Even Start;

Explain to parents and the community the State's content and achievement standards, State and local student assessments and how the district's curriculum is aligned with the assessments and how parents can work with the district to improve their child's academic achievement;

Provide parents with the materials and training they need to be better able to help their child achieve. The district may use parent resource centers or other community based organizations to foster parental involvement and provide literacy and technology training to parents.

Educate district 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 the school and parents;

Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;

Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include providing transportation and childcare to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;

Find and modify other successful parent and community involvement programs to suit the needs of our district;

Train parents to enhance and promote the involvement of other parents;

Provide reasonable support for other parental involvement activities as parents may reasonably request.

To ensure the continued improvement of the district's parental/community involvement program, the district will conduct an annual review of its parental involvement policies to examine their effect on promoting higher student achievement. The review shall be done by a committee consisting of parents and other community members, certified and classified staff, and member(s) of the administration.

This policy shall be part of the school's Title I plan and shall be distributed to

parents of the district's students and provided, to the extent practicable, in a language the parents can understand.

Legal References: 20 U.S.C. § 6318 (a)(2),(A),(B),(D),(E) (NCBL Act of 2001, Section 1118), 20 U.S.C. §6318 (e)(1),(2),(3),(4),(5),(6),(8),(9),(10),(11),(13),(14) (NCBL Act of 2001, Section 1118)

### **PARENTAL INVOLVEMENT PLAN –ELEMENTARY**

Carlisle 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, Carlisle 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 school shall work to:

Involve parents and the community in the development and improvement of Title I programs for the school;

Have a coordinated involvement program where the involvement activities of the school enhance the involvement strategies of other programs such as Head Start, HIPPPY, Parents as Partners, Parents as Teachers, ABC for School Success, area Pre-K programs, and Even Start;

Explain to parents and the 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;

Provide parents with the materials and training they need to be better able to help their child achieve. The school may use parent resource centers or other community based organizations to foster parental involvement and provide literacy and technology training to parents.

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 the school and parents;

Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;

Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include providing transportation and childcare to enable parents to participate, arranging meetings at a variety of times, and being

creative with parent/teacher conferences;

Find and modify other successful parent and community involvement programs to suit the needs of our school; Train parents to enhance and promote the involvement of other parents;

Provide reasonable support for other parental involvement activities as parents may reasonably request.

To help promote an understanding of each party's role in improving student learning, Carlisle Elementary School shall develop a compact that outlines the responsibilities of parents, students, and the school staff in raising student academic achievement and in building the partnerships that will enable students to meet the State's academic standards.

Carlisle 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.

Carlisle 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.

This policy shall be part of the school's Title I plan and shall be distributed to parents of the district's students and provided, to the extent practicable, in a language the parents can understand.

Legal References: 20 U.S.C. §6318 (b)(1) (NCLB Act of 2001, Section 1118)  
20 U.S.C. §6318 (c)(1),(2),(3),(4) (NCLB Act of 2001, Section 1118)  
20 U.S.C. §6318 (d) (NCLB Act of 2001, Section 1118)  
20 U.S.C. §6318  
(e)(1),(2),(3),(4),(5),(6),(8),(9),(10),(11),(13),(14)  
(NCLB Act of 2001, Section 1118)

## **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 parents 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.

The district shall receive written permission before releasing education records to any agency or individual not authorized by law to receive and/or view the education records

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

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

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

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

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

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

For purposes of this policy, the Carlisle School District does not distinguish between a custodial and non-custodial 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 roll (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. A student's name and photograph will only be displayed on the district or school's web page(s) after receiving the written permission from the student's parent or student if over the age of 18.

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

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

Legal References: A.C.A. § 9-29-113(b)(6)  
20 U.S.C. § 1232g  
20 U.S.C. § 7908 (NCLB Section 9528)  
34 CFR 99.3, 99.7, 99.31, 99.21, 99.22, 99.30, 99.31, 99.32, 99.33,

## **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. § 9-13-104  
                              A.C.A. § 12-18-609, 610, 613 and A.C.A. § 12-18-1001, 1005

### **REGULATIONS FOR CLOSED CAMPUS**

All students must remain on the campus from the time of arrival until school is dismissed in the afternoon. Students should remember to bring all books, equipment, supplies, or materials needed for the day. If it is necessary for a student to leave school before 3:20 p.m., a parent/guardian or someone that has been authorized by the parent must sign the student out in the office. If an emergency arises that requires parents to take their child out of school during the school day, they shall do so only with the permission of the principal. The principal will come for the child or send a permission slip with the person coming for the child.

### **HOMEWORK**

Homework is a flexible and individual instructional responsibility of the individual teacher in our school system. Purposeful homework varies from day to day with each pupil depending upon his instructional capacity, potential, and need. Whenever homework exists in our school system, it should supplement, complement and reinforce classroom teaching and learning. The purpose of homework is for the student to study through practice and repetition. To encourage all students in 4th through 6th grade to use class time wisely so that homework will be minimal, all homework assignments are posted in each classroom daily and students are encouraged to write all assignments in their assignment notebook. For parent notification purposes and to promote student responsibility and success, the assignment notebook should be reviewed each day.

### **GRADES AND GRADING SCALE**

*Grades are based on academic objectives only.*

## GRADING SCALE

<b>Grade</b>	<b>Percentage</b>
A - Advanced	100-90
B - Proficient	89-80
C - Basic	79-70
D – Below Basic	69-60
F – Failure	59-0
I	Incomplete

## SCHOOL NURSE

Carlisle Schools employs a nurse (stationed at the elementary school) to aid in your child's health and health education.

### **STUDENT MEDICATIONS**

Written parental consent for non-prescription medication or physician consent for prescription medication will be required prior to the administration of any medication to any student under the age of eighteen (18). A Medical/Medication Administration Release Form will also have to be completed and signed by the parent/guardian before medication can be given. 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.

### **Non-Prescription Medication**

Non-Prescription medications (this to include pain reliever, topical ointments/lotions, eye drops, ear drops, cough syrup) at school are strongly discouraged. The school nurse will not administer the first dose of any medication. The parent/guardian will give the first dose of all medications to prevent adverse reactions at school. All medications should be brought to school in the original container. **Medications brought in baggies, unmarked containers or expired containers will not be given.** No more than a 30 school day supply of the non-prescription medication for a student shall be stored at the school.

Additional information accompanying the medication shall state the purpose for the medication. If the physician feels that a student will require these medications at school on a continuous basis, then note from the doctor is needed and any other pertinent instructions such as storage requirements or warnings. All medications will be given according to the labeling directions found on the container. Medication to be taken by the student must be left with the nurse at the beginning of the day. The nurse or designee will give this medication at the designated time(s). All medications will be kept in a locked container in the nurse's office. If the nurse is unavailable a designee who has received proper training from the nurse will administer the medication in correspondence with the aforementioned guidelines.

If a child becomes ill with a fever of 101.0 degrees or greater, and the parent/guardian cannot be notified, attempts will then be made to contact the emergency numbers or

physician provided on the Medical/Medication Administration Release Form and the medication will be given. At this point, the student will need to be sent home and fever free for 24 hours.

### **Prescription Medications**

Prescription medication should be in the pharmacy container labeled with the student's legal name (on record with the building), date prescription was filled, ordering provider name, name of medication, dose, route, frequency of the medication to be given and name of the pharmacy filling the prescription. A request can be made through the pharmacist for two labeled bottles so that one bottle can be kept at home and one at school. It is preferred that medications that need to be given daily or two/three times a day should not be given at school unless the physician specifically states a time during the school day at which it is to be given. For example, an antibiotic which is to be given three times daily could be given before the student leaves for school, when he/she gets home, and at bedtime. The school nurse or designee will not give the first dose of any medication to prevent adverse reactions at school. Medication to be taken by the student must be left with the nurse at the beginning of the day. The nurse or designee will give this medication at the prescribed time(s). The nurse or school is not responsible for missed doses. If the nurse is unavailable, a designee who has received proper training from the nurse will administer the medication in correspondence with the aforementioned guidelines. A medication form must be picked up at the office and returned completed before medication can be administered.

Students who have written permission from their parent or guardian and a licensed healthcare practitioner on file with the District may:

- 1) Self-administer either a rescue inhaler or auto-injectable epinephrine;
- 2) Perform his/her own blood glucose checks;
- 3) Administer insulin through the insulin delivery system the student uses;
- 4) Treat the student's own hypoglycemia and hyperglycemia; or
- 5) Possess on his or her person:
  - a) A rescue inhaler or auto-injectable epinephrine; or
  - b) The necessary supplies and equipment to perform his/her own diabetes monitoring and treatment functions.

Students who have a current consent form on file shall be allowed to carry and self-administer such medication while:

- In school;
- At an on-site school sponsored activity;
- While traveling to or from school; or
- At an off-site school sponsored activity.

Students may be administered Glucagon, insulin, or both 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 that provides for the administration of Glucagon, insulin, or both in emergency situations; and
2. a current, valid consent form on file from their parent or guardian.

A student shall have access to a private area to perform diabetes monitoring and treatment functions as outlined in the student's IHP.

A student is 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 a rescue inhaler, auto-injectable epinephrine, diabetes medication, or combination does not require him/her to have such on his/her person. The parent or guardian of a student who qualifies under this policy to self-carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, or any combination on his/her person shall provide the school with the appropriate medication, which shall be immediately available to the student in an emergency.

### **Asthma/Inhaler Use**

The parent/guardian of a student who wishes their child to carry an asthma inhaler, shall provide the school nurse with written authorization on the Medical/Medication Release Form (Alex's Law 6-18-707). Students are prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The parent/guardian who elects not to allow their child to possess an asthma inhaler shall provide the school with the appropriate medication to be stored in the nursing office. Medication shall be immediately available to the student in an emergency situation. A written authorization on the Medical/Medical Release Form shall contain the following: Student's legal name (on record at the facility), date of birth, age, parent information, address, emergency contact information, name of medication, dosage, frequency to be given, prescriber's name, phone number, date of order, instructions to follow after administration of rescue medication, and specific adverse reactions to be aware of.

### **Emergency Administration of Epinephrine**

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

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

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

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be disposed of by the school nurse in accordance with current law and regulations.<sup>2</sup>

A.C.A. § 6-18-707

[A.C.A. § 6-18-711](#)

A.C.A. § 6-18-1005(a)(6)

A.C.A. § 17-87-103 (11)

A.C.A. § 20-13-405

## **HEAD LICE**

Carlisle Elementary has an established procedure to reduce the incidence of head lice in our school. No student will be allowed to stay in school if live lice are found in his/her hair. This procedure is based on recommendations of the American Academy of Pediatricians, the National Association of School Nurses and the Center for Disease Control.

If live lice are detected the parent/guardian will be immediately notified to pick student up from school and written instructions will be given to the regarding the head lice procedure and treatment. If nits only are detected the student will remain in school and written instructions regarding treatment and removal of nits will be sent home with the student.

Upon return to school, the parent *must* accompany the student. The student will be rechecked by the school nurse or trained school personnel. The student will not be readmitted to school if live lice are detected. If nits are detected, the student will return to class and a "nits remain" letter will be sent home. Further monitoring will continue as needed. Initial absence (the day student is sent home) due to the discovery of head lice will be considered a Type A absence and will be excused. Absences beyond this will be considered Type B (see page Students with re16). Repeated infestations will be referred to the school nurse, who will determine appropriate interventions. Re-treatment of lice is often necessary following the head lice treatment instructions carefully.

In an effort to control this problem, parents should conduct periodic checks of their own students at home. The school should be notified if lice are found. Students must not share combs, caps, and other personal items. Re-occurrence of head lice (3 or more flare ups in a semester) may result in the filing of a FINS (Family in Need of Services) with the appropriate authorities.

## **ACCIDENT AND ILLNESS AT SCHOOL**

Accidents to students on school premises are to be reported to the principal. Only first-aid treatment is given, and the family is notified. If necessary, the family doctor may be called. When a student is injured or becomes ill, his or her parents should be notified and

if serious enough, the student should be taken home or to an appropriate medical facility. The school assumes no responsibility for financial obligations involved in the treatment.

## **FOOD SERVICE SCHOOL LUNCH PROGRAM**

The Carlisle School District provides a nutritious breakfast and lunch available for students at a nominal fee. The school participates in the federal lunch program. All students are encouraged to complete the forms for the free and reduced lunch and breakfast program.

Students are not allowed to leave the campus for lunch. All lunch money should be paid to the child's teacher. Each child should pay his own lunch money. If a student purchases a lunch from the cafeteria, he/she must take a carton of milk. If a student is allergic to milk or any other food/drink item, a doctor's note is required to be on file. Another drink may be substituted for milk if a doctor's note is sent. Extra milk may be purchased for those students bringing their lunch from home or for those wishing to have more milk. We encourage all students to eat in the school cafeteria.

No food or beverage may be sold or given away outside the federal child nutrition program during the school day.

### **BREAKFAST**

Breakfast is served each morning starting at 7:30 a.m. Students eating breakfast will be allowed to enter the building any time between 7:30 and 7:55 a.m. Students may pay for breakfast while going through the line. Breakfast money should not be paid in the office or in the classroom. Breakfast duty personnel are not available to supervise students before 7:30 a.m. or after 7:55 a.m.

### **KINDERGARTEN SNACKS AND EXTRA MILK**

Students in kindergarten will have the opportunity to receive a snack each afternoon. Information concerning the cost of the snack will be provided at the beginning of the school year. Extra milk may be purchased by any student during breakfast and/or lunch.

## **Carlisle School District School Meal Charges**

The Carlisle School District recognizes that healthy, nutritious meals are an important component to student readiness and ability to learn. The Carlisle School District will provide nutritious and well balanced meals in its school meal program. By statute, the district's Food and Nutritional Services department is a self-supporting fund that shall not have a negative balance at the close of the fiscal year. Unpaid charges place a financial strain on the Food and Nutritional Services department and on the district's operating budget. To be fair and equitable and in order to ensure compliance of all who participate in the school meal program, the policy establishes procedure for methods of payment, charge availability and collection methods.

Parent(s)/guardian(s) will strongly be encouraged to register for a free account on the school meal online payment center, EZSchoolpay.com, which gives access to parents/guardians to:

- ✓ View student transaction history
- ✓ Request email alerts to low balances
- ✓ Make payments and prepayments to a student's account

The Child Nutrition Director will send home at the beginning of the school year how to access the online payment website. There will be a minimal fee (\$2.00) for using the online payment center, but parents do not have to use this to pay on accounts. We will accept cash or checks at either campus in the cafeteria, high school and elementary offices as well as the Superintendent's office.

#### Students with Free Meal Status

- The federal school lunch program allows an eligible student to receive one free school lunch and breakfast every day.
- Students are required to take a reimbursable meal.
- If a student does not take a reimbursable meal, the meal does not qualify for free status and full price must be charged to the student and placed on their account.
- Second meals (such as second chance breakfast) and items sold on an a la carte basis as well as extras are not part of the USDA program and must be paid at time of sale. **(A la carte items and extras cannot be charged. (A la carte, extras and second chance breakfast are high school students only)**

#### Students with Reduced Meal Status

- The federal school lunch program allows an eligible student to receive one reimbursable school lunch at the reduced price of \$0.40 and one reimbursable school breakfast at the reduced price of \$0.30.
- Students are required to take a reimbursable meal.
- If a student does not take a reimbursable meal, the meal does not qualify for reduced price status and full price must be charged to the student and placed on their account.
- Second meals (such as second chance breakfast) and items sold on an a la carte basis are not part of the USDA program and must be paid at time of sale. **A la carte items and extras cannot be charged. (A la carte, extras and second chance breakfast are high school students only)**

#### Students with Paid Meal Status

- Prices for school meals are set by the Carlisle School District within parameters of federal and state regulations.
- **Second chance breakfast, extras and a la carte items cannot be charged. (High School Students only)**
- Students with paid meal status may charge meals up to \$20.00 before a collection process begins.

**The Carlisle School District will deny access to second meals (as well as second breakfast) for any student who does not have cash, money on account or check at time of sale.**

Remaining positive balance at end of the school year

- Remain on account to be used in the following school year
- Be transferred to a sibling's account

When the charge amount exceeds \$20.00, the Child Nutrition Director:

- Will prepare a letter or e-mail to be sent to the parent(s)/guardian(s) requesting immediate payment.
- Will, if applicable, assist the family in applying for free or reduced price school meals.
- Will notify the administration in writing of negative balances
- If charges do not get resolved alternate lunches may be served containing a well balanced meal such as a peanut butter/cheese sandwich, vegetable such as carrot sticks and an apple.

If a student's account is not in good standing at the end of the semester or school year, the administration may take one or more of the following actions:

- 6th graders will not be able to participate in graduation activities until lunch dues have been paid in full. Parents may make a written request to the principal for students to participate in graduation. The letter must be submitted to the building principal at least one week prior to the graduation date.
- Sr.'s will not be able to participate in graduation activities until lunch dues have been paid in full.

## **OUTSIDE FOOD**

Parents and grandparents are always welcome in our cafeteria for lunch. We know children enjoy getting foods from home and area restaurants, however, **if you choose to bring outside food to your child, please remember it can only be served to your child**. State regulations prohibit guests from providing any type of food to anyone besides their own child. When eating with your child at lunch please avoid inviting other children to eat with you and your child. We have a designated area for you to eat lunch with your child. Please check in at the office before entering the cafeteria.

**ENERGY DRINKS ARE PROHIBITED on campus.**

## **PARTICIPATION IN Physical Activity AND P.E. ACTIVITIES**



According to guidelines established by the Arkansas Department of Education, each child should be involved in 150 minutes of physical activity weekly. All students should participate on a daily basis unless there is a medical reason. If there is a medical reason that prevents your child from participating in these activities, a written note should be sent to the teacher with an explanation. For non-participation in physical education classes, there must be a note from the doctor stating the reason that the child cannot participate and the number of days of inactivity. A doctor's note is required after one missed recess, if a child is to remain inside. Students should wear appropriate dress attire for physical education activities. (For example: athletic shoes, etc.)

### **PARTIES AT SCHOOL**

The elementary school may host nine (9) parties a year. There will be a school calendar listing the 9 party dates. Parents may not bring food items to celebrate individual student birthdays or other events outside the scheduled party dates (per food nutrition laws). Parents may be asked to help with parties at school on special occasions. The State Health Code prohibits the distribution of "homemade" food of any type. Your consideration of the regulation will be appreciated. **Personal party invitations cannot be distributed at school or on school premises.**

### **FIELD TRIPS**

Permission slips will be given to students prior to any scheduled trip off campus. It is the student's responsibility to have his/her parent sign the slip and return it to the teacher. **NO** phone calls will be allowed to receive permission on the day of the trip. The office staff will be able to reach the teachers if an emergency should arise. Students are to ride the bus to the field trip from school. For student's protection, no student can be picked up from a field trip without **prior arrangement** through the school office. No parent may transport another child other than their own unless prior arrangements have been made through the school office. Parents may attend the trip. The Carlisle Elementary recognizes that field trips are a part of the educational growth for each student. The school would like to request that parents do not bring children who were not scheduled to attend the field trip. Each trip is intended to benefit the students that are participating in the field trip at his or her grade level. If your child chooses to misbehave or there are problems, you will be asked not to attend on future trips. This also includes purchasing things for your child while on a field trip. If all children have the desired item, then you may purchase the item for your own child, otherwise do not buy additional things for your child.

**A student may be denied participation in any school field trip based on his/her classroom behavior.**

### **EDUCATIONAL OPPORTUNITIES OUTSIDE THE CLASSROOM**

Carlisle School District offers students the opportunity to participate in educational opportunities outside the classroom. Field trips are designed to meet the individual and group needs of our students. Students have the opportunity to attend plays, visit museums, and participate in other educational trips. Trips are designed to be an extension of the school day and to provide students with the opportunity to broaden their learning environment.

Speakers, including the local police, are used to teach students the importance of fire safety, stranger danger, and saying no to drugs. These activities are a vital part of the safety curriculum in the elementary school.

### **FLOWERS**

Carlisle Schools will not accept delivery of flowers, corsages or balloons for individual students. School sponsored organizations will; however, be permitted to take orders and distribute such items as a part of their approved club activities. Any flower delivery will be returned to the florist.

### **PHONE MESSAGES**

Arrange transportation for your child before sending him/her to school. It is understood that parents will not always be able to honor this request. However, calling the school office to have a message sent to your child is very disruptive. Parents should notify their child's teacher in writing if the child is going home by a method other than their usual method. If phone messages are necessary, they must be received in the office by **2:00** to insure delivery.

### **STUDENT DRESS AND GROOMING**

The Carlisle 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/male.

All clothing will be worn according to its design. The length of the skirt, shorts, and dresses must not be over six (6) inches above the knee level. When leggings are worn in place of pants, the top must follow the six inch rule above the knee level.

The Superintendent shall establish student dress codes for the District's schools, to be included in the student handbook, and are consistent with the above criteria.

Clothing not approved:

1. Clothing with distracting writing, pictures, and/or symbolic designs will not be permitted. Specifically, students are not permitted to wear clothing advertising alcoholic beverages and/or illegal drugs
2. Any unusual type of wearing apparel which causes a disturbance from the primary Business of school will not be permitted.
3. Any offensive wearing of apparel, tattoos, jewelry, piercings, or body adornment that would cause a disturbance from the primary business of school.

4. See-through blouses and/or shirts.
5. Halter tops or Bare midriffs
6. Shirts and tops must come two inches below the waist or top of the pants.
7. Caps, hats or sweat headbands. (Toboggans may only be worn outside on cold weather days.
8. Sunglasses are not to be worn in the building.
9. Hair curlers or dyed hair in an extreme unnatural color, pink, green etc.
10. Spaghetti strap tops in grades 3-6.
11. Tank tops or body shirts in grades 3-6
12. No Sagging pants
13. Blouses that show excessive cleavage.
14. Yoga pants, Spandex, pants with holes above the knees or leggings unless a top is worn that follows the six inch grades 3-6
15. Belts worn below the waistline.

The school board assigns the school principal the responsibility for determining what constitutes proper dress, whenever a debatable issue is raised. Further, he or she has the authority to require that students correct unacceptable modes of dress or personal appearance.

Legal References: A.C.A. § 6-18-502(c)(1)  
A.C.A. § 6-18-503(c)

## **DISCIPLINE**

In an effort to provide the best possible learning climate for your son/daughter and all other students in Carlisle Elementary School we have shortened our list of rules and regulations and have established guidelines which all teachers and students will follow. This should help establish a high degree of consistency in the manner in which discipline is maintained. It is our belief that all students can behave appropriately. To this end we also feel that one student cannot be allowed to interrupt the learning process of other students or to interfere with the teaching performance.

**Any disciplinary infraction may result in a minimum consequence of a warning and a maximum consequence of expulsion.**

### **BEHAVIOR NOT COVERED**

**The school district reserves the right to punish behavior which is not conducive to good order and discipline in the schools, even though such behavior is not covered in the handbook.**

## **GENERAL SCHOOL RULES**

- Follow directions the first time they are given by *ANY* CES staff member.
- Keep hands, feet, and objects to yourself at all times.
- Walk in the building at all times.
- No name calling, cursing or teasing.
- No fighting.
- No bullying.

## INFRACTION PLAN

### LEVEL 1

**Behaviors that:**

**Primarily impact the student**

**Do not require administrator involvement**

**Do not significantly interfere with the educational environment**

**Do not appear chronic**

Behaviors MAY include:	Consequences MAY include:
<p>Not prepared</p> <p>Not following directions</p> <p>Off task</p> <p>Not doing class work</p> <p>Damaging materials</p> <p>Sleeping in class</p> <p>Not in designated area</p> <p>Violation of dress code</p>	<p>Problem solving conference with teacher</p> <p>Timeout in room</p> <p>Call parent</p> <p>Change seating</p> <p>Loss of privileges</p> <p>Loss of school wide reward</p> <p>Practice expectation</p> <p>Change clothing</p>

### LEVEL 2

**Behaviors that:**

**Interfere with the educational environment**

**Put others at risk or harm**

**May require administrator involvement**

**Are chronic Level 1 behaviors (occurred *more* than 3 times)**

Behaviors MAY include:	Consequences MAY include:
<p>Disrespect to adults or peers (talking back, gestures, etc.)</p> <p>Leaving assigned areas without permission</p> <p>Inappropriate language or noises</p> <p>Throwing things</p> <p>Cheating</p> <p>Lying</p> <p>Vandalism/Destruction/Minor theft</p> <p>Not keeping hands, feet and other objects to yourself</p>	<p>Call parent/guardian</p> <p>Completion of reflection worksheet</p> <p>Discipline note home</p> <p>Lunch/Recess Detention</p> <p>Loss of privileges</p> <p>Referral to Counselor</p> <p>Apologize (verbal or written, teacher's discretion)</p> <p>Time out in another teacher's room</p> <p>Restitution</p> <p>Reteach/practice expectation</p>

**LEVEL 3**

**Behaviors that:**

**Violate CSD policies**

**Violate Arkansas State Statutes**

**Are Chronic Level 2 behaviors (occurred *more than 3 times*)**

**Requires Administrative Involvement**

<b>Behaviors MAY include:</b>	<b>Consequences MAY include:</b>
<p style="text-align: center;"><b>Actions that cause physical harm</b></p> <p style="text-align: center;"><b>Having or using weapons</b></p> <p style="text-align: center;"><b>Having or using drugs</b></p> <p style="text-align: center;"><b>Major theft/Major Vandalism</b></p> <p style="text-align: center;"><b>Bullying</b></p> <p style="text-align: center;"><b>Inappropriate abusive or discriminatory language</b></p> <p style="text-align: center;"><b>Leaving the building without permission</b></p> <p style="text-align: center;"><b>Verbal/non verbal intimidation</b></p> <p style="text-align: center;"><b>Sexual harassment</b></p> <p style="text-align: center;"><b>Spitting</b></p> <p style="text-align: center;"><b>Other behaviors that may be deemed unsafe/illegal/inappropriate</b></p> <p style="text-align: center;"><b>Repeated technology infractions</b></p>	<p style="text-align: center;"><b>Parent contacted AND discipline note sent home</b></p> <p style="text-align: center;"><b>Parent/Student/Principal conference</b></p> <p style="text-align: center;"><b>ISS (In School Suspension)</b></p> <p style="text-align: center;"><b>OSS (Out of School Suspension)</b></p> <p style="text-align: center;"><b>Alternative Learning Environment</b></p> <p style="text-align: center;"><b>Assigned to After Hour</b></p> <p style="text-align: center;"><b>Extended Community Service</b></p> <p style="text-align: center;"><b>Corporal Punishment</b></p> <p style="text-align: center;"><b>Possible referral to outside agency</b></p> <p style="text-align: center;"><b>Restitution</b></p> <p style="text-align: center;"><b>Expulsion</b></p> <p style="text-align: center;"><b>Saturday Day School</b></p> <p style="text-align: center;"><b>Lunch Detention</b></p>

**CORPORAL PUNISHMENT**

The Board directs that corporal punishment, when deemed necessary, may be administered according to the following requirements:

1. Corporal punishment shall not be administered to any pupil until a witness, who shall be a certified employee, has been summoned and advised in the presence of the pupil the reason for the contemplated punishment and the pupil has been given the opportunity to explain the reason for his/her actions or to deny the charge.
2. Before the administering of corporal punishment, the student will be informed that the behavior that resulted in corporal punishment will not be tolerated. The witness shall observe the administration of the corporal punishment.
3. Corporal punishment shall never be administered in the presence of other students nor shall it be excessive or administered in a spirit of malice or anger.
4. A written report signed by the employee administering the corporal punishment and the witness shall be filed in the principal's office immediately following the punishment. The report shall give the reason for the punishment.
5. The parent or guardian, upon request, shall be provided a written explanation.

**\*\*\*REFUSAL TO ACCEPT CORPORAL PUNISHMENT MAY RESULT IN SUSPENSION.**

## **Saturday School**

Students may be placed in Saturday School for disciplinary reasons, such as; actions that cause physical harm, having or using weapons, having or using drugs, major theft/major vandalism, bullying, inappropriate or discriminatory language, leaving the building without permission, verbal/non verbal intimidation, sexual harassment, spitting, and other behaviors that may be deemed unsafe/illegal/inappropriate. Saturday school is from 8:00 a.m. until noon and occurs approximately once per month. Students will not be permitted to come late or leave early from Saturday School. Students are required to follow all classroom rules and regulations. Students are required to bring necessary writing materials and paper. Any breach of these rules may result in more drastic measures such as suspension. The school will not be responsible for transporting the student to or from Saturday School. Transportation will be the responsibility of the student and parents. Because of the unavoidable conflicts with family schedules, students are allowed to postpone 1 Saturday School assignment each school year with administrative approval. Failure to attend Saturday School after using the 1 postponement opportunity will result in 3 days of suspension.

## **DISCIPLINE FOR DISABLED STUDENTS**

Discipline for eligible students with disabilities under the Individuals with Disabilities Act (IDEA), Public Law (PL) 94-142: Students who engage in misconduct are subject to normal school disciplinary rules and procedures so long as the infraction is not the result of the handicapping condition and the program that has been developed by the IEP committee.

Discipline for students found eligible under section 504 of the Rehabilitation Act of 1973: Students with 504 eligibility who engage in misconduct are subject to normal school disciplinary rules and procedures unless otherwise stated in an individualized education plan developed by a 504 committee.

## **LUNCH DETENTION**

For all students detention will be an option for violation of the school discipline plan. Students who have lunch detention will eat lunch at the location decided by administration. Teachers may assign students lunch detention with administrative approval.

## **Playground Rules for Elementary**

1. Play in designated area.
2. Use playground equipment properly.
3. No wrestling, tripping or tackling.
4. Do not enter building without duty teacher's permission.

5. No throwing objects other than appropriate balls. No hard balls.
6. Walk to and from designated play area in line with duty teacher.

### **Inside Recess Rules for Elementary**

1. Use classroom voices.
2. No running, throwing objects, or wrestling in the room.
3. Play in designated area of the room.

### **Hall Rules for Kindergarten - Sixth Grade**

1. Walk at all times - in a straight line.
2. Keep hands, feet and other objects to yourself.
3. No excessive talking in the halls.
4. Second through sixth grade students must stand against the wall of the hall until the other classes leave.

### **Restroom Rules for Elementary**

1. Keep restrooms neat and clean.
2. No loitering or playing.
3. No loud talking. (Anything that can be heard outside of restroom.)
4. No writing on wall or misuse of bathroom facility.

### **Assembly Rules**

1. Be attentive at all times.
2. No booing, jeering, or whistling.
3. No talking during program.
4. Enter and leave assembly in an orderly fashion without talking.

### **Cafeteria Rules**

1. Talk quietly and use good table manners.
2. Keep hands, feet, and other objects to yourself.
3. Do not misuse food, utensils, or containers.
4. Remain seated unless you have permission to get up.

## **PRINCIPAL'S CONSEQUENCES**

Students are sent to the office for various behavior infractions occurring both inside and outside the classroom. The principal or designee will decide the consequences depending upon the severity of the infraction. A student who displays insubordinate, bullying, violent, profane, obscene, threatening, insulting or extremely disruptive actions or remarks will be sent directly to the office. For these types of severe offenses, the student will automatically receive appropriate disciplinary actions. In this case, the principal may administer any one of the Level 3 consequences on the first offense based on her discretion.

Administrator or designee(s) will use a *combination* of the following Level 3 consequences, which may or may not reflect the following sequence.

- Parent contacted AND discipline note sent home
- Parent/Student/Principal conference

- ISS (In School Suspension)
- OSS (Out of School Suspension)
- Alternative Learning Environment
- Noon/Recess detention
- Assigned to After Hour
- Extended Community Service (picking up litter for playground, working in cafeteria etc.)
- Corporal Punishment
- Possible referral to outside agency
- Expulsion

### **After Hour**

After Hour is a possible consequence for any student referred to the office for behavioral reasons. After Hour is an extended detention time that takes place each Thursday after school from 3:20-4:20 with the principal or other CES designee. During After Hour, students must successfully complete the hour by following the rules appropriately and finishing schoolwork given during the hour. Students attending After Hour must be signed out by a parent. Students who do not complete After Hour successfully may be assigned to another After Hour session the following week. Students missing an assigned After Hour session will be required to attend After Hour the following week and may be assigned an additional day.

### **In-School Suspension**

Students may be assigned to In-School Suspension with no credit loss. Length of assignment will be determined by the principal.

### **Short-term Out of School Suspension**

**Students who are suspended from school will be able to complete the work for credit for the days that they are not in attendance due to suspension. Parents are responsible for arranging to pick up the work that the student misses while suspended. Students have to turn in the work for credit on the first day the student returns to school after the suspension. If a test was given over the day or days the student was suspended than the student will take the test the first day the student returns to school.**

The following types of behavior may result in short-term suspension:

1. Failure to behave in in-school suspension
2. Commission of or participation in criminal acts
3. Possession of dangerous weapons (See Dangerous Weapons)
4. Theft-Stealing school or personal property

Prior to such suspension, the principal shall inform the student of the alleged charges or accusations and the basis of the charges of accusations. If the student denies the charges, the principal shall explain the evidence which forms a basis of the charges and shall permit the student to present his/her version of the facts. If the principal considers that



suspension is proper, he shall send the student home with a suspension notice requesting a student-parent-principal conference. Additionally the parent will be mailed a copy of the suspension notice which shall include the reasons for the suspension, the manner in which the student may be readmitted to school, and the procedure in which the student may be reviewed. Such notice will be mailed, on the date the suspension is imposed, to the parent at the address reflected on the school records.

When a student has been notified that he/she is suspended, he/she shall remain away from school premises including extracurricular activities until the principal reinstates him/her. At the end of the suspension, the student accompanied by his/her parent will attend a student-parent-principal conference. The principal shall schedule the student-parent-principal conference and shall notify the parents. The principal may make and retain a record of the conference. If in the conference a decision is reached for the student to be reinstated, then no further action is necessary at this time.

Any student who is suspended from school may not be on school grounds including extracurricular activities such as football games.

### **LONG-TERM SUSPENSION**

A suspension of more than ten (10) days, not amounting to an expulsion for the remainder of the semester, is authorized. This long-term suspension; however, shall be authorized by board action only after the student has been afforded notice, opportunity for a hearing, and the same procedural rights as for expulsion.

### **Maximum Consequences: EXPULSION**

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

The superintendent shall give written notice, mailed within five (5) calendar days from the alleged incident causing the expulsion recommendation, to the parent if the student is a minor or to the student. Such hearing will be conducted not earlier than three (3) calendar days or more than seven (7) calendar days following the date of the notice except that the superintendent and the student and student's parent may agree in writing to a date not conforming to this limitation. The notice will also set charges against the student in clear and concise terms, the names of witnesses who will appear against the student, and a brief statement concerning the nature of their testimony.

In every case of a hearing held by a school board regarding the expulsion of a student, the president of the board, or, in their absence, another member selected by the board shall preside at the hearing. The student has the option to engage a lawyer or lay counsel to represent him/her. The superintendent or designee shall present evidence and may present

witnesses or statements of those persons having personal knowledge of the events or circumstances giving rise to the expulsion recommendation or statement by witnesses with personal knowledge of the events or circumstances relevant to the issues. Normally, formal cross-examination will not be permitted. If, during the course of the hearing, the board determines that the credibility of any of the witnesses is an issue, then their representatives of those witnesses as to whom credibility has become an issue. Such cross-examination should ordinarily be limited to the question or questions as to the credibility of the witness who has become an issue. Opportunity shall be afforded for the student to observe all evidence offered against him. Members of the board may question any witness evidence offered against him. Members of the board may discuss the matter and will dispose of it by vote. If the board does not expel the pupil with loss of credit, they may impose less severe disciplinary actions such as long-term suspension which may be with or without opportunity for make-up of school work. The board shall briefly state its findings in writing within ten (10) days after the hearing.

The school administration has the responsibility to present the evidence to the board. The administration is entitled to open and conclude the presentation of the evidence. The president of the board or the presiding officer has the authority to limit discussion on any question in order to maintain an orderly, responsible, and fair hearing.

### **GROUP HEARINGS FOR SUSPENSION OR EXPULSION**

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

- a. A single hearing will not likely result in confusion, and
- b. No student will have his/her interest substantially prejudiced by group hearing.

If during the hearing the president finds that a student's interest will be substantially prejudiced by the group hearing, a separate hearing may be ordered for that student. A separate hearing for a student may be requested by his/her parents or legal guardian.

### **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 (cyber bullying), or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

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

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

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

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

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

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

interfere with the learning environment.

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

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

Legal Reference: A.C.A. § 6-18-514

## **GANGS**

Gangs or gang activity, genuine or a pretense, is prohibited on the school grounds or any school-related activity and will result in a 3-day suspension for K-3 and a 5 day suspension for 4-6 up to expulsion for the remainder of the semester. A second offense of gang-related activity will be the recommendation of expulsion for one calendar year or permanently.

Gang related activities include, but are not limited to such activities, as wearing apparel associated with gangs, displaying gang insignia, “throwing signs” or other gestures or language (however expressed), intimidation and threats associated with gangs.

## **POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES**

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

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

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

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

Unless otherwise permitted in this policy, from the time student arrives on campus until after students departs the campus, students are forbidden from using cell phones or electronic device. It is preferred that such devices be stored in the student’s locker or vehicle in a silent mode of operation. Exceptions may be made by the building principal or his/her designee for health or other compelling reasons.

From the time of arrival on campus, students are forbidden from having cameras, MP3 players, Ipods, or any other portable music device. Such devices may be stored in the student’s locker or vehicle so long as they are in a silent mode of operation. Exceptions may be made by the building principal or his/her designee for health or other compelling reasons.

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

Legal Reference: A.C.A. § 6-18-502 (b)(3)(D)(ii)

Cell phones may not be used from the time a student arrives on campus until the student leaves the school campus at the end of the day. Phones must be kept in the student's backpack. Any phone that is visible will be confiscated and turned into the elementary office. If a student uses their phone on campus anytime, the phone will be confiscated by CES staff. First infraction, phone will be returned at the end of the day. Second infraction, Level 3 consequences will apply. Teachers may allow students to use electronic readers, including tablets or other readers in the classroom. While some cell phones have this capability, they are **excluded** from the list of approved devices to be used in this capacity.

### **ACT 1565 - ATTACK OF SCHOOL EMPLOYEE ON DUTY**

It is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using profane, violent, vulgar, abusive or insulting language which will cause a breach of peace, interfere with the operation of the school or arouse the person to whom it is addressed to anger that might cause imminent retaliation.

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) and not more than one thousand five hundred dollars (\$1500).

### **SEXUAL HARASSMENT**

The Carlisle School District is committed to maintaining an environment in which all employees and students are free from unsolicited and unwelcome sexual overtures. Sexual harassment is behavior which is not welcomed and is personally offensive. We will not tolerate sexual harassment that is directed toward employees or students in the form of sexual advances, requests for sexual favors, unwelcome touching and other inappropriate oral, written or physical conduct of a sexual nature.

Any person who alleges sexual harassment by an individual should use the following procedure to address the problem:

1. Inform the offender that the behavior is offensive and will not be tolerated.
2. Report the offense to a teacher or the principal; the teacher or principal will file a report of harassment.
3. Statements will be taken from the accused as well as from any witnesses and documentation will be filed.
4. Appropriate action will be taken depending on the severity and/or frequency of the offense.

5. An appeal of the decision may be made to the superintendent and to the school board using normal district appeal procedures.

A substantiated charge against a student in the school district shall subject that student to disciplinary action including suspension or expulsion, consistent with the Student Discipline Code. Any kind of electronic bullying will not be tolerated.

### **SCHOOL PROPERTY**

Students may be required to pay for school property intentionally damaged, defaced, or destroyed. Principal's consequences are in effect.

### **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 insubordination;
- Disruptive behavior that interferes with orderly school operations;
- Willfully or intentionally damaging, destroying, or stealing school property;
- 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 a drug;
- Inappropriate public displays of affection;
- Cheating, copying, or claiming another person's work to be his/her own;
- Gambling;
- Use of vulgar, profane, or obscene language or gestures;
- Hazing, or aiding in the hazing of another student;

The Board directs each school in the District to develop implementation regulations for prohibited student conduct consistent with applicable Board policy, State and Federal laws, and judicial decisions.

Legal References: A.C.A. §6-18-502, A.C.A. §6-15-1005, A.C.A. §6-21-609  
A.C.A. §6-18-506, A.C.A. §6-18-222, A.C.A. §6-5-201 &  
A.C.A. § 6-18-514

### **CONDUCT TO AND FROM SCHOOL AND TRANSPORTATION ELIGIBILITY**

Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. Appropriate disciplinary actions may be taken

against commuting students who violate student code of conduct rules.

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's bus transportation privileges. Transporting students to and from school who have lost their bus transportation privileges shall become the responsibility of the student's parent or legal guardian.

## **REGULATIONS FOR BUSES AND BUS STOPS**

School buses are operated by Carlisle Public School District as an accommodation to the students and parents. RIDING A BUS IS A PRIVILEGE THAT MUST NOT BE ABUSED.

1. Follow the instructions of the driver.
2. Keep hands, head and all other parts of body inside the bus and out of the aisle. (Do not hang out the window.)
3. Remain seated in your assigned seat until the bus stops at your stop.
4. No food or drink allowed on bus.
5. Do not throw anything out of bus while in the bus.
6. Vulgar language, gestures, or profanity are not allowed.
7. No scuffling, fighting, loud talking, or other misconduct distracting to the driver.
8. Use or possession of tobacco in any form is not permitted.
9. Students are not to strike matches or light lighters while on bus.
10. No glass containers are to be brought on the bus. If you must bring glass containers, jars, etc., to school, you must tell the driver when boarding the bus.
11. Do not place any items at the front of the bus that will block the doorway. All items brought on the bus must be taken to your seat.
12. Students are expected to be ready to board the bus when it stops in the morning. If you are not at the pick-up point, the bus will not wait on you. Exceptions may be made by the driver in inclement weather.
13. No student will be allowed to get off the bus at any stop other than his home unless the parents give written permission to the driver.
14. Any student who causes damage to a school bus may result in the parent/guardian being responsible for the cost of the repairs.
15. Video cameras will be in used on school buses as deemed necessary by the administration and bus supervisor.

**Carlisle Public Schools has authority over all children at bus stops.**

## **CONSEQUENCES FOR VIOLATIONS OF BUS REGULATIONS**

The following procedure will be utilized upon violation of bus regulations. The driver is to fill out a misconduct report and turn it into the office of the student's principal, giving the nature of the offense, date, and names of persons involved. The principal will investigate each incident and if he/she determines that a violation has occurred he/she will utilize the following procedures:



## **Consequences for Bus Misbehavior:**

<b>1st Referral:</b>	Conference with principal, parent contact made and/or Recommendations made to bus driver.
<b>2nd Referral:</b>	Conference with principal, parent contact made, behavior reflection form completed by student and /or recommendations made to bus driver.
<b>3rd Referral:</b>	One (1) day suspension from riding ANY Carlisle School District bus.
<b>4th Referral:</b>	Three (3) day suspension from riding ANY Carlisle School District bus.
<b>5th Referral:</b>	Five (5) days suspension from riding ANY Carlisle School District bus.
<b>6th Referral:</b>	Suspension for remainder of the semester as per principal's discretion.
<b>7th Referral:</b>	A referral following suspension for the semester may result in removal from the bus for the remainder of the year.

***Severe: If at any time on the school bus, a student distracts a bus driver from his/her responsibility of safely driving the bus or engages in conduct that endangers other students, the principal has the right to deny bus riding privileges to a student. Based on the severity of the infraction, the principal has the right to increase punishment or apply any level to a student.***

## **REGULATIONS FOR CAR RIDERS**

Students who are vehicle riders will be picked up at their designated location. Each vehicle will display a Bison tag either on the rearview mirror or visor. The Bison tags will ensure that students are leaving campus in the correct vehicle. Bison tags can be picked up at the office. If a vehicle does not have a Bison tag, then the school will have to verify that the student was scheduled to be picked up by that vehicle before the student can leave campus.

## **CRIMINAL ACTS**

The commission of or participation in criminal acts in school buildings on school property or at school-sponsored events by students is prohibited by school regulations. Disciplinary action will be taken by school authorities against students involved in criminal acts regardless of whether or not criminal charges are filed.

The following activities are among those defined as "criminal" under the laws of the State of Arkansas; however, criminal activities considered under this regulation are not limited to this list:

1. Theft - stealing of school or personal property.
2. Possession of explosives - firecrackers, smoke bombs, cherry bombs or any other kind of fireworks.
3. Extortion, blackmail or coercion - obtaining money or property by violence or

- threat of violence or forcing someone to do something against his/her will by force or threat of force.
4. Robbery - taking property from an individual by force or threat of force.
  5. Assault and Abuse, Act 207 of 1997
    - a. by violent, abusive, obscene or profane language addressed to a teacher student.
    - b. by threatening to fight, or challenging to fight, or fighting a teacher or student.
    - c. by the use of abusive, violent, obscene or profane language whether addressed to a specific party or to the public generally.

### **CONDUCT AT SCHOOL ACTIVITIES**

Students will be expected to conduct themselves at school activities including ball games in the same manner as during the school hours. The same disciplinary action will be taken for misconduct at school activities and bus stops as would apply during school hours.

### **DRUG AND ALCOHOL POLICY**

In an effort to create a healthy environment for students and staff members, and in compliance with the provisions of Public Law 101-226, the Carlisle Board of Education prohibits the possession, use or distribution of illegal drugs and/or alcohol on school district property or as a part of any school activity. This policy applies to any student who is on school property, who is in attendance at school or at a school sponsored activity, (including any student who has left campus for any reason and who returns to the campus), or whose conduct at any time or in any place interferes with or obstructs the mission or operation of the school district. It shall be a violation of policy for any student:

1. To sell, supply or give, or attempt to sell, supply or give to any person any of the substances listed in this policy or what the student represents or believes to be any substance listed in this policy.
2. To possess, procure, or purchase, to attempt to possess, procure, or purchase, to be under the influence of (legal intoxication not required), or to use or consume or attempt to use or consume, the substances listed in this policy or what is represented to the student to be any of the substances listed in this policy or what the student believes to be any substances listed in this policy.

Prohibited substances shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or other controlled substance, inappropriate use of prescription drugs as defined in Act 590 of 1971 of the State of Arkansas, as amended, or beverage containing alcohol or intoxicant of any kind.

Controlled substance may be used by a student who has a prescription for the substance, provided the substance remains in the container in which it was obtained from the pharmacist. The prescription must be kept with the school nurse.

Any student engaging in any of the activities with any prohibited substances listed above shall be suspended from school immediately for ten (10) days. The building principal may reduce the suspension upon review of the facts. During the suspension period, the principal will make a report in writing to the superintendent of schools, who will then

determine what further action is to be taken or to continue the suspension until the school board can take final action or hold a hearing. Recommendations of expulsion may be made if the situation seems to be sufficiently grave.

If the situation warrants, the superintendent shall communicate all available information promptly to the proper law enforcement agencies and offer full cooperation of the Carlisle School District in an investigation.

Students are encouraged to seek treatment and/or counseling for drug problems. The Carlisle School District will not assume any expenses incurred in counseling or attendance in a drug/alcohol program. Information about drug and alcohol counseling, rehabilitation and re-entry programs are available in the counselor's office.

## **TOBACCO POLICY**

### **Tobacco Policy- Rationale for Regulating Possession and Use**

The health hazards of tobacco use have been well established. This policy is established to:

- reflect and emphasize the hazards of tobacco use; be consistent with state and federal laws;
- protect the health and safety of all students, employees and the public;
- and set a non-tobacco use example for students by adults. Tobacco is the number one killer and leading cause of preventable death in Arkansas. To support and model a healthy lifestyle for our students, the Board of Education of the Carlisle School District establishes the following tobacco-free policy.

### **Tobacco Policy- Definition**

For the purposes of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove or electronic cigarette, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form.

For the purposes of this policy, "tobacco use" is defined to include smoking, which means carrying, or having in one's possession a lighted cigarette, cigar, pipe or other object giving off or containing any substance giving off smoke, and chewing spit tobacco, also known as smokeless tobacco, dip, chew and snuff, in any form.

For the purposes of this policy, "use" is defined to include the terms chewing, lighting and smoking of any form of tobacco.

For the purposes of this policy, "property" is defined to include all school grounds, athletic grounds, parking lots, playgrounds and streets connecting buildings.

For the purposes of this policy, "buildings and facilities" is defined to include all buildings in the elementary complex, all buildings in the high school complex, all buildings in the athletic complex, all buildings in the T & I complex, all buildings in the bus shop complex and the administration building.

**Tobacco Policy - Use and Possession Prohibitions:** The Carlisle School District, inclusive of all its buildings, facilities and property, shall be tobacco free 24 hours a day, 365 days per year. This includes all days when school is not in session and all events and other activities not associated with, or sponsored by, the school.

Possession or use of tobacco products by students in district buildings and facilities, on district property, in district vehicles (owned, leased, rented or chartered) and at school-sponsored events (whether on or off district property) is prohibited at all times.

The use of tobacco products by all school employees in district buildings and facilities, on district property, in district vehicles (owned, leased, rented or chartered) and at school-sponsored events (whether on or off district property) is prohibited at all times.

The use of tobacco products by all visitors in district buildings and facilities, on district property and in district vehicles (owned, leased, rented or chartered) is prohibited. This includes non-school hours and all events sponsored by the school or others.

Advertising of tobacco products is prohibited in district buildings and facilities, on district property, in district vehicles (owned, leased, rented or chartered), at school functions (sponsored by the district and those not sponsored by the district) and in all district publications. This includes clothing, hats, backpacks, bags, books, magazines, flyers/handouts, lighters and other personal items.

**Tobacco Policy- Prevention Education** Tobacco prevention education will be incorporated into the district's PK-12 comprehensive health curriculum so that students will be aware of the health and social consequences of use/nonuse of tobacco products. Teachers whose instructional assignments include tobacco use prevention education will be trained in order that students will be afforded the most effective delivery of the district's classroom-based tobacco prevention education.

**Tobacco Policy- Communicating to Students, Staff and Public** This policy will be printed in the employee and the student handbooks. It will be posted in highly visible places in all schools of the district. Signs will be posted at all entrances of district buildings and facilities, district vehicles and district properties. Parents and guardians shall be sent notification in writing, and the local media will be asked to communicate this tobacco-free policy community-wide.

### **Visitors**

Visitors to the district buildings and facilities, grounds and events must comply with regulations. The use of tobacco products by visitors is prohibited. This includes non-school hours and all functions of the school, athletic or otherwise. This also includes other organizations using school buildings and facilities, properties or vehicles (owned, leased, rented or chartered). Anyone found using tobacco products will be asked by the appropriate school official to refrain from tobacco use while in district buildings and facilities, on district property or in district vehicles (owned, leased, rented or chartered). The visitor will be informed of the district's tobacco-free policy. If the visitor does not comply, he/she will be asked to leave. If the visitor refuses to leave, the school resource officer or the Carlisle Police Department may be called.

## **DANGEROUS WEAPONS**

The Board of Education authorizes the superintendent or designated official to automatically suspend any student found in possession of a dangerous weapon, and to recommend that the student be expelled from Carlisle Schools. A dangerous weapon may

be defined as a knife, razor, ice pick, gun, handheld laser pointers, explosive, or any other object that reasonably can be considered a weapon or dangerous instrument by the school, on sponsored events, during or after regular school hours . The principal/assistant principal or individual designated by the superintendent may determine the danger/intent of the weapon. When the student is found in possession of a weapon, the principal shall take the appropriate action for discipline of the student.

- A. Handicapped students who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to free, appropriate public education.
- B. The individualized education plan (IEP) team for a handicapped student should consider whether particular discipline procedures should be adopted for that student and includes in the IEP.
- C. The building principal shall deal with any grievance relating to handicapped students. Any action and procedure shall be in accordance with Public Law 94-142 and Act 102 of 1973 as amended.

## ***STUDENT INTERNET ACCEPTABLE USE POLICY***

### ***2018-2019***

1. It is a privilege, not a right, to have access to the Internet and email at Carlisle Public Schools.
2. I should not use profanity or unacceptable language nor try to access any kind of pornography or any other objectionable material using the computers in any respect. I agree that if something is questionable, I should not access it. (If you have to ask, it's probably not appropriate).
3. I am representing my school when using the Internet and email and should abide by all classroom and school rules when using these services. I understand and agree that I should not access chat lines. I understand that no playing of computer games or the use of an email account is permitted at school without the express permission of the supervising teacher. Listening to music from Internet sites is not permitted at all.
4. I should not fill out any form (giving out personal information about myself, including my telephone number and address or my email address) on any web page without express permission from the instructor.
5. I will not print from the Internet or email without permission. I will ask for help in printing just that part of a web page that I need (not the entire page).
6. The written word can be misunderstood easily (due to lack of facial expression and inflection); therefore, I will be careful with my meaning and content when conversing on the Internet or email.

7. Once established, I should never tell my password to anyone, nor allow anyone to use my account, and I will log off the system when I need to move away from the computer for more than a few minutes.
8. I will not insert any disk, flash drive, USB device, or CD into the computer except one that is used in the classroom. Any software brought from outside the school may not be inserted into the computer without the express permission of the instructor and may be confiscated if attempted.
9. I will notify the instructor immediately of inappropriate messages I receive or accept. I will not forward chain letters and will inform the instructor of any chain letters I receive. I will not attach files to email messages unless with the express permission of the instructor.
10. My email account at the school is not my private property, and I will never assume I am the only person who can read my email messages. I will never send or keep anything that I would not mind seeing on the evening news with my name attached.
11. I am responsible for following local, state, federal, and international copyright, intellectual property rights, and adhering to acceptable network use.
12. Any deliberate damage of equipment will result in monetary replacement by the user.
13. I will not violate the integrity of a network or computer system, change its performance or settings, and intentionally make it malfunction, or add or delete any programs or information resources.
14. Individual teachers/classrooms may establish guidelines above and beyond this policy.
15. I may use the network only with the permission of a teacher and only after this permission slip is signed by me and my parent or guardian and placed on file at this school.
16. I will at all times use technology in a moral and ethical manner and observe net etiquette. Abuse of net etiquette includes, but is not limited, to profanity, cruelty, threats and/or harassment, content of a sexual nature, cyber bullying, chain letter, spamming, email bombing, etc.
17. Carlisle School district will provide education to students on appropriate online behavior, including interacting with other individuals on social networking sites, cyber bullying awareness, cyber bullying response, unauthorized access including hacking.

18. Not adhering to the rules stated in this student internet acceptable use policy may result in consequences determined by the teacher and administration.

### **DISPLAYING STUDENT INFORMATION ON WEBSITE**

In compliance with the Family Educational Rights and Privacy Act (FERPA), no student information including photos or other identifying information such as address, home phone number, and parent's name shall be posted on a school web page without written permission from both student and parent (guardian) if the student is under the age of 18.

Legal References: 20 USC 6801 et seq. (Children's Internet Protection Act; PL 106-554); A.C.A. §6-21-107; A.C.A. §6-21-111

### **STUDENT'S RIGHTS, RESPONSIBILITIES, AND LIMITATIONS**

The Carlisle School District recognizes that students have certain rights and responsibilities, and that these rights and responsibilities should be exercised within the framework of upholding the individual dignity of both students and other members of the educational community. A public school functions as a community with rules and regulations of the school being the laws of that community. Students, as citizens of this community, have both the rights and responsibilities of citizenship. The laws of that community must be obeyed by its citizens in order for that community to function.

Administrators and teachers, as members of this community, also have rights and responsibilities. They have the rights afforded to all citizens and the added responsibility of creating and maintaining an environment conducive to learning. Both teachers and administrators are authorized to enforce the rules with disciplinary action. The principal is authorized to temporarily suspend students for cause. The school board is authorized to expel students for cause.

The following regulations are designed to protect all members of the educational community in the exercise of their rights and duties:

1. Identification requirements: All persons on school grounds, in school buildings, or at school sponsored events, must upon request, identify themselves to school authorities.
2. Disruptive Conduct: All conduct which disrupts or interferes with the educational process is prohibited and will result in disciplinary actions.
3. Cooperation with School Personnel: Students must obey the reasonable instruction of school district personnel.
4. Off-Campus Events: Students at school-sponsored events, both on and off campus, shall be governed by the school district personnel. Actions by students that violate these regulations or the refusal to obey reasonable instructions of

school district personnel shall result in disciplinary action applicable under this regular school program.

5. Freedom of Speech and Assembly:
  - A. Students are entitled to verbal expressions of their personal opinions as long as the rights of others are not violated and provided that this expression does not cause disruption in the classroom or of the educational process. The use of obscenities is prohibited.
  - B. Students are allowed to assemble peacefully. To avoid disruption of the educational process all student meetings must function as a part of the educational process or as authorized by the principal. Participation in or the conduct of meeting which interfere with the operation of the school is prohibited.

### **SEARCH, SEIZURE, AND INTERROGATIONS**

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

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 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 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. § 9-13-104  
                              A.C.A. § 12-18-609, 610, 613 and A.C.A. § 12-18-1001, 1005

### **SELECTION/INSPECTION OF INSTRUCTIONAL MATERIALS**

The use of instructional materials beyond those approved as part of the curriculum/textbook program must be compatible with school and district policies. If there is uncertainty concerning the appropriateness of supplemental materials, the personnel desiring to use the materials shall get approval from the principal prior to putting the materials into use.

All instructional materials used as part of the educational curriculum of a student shall be available for inspection by the parents or guardians of the student. For the purposes of this policy, instructional materials is defined as instructional content provided to the student regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats. The term does not include academic tests or academic assessments.

Parents or guardians wishing to inspect instructional materials used as part of the educational curriculum for their child may schedule an appointment with the student's teacher at a mutually agreeable time. Parents/guardians wishing to challenge the appropriateness of any instructional materials shall follow the procedures outlined in the following policy:

## **CHALLENGE OF INSTRUCTIONAL/SUPPLEMENTAL MATERIALS.**

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

Legal Reference: 20 USC §1232h (a), (b), (c) [NCLB Act of 2001, Part F, Section 1061 (c)

(1)(C)(i)(ii), (2)(A)(i), (5)(B), (6)(A)(C)]

## **CHALLENGE OF INSTRUCTIONAL/SUPPLEMENTAL MATERIALS**

Instructional and supplemental materials are selected for their compatibility with the District's educational program and their ability to help fulfill the District's educational goals and objectives. Individuals wishing to challenge or express concerns about instructional or supplemental materials may do so by filling out a Challenge to Instructional Material form available in the school's office. The contesting individual may present a copy of the form to the principal and request a conference be held at a time of mutual convenience. Prior to the conference, the principal shall consult with the teacher regarding the contested material. In the conference, the principal shall explain to the contesting individual the criteria used for the selection of the material and its relevance to the educational program as well as any other pertinent information in support of the use of the material.

Following the conclusion of the meeting, the principal shall have five (5) working days to submit a summary of the concerns expressed by the individual and the principal's response to those concerns to the Superintendent. If the contesting individual is not satisfied with the principal's response, the individual may, after the five (5) working day period, request a meeting with the Superintendent where the individual shall present the same Challenge to Instructional Material form previously presented to the principal. The Superintendent shall explain to the contesting individual the criteria used for the selection of the material and its relevance to the educational program as well as any other pertinent information in support of the use of the material.

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

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

The Board shall decide at that meeting or their next regularly scheduled meeting whether to retain the material, limit the availability of the material, or remove the material from the school. The Board's primary consideration in reaching its decision shall be the appropriateness of the material for its intended educational use. Section 1.02

**REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL OR  
SUPPLEMENTAL MATERIALS**

Name: \_\_\_\_\_  
Date submitted: level one \_\_\_\_\_ level two \_\_\_\_\_ level three \_\_\_\_\_  
Instructional material being contested: \_\_\_\_\_  
Reasons for contesting the material (be specific): \_\_\_\_\_  
What is your proposed resolution? \_\_\_\_\_  
Name of receiving principal \_\_\_\_\_  
Signature of curriculum coordinator \_\_\_\_\_  
Signature of Superintendent \_\_\_\_\_

**SELECTION OF LIBRARY/MEDIA CENTER MATERIALS**

The ultimate authority for the selection and retention of materials for the schools media centers rests with the Board of Education which shall serve as a final arbiter in resolving a challenge to any media center materials. Licensed media center personnel shall make the initial selections in consultation with school and district licensed staff. Materials selected shall be in accordance with the guidelines of this policy.

The purpose of the schools' libraries/media centers is to supplement and enrich the curriculum and instruction offered by the District. Promoting the dialogue characteristic of a healthy democracy necessitates the maintenance of a broad range of materials and information representing varied points of view on current and historical issues. In the selection of the materials and resources to be available in each library/media center, consideration will be given to their age appropriateness. Materials should be available to challenge the different interests, learning styles, and reading levels of the school's students and that will help them attain the District's educational goals.

**Selection Criteria**

The criteria used in the selection of media center materials shall be that the materials:  
Support and enhance the curricular and educational goals of the district; Are appropriate for the ages, learning styles, interests, and maturity of the schools' students, or parents in the case of parenting literature; Contribute to the examination of issues from varying points of view and help to broaden students understanding of their rights and responsibilities in our society; Help develop critical thinking skills; Are factually and/or historically accurate, in the case of non-fiction works and/or serve a pedagogical purpose; Have literary merit as perceived by the educational community; and Are technically well produced, physically sound (to the extent appropriate), and represent a reasonably sound economic value.

**Retention and Continuous Evaluation**

Media center materials shall be reviewed regularly to ensure the continued

appropriateness of the center's collection to the school's curriculum and to maintain the collection in good repair. Those materials no longer meeting the selection criteria, have not been used for a long period of time, or are too worn to be economically repaired shall be withdrawn from the collection and disposed of. A record of withdrawn media materials including the manner of their disposal shall be maintained for a period of three years.

### **Gifts**

Gifts to the media centers shall be evaluated to determine their appropriateness before they are placed in any media center. The evaluation shall use the same criteria as for all other materials considered for inclusion in the media centers. Any items determined to be unacceptable shall be returned to the donor or disposed of at the discretion of the media specialist. The media centers shall have a list of desired items to give to prospective donors to aid them in their selection of materials to donate.

### **Challenges**

The parent of a student affected by a media selection, a District employee, or any other resident of the district may formally challenge the appropriateness of a media center selection by following the procedure outlined in this policy. The challenged material shall remain available throughout the challenge process.

Before any formal challenge can be filed, the individual contesting (hereinafter complainant) the appropriateness of the specified item shall request a conference through the principal's office with a licensed media center employee. The complainant shall be given a copy of this policy and the Request for Formal Reconsideration Form prior to the conference. The meeting shall take place at the earliest possible time of mutual convenience, but in no case later than five (5) working days from the date of the request unless it is by the choice of the complainant.

In the meeting, the media specialist shall explain the selection criteria and how the challenged material fits the criteria. The complainant shall explain his/her reasons for objecting to the selected material. If, at the completion of the meeting, the complainant wishes to make a formal challenge to the selected material, he/she may do so by completing the Request for Formal Reconsideration Form and submitting it to the principal's office.

To review the contested media, the principal shall select a committee of five (5) or seven (7) licensed personnel consisting of the principal as chair and at least one media specialist. The remaining committee members shall be personnel with curriculum knowledge appropriate for the material being contested and representative of diverse viewpoints. The task of the committee shall be to determine if the challenged material meets the criteria of selection. No material shall be withdrawn solely for the viewpoints expressed within it and shall be reviewed in its entirety and not selected portions taken out of context.

The principal shall convene a meeting after a reasonable time for the committee members to adequately review the contested material and the Request for Formal Reconsideration Form submitted by the complainant. The complainant shall be allowed to present the complaint to the committee after which time the committee shall meet privately to discuss the material. The committee shall vote by secret ballot to determine whether the contested material shall be removed from the media center's collection. A member from the voting majority shall write a summary of the

reasons for their decision. A notice of the committee's decision and the summary shall be given (by hand or certified mail) to the complainant.

If the decision is to not remove the material, the complainant may appeal the committee's decision to the district Board of Directors by filing a written appeal to the Superintendent within 5 working days of the committee's decision or of written receipt of the decision. The Superintendent shall present the original complaint and the committee's decision along with the summary of its reasons for its position plus a recommendation of the administration, if so desired, to the Board within 15 days of the committee's decision. The Board shall review the material submitted to them by the Superintendent and make a decision within thirty (30) of receipt of the information. The Board's decision is final.

Legal Reference: A.C.A. §6-25-101 et seq.

### **REQUEST FOR FORMAL RECONSIDERATION FORM**

Name: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Media Center material being contested:

\_\_\_\_\_

Reasons for contesting the material. (Be specific about why you believe the material does not meet the selection criteria listed in policy 5.7—Selection of Library/Media Center Materials):

\_\_\_\_\_

What is your proposed resolution?

\_\_\_\_\_

Signature of receiving  
principal \_\_\_\_\_

Signature of Superintendent (if  
appealed) \_\_\_\_\_

### **USE OF COPYRIGHTED MATERIALS**

The Board of Education encourages the enrichment of the instructional program through the proper use of supplementary materials. To help ensure the appropriate use of copyrighted materials, the Superintendent, or his designee, will provide district personnel with information regarding the "fair use" doctrine of the U.S. Copyright Code as detailed in the "Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions with Respect to Books and Periodicals" and "Guidelines for Educational Uses of Music."

The District will not be responsible for any employee violations of the use of copyrighted materials.

Legal Reference: 17 USCS §101 to 1010 (Federal Copyright Law of 1976)

## **BOOKS**

All students in K-6 will be issued free textbooks at the beginning of the school year. Students will be responsible for these books and will pay the cost of replacement in the event one is misplaced or damaged. Textbooks are to be returned to the homeroom teacher at the end of the school year.

## **BALLGAMES**

Parents are expected to be responsible for their children at all ball games. At the home football games, students must stay off the track and out from under the bleachers. Elementary students are expected to stay on the home side unless accompanied by their parents. Elementary students are to stay out from under the bleachers in the football stadium. If corrected by an adult, they will be sent to the stands. Students may get refreshments at basketball games, but no running or playing in the lobby or under the bleachers.

## **STUDENT INSURANCE**

The school district has arranged to offer accident insurance to all students at the beginning of the school year. Forms, explaining the various plans, cost of each plan and its coverage will be sent home for parents' inspection.

## **FAMILY CENTER**

The Family Center is a volunteer outreach in which parents/grandparents can be actively involved in their child's/grandchild's learning through participating in volunteer activities in our school. The Family Center is open during school hours to use and review available resources. For more information concerning our program, and if you are interested in becoming a volunteer at home or school, please contact the elementary office at 870-552-3261.

## **MESSAGE ALERT SYSTEM**

The Carlisle School District will be using a new phone system to contact parents throughout the school year. Parents will be asked to provide current phone information at the beginning of the school year. **Anytime, a person's phone information changes, they are asked to contact the school with updated numbers.** This will allow the school to contact parents through this automated phone system.

## **WEATHER RELATED CLOSING PROCEDURES**

When it becomes necessary to close school, the decision will be made as early as possible. Decisions will be made based on road conditions rather than weather forecasts. Students and parents will be notified through the following communication sources including but not limited to the message alert system:

KARK Television (Channel 4)

KATV Television (Channel 7)

KTHV Television (Channel 11)

Should conditions develop during a school day that warrant early dismissal from school, these same stations will be notified.

## **EMERGENCY DRILLS**

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

An annual active shooter drill and school safety assessment may be conducted for all district schools in collaboration with local law enforcement and emergency management personnel. The training may include a lockdown exercise with panic button alert system. Students will be included in the drills to the extent that is developmentally appropriate to the age of both the students and grade configuration of the school.

Drills may be conducted during the instructional day or during non-instructional time periods.

Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event of a terrorist attack, natural disaster, other emergency or the district's panic button alert system, if applicable.

Legal References:

A.C.A. § 12-13-109

A.C.A. § 6-10-110

A.C.A. § 6-10-121

A.C.A. § 6-15-1302

A.C.A. § 6-15-1303

**ARKANSAS  
GRADUATION  
REQUIREMENTS**

**SMART CORE INFORMATION**

**English – 4 units**

- **9<sup>th</sup> Grade English\***
- **10<sup>th</sup> Grade English\***
- **11<sup>th</sup> Grade English\***
- **12<sup>th</sup> Grade English\***

**Mathematics – 4 units (or 3 units of math and 1 unit of Computer Science\*)**

***At least one MATH unit must be taken in Grade 11 or Grade 12.***

- **Algebra I\***
- **Geometry\***
- **Algebra II\***
- **Fourth Math\* as approved by ADE or approved Computer Science\*\***

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

- **Biology\* - 1 unit**
- **Physical Science\*, Chemistry\*, or Physics\* or ADE approved Computer Science\*\* – 2 units (a maximum of 1 computer science credit may count for this requirement)**

**Social Studies – 3 units**

- **Civics\* - ½ unit**
- **World History\* - 1 unit**
- **American History\* - 1 unit**
- **other social studies\* - ½ unit**

**Oral Communication\* – ½ unit**

**Physical Education\* – ½ unit**

**Health and Safety\* – ½ unit**

**Economics and Personal Finance\* – ½ unit (may be counted toward Social Studies or Career Focus)**

**Fine Arts\* – ½ unit**

**Career Focus\* – 6 units**

**Personal Finance\* – Beginning with the freshmen class of 2017-18, A.C.A. §**



**6-16-135 requires students to complete a course that includes specific personal finance standards in either grades 10, 11, or 12.**

**\*Category course options as listed on the ADE Smart Core Course Code List**

**\*\*Computer Science – (optional) A flex unit of an approved Computer Science (any course starting with 465 or 565) may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the approved computer science courses may replace the 4th math requirement and the 3rd science requirement. Once the 4th math requirement and the 3rd science requirements have been met, any additional computer science credits will be recognized as career focus credits.**

**Each high school student shall be required to take at least one digital learning course for credit to graduate.**

**Smart Core is the default graduation requirements for all students; therefore, signatures are no longer required to participate. Schools should develop Students Success Plans beginning in 8<sup>th</sup> grade for all students in accordance with Smart Core requirements.**

**Arkansas Department  
of Education— July  
16, 2018**

**ARKANSAS MINIMUM GRADUATION REQUIREMENTS  
SMART CORE WAIVER FORM**

Name of Student: \_\_\_\_\_  
Name of Parent/Guardian: \_\_\_\_\_  
Name of District: \_\_\_\_\_  
Name of School: \_\_\_\_\_

Smart Core is Arkansas's college- and career-ready curriculum for high school students. College and career readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and a variety of situations. Smart Core is the foundation for college and career-readiness. All students should supplement additional rigorous coursework within their career focus.

Failure to complete the Smart Core Curriculum for graduation *may* result in negative consequences such as conditional admission to college and ineligibility for some scholarship programs.

**STATE MINIMUM GRADUATION REQUIREMENTS**

**English – 4 units**

- 9<sup>th</sup> Grade English\*
- 10<sup>th</sup> Grade English\*
- 11<sup>th</sup> Grade English\*
- 12<sup>th</sup> Grade English or Transitional English 12\*

**Mathematics – 4 units (or 3 units of math and 1 unit of Computer Science\*\*)**

- Algebra I (or Algebra I-Part A & Algebra I-Part B - *each may be counted as one unit of the 4-unit requirement*)
- Geometry (or Geometry-Part A & Geometry-Part B - *each may be counted as one unit of the 4-unit requirement*)

*(All math units must build on the base of algebra and geometry knowledge and skills.)*

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

- Biology\* - 1 unit (All students must have 1 unit in Biology – Integrated, ADE Approved Biology - Integrated, ADE Approved Biology – Integrated Honors, AP Biology, IB Biology, or Concurrent Credit Biology - Integrated.)
- Physical Science\*, Chemistry\*, or Physics\* – at least 1 unit
- other ADE approved science\* or ADE approved Computer Science\*\*

**Social Studies – 3 units**

- Civics\* - ½ unit
- World History\* - 1 unit
- American History\* - 1 unit
- other social studies\* – ½ unit

**Oral Communications – ½ unit**

**Physical Education – ½ unit**

**Health and Safety – ½ unit**

**Economics and Personal Finance – ½ unit** (may be counted toward Social Studies or Career Focus)

**Fine Arts – ½ unit**

**Career Focus – 6 units**

**Personal Finance\*** – Beginning with the freshmen class of 2017-18, A.C.A. § 6-16-135 requires students to complete a course that includes specific personal finance standards in either grades 10, 11, or 12.

**\*Category course options as listed under each applicable subject area in the ADE Course Code Management System**

**\*\*Computer Science – (optional)** A flex unit of an approved Computer Science (any course starting with 465 or 565) may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the approved computer science courses may replace the 4th math requirement and the 3rd science requirement. Once the 4th math requirement and the 3rd science requirements have been met, any additional computer science credits will be recognized as career focus credits.

**Each high school student shall be required to take at least one digital learning course for credit to graduate.**

*By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core Curriculum and am choosing to waive the Smart Core curriculum. I understand the potential negative consequences of this action as outlined on this form.*

\_\_\_\_\_  
Parent/Guardian/Adult Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official Signature

\_\_\_\_\_  
Date

## **SMART CORE OR CORE COURSE REQUIREMENTS**

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 an *Informed Consent Form* to not participate. 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 (Sign the Smart Core Waiver Form --- . The signed *Informed Consent Form* shall be attached to the student's permanent transcript. *Informed Consent Forms* are required to be signed prior to registering for seventh grade classes, or if enrolling in the district for seventh through twelfth grade classes. 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 the end of their senior year. Students wishing to change their choice of curricula 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.

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

The course work and waiver forms are located are in the back of this handbook.

Legal References: Standards of Accreditation 9.03 – 9.03.1.9, 14.03

## **SPECIAL EDUCATION**

If a student is determined to be eligible for special education services, the district has the responsibility to evaluate and provide access to appropriate educational services.

A referral for consideration of special education services may be made at any time if a student is suspected of having a disability which adversely affects his/her educational performance. Areas of disability recognized and defined by the *Individuals with Disabilities Education Act (IDEA) Amendments of 1997, P.L. 105-17* are:

1. Autism
2. Deaf-Blindness
3. Hearing Impairment
4. Emotional Disturbance
5. Mental Retardation
6. Multiple Disabilities
7. Orthopedic Impairment
8. Other Health Impairment
9. Speech or Language Impairment
10. Specific Learning Disability
11. Traumatic Brain Injury
12. Visual Impairment

A referral may be made by teachers, administrators, parents, counselors, students, and other individuals with relevant knowledge of the child. The referral is to be made in writing through the completion of the required referral form and provided to the designee of the school in which the student is enrolled.

Determination of eligibility and the subsequent need for special education services is made after all available data is gathered and reviewed by an evaluation/programming committee which includes appropriate school personnel.

No discrimination against any person with disabilities shall knowingly be permitted in any program or practice in the Carlisle School District.

### **REHABILITATION ACT of 1973 (SECTION 504)**

*Section 504 of the Rehabilitation Act of 1973* prohibits discrimination against any person with a disability in any program receiving federal financial assistance. *Section 504* defines a person with a disability as anyone who:

1. has mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working
2. has a record of such an impairment; or
3. is regarded as having such impairment.

No discrimination against any person with a disability shall knowingly be permitted

in any program or practice in the school district.

If the student is determined to be eligible under Section 504, the school district has the responsibility to afford access to appropriate educational services.

### **SEVERE WEATHER OR EMERGENCY**

In case of severe weather or another emergency that causes students to be secured in the school safe room, students will not be allowed to leave until official notification from the school superintendent. Students may be checked out after clearance is given and students return to their classrooms. If the principal or his or her designee deems it to be unsafe for students to return to their rooms, then students can be checked out of school from the safe room. Parents or those designated on the approved person list will be allowed to check a student out if they are physically present to do so. No phone calls will be accepted.

When students are placed in the safe room, the doors are locked. A recorded message on the school phone will direct parents as to appropriate steps to follow. Please do not attempt to pick up your child until students have been returned to the regular classroom. If students are unable to return to their regular classroom than parents will pick up their child from the safe room which is located in the 5th and 6th grade hallway. Remember this is done for the safety for your child.

### **Asbestos**

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was signed into law by the U.S. Congress on October 22, 1986. AHERA was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos. To give you some background, asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, the U.S.S.R., and South Africa. Asbestos properties made it a popular building material for insulation, sound absorption, decorative plaster, fireproofing, and a variety of miscellaneous uses. There have been over 3,000 different products made using asbestos materials. But, because of health concerns, the EPA began action to limit uses of asbestos products in 1973 and most uses of asbestos products as building materials were banned in 1978. We had our facilities inspected in by accredited asbestos inspectors, as required by AHERA several years ago. The inspectors located, sampled, and rated the condition and hazard potential of all materials in our facilities suspected of containing asbestos. The inspection and laboratory analysis records were turned over to an accredited asbestos management planner who developed asbestos management plans for the District facilities. The asbestos management plans for our facilities include: notification letter, education and training of our employees, a set of plans and procedures designed to minimize the disturbance of the asbestos-containing materials, and plans for regular surveillance of the asbestos containing materials. All periodic surveillance re-inspections required by AHERA are being made and incorporated into the management plan for each facility. A copy of the asbestos management plan is available in the administrative office at each of the District's schools for your inspection during regular office hours. All inquiries

regarding the plan should be directed to the Superintendent of Schools. We will continue implementing the asbestos management plans in our facilities. Our intent is to comply with all federal, state and local regulations in this area. We plan on taking whatever steps are necessary to insure that our employees have a healthy, safe environment in which to work.

## **VIDEO SURVEILLANCE**

The Board has the responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras. The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as restrooms or dressing areas where the 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/audio cameras may be in use. Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras.

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

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

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

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

**PARENT - STUDENT  
STATEMENT OF RESPONSIBILITY**

**Student's Name** \_\_\_\_\_

We have read and are committed to supporting the principles, policies, and programs outlined in the Carlisle Elementary School Handbook. Please sign and return this sheet within one (1) week to your child's classroom teacher

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian's Signature**

\_\_\_\_\_  
**Date**

**Internet Acceptable Use Policy**

As per the Carlisle School District Internet/Technology policy, I give my child permission to access the Internet given the identified guidelines..

\_\_\_\_\_  
**Parent/Guardian**

\_\_\_\_\_  
**Date**

As a student in the Carlisle School District, I agree to comply with all the Internet usage guidelines. I understand that failure to do so may result in disciplinary action.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Corporal Punishment Policy**

I have read the corporal punishment policy of the Carlisle Public School District as outlined in the student handbook.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

State law (80-1629.6 - 80-1629.8) requires documentation of student and parent receipt of student discipline policies.

CARLISLE PUBLIC SCHOOLS  
CARLISLE, ARKANSAS

MEDICATION AUTHORIZATION AND RELEASE

I, \_\_\_\_\_ HEREBY AUTHORIZE THE SCHOOL NURSE, SCHOOL PRINCIPAL, OR PERSON DESIGNATION BY THE NURSE, TO ADMINISTER MEDICATION, WHICH I AM PROVIDING, TO \_\_\_\_\_.

**PLEASE PROVIDE ANY MEDICATION, YOUR CHILD WILL TAKE AT SCHOOL, PRESCRIBED BY A DOCTOR INCLUDING EPI-PENS, INHALERS, EYE DROPS, GLUCAGON PENS, ADHD MEDS, ETC. EACH MUST BE IN ITS ORIGINAL CONTAINER WITH HOW TO TAKE PRESCRIBED ON THE BOTTLE. PLEASE NOTE THAT A CHILD WHO DOES NOT HAVE A PRESCRIPTION FOR AN EPI-PEN OR INHALER WILL NOT BE GIVEN THE MEDICATION IN AN EMERGENCY SITUATION. CARLISLE SCHOOL DISTRICT DOES NOT HAVE A MEDICATION STOCK OF THESE MEDS. 911 WILL BE CALLED IF DEEMED NECESSARY AND THEN THE PARENT. PLEASE BRING THE MEDICATION TO THE NURSE'S OFFICE THE FIRST DAY OF SCHOOL FOR OTHER PAPERWORK TO BE FILLED OUT FOR ADMINISTRATION.**

NAME OF MEDICATION: \_\_\_\_\_

DOSAGE OF MEDICATION: \_\_\_\_\_

TIME OR TIMES TO BE GIVEN: \_\_\_\_\_

REASON FOR MEDICATION: \_\_\_\_\_

PHONE NUMBER WHERE PARENT MAY BE REACHED:

HOME: \_\_\_\_\_

CELL: \_\_\_\_\_

WORK: \_\_\_\_\_

IN CONSIDERATION OF THE ABOVE ACTION BY THE SCHOOL EMPLOYEE, I HEREBY WAIVE, RELEASE AND RELINQUISH ANY CLAIM WHICH I MIGHT HAVE INDIVIDUALLY OR ON BEHALF OF MY CHILD AGAINST THE ABOVE NAMED SCHOOL EMPLOYEE AND/OR THE CARLISLE SCHOOL DISTRICT OR ITS AGENTS, SERVANTS AND EMPLOYEES ARISING OUT OF THE ADMINISTERING OF THE MEDICATION OR THE SUPERVISION THEREOF.

PARENT OR GUARDIAN: \_\_\_\_\_

DATE: \_\_\_\_\_

**MEDICATION POLICY**

IT IS THE POLICY OF THE BOARD THAT NO DRUG OR MEDICAL PREPARATION, EXCEPT FOR THE MEDICINES OR MEDICATIONS USED IN FIRST AID, WILL BE ADMINISTERED TO STUDENTS ON ANY SCHOOL PREMISES BY SCHOOL PERSONNEL UNLESS THE STUDENT REQUIRES THE MEDICATION IN ORDER TO ATTEND SCHOOL, AND UNLESS A CURRENT VALID DOCTOR'S PRESCRIPTION AND INSTRUCTIONS AS WELL AS A WRITTEN REQUEST FROM THE CHILD'S PARENTS ARE RECEIVED BY THE SCHOOL. MEDICATION MUST BE IN THE ORIGINAL CONTAINER. MEDICATION SENT IN ANY OTHER WRAPPER OR CONTAINER WILL NOT BE ADMINISTERED.



**GLUCAGON AND/OR INSULIN ADMINISTRATION CONSENT FORM**

Student's Name (Please Print) \_\_\_\_\_

This form is good for school year \_\_\_\_\_. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

The school has developed an individual health plan (IHP) acknowledging that my child has been diagnosed as suffering from diabetes. The IHP authorizes the school nurse to administer Glucagon or insulin to my child in an emergency situation.

In the absence of the nurse, trained volunteer district personnel may administer to my child in an emergency situation:

Glucagon \_\_\_\_\_

Insulin \_\_\_\_\_

I hereby authorize the school nurse to administer Glucagon and insulin to my child, or, in the absence of the nurse, trained volunteer district personnel designated as care providers, to administer the medication(s) I selected above to my child in an emergency situation. I will supply the medication(s) I selected above to the school nurse in the original container properly labeled with the student's name, the ordering 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, possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

I acknowledge that the District, its Board of Directors, its employees, or an agent of the District, including a healthcare professional who trained volunteer school personnel designated as care providers shall not be liable for any damages resulting from his/her actions or inactions in the administration of Glucagon or insulin in accordance with this consent form and the IHP.

Parent or legal guardian signature \_\_\_\_\_

Date \_\_\_\_\_

**Carlisle Elementary School**

**FIELD TRIP PERMISSION FORM**

I give permission for my child, \_\_\_\_\_, in  
(teacher's name) \_\_\_\_\_ class to attend the field trip to

on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

Enclosed is \$ \_\_\_\_\_ to cover the cost of the trip. (Exact cash or check made payable to the school.)

In case of an emergency, I give permission for my child to receive medical treatment. In case of such an emergency, please contact:

\_\_\_\_\_  
*(Student's Name)*

\_\_\_\_\_  
*(Phone Number)*

\_\_\_\_\_  
*(Parent/Guardian Signature)*

\_\_\_\_\_  
*(Date)*