

VALLEY SPRINGS ELEMENTARY SCHOOL 2018-2019

ADMINISTRATION
Judy Green, Superintendent
Lisa Sherrill, Principal



VALLEY SPRINGS ELEMENTARY SCHOOL

7349 School Street
Valley Springs, Arkansas 72682
Phone: (870) 429-9207
FAX: (870) 429-8110
Website: <http://valley.k12.ar.us>
Office Hours: 8:00 a.m. - 3:30 p.m.

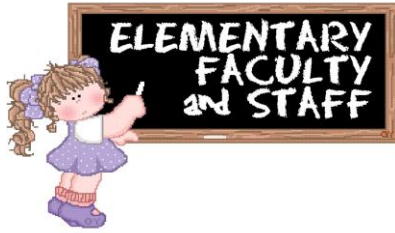
Absences	24-25
Anti-Bully Policy	15
Assault and Abuse	15
Bus Discipline	30
Bus Transportation	30
Cafeteria	27-28
Care of Textbooks	24
Cell Phones.	9
Closing Remarks	32
Closing School	30
Contact By Non-Custodial Parent	12-13
Dances	29
Discrimination/504 Compliance.	6
Dress and Appearance	26
Drug Policy	16
Due Process	22-23
Electronic Educational Devices	10
Emergency Administration of Epinephrine	17
Enrollment	8
Expulsion	21-22
Faculty and Staff	4
Fire Drill	29-30
Gangs	17
General Information.	8-9
Gifted and Talented	29
Grading Scale	12
Grading System.	11-12
Handbook Committee	5
Head Lice	27
Homeschool	10
Homework Policy	28
Illness	26
Immunizations	8
Reading Improvement Plan	12
Internet Usage	17
Kindergarten Enrollment Requirements	7-8
Leaving the School Grounds	26
Library	27
Lockdown Procedure	30
Lost and Found	29
Manners	29
Monday Letters	13
Parent Involvement Plan	35
Parent/Teacher Conferences	12
Perfect Attendance	26
Physical Education	26
Privacy of Students' Records/Directory Information	13
Pupil Withdrawal	26
Roller Blades/Skateboards	15-16
School Calendar	33
School-Parent Compact	34
School Parties	29
School Property.	24
School Sponsored Trips.	31
School Visitors	31
Search, Seizure, and Interrogations	19

Security	6-7
Sexual Harassment	17-18
Student Discipline	14-15
Student Medications	16-17
Student Placement	11
Student Promotion and Retention	11
Students Transfers	10
Students Who Are Foster Children	11
Suspension.	19
Suspension Procedure	19-20
Tardies	26
Tobacco Policy	18-19
Tornado Drill	30
Video and Surveillance	6
Vision	30-31
Visiting School	31
Weapons	19

The Valley Springs School District's Buildings contain some asbestos material, however the district has a Management Plan to safely control asbestos. This plan can be viewed at the administrative office during regular business hours.

VISION

Valley Springs Elementary School strives to establish a community of responsible, productive, and respectful learners. We will provide a safe and caring learning environment supported by families and the community. By providing high expectations, students of ALL ability levels will be challenged and supported to achieve success academically, socially, and emotionally.



KINDERGARTEN

Shannon Burkeen
Rebecca Linn
Clarissa Mangrum
April Middleton
Miranda Ricketts

FIRST GRADE

Nina Acuff
Nicole Racic
Delora Roberts
Toshia Williamson

SECOND GRADE

Danielle Riggins
Karen Scott
Brittany Yount

THIRD GRADE

Alyssa Farmer
Dawn Mathis
Shawna Woehl

FOURTH GRADE

Tammie Cantrell
Alma Scott
Cheryl Williams

COUNSELOR

Becky Locke

**INTERVENTION
IST**

Christy Horn

COMPUTER

Shannon Cothran

SPECIAL EDUCATION

Jackie Hinrichsen
Janie Horton
Brittany Sisco

SPEECH

Kelsey Holmes

ART

Deloris Smith

GIFTED AND TALENTED

Samantha Snow
Deloris Smith

PHYSICAL EDUCATION

Chris Jones

MEDIA SPECIALIST

Melissa McDonald

MUSIC

Barbara Livingston

SECRETARY

Tamara Moorehouse

NURSE

Janie Greenlee

PARAPROFESSIONALS

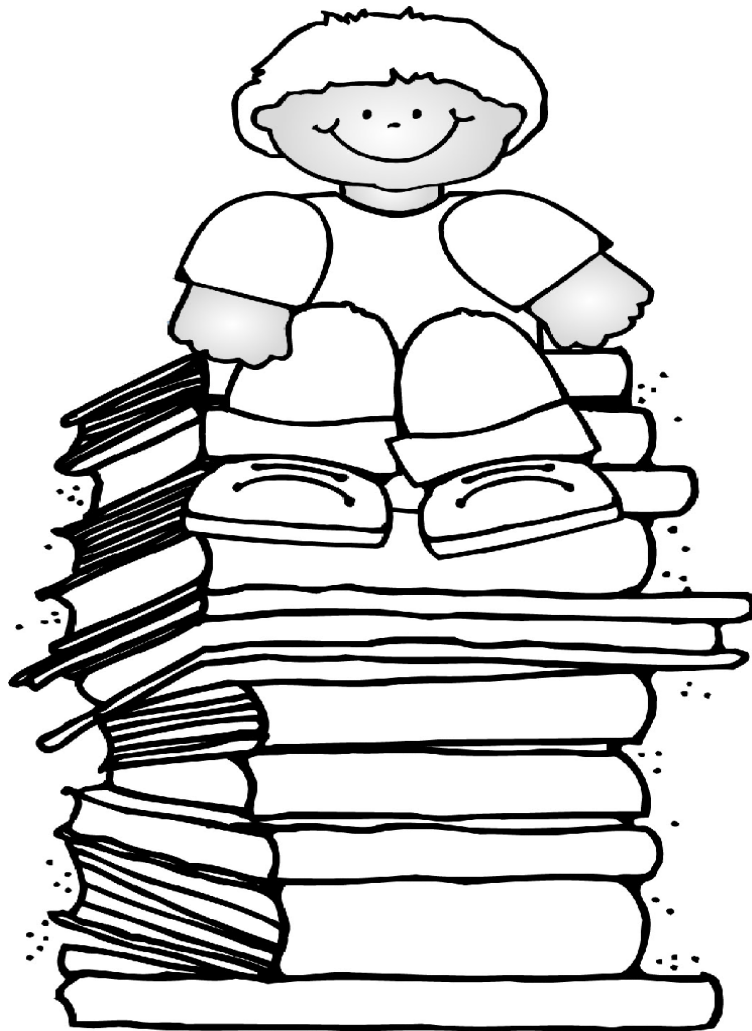
Lisa Brown
Jennifer Graddy
Hope Greenhaw
Melissa Greenhaw
Teresa Hill

HANDBOOK COMMITTEE

Lisa Sherrill, Principal
Abbi Barnes, Parent
Jada Wray, Student

Shannon Burkeen, Teacher
Barbara Livingston, Teacher
Deloris Smith, Teacher

These policies were adopted for use by the Valley Springs Board on July 11, 2018.



DISCRIMINATION/504 COMPLIANCE

No student in the Valley Springs School District shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District. The Valley Springs School District has a limited open forum granting equal access to the Boy Scouts of America and other youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Becky Lock, Counselor/District 504 Coordinator
Valley Springs Public Schools
7349 School Street
Valley Springs, AR 72682
(870) 429-9221

Inquiries on non-discrimination may be directed to the High School Counselor, Kelli Shanks, who may be reached at 870-429-9218, kshanks@valley.k12.ar.us, and/or P.O. Box 640, Valley Springs, AR 72682.

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

504 CHILD FIND NOTICE

Pursuant to Section 504 of the Rehabilitation Act of 1973, the District has a duty to identify, refer, evaluate and if eligible, provide a free appropriate public education to disabled students. If a student or parent believes that they may qualify for services under Section 504, they are encouraged to contact the 504 Building Coordinator. For additional information about the rights of parents and eligible students, or for answers to any question you might have about identification, evaluation and placement into the Section 504 program, please contact the District 504 Coordinator, Becky Locke, at 870-429-9221.

1. Access To Student Information

Federal law permits the school district to disclose personally identifiable information in the student's education records to school officials with legitimate educational interests. School officials include persons employed by the district as an administrator, supervisor, teacher, or support staff member (including but not limited to transportation personnel) or a person, agency, or company with whom the District has contracted, or otherwise arranged to perform a special task or service. Such individuals have a legitimate educational interest if he/she needs to review an education record in order to fulfill his or her professional and/or official responsibility.

A legitimate educational interest also exists where the staff member or other individual works directly with students and needs to review education records to increase his/her awareness of steps necessary for the safety and welfare of students and staff members.

SECURITY

The following policies are in place for the safety of our students. We hope that you will appreciate the effort being made by the school to protect your children.

1. Video and Audio Surveillance

The Valley Springs School Board has a responsibility to maintain discipline, protect the safety, security and welfare of its students, staff and visitors while at the same time safeguarding district facilities, vehicles and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras. The placement of video/audio surveillance cameras shall be based on the presumption and belief

that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of privacy is reasonable and customary. Signs shall be posted on campus buildings and in district vehicles to notify students, staff and visitors that video cameras may be in use. Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras. Students, who vandalize, damage, disable, or render inoperable (temporarily or permanently) surveillance cameras and equipment shall be subject to the appropriate disciplinary action and referred to the appropriate law enforcement authorities.

2. Student Security Codes

For security reasons, a numerical code will be assigned to each student and given only to the parent or guardian of that child. If the parent needs to have someone other than those listed on the registration form to pick up their child from school, that person will be required to give school officials the code for that student. Each student will have a different code. They will not be assigned a family code. The office will not give parents their code over the phone if they forget it. Parents will need to come in person to the office to get their code for security reasons and show photo identification.

3. Car Rider Policy

All vehicles in the car rider line will be required to have an official Valley Springs Elementary identification card displayed in the window in order to pick up a student. Each car rider will be given two cards at the beginning of the school year. **Any vehicle not displaying the card will be asked to park and go to the office and show identification or give the student's code to office personnel.**

KINDERGARTEN ENROLLMENT REQUIREMENTS

According to Ark. Code Ann. 6-18-207 concerning the enrollment age for kindergarten for the 2017-2018 school year, students may enter kindergarten in the public schools of this state if the student will attain the age of five (5) years on or before August 1, 2017.

Act 63 of 2003 amended Arkansas Code 6-18-208 pertaining to requirements for enrollment in public school by adding military identification cards to the list of documents acceptable for public school enrollment. Section 1 of Arkansas Code 6-18-208 indicates: "Prior to a child's admission to an Arkansas public school, a school district shall request the parent, guardian, or other responsible person to furnish the child's social security number and shall inform the parent, guardian, or other responsible person that, in the alternative, they may request that the school district assign the child a nine (9) digit number designated by the Department of Education."

Prior to a child's admission to a kindergarten class in Valley Springs Elementary School, the parent, guardian or responsible person shall provide the school district with four pieces of documentation.

1. Documentation of Age

Any of the following items will be accepted:

- A birth certificate
- A statement by the local registrar or a county recorder certifying the child's date of birth
- An attested baptismal certificate
- A passport
- An affidavit of the date and place of birth by the child's parent or guardian.
- Previous school records
- United States military identification

2. Social Security card or number

3. Physical

4. Immunization Record The required minimum immunizations are: 3 polio, 4 Dtap, 2 MMR, 3 Hep B and 2 Varicellas. One immunization for DPT and Varicellas must be dated after the child's 4th birthday. It is the parent's or guardian's responsibility to see that their child's immunization records are updated and on file with the Valley Springs School before enrolling. Any request for exemption from the required immunization, either for bonafide medical, religious or philosophical reasons, must be reviewed for approval by the director of the Arkansas Department of Health and **not** by the Valley Springs School.

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.

IMMUNIZATIONS

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

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

ENROLLMENT

A statement will be required from students transferring from another school that they have not been expelled from that school.

The school provides hearing and vision screening every year at no cost.

A scoliosis screening will be conducted during the fifth grade by the school according to guidelines under Act 44 of 1987. Exemptions include religious objections and that a child is under the care of a physician. Should a parent not want their child screened (under the above exemption), they must notify the school 3 days in advance of the announced screening date.

Valley Springs will request the school records from the school that the student previously attended.

COMPULSORY ENROLLMENT

Compulsory enrollment requires school attendance of all children ages 5 through 17 on or before August 1, 2015, with the exception of five-year old children for whom kindergarten has been waived by the parent, guardian, or person having custody or charge, students who have received a high school diploma or its equivalent; or students who are enrolled in a post-secondary vocational-technical instruction, a community college, or two-year or four-year institution of higher education.

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

GENERAL INFORMATION

School will begin at 8:00 a.m. and dismiss at 3:10 p.m. Students will be counted tardy at 8:05 a.m.

Children who walk to school, or are car riders, should not arrive before 7:40 a.m., at which time they should report directly to the school cafeteria.

A moment of silence will be observed every morning after the pledge.

Pets will not be allowed in the school area. Please try to keep pets from following the student to school.

Children are not allowed to leave school during school hours unless it is unavoidable. If the student must leave, the parent, guardian, or someone listed on that child's registration form, or someone with that child's security code, must come to the office and show proper identification before signing



the student out.

Toys are not to be brought to school, including fidget spinners and Pokemon cards. They will be taken up and kept in the office until the child's parent or guardian comes to pick them up. Items other than toys that could be taken up include, but are not limited to, items such as necklaces, bracelets, Germ-x, hair accessories, and anything else that distracts from learning.

Sports equipment **can** be brought to school for use at recess, with the exception of baseballs, baseball bats and any other item that the Principal deems is dangerous and could easily cause physical harm to the students. The school will not be responsible for damage or loss of the equipment.

Fighting, profanity, vulgarity, and disrespect will not be tolerated at school.

If both parents are to be out of town, please notify the school giving the name of the person to be called should your child become ill or be injured at school.

If your child needs to ride a different bus for any reason, please refer to Bus Transportation. Parents should make arrangements with their child before coming to school if they are to ride a different bus that day. Please try to call before 2:30 if you need to get a message to your child. **Please do not e-mail or text the teachers/office about a change in transportation. Many of the teachers do not have time to check their e-mail until school is out for the day. It is against school policy for the teachers to have their phones on when they are responsible for children, such as in the classroom or when they are on duty. Therefore, please do not text them and expect a response until after school has dismissed for the day.**

When you send money to school, it is strongly recommended that you put it in a sealed envelope with your child's name, teacher's name and what the money is for on the outside of the envelope.

All-terrain vehicles are prohibited on campus.

No student shall be permitted to use the telephone except for school business and emergency reasons. Students must have permission from the office to use the phone.

No gum chewing will be permitted at school unless it is a special activity designated by the teacher. This is a costly item each year since gum ends up either on the floor or under the student desks.

Balloons are not allowed at school or on the buses due to safety reasons. Exceptions to this rule would be for activities that did not involve the students transporting the balloons home on the bus.

CELL PHONES

Use of cellular phones after school is permitted if the student has a letter from his/her parents requesting permission to have the phone at school. The letter must be signed by the Principal and kept on file in the Elementary office. Cell phones should be kept on silent and must remain in the student's backpack in their locker/cubbie during the school day.

Students caught using cell phones during the school day without permission, are subject to the following consequences:

- 1st Offense-Confiscation of the device until the parent picks it up at school.
- 2nd Offense-Confiscation of the device until the parent picks it up at school.
- 3rd Offense-Three days out of school suspension and confiscation of the device until the parent picks it up at school.
- Any phones not picked up by the last day of school, will be donated for recycling.

ELECTRONIC EDUCATIONAL DEVICES

The students are allowed to use electronic educational devices that have been approved by their teacher.

HOME SCHOOLING

Parents or legal guardians desiring to provide a home school for their children shall give written notice to the Superintendent of their intent to homeschool. The notice shall be given:

1. At the beginning of each school year, but no later than August 15;
2. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter; or
3. Within thirty (30) calendar days of the parent or legal guardian establishing residency within the district during the school year.

A home-schooled student who wishes to enroll or re-enroll in a District school shall submit:

- A transcript listing all courses taken and semester grades from the home school;
- Score of at least the thirtieth percentile on a nationally recognized norm-referenced assessment taken in the past year; and
- A portfolio of indicators of the home-schooled student's academic progress, including without limitation:
 - Curricula used in the home school;
 - Tests taken and lessons completed by the home-schooled student; and
 - Other indicators of the home-schooled student's academic progress.

STUDENT TRANSFERS

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

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

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 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.

Any student transferring from 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. Final grade placement will be determined by the administration.

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

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.

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, the Arkansas Department of Education, 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. That person will be Becky Locke, Counselor, Valley Springs Elementary School, 429-9221.

STUDENT PLACEMENT

The principal shall have the responsibility and final authority over the placement of students in each classroom. Circumstances requiring **special** consideration must be put in writing to the principal for consideration by **June 1** prior to the school year in question.

STUDENT PROMOTION AND RETENTION

A disservice is done to students through social promotion and is prohibited by state law. The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Parents or guardians shall be kept informed concerning the progress of their student. Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success. At least once each semester, the parents and teacher(s) of a student in kindergarten through eighth (8th) grade shall be notified in writing of the student's independent grade-level-equivalency in reading.

A student in kindergarten through grade 4 must meet the minimum requirements for each grade level. If all of the minimum requirements are not met, a committee will be formed to assess the student's performance and determine grade placement. A variety of data will be used to assess the performance level of the student. The committee will consist of the student's teachers, the Principal, counselor, a 504/special education representative (if applicable), and the student's parents shall be held before a final decision is made. The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement, the final decision shall rest with the principal or the principal's designee.

The process of retaining a student is often misunderstood. Retention is for the student's own benefit and no other reason. A student will not be retained without prior written notification to the parents/guardian. A letter will be sent at the end of the third nine weeks indicating that the possibility of retention exists. This does not include those students enrolling late in the year or other special circumstances.

Regardless of the student having earned passing grades, a student who falls under one of the following categories shall be considered for retention. The student:

- 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.

The Superintendent or designee may waive this provision when the student's failure was due to exceptional or extraordinary circumstances.

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

GRADING SYSTEM

Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades



that reflect other educational objectives such as those contained in the learner outcomes and curriculum frameworks may also be given. Progress reports for grades 1-4 will be sent home in the Monday folders during each nine (9) week grading period after the fifth (5th) week. Report cards will be distributed at the end of each nine (9) week grading period. They will be sent home with the students in their Monday folders.

GRADING SCALE FOR VALLEY SPRINGS ELEMENTARY

The Kindergarten report card is a standards based check list.

+ Meets or exceeds expectations

- Does not meet or exceed expectations

Grades 1-4 uses a standards based grading scale and will generally use a combination of the following scales:

A 90%-100%	E Excellent
B 80%-89%	S Satisfactory
C 70%-79%	N Needs Improvement
D 60%-69%	U Unsatisfactory
F 59%-below	I Incomplete

4 Advanced	Consistently exceeds expectations relating to the standard
3 Proficient	Meets expectations related to the standard
2 Basic	Progressing toward meeting expectations related to the standard
1 Below Basic	Does not meet expectations related to the standard

READING IMPROVEMENT PLAN

A student in kindergarten through grade three (K-3) who exhibits a reading deficiency, based upon local or statewide screening assessments, shall receive an individual reading improvement plan no later than thirty (30) days after the identification of the reading deficiency. The reading improvement plan shall: (1) Be created by the student's teacher, principal, parent, and any other pertinent school personnel; (2) Describe the research-based reading intervention services the student will receive to remedy the student's reading deficiency. A student under identified with a reading deficiency shall receive intensive reading intervention under the reading improvement plan until the student no longer has a reading deficiency.

PARENT/TEACHER CONFERENCES

Two Parent/Teacher Conference days will be held during the school year. We urge all parents to visit your child's teacher. You may call the office to schedule additional conferences with your child's teacher if you feel one is necessary.

You can help the school do a better job if you:

- Attend Parent/Teacher Conferences
- Communicate often with the teacher
- Know what your child is studying
- Take an interest in your child's school work
- See that your child follows rules and attends school regularly.

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 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. 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. Schools will

not be held responsible for keeping up with a visitation schedule and the release of a child to the correct party each weekday. If an adult is listed on the pickup list then the child may leave school with that person unless otherwise stated in court documentation.

PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION

Except when a court order regarding a student has been presented to the district to the contrary, all students' education records are available for inspection and copying by the parent of his/her student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. A student's parent or the student, if over the age of 18, requesting to review the student's education records will be allowed to do so within no more than forty-five (45) days of the request. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

The district shall receive written permission before releasing education records to any agency or individual not authorized by law to receive and/or view the education records without prior parental permission. The District shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of personally identifiable information 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 purpose 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.

Schools may also disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendances. However, schools must tell parents and eligible students about directory information and allow parents or eligible student a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students of their rights under this law. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, call (202) 260-3887 or TDD (202) 260-8956, or contact:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605

MONDAY LETTERS

Parents will receive a Monday Letter each week outlining the week's activities. Folders will also be sent home that day with some of the student's work from the previous week, as well as any notes or announcements from the office. This measure is being taken in an attempt to keep parents informed of their child's work and activities at school.

STUDENT DISCIPLINE

According to Act 742 of 1997, a student may be suspended or expelled for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanliness, or other conduct that would tend to impair the discipline of the school or harm the other pupils, regardless of whether the student's conduct occurs on or off campus and during or between school terms and regardless of whether a specific prohibition of the conduct is contained in this student handbook.

We believe that good conduct is necessary before teaching begins. Any teacher in the Valley Springs School System has jurisdiction over all students enrolled in this school. Any teacher shall have the authority to correct any misconduct on the playground, in the cafeteria, or at school functions.

Penalties for violations of the student conduct rules or administration policies will range from verbal reprimands for minor offenses to expulsion for major offenses.

A variety of corrective measures are authorized for the breach of rules or obligations applicable to students. The corrective measure to be employed shall be determined in each case by the principal or her designee, the classroom teacher, or other appropriate educational staff member, except where school board action is required.

Minor infractions ordinarily will not justify the imposition of severe corrective measures. However, repeated minor infractions which are not amendable to correction by lesser measures may justify the use of more severe measures.

Corporal punishment may be used for behavior which interferes with the education of others, disrupts the orderly operation of the school, threatens any individual's well-being, and knowingly violates school rules.

Any licensed employee is authorized to administer corporal punishment when, in the judgment of the employee and principal, or her designee, corporal punishment is the appropriate discipline. The corporal punishment shall be administered in the presence of the principal, as witness, or by the principal with a licensed employee serving as the witness. If the principal is off campus, corporal punishment may be administered in the presence of any school administrator. The licensed employee will file a report in the student's file. Parents will be given a written report, which should be signed and returned to school the following day. **If you prefer for your child not to receive corporal punishment when deemed necessary by the Principal, you must make your request in writing to the Principal.** Your letter will be placed in your child's file and will be taken into consideration. He/she may receive out-of-school suspension in place of corporal punishment, should the need arise. You may be notified to pick your child up from school when the incident occurs. In-school suspension will also be utilized for at-risk students when deemed necessary by the principal.

DISCIPLINE PLAN

Positive Behavioral Interventions and Support (PBIS) is a framework for improving school climate by changing behavior. It is a proactive and positive approach to discipline through teaching, modeling, and encouraging positive student behavior.

Behavioral Expectations:

P-Problem Solve

A-Act responsibly and respectfully

W-Wise choices

S-Safety

Students who display at-risk behavior and do not respond to prevention efforts will receive targeted interventions based on their individual needs. A committee will be formed consisting of the teacher, principal, counselor, and any other person deemed necessary in order to make informed decisions. Positive reinforcements may include, but are not limited to the following: Individual recognition, group recognition, nine-week and/or semester celebrations, positive office referrals, etc.

If a student chooses to continue to demonstrate inappropriate behavior, possible consequences may include:

- Verbal warning
- Notification of parents
- Corporal punishment
- Out-of-school suspension
- Expulsion

When a student is sent to the office, the method of discipline shall be determined and assigned by the Principal or her designee. Consequences may range from verbal warning to expulsion.

ASSAULT AND ABUSE OF STUDENTS AND STAFF MEMBERS

Act 706 of 1997 deals with assault, threatened assault and abuse.

Definitions:

“Assault” is the willful attempt or threat to inflict injury upon the person of another, coupled with the apparent present ability to do so. Any display of force that would give the victim reason to fear bodily harm is assault, even if touching or striking does not occur.

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

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

Statement of Policy:

Students are to keep their hands to themselves, and treat teachers and fellow students with respect and courtesy. Horseplay and physical teasing, as well as shoving, striking, fighting, or threatening others with physical injury, etc., constitute battery and/or assault, and are strictly forbidden. Profanity and rude and abusive language directed at others is considered abuse, and this is also strictly forbidden.

ANTI-BULLY POLICY

The Valley Springs School District has an obligation to and is committed to providing a safe learning environment for each of its students. For the purposes of this policy, bullying is defined as any written or verbal expression or physical act or gesture, or a pattern thereof that is intended to cause distress or fear upon one or more students. A student will be found in violation of this policy if his/her conduct has been found to have the effect of humiliation or embarrassment of a student, and is sufficiently severe, persistent, or pervasive that it limits the student’s ability to participate in, or benefit from, an educational program or activity.

Students who believe they have been victimized by a bully or parents who believe their child has been victimized by a bully while in school, on school property, at school sponsored activities, on school buses, at designated school bus stops, at school sanctioned events, or in school vehicles, or electronic acts using school equipment or nonschool equipment that results in substantial disruption may file a complaint in writing by contacting a school counselor, a teacher, or the students’ principal who will assist in getting help for the child. Any school employee who has witnessed or has reliable information that a pupil has been a victim of bullying shall report the incident to the principal. Forms for reporting the incident are available in the elementary office for students, parents, or staff members. The person or persons who file a complaint will not be subject to retaliation or reprisal in any form.

After completing an investigation of the reported incident, a student who has been found guilty of participating in bullying behavior will be subject to disciplinary action ranging from verbal reprimands to expulsion. **Criminal charges may be filed by the victim’s parents or guardians for the most serious offenses.** The disciplinary action used will be at the discretion of the student’s principal.

ROLLER BLADES/SKATEBOARDS

Students shall not roller blade, roller skate, or skateboard on school grounds at any time, whether during or after school hours, including all outdoor and indoor recess periods. For purposes of this ban, school grounds shall include all school buildings, parking lots, paths, playgrounds, and stairwells leading to school building entrances.

Students on roller blades, roller-skates, or shoes with wheels of any kind shall remove such equipment before entering school grounds. Items brought to school that are not in compliance with this policy will be confiscated until parents come to school and pick them up.

DRUG POLICY

Any student of Valley Springs School who possesses, uses, sells, gives to others, or is under the influences of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substances, or beverage containing alcohol, or intoxicant of any kind, on the school campus, at school sponsored activities, or to and from school functions in vehicles dispatched by the district will be suspended or expelled from school.

Any student who is knowingly and intentionally present where the above substances are being used may be suspended or expelled.

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| <i>1st offense</i> | suspension and recommendation for expulsion for 10 days with mandatory parent conference before student may return to school. |
| <i>2nd offense</i> | suspension and recommendation for expulsion for one semester with mandatory parent conference before student may return to school. |

STUDENT MEDICATIONS

Prior to the administration of any medication (ASBA) including any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse.

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

Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double locked cabinet.

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

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

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

1. An IHP developed under Section 504 of the Rehabilitation Act of 1073 which provides for the administration of Glucagon in emergency situations, and
2. A current, valid consent form on file from their parent or guardian.

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 epinephrine, in good faith professionally believes the student is having a life-threatening anaphylactic reaction and the student is either not self-carrying his/her/epinephrine auto-injector or the nurse is unable to locate it.

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

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.

GANGS AND GANG ACTIVITY

Act 1108 of 1997 states that gangs, secret societies, or other similar groups, whether organized in the community or in other settings, are prohibited on the school grounds and campus and at any school-sponsored activity. Gang-related activity — whether genuine or a pretense — that is identified by school officials will result in a minimum five (5) day out-of-school suspension up to a maximum of expulsion for the remainder of the semester, the remainder of the school year, for one calendar year, or permanently.

Students who are arrested for gang-related offenses, regardless of where the offense may have occurred, may be expelled for the remainder of the semester, for the remainder of the school year, for one calendar year or permanently, depending on the circumstances of the arrest. 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) associated with gangs, intimidation, and threats.

INTERNET USAGE/ACCESS

The use of the Internet to access educational information can be a valuable tool for students. All internet activity will be closely supervised by the teacher. Students are to utilize Internet technology as directed by the instructor or face suspension or cancellation of their accounts. Other disciplinary policies may apply as appropriate.

SEXUAL HARASSMENT

It is the policy of the Valley Springs School District to maintain a learning and working environment that is free from sexual harassment.



It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for non-employees to a harass a student through conduct and or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined below:

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

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

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

- verbal harassment or abuse, intimidation by words, actions, insults, name calling, teasing
- repeated remarks to a person, with sexual or demeaning implications
- unwelcome touching
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.
- making sexual propositions or pressuring for sexual activity
- writing graffiti of a sexual nature or displaying or distributing sexually explicit drawings, pictures, or written materials, circulating/showing emails, websites of a sexual nature or context.
- performing sexual gestures or touching oneself sexually in front of others
- telling sexual or crude jokes
- spreading rumors related to a person's alleged sexual activities
- discussion of sexual experiences/rating system.

Procedures: Any person who alleges sexual harassment by any staff member or student in the District may use the District's complaint procedure or may complain directly to the building principal, guidance counselor, or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

A substantiated charge against a staff member in the District shall subject such staff member to discharge. 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.

Students who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion. Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion.

TOBACCO AND TOBACCO PRODUCTS

Students are not permitted to possess, smoke or use tobacco in any form on the school grounds, in school buildings, when riding school buses to and from school or school-sponsored trips.

Students caught using or possessing tobacco in any form is subject to the following consequences:

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| 1st offense | corporal punishment or parent conference. |
| 2nd offense | 3 days suspension with mandatory parent conference before student may return to school. |

3rd offense	5 days suspension with mandatory parent conference before students may return to school.
4th offense	10 days suspension with recommendation for expulsion and mandatory parent conference before student may return to school.

WEAPONS

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity, en route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event. A weapon is defined as any knife, gun, pistol, revolver, shotgun, BB gun, rifle, pellet gun, razor, ice pick, dirk, box cutter, numchucks, pepper spray, mace or other noxious spray, explosive, taser or other instrument that uses electrical current to cause neuromuscular incapacitation or any other instrument or substance capable of causing bodily harm. For the purposes of this policy, "firearm" means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use. Possession means having a weapon, as defined in this policy, on the student's body or in an area under his/her control. If, prior to any questioning or search by any school personnel, a student discovers that he/she has accidentally brought a weapon to school, including a weapon that is in a vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon, unless it is a firearm. The weapon shall be confiscated and held in the office until such time as the student's parent/legal guardian shall pick up the weapon from the school's office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in the policy. Act 567 of 1995 requires that students who bring weapons upon a school campus be expelled for not less than one year. In compliance with Act 1150 of 1999 upon readmitting a student after an expulsion for a weapons violation, the parent or guardian will sign a statement acknowledging their awareness and understanding of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property.

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 and individualized 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.

BEHAVIOR NOT COVERED ABOVE: The Valley Springs 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 specified in the preceding written rules.

SUSPENSION — a student may be suspended for behavior which interferes with the education of others, prevents the orderly operation of the school, threatens any individual's physical well-being, or knowingly violates a rule for which the penalty is suspension. Suspension may only be affected for a definite time period.

SUSPENSION PROCEDURE

1. A teacher may temporarily dismiss for disciplinary reason any student from class. In compliance with Act

1281 of 1999, if a teacher removes a student from class twice during any nine week grading period, the principal may not return the student to the teacher's class unless a conference is held for the purpose of determining the cause of the problem, and possible solutions, and with the following individuals present: 1) principal, 2) the teacher, 3) the school counselor, 4) parents of the student, 5) and the student if appropriate. Failure of the parents to attend the conference provided shall not prevent it being held nor prevents any action being taken as a result of that conference.

2. The teacher shall, when feasible, accompany the student to the office and shall, as soon as practical, file with the principal a written statement about the student's dismissal from class.
3. The principal or designee shall determine whether to reinstate the student in class, reassign him/her or take other disciplinary action.
4. The principal is authorized to suspend a student from school for disciplinary reasons up to ten school days, including the day upon which the suspension was initially imposed.
5. Prior to such suspension, the principal or designee shall inform the student either orally or in writing about the infraction.
6. If the student denies the charges, the principal shall explain to him/her the evidence which forms a basis of the charges and shall permit the student to present his/her side of the story.
7. When the principal considers that a suspension is proper, the principal will send the student home with a suspension notice requesting a student/parent/principal conference.
8. Additionally, the parent will be given a copy of the suspension notice that includes the reasons for the suspension, its duration, the manner in which the student may be readmitted to school, and the procedure for review of the suspension.
9. The principal or designee may require the attendance of the student involved at said conference as a condition for considering reinstatement.
10. When a student has been notified that he/she is suspended from school he/she shall remain away from school premises until the principal or designee reinstates him/her, except that a suspended student may return to the school premises when accompanied by his/her parent or guardian for a student/parent/principal conference.
11. If, in the conference, no decision is reached by the principal for the reinstatement of the student or if any suspended student or his/her parent/guardian (when the student is a minor) requests a hearing before the superintendent, the principal or designee shall furnish the superintendent of schools with a full report on the suspension within a period of five days from the request.
12. The superintendent of schools or designee shall have the authority to revoke, terminate, or otherwise modify the suspension and will notify the principal and parents of his actions within five days of receipt of the principal's report. The decision of the superintendent shall be final.
13. If the superintendent initiates the suspension process, the decision may be appealed to the Board. If the student or his parent so requests, a hearing shall be scheduled before the school board within five days after the superintendent has notified the parent or student of his/her action. The Board may revoke, terminate, alter or modify the suspension.
14. A suspended student will be readmitted to school after being suspended for ten school days including the day upon which the suspension was initially imposed, even if the appeal process has not been completed.
15. A suspension that does not amount to an expulsion for the remainder of the semester but is more than ten days is authorized. This long-term suspension, however, shall come only after the student has been afforded notice, opportunity for a hearing, and the same procedural rights as for expulsion.

16. Notwithstanding the policy concerning suspension and expulsion, students may be suspended indefinitely without notice, hearing, and the other rights provided herein having been first given if the school is undergoing a violent upheaval or if orderly education processes have otherwise been substantially disrupted. This would apply only in rare instances such as riots or where emergency circumstances make it unreasonable for the administration and board to consider the case within the usual time. In all such cases, notices, hearing, and other rights shall be provided in accordance with the normal provisions at the earliest practical date after order is restored.
17. Students with disciplinary suspensions will be denied make-up work for credit.

Students who attend in-school suspension shall not be counted absent for those days. Days missed due to out-of-school suspension or expulsion shall be unexcused absences.

EXPULSION

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

Expulsion shall not be used to discipline a student in kindergarten through fifth grade unless the student's behavior: poses a physical risk to himself or herself or to others; causes a serious disruption that cannot be addressed through other means; or is the act of bringing a firearm on school campus.

EXPULSION PROCEDURE

1. The principal may recommend that a student be expelled from school with loss of credit. A written recommendation to the superintendent shall include a statement of the charge against the student.
2. If the superintendent concurs with the recommendation, he/she shall schedule a hearing before the School Board.
3. The School Board may expel a student for the remainder of the semester, for the remainder of the school year, for one calendar year, or permanently for conduct it deems to be of such seriousness as to make a suspension inappropriate where it finds that the student's continued attendance at school would be unacceptably disruptive to the educational program or would be attended with unreasonable danger to other students and faculty members.
4. Permanent expulsion is appropriate only for those instances which serious bodily harm occurred or reasonably could have been expected to occur to another person.
5. The superintendent or designee shall be given notice, mailed within ten calendar days from the alleged incident which caused the expulsion recommendation, to the parent if the student is a minor or to the student if he/she is an adult.
Such will be conducted not earlier than three calendar days or more than seven calendar days following the date of the notice except that the superintendent and the student and the student's parent may agree in writing to a date not conforming to this limitation.
6. The notice also will state 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.
7. In every case of a hearing held by a School Board regarding the expulsion, the president of the board or, in his/her absence, another member selected by the board shall preside at the hearing. The student shall be entitled to representation by a lawyer or lay counsel.

8. The superintendent or designee shall present evidence and may present witnesses or statements of those persons who have personal knowledge of the events or circumstances which gave rise to the expulsion recommendation at the hearing.
9. The student or representative may then present witnesses or statements by witnesses with personal knowledge of events or circumstances relevant to the issues.
10. Normally, formal cross-examination will not be permitted.
11. During the course of the hearing if the board determines that credibility of any of the witnesses is at issue, it will permit cross-examination by the student, the superintendent or their representatives of those witnesses whose credibility has become an issue.
12. Cross-examination should ordinarily be limited to the question or questions on which the credibility of the witness whose credibility has become an issues.
13. The student may observe all evidence offered against him/her.
14. Members of the Board may question any witness.
15. At the conclusion of the hearing, the Board may discuss the matter and dispose of it by a vote.
16. If the Board does not expel the pupil with loss of credit, it may impose less severe disciplinary actions, such as long-term suspension, which may be with or without opportunity for make-up of schoolwork. The Board shall briefly state its findings in writing within ten days after the hearing.
17. The Board shall make a record of the evidence taken at the proceedings by use of either a court reporter or a tape recorder.
18. If a student wishes, the record will be transcribed and a copy furnished the student. Copies of all statements used as evidence will be included with the record.
19. The school administration has the responsibility to present the evidence to the Board, and the administration is entitled to open and conclude the hearings.
20. The president of the Board or the presiding officer has the authority to limit unproductively long or irrelevant questioning by non-board members.
21. 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 group hearing will not likely result in confusion
 - 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 will be ordered for that student.

The responsibility for a student's conduct rests with the parents/legal guardian and the individual student. The principal has the authority to administer any disciplinary action approved by the school board necessary to ensure the safety and well-being of all students. This administration will take whatever steps are necessary to enforce the policies of the school district including, if necessary, the involvement of the appropriate law enforcement or juvenile authorities.

DUE PROCESS

Every student is entitled to due process in every instance of disciplinary action for which the student may be

subjected to penalties of suspension or expulsion. (See Ark. State. Ann. 80-1516).

1. Due Process is afforded to students in disciplinary causes of some magnitude such as:
 - a. Suspension
 - b. Expulsion
 - c. Statements removed from student's records
 - d. Clearing one's reputation
2. The United States Supreme Court ruled in 1975 that, for every suspension not exceeding ten days, the student has the right to be accorded the minimum requirements of the due process clause of the Fourteenth Amendment of the constitution of the United States.
3. Due process procedures must be known to all students and must comply with all state and federal laws. A signed statement of receipt of the Student Handbook shall serve as notice of due process procedures.
4. The principal shall promptly send written notice of the facts warranting a request for expulsion to the superintendent, the parent/guardian, the student, and each member of the School Board. The superintendent shall notify the parent or legally responsible adult and the student of their right to a hearing before the School Board in a written notice delivered to them at least five days before such a hearing. (For reasonable cause parents may request of the superintendent an extension of the date of the hearing, in no case to exceed ten days.) Included in the notification shall be the following:
 - a. The time and place of the hearing, the basis for the expulsion request, the substance of the evidence to be presented, and the procedures to be followed.
 - b. That the student may be represented by parent(s) or other legally responsible adult(s).
 - c. That evidence and testimony shall be permitted.
 - d. That written decision of the School Board shall be sent to the parent(s) or other responsible adult(s) and to the student within three days of the hearing.
5. Where parent(s) notify the School Board, in writing, that they do not desire a hearing, they may so waive their right, and the expulsion may precede. However, the failure of the student or the representative(s) to attend or participate in the hearing shall not prevent the conduct of the hearing.
6. Students may present complaints to teachers or administrative officials. Teachers and administrators shall make themselves available to hear those complaints.
 - a. Any student who feels that conditions of the school and/or decisions made by staff members are not in his/her best interest is, at his/her request, to be afforded a meeting with the principal or her designee. The principal's decision is binding, unless overruled.
 - b. If the student is not satisfied that the complaint has been resolved satisfactorily, the student or his/her parent(s) may schedule a meeting involving parent, student, and principal. A letter summarizing the results of this meeting and all subsequent meetings at levels c and e (following) shall be provided the parent(s) by the appropriate school authority.
 - c. If the parent(s) or the student is not satisfied that the complaint has been resolved at level b (above), a meeting with the superintendent may be requested in writing immediately. The request must state the reasons for dissatisfaction. The superintendent shall be afforded five working days to resolve the complaint after the conclusion of said meeting.
 - d. Any complaint not resolved after level c shall be reported to the School Board in a letter immediately.
 - e. A complaint not resolved by the superintendent within five working days may be submitted to the School Board for review and final disposition with as little delay as possible.
7. The due process rights of students and parents are as follows:
 - a. Prior to any suspension, the Principal or her designee shall advise the pupil in question of the particular misconduct of which he/she is accused, as well as the basis for such accusation.
 - b. The pupil shall be given an opportunity at that time to explain his/her version of the facts to the

- Principal or her designee.
- c. Written notice of suspension and the reason(s) for the suspension shall be given to the parent of the pupil.
 - d. Any parent(s) tutor or legal guardian of a pupil suspended shall have the right to appeal to the superintendent of schools.

SCHOOL PROPERTY

The school property is provided for the use of the pupils enrolled in this school. The school will call upon any pupil to replace or pay for any damage or defacement of this property.

CARE OF TEXTBOOKS



All textbooks are issued to students at no charge. Each student is expected to take responsibility for proper care of textbooks. As set forth by the State Department of Education, the life expectancy of a textbook is five years. A student losing a textbook or damaging a book other than wear through normal usage, will be expected to pay for the book. This also includes library books.

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.

Students shall not have more than six (6) unexcused absences in one semester. When a student has three (3) unexcused absences, his/her parent, guardian, or person in loco parentis shall be notified that the student has missed half the allowable days for the semester. Notification shall be by telephone or in person. Students are required to maintain prompt and regular attendance in accordance with Board of Education policy. Parents have the responsibility to monitor attendance and to familiarize themselves with policies pertaining to the educational program of the school.

When students exceed the number of absences as defined in the district's attendance policy, the students' parents, guardians, or parents in loco parentis shall be subject to a civil penalty not to exceed five hundred dollars (\$500.00) plus costs of court and any reasonable fees assessed by the court.

ATTENDANCE SPECIFICATIONS

Regular school attendance is vital to the overall academic success of every student. The responsibility of regular attendance rests with the student and his/her Parents/Guardians. An absence from school is categorized as excused, unexcused, or excessive.

Excused Absences

Student absences will be excused for the following reasons:

- Personal illness of student
- Court appearance
- Medical appointments
- Serious illness in the immediate family (Parents/guardians, siblings, and grandparents)
- Death in the family
- Any circumstances not covered above which the principal or designee determines are acceptable. All other absences will be categorized as unexcused.

Unexcused Absences

Any absence not excused by note or official documentation will be considered an unexcused

absence.

All excused absences require a written note or doctor's excuse to be provided to the school within five (5) school days of returning to school. All absences over six (6) days per semester will require a medical/professional written note. The District reserves the right to require confirmation of the medical documentation and if the district is unable to confirm or verify the absence or the reason for the absence, to consider the absence unexcused.

Students are responsible for seeing that work missed during an excused absence is made up. The normal time allowed to make up work will be one (1) day per absence.

Excessive Absences & Excessive Tardies

Six (6) unexcused absences or ten (10) unexcused tardies per semester is considered excessive.

A truancy petition will be filed with the Boone County Juvenile Court for students with excessive absences or tardies. If excessive absences or tardies continue, a FINS petition (Families in Need of Services) could be filed.

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

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 FHA or 4-H sanctioned activity;
2. 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.
3. For purposes pre-approved by the school administration such as to obey a subpoena, or to attend an appointment with a government agency;
4. Due to the student having been sent home from school due to illness;
5. Exceptional circumstances with prior approval of the Principal.

In short, you will receive a letter or phone call from the office when your child has missed 3 days in one semester. After missing 6 days, a conference will be held that should include the parent, the student and the administrator. However, if the parent does not attend, the conference can be held with just the child and the administrator. A written agreement will be established that will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The consequences will include notification of the prosecuting authority and, most likely, the filing of a FINS (Family In Need of Services) petition with the court system. At the discretion of the Principal, after consultation with persons having knowledge of the circumstances of the absences, the student may be denied promotion.

TARDIES and EARLY DISMISSAL

Tardies and Early Dismissal will count equally. The tardy bell rings at 8:05 and early dismissal is anything before 3:00, but after 1:15. For every 5 tardies/early dismissals in a nine weeks will be considered 1 unexcused absence and will be included in the limit of total unexcused absences. (For example, if your child has 3 unexcused absences and they are tardy 5 times they will now have 4 unexcused absences). Any student late to class must have a written pass from the office in order to be admitted to class. Parents need to sign the student in and/or out in the office.

PERFECT ATTENDANCE

Any student who has not been absent for the entire year, will receive a perfect attendance certificate. Students considered for perfect attendance awards shall receive no more than two (2) tardies/early dismissal per nine-week grading period.

The only exceptions to the absent clause are:

- Death in immediate family
- School authorized absences

PUPIL WITHDRAWAL DURING THE YEAR

1. The school office and the classroom teacher should be notified in advance of the pending withdrawal.
2. Books which belong to the school must be returned.
3. Permanent records will be sent to the new school.

LEAVING THE SCHOOL GROUNDS

No student shall be permitted to leave the school grounds without permission from the school. If it is necessary to pick your child up early, you must check them out of school in the elementary office.

PHYSICAL EDUCATION

All students must participate in P.E. unless prohibited by a doctor. A doctor's note is required in these cases. After an illness or injury, a parent's written statement is required to excuse a student from P.E. class. Students should either wear or bring tennis shoes to participate in physical education classes in order to prevent injuries.



DRESS AND APPEARANCE

Primarily, the parents are responsible for seeing that their child is dressed properly for school. In addition, there are also dress code rules that the administration requires of our students. Please follow the list below when dressing your child for school:

1. Bare backs, bare midribs, halter-tops and shoulder straps less than 1" wide are prohibited.
2. No shoes with cleats or roller skates.
3. No bare feet
4. Skirts and shorts, which are shorter than mid-length, are prohibited. (A reliable guide of whether a garment is "mid-length" is if it reaches the tips of the fingers when the student is standing straight with his/her hands held straight down.)
5. No clothing should be worn that advertises any product or activity that is considered damaging to a person's health or morals. Examples: tobacco, alcohol, drugs, vulgarities, obscenities, profanity, sexually explicit or suggestive messages.
6. No hats, caps or do-rags will be worn in the buildings.
7. Body piercings, other than the standard ear piercings, will not be allowed.
8. Intentional sagging or excessive baggy clothing will not be permitted.
9. Chains will not be worn on clothing or carried to school.
10. Mesh tank tops or those with excessively large arm holes are prohibited.
11. Clothing should not be worn that exposes the student's undergarments.

ILLNESS

Any student who becomes ill at school should notify the teacher. If a situation demands further care, the student will be sent to the nurse and parents will be notified if necessary. If parents cannot be reached, the school will take the necessary steps to insure student safety.

Teachers are not allowed to give any medication, including aspirin, to any student. Students with an upset stomach, sore throat, fever, etc. need to be at home and not with other children.

All prescription medicine given at school by the nurse must be in the original prescription bottle and must be brought in by the parent. A consent form must be signed giving consent to give medicine at school.

Parents should be sure that the school has current telephone numbers and names of persons to be contacted in the event of illness or injury.

HEAD LICE

1. Parents of students who have live head lice will be notified of the following procedure: Students may remain in class for the remainder of the day provided this is not a disruption to the child and/or his peers.
2. Upon returning to school following treatment the parent/guardian must meet with the school nurse prior to be readmitted to class. When the student is readmitted, a written statement must be signed and dated by the parent/guardian and returned to the nurse.
3. The absence will be treated as an illness with a note from the parent/guardian. Only 1 excused absence will be permitted per occurrence. Further days missed will considered unexcused. Any missed assignments will be made up at home..
4. Per the CDC students with nits will be allowed to remain in school. Here is the link to the CDC: <https://www.cdc.gov/parasites/lice/head/parents.html> (this is the recommendation per the CDC and our current policy is outdated by about 10 years according to the school nurse).

LIBRARY

All books are checked out for two weeks. No magazines are checked out. If a student keeps a book out of circulation for an extended period of time, further library checkouts will be denied to that student until the overdue book has been returned or the library has been compensated for the book. A replacement fee will be charged for excessive damage or loss of library materials.

CAFETERIA

The mission of the Valley Springs Cafeteria is to provide the student with healthy meals that meet the daily nutritional requirements of growing children. We feel we are an extension of the classroom in trying to teach children, by example, about healthy food choices. Our meals are calibrated to provide one third of the daily nutritional values and be thirty percent or less of fat.



Valley Springs School District Charging Policy for Meals:

The Valley Springs School District recognizes that healthy, nutritious meals are an important component to the student readiness and ability to learn.

In addition, Title 7, Code of Federal Regulations (CFR), 210.10 (a) (1) states “Schools must provide nutritious and well-balanced meals to all children they serve”. In accordance with this regulation, Valley Springs School District will not deny any student access to school meals. However, by statute, the district’s Child Food Services department is a self-supporting fund that cannot have a negative balance at the close of the fiscal school year.

To be fair and in order to ensure compliance of all who participate in the school meal program, the district has a policy procedure for methods of payment and collection methods.

FOR STUDENTS W/ FREE MEAL STATUS:

- Students are required to take a reimbursable meal.
- Extra milk is considered an a la carte item by USDA; therefore the price is \$.50 if a student chooses to take extra.

FOR STUDENTS W/ REDUCED MEAL STATUS:

- Reduced price is \$.30 for breakfast and \$.40 for lunch.
- Students are required to take a reimbursable meal.
- The collection process will begin when a student reaches a negative balance of \$10.00.

FOR STUDENTS W/ PAID MEAL STATUS:

- Prices are set by the Valley Springs School District in accordance with federal and state regulations.

- Prices for paid meal status: Breakfast: \$1.50 and lunch: \$2.25.
- The collection process will begin when a student reaches a negative balance of \$10.00.

COLLECTION PROCESS:

PRE K – 6th grade:

- Payment reminders are sent home weekly with Monday folders.

School Meal Modifications

The district only provides modified meal components on menus to accommodate students with a disability. A parent/guardian wishing to request dietary accommodations for their student with a disability must submit to the district's Director of Child Nutrition a medical statement completed by a State licensed healthcare professional, which includes:

- Physicians, including those licensed by:
 - o The Arkansas State Medical Board;
 - o The Arkansas State Board of Chiropractic Examiners (Chiropractors);
 - o The Arkansas Board of Podiatric Medicine (Podiatrists);
- Nurse Practitioners (APRNs in family or pediatric practice with prescriptive authority);
- Physician Assistants (PAs who work in collaborative practice with a physician); and
- Dentists.

The medical statement should include:

1. A description of the student's disability that is sufficient to understand how the disability restricts the student's diet;
2. An explanation of what must be done to accommodate the disability, which may include:
 - a. Food(s) to avoid or restrict;
 - b. Food(s) to substitute;
 - c. Caloric modifications; or
 - d. The substitution of a liquid nutritive formula.

Students who are allergic to milk will be provided juice with lunch provided that they have had their physician complete the proper form provided by the cafeteria manager, indicating that they are allergic to milk. This form is required by the School Food Service of the State Department of Education. Any student may bring juice or water from home, but may not drink soft drinks at lunch.

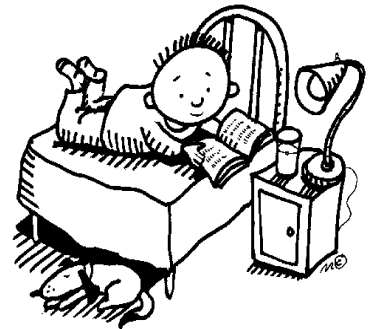
The cafeteria manager is available each school day from 7:00 until 2:00 p.m. The best time to reach her is from 8:30 a.m.—10:00 a.m. or 1:00 p.m.—2:00 p.m. She will be glad to answer any questions regarding your student's account, special nutritional needs, or concerns. All inquires pertaining to food services should be addressed to Diana Young, Food Service Supervisor, at 429-9220.

HOMEWORK POLICY

Homework is a reasonable extension of classroom assignments and is to vary according to individual student's grade level, ability and need.

The objective of homework, when given, is to assist and improve a student's learning. Homework is to be reasonable in length, directly related to classroom work, well defined in advance by the teacher and understood by the student.

It is the student's responsibility to complete homework. Repeated failure to complete homework disrupts the normal operation of the classroom and is detrimental to student learning. It is the parent's responsibility to support this portion of the educational program by encouragement and involvement with



the student.

MANNERS

It is expected that students will show teachers and other adults the courtesy of addressing them as Mr., Mrs., Sir, Ma'am, and Coach. Insubordination will not be tolerated. Courtesy should also be displayed at all school activities, in the classroom and on campus.

SCHOOL PARTIES

The elementary school will have two (2) class parties each year. One party will be at Christmas and one for Valentines' Day.

For various reasons, including hurt feelings, custody issues, loss of class time and other reasons too numerous to mention, we will not accept deliveries of any kind on Valentines' Day.

Students should not wear Halloween costumes to school at Halloween time.

Birthdays will be celebrated seven times throughout the year. All birthdays that fall during each designated time period will be recognized at school. Parents may send commercially prepared food items at that time only for birthday celebrations. Parents will be notified in advance of the date of each party. The seven times will be as follows unless otherwise scheduled by the classroom teacher:

1. August/September birthdays
2. October birthdays
3. November/December birthdays
4. January birthdays
5. February birthdays
6. March birthdays
7. April/May/June and July

Birthday parties should be kept to a minimum and should not last more than twenty (20) minutes. Please talk with your child's teacher before planning a party to find out the date and time. Classes are only allowed seven (7) birthday parties each year.

Invitations for parties outside of school will not be distributed at school unless every child in the class, or all girls or all boys, receives one.

DANCES

School sponsored dances will not be held at the elementary level.

LOST AND FOUND



Pupils who find lost articles should turn them in to the school office. When an article is lost, students should inquire about it at the office. Unclaimed items in the lost and found without a name written on them will be donated to a local charity or those in need at the end of each nine week grading period. **All items marked with proper identification will be returned to the owner when possible.**

GIFTED AND TALENTED PROGRAM

Gifted and talented students participate in classes in which they receive instructional services different from those normally provided in the regular classroom. Students have the opportunity to work at the level of their abilities and in their area of interest or talent.

FIRE DRILL

Alarm: Several broken blasts on the bell system.

Fire drills are necessary for two reasons:

1. They are required by law.
2. The student must know how to leave the building quickly, quietly and safely.



During fire drills, the student will WALK as fast as traffic will allow, but he/she will never run. He/she will remain silent.

The student can expect at least one fire drill each month. The teacher will leave the classroom last, having determined that:

1. All students have left the classroom.
2. All windows are closed.
3. The door is closed.
4. The lights are turned out.
5. All students are in their designated place.

The teacher will carry the roll book to call roll, once the class has arrived at the pre-determined safe destination.

TORNADO DRILL PROCEDURE

Alarm: Continuous ring of the bell system.

1. When the alarm is sounded, students move quietly into interior hallways or designated areas.
2. Students are to sit on the floor with their head on their knees and hands on back of their neck. (Quietness is important.)
3. Check student roll.
4. Remain in this position until an all clear bell sounds.

LOCKDOWN PROCEDURE

Upon instructions from the office, the teachers will lock their classroom doors, if they are not currently locked. A piece of furniture, a wooden wedge, or something similar, will be placed in front of the door to help block it and the students will attempt to hide and will remain quiet. All cell phones will be turned off so they will not draw attention to the room. Students will remain in this position until an "All clear" call comes from the office.

CLOSING SCHOOL IN AN EMERGENCY

When schools in the Valley Springs School District are not to be open due to inclement weather or other emergency condition, public announcements will be made no later than 7:00 a.m. by the superintendent through the local radio stations. Parents and students are encouraged to listen to radio broadcasts rather than to call the offices or homes of the administration.

In the event the school should close during the school day due to inclement weather, an emergency or other extenuating circumstance, the Valley Springs School District will make the determination whether or not any or all of the buses should run their regular routes. The safety of the students will be the determining factor. If you are unable to pick up your child, the person picking up your child **MUST** have the student's code if they are not on the pick-up list that you filled out on the student information sheet. Your full cooperation will be appreciated during these stressful times.

BUS TRANSPORTATION

School buses are owned and operated by the school district for the purpose of transporting the students to and from school who live too great a distance to walk.

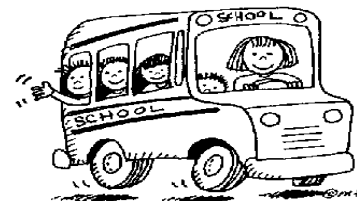
Any time a child is not to ride his/her regular bus, a note must be sent from the parent to the teacher and bus driver telling them which bus the child is to ride. This is to protect the child. If a child is going to spend the night with another child, he must have a note to that effect from his parent or guardian. **A student will not be allowed to ride a different bus without a note from the parents.**

BUS DISCIPLINE

P: Problem Solving *Raise your hand to get the driver's attention

A: Act Responsible *Remember all belongings
*Use inside voice

W: Wise Choices *Keep hands and arms inside the bus.
*Always listen to the driver



- S: Stay Safe**
- *Stay seated
 - *Keep aisles clear
 - *Face forward - "seat to seat, back to back"
 - *Walk on/off the bus

If a Student Chooses to Break a Rule

If a student chooses to break a rule, these are some of the possible consequences:

- Verbal warning from the driver
- Verbal warning from the Principal
- Notify parents
- Principal's office
- Bus suspension
- Corporal punishment
- In-school suspension
- Community service within the Elementary School
- Out-of-school suspension
- Expulsion

When a student is sent to the office, the Principal shall determine the method of discipline.

SCHOOL SPONSORED TRIPS

A teacher will be in charge of all students that participate in a school activity away from school. Elementary students participating in field trips or after school activities must have written permission from their parents. No child will be dismissed from the teacher's supervision until returned to their destination that was agreed upon in advance by proper school authorities; or if a parent should call for the child in person, the child can be excused to accompany the parent. **School aged siblings or other school age children will not be allowed to attend the school sponsored trips.** These trips are regarded as an extension of the regular classroom.

VISITING SCHOOL

Parents are welcome visitors at school, within reason. They are welcome not only on special occasions or by special invitation, but many other times throughout the year. **Visits should be deferred several weeks at the beginning of the school year, however, to enable children to get adjusted to their new environment.**

Your visits give the child a feeling of security through knowing that there is cooperation between parents and teachers. It also builds understanding between parent and teacher. When you visit the school, we will appreciate your observing the following guidelines:

1. Parents and other visitors must sign in at the office upon arrival and obtain a visitor's pass to wear while on campus.
2. **Please do not walk your child to class.** Classes start at 8:00 and your child should be engaged in class activities as directed by the teacher at this time. If you need to talk to the teacher, please call for an appointment.
3. Try not to discuss your child or his/her problem in his/her presence or hearing. It may be embarrassing and harmful to your child to be the center of your discussion.
4. School sponsored activities are not the best time to consult with the teacher about individual children. A teacher and parent cannot talk freely about a child in front of other parents.
5. A parent/teacher conference can be arranged by calling and setting up an appointment.

SCHOOL VISITORS

Students will not be permitted to bring guests to class. The purpose of the school is not to entertain guests, but to help students to obtain an education that will enable them to enjoy a fruitful life.

CLOSING REMARKS

We look forward to working with you regarding your child's education and ask for your help and cooperation in making the school year a successful one.

VALLEY SPRINGS SCHOOL 2018-2019 CALENDAR

August 7,8,9 August 9 August 13	Teacher In-Service Open House (4-6 p.m.) First Day of School
September 3 September 5	Labor Day Holiday (no school) Early dismissal for students
October 3 October 12 October 18 October 19, 22	Early dismissal for students End of 1 st Quarter (44 days) Parent/Teacher Conference (2-8 p.m.) Fall Break
November 7 November 21,22,23	Early dismissal for students Thanksgiving Break
December 5 December 18, 19 December 19 December 20-January 2	Early dismissal for students Semester tests End of 2 nd Quarter (43 days) Christmas Break
January 2 January 21	Teacher In-Service Martin Luther King Day (no school)
February 6 February 18	Early dismissal for students President's Day Holiday (no school)
March 6 March 8 March 14 March 15 March 18-22	Early dismissal for students End of 3 rd Quarter (45 days) Parent/Teacher Conference (2-8 p.m.) Teacher In-Service (no school) Spring Break
April 3 April 19	Early dismissal for students Good Friday (no school)
May 1 May 21, 22 May 22 May 23,24,28,29,30	Early dismissal for students Semester Test End of 4 th Quarter (46 days) 5 built-in snow days to be used after AMI days

*Students will be dismissed early the first Wednesday of each month for PLC.
(Elementary – Car Riders at 2:05 and Bus Riders at 2:10; Middle School at 2:15 and High School at 2:20.)

**Alternative Method of Instruction Days (AMI DAYS) will be used for the first 5 days missed.

***Teachers are to get 3 PD days, related to PGP, in summer; 5 PD days are built in the calendar; 2 days (12 hours) of PD will be earned in 90 minute increments after school, 8 times during the school year.

SCHOOL-PARENT COMPACT

The Parental Involvement Plan can be found in its entirety on the Valley Springs School website at <http://valley.k12.ar.us>. You will need to look under Administration, then Parental Involvement Plan, and finally, under Elementary.

The Valley Springs Schools and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during the 2015-2016 school year.

School Responsibilities

The Valley Springs Schools will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

Valley Springs Schools are dedicated to providing its students with a high quality education that challenges each student to achieve their potential. The school will create an environment conducive to learning. The curriculum will be aligned with the Arkansas Department of Education Frameworks and used to plan instruction that will lead to proficiency on Arkansas' content standards. Student achievement will be increased through an integrated curriculum that promotes continuity and a growth in skills and knowledge from grade to grade and from school to school.

- 2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.**

Specifically, those conferences will be held: Parent-Teacher conferences are held twice a year during the 1st and 3rd grading periods. The conferences are held in a timeframe so that the maximum number of parents can attend without having work conflicts.

- 3. Provide parents with frequent reports on their children's progress.**

Specifically, the school will provide reports as follows:

- a.** Quarterly report cards will be sent home each nine week period.
- b.** Progress reports will be sent home to parents at mid-term of each grading period.
- c.** Monday folders will be sent home each week with completed work, weekly assignments and notices.
- d.** Home Access Center (HAC) accounts are made available for each parent to monitor their child's progress throughout each grading period.

Parent Involvement Plan Summary

Valley Springs Elementary School encourages parents to participate as a full partner in the decisions that affect his/her child and family and be involved in their child's educational experience. Parents are welcome to visit the school and encouraged to become active by volunteering and becoming a part of the PTO (Parent Teacher Organization) for the Elementary School. To encourage communication with the parents, two parent/teacher conferences will be held each year. Throughout the year, teachers will communicate with parents through weekly folders, emails, phone calls and letters and invite parents to do the same as questions may arise. Parent nights will be scheduled throughout the year. This gives the parents opportunities to learn about activities and programs that will enhance their child's learning and have greater involvement in the Elementary School.

