

# County Line Elementary School



Student Handbook  
2014-2015

**COUNTY LINE ELEMENTARY  
2014-2015 School Events**

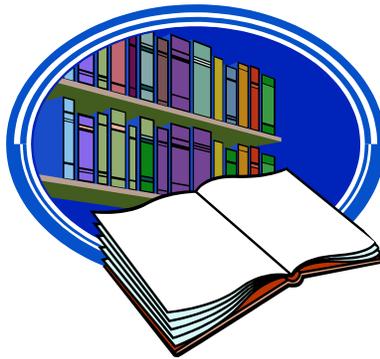
Aug. 14	District Open House
Aug. 18	First Day of School
Sept. 1	No School (Labor Day)
Sept. 5	Grandparents Day Lunch
Sept. 25	Parent/Teacher Conferences Progress Reports
Sept. 26	Professional Development— <b>No Classes</b>
Oct. 3	Muffins for Mom
Oct. 16	Math/Literacy Night
Oct. 16	End of 1st Quarter (43 days)
Oct. 17	Fall Break— <b>No Classes</b>
Oct. 23	Report Cards
Oct. 31	Fall Party/Food Day
Nov. 7	Donuts for Dad
Nov. 11	Veteran's Day Program
Nov. 25	Progress Reports
Nov. 26-28	Thanksgiving Holiday
Dec. 19	Christmas Party/Food Day End of 2nd Quarter (42 days)
Dec. 22	Christmas Break Begins
Jan. 5	School Starts Back
Jan. 8	Report Cards/Food Day
Jan. 19	Professional Development ( <b>No Students</b> )
Feb. 12	Progress Reports
Feb. 12	Valentine Party/Food Day
Feb. 13-16	Winter Break— <b>No Classes</b>
Mar. 13	End of 3rd Quarter (48 days)
Mar. 23-27	Spring Break
Apr. 2	Parent/Teacher Conferences Report Cards/Food Day Kindergarten Registration (2015-2016 Students)
Apr. 3	Good Friday— <b>No Classes</b>
Apr. 30	Progress Reports
May 14-15	5th and 6th Grade PARCC Exam
May 19-20	3rd and 4th Grade PARCC Exam
May 21	High School Graduation
May 25	Memorial Day— <b>No Classes</b>
May 27	6th Grade Graduation
May 28	Last Day of School Report Cards End of 4th Quarter (45 days)

\*\*Snow Days will be made up in the following order\*\*  
1/19, 2/13, 2/16, 4/3, 5/29

## COUNTY LINE SCHOOL DISTRICT

### MISSION STATEMENT

The County Line School District is committed to inspiring all students to reach their maximum potential by employing highly qualified staff members who will provide opportunities to all students to become self-assured, successful, life-long learners.



## COUNTY LINE ELEMENTARY

### MISSION STATEMENT

County Line Elementary School promotes academic excellence to empower all students to be productive, caring and responsible citizens.

*Dear Parents,*

*This handbook is presented in an effort to inform you about some of our most important policies and procedures. Please take time to read and discuss it with your child. We hope that the information presented will lead to a continued cooperation between parents and the school.*

*Please feel free to call on us when you have questions or concerns about your child. We share your goal of providing the best possible education for you child.*

*County Line Elementary School Faculty*

# **County Line Elementary School Welcomes You!**

## **Our Staff**

Superintendent: Taylor Gattis  
Principal: Linda Teague  
School Counselor: Janelle Kerns  
Sixth Grade: Karen Potts and Holly Shotzman  
Fifth Grade: Tammy Keezer and Elizabeth Shelby  
Fourth Grade: Kay Johns and Vicki White  
Third Grade: Darline Kincannon and Carolyn Coffelt  
Second Grade: Darline Kincannon and Randie McCoy  
First Grade: Brittany Pittman and Kristi Robins  
Kindergarten: Kristal Jagers and Liz Vernon  
PreK: Sarah Fisher and Rose Bottoms  
Title 1 Literacy: Janelle Kerns and DeAnna Sibley  
Title 1 Math: Jyme Beth Diffie  
Speech: Suzanne Little  
Special Education Resource: Katrina Vigil  
Art: Annette Brown  
Library: Brittany Brunson  
Music: Holly Murphy  
P.E. : Lori Binz  
G/T: Celia Looney  
Computer Lab: Wendi Gattis  
Secretary: Amanda Price  
Nurse: Rose Rinke  
Cafeteria Manager: Anna Ethridge  
Cafeteria: Anna Chalmers, Glenda Watson, Carol Johnson,  
Paula Parker and Amy King  
Bus Supervisor: Kenton Hurt  
Bus Drivers: Randy Watson, Kenton Hurt, Scott Lee,  
Tina Hurt, Trudy White, Jay Young,  
Steve Young

## **Phone Numbers**

Superintendent Office.....479-635-2222  
Superintendent Fax.....479-635-2087  
Elementary Office.....479-635-4701  
Elementary Fax.....479-635-2102

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### **INITIAL ENROLLMENT**

To enroll in a school in the District, the child must be a resident of the District as defined in District policy (4.1-RESIDENCE REQUIREMENTS), meet the criteria outlined in policy 4.40-HOMELESS STUDENTS, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option.

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

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

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

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

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

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

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

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
  - A. A birth certificate
  - B. A statement by the local registrar or a county recorder certifying the child's date of birth
  - C. An attested baptismal certificate
  - D. A passport
  - E. An affidavit of the date and place of birth by the child's parent or guardian
  - F. United States military identification
  - G. Previous school records
3. The parent, guardian, or other responsible person shall indicate on school registra-

tion forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.

4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age. A student enrolled in the District who has an immunization exemption may be removed from school during an outbreak of the disease for which the student is not vaccinated at the discretion of the Arkansas Department of Health. The student may not return to the school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health.

#### **TRANSFER OF STUDENTS**

A student who transfers from another state-accredited school will be placed in the appropriate grade indicated by the records of the previous school. A student who has attended a non-accredited school (including home school) will be tested upon enrollment to determine the appropriate grade placement. The County Line School board Shall consider transfers in June, August, and September at regularly scheduled Board Meetings.

#### **Daily Schedule**

The school day begins at 8:00 a.m. and ends at 3:05 p.m. car riders, 3:10p.m. bus riders (K-4th grade) 3:10 p.m. car riders, 3:15 p.m. bus riders (5th and 6th grades). If children arrive after 9:30 a.m. or leave school before 1:30 p.m., they are marked absent for one half day. Children who are tardy ***must be signed in by a parent or guardian*** at the elementary office before going to class.

#### **SCHOOL CLOSINGS**

Closing of school due to inclement weather is sometimes necessary. Announcements concerning closings are made through the school's voice notification system to a parent's home phone or cell phone. However, the closings are also announced on the following stations:

##### **Radio**

KFSA—950  
KWHN/KMAG—99.1  
KDYN—92.7

##### **Television**

KFSM Ch. 5  
KFPW Ch. 40

Parents need to make arrangements for their child in case school is dismissed early.

### **VISITS AND CONFERENCES**

During the school year, formal parent/teacher conferences will be held in Fall and in Spring in which parents are invited to visit classrooms and discuss student progress. Other dates may also be included which will involve special letters of invitation to parents and community members.

If you feel a conference is needed with your child's teacher or with the principal, an appointment must be made at least one day in advance to ensure the conference is held at a time that is convenient to all concerned. It is not fair to the children, to you, or to the teacher to interrupt during a class. However, should you find it absolutely necessary to speak to your child or a teacher during the day, permission to do so must be obtained from the office. **CHILDREN MAY NOT BRING VISITORS TO SCHOOL.**

### **ATTENDANCE POLICY**

Regular school attendance is vital to the overall academic, cultural and social success of every student. It is the responsibility of the parents/guardians to see that their child attends school on a regular basis. Excessive Absences may result in denial of credit, promotion or graduation.

#### **Excused Absences**

Excused absences are set at a maximum allowed of six (6) days per semester. Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement upon his/her return to school from the parent/guardian stating such reason.

A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will **not** be accepted. Excused absences include the following:

1. The student's illness or when attendance could jeopardize the health of other students.
2. Death or serious illness in their immediate family
3. Observance of recognized holidays observed by the student's faith.
4. Attendance at an appointment with a government agency.
5. Attendance at a medical appointment.
6. Exceptional circumstances with prior approval of the principal.
7. Participation in a 4-H sanctioned activity.
8. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military on active duty and is on leave from active duty, or has returned from deployment.

#### **Unexcused Absences**

Absences not defined above or not accompanied by a note in the required timeline shall be considered as unexcused absences. Students with four (4) unexcused absences in a semester shall not receive credit for that semester. At the discretion of the principal, the student may be denied promotion.

When a student has two unexcused absences, his/her parents/guardians shall be notified by phone or regular mail. Whenever a student exceeds four (4) unexcused absences in a semester, the school shall notify the prosecuting attorney; the parent/guardian shall be subject to a civil penalty as prescribed by the law.

In-school suspension shall not be counted as an absences, though out-of-school suspension or expulsion shall.

Students who arrive at school between 8:00 and 9:30 a.m. will be considered tardy. Parents will be contacted when the student accumulates five tardies in a semester. Students who arrive after 9:30 a.m. or who check out before 1:30 p.m. will be counted absent for half a day. Students are required to be checked in and out through the office by a parent or guardian for the protection of the students. Perfect attendance is defined as **no absences, no early checkout or no late arrival.**

**COMMUNICATION POLICY**

The district recognizes the importance of communication between teachers and parents/legal guardians. To help promote positive communication, parent/teacher conferences shall be held once each semester. Parent-Teacher conferences are encouraged and may be requested by parents or guardians when they feel need to discuss their child’s progress with his/her teacher.

Teachers are required to communicate during the school year with the parent(s) or legal guardian(s) of each of their students to discuss their academic progress. More frequent communication is required with the parent(s) or legal guardian(s) of students who are performing below grade level.

All parent/teacher conferences shall be scheduled at a time and place to best accommodate those participating in the conference. Each teacher shall document the participation or non-participation of parent(s)/legal guardian(s) for each scheduled conference.

If a student is to be retained at any grade level, notice of, and the reasons for retention shall be communicated promptly in a personal conference.

Legal References: State Board of Education Standards of Accreditation 12.04.1, 12.04.2, and 12.04.3 A.C.A. §6-15-1701(b)(3)©

Report cards are given at the Fall and Spring conferences and are also sent home each nine weeks. In addition to report cards, mid-quarter reports are sent home each 4-5 weeks to give parents information about their child’s progress during the nine-week period. Mid-quarter progress reports allow time for grades to be improved before the actual report card grades. Subject grades are based on educational objectives only. In order to acknowledge receipt of these and other notices from school, parents are requested to sign and return the item(s) to school or to send a note indicating that the items were received.

Parents will be notified by phone or written communication of disciplinary or academic problems. **It is extremely important that the school be made aware of change in phone number or address of students and their parents/guardians.**

**GRADING SCALES**

(1st - 6th Grades)		(Kindergarten/Activity Classes)	
A	90 - 100%	ADVANCED	O
B	80 - 89%	PROFICIENT	S
C	70 - 79%	BASIC	N
D	60 - 69%	BELOW BASIC	U
F	0 - 59%		

- Grades assigned to students reflect education objectives only.

### **RETENTION**

The decision concerning placement, promotion or retention of students should involve a consideration of a variety of factors, including academic progress, age, maturity and capacity for learning. The school will continue to use the DIBELS assessment (Dynamic Indicator of Basic Early Literacy Skills) or DRA (Developmental Reading Assessment) at the end of the school year to determine literacy mastery. The school will use the Assessment for Mathematical Understanding to determine math mastery.

Other elements that will be considered are grades, Response to Intervention, progress monitoring and interim assessments. The final decision will rest with the committee, composed of parents, teachers, counselor and principal. However, if the committee fails to agree, the final decision shall rest with the principal.

### **SMART CORE**

The County Line School District will inform parents, guardians, and students of the Smart Core Curriculum, in which all students in grades nine through twelve are required to participate unless their parents/guardians or student, if he/she is 18 years of age or older, sign an Informed Consent Form to not participate. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. The signed Informed Consent Form shall be attached to the student's permanent transcript. Informed Consent Forms are required to be signed prior to registering for seventh grade classes, or if enrolling in the district for seventh through twelfth grade classes. Counseling by trained personnel shall be available to students and their parent(s) or legal guardian(s) prior to the time they are required to sign the consent forms.

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

### **THE SMART CORE CURRICULUM COURSES INCLUDE**

- English - Four (4) units with emphasis on writing skills (not to include courses in Oral communication)
- Oral Communications - One-half (1/2) unit
- Natural Science - Three (3) units with laboratories chosen from the following:
  - Physical Science, Biology, Chemistry of Physics.
- Mathematics - Four (4) units including: Algebra I, Algebra II, and Geometry, and Advanced Math or Algebra III or AP Calculus
- Social Studies - Three (3) units including one (1) of American History, one (1) of World History, and one (1) of Civics
- P.E. - One-half (1/2) unit
- Health and Safety - One-half (1/2) unit
- Fine Arts - One-half (1/2) unit
- Career Focus - Six (6) units

### **TELEPHONE CALLS**

Unless the message is unusually urgent, teachers will not be in position to leave their classes to receive calls. Children should not be asked to phone home or to come to the telephone unless there is an extreme emergency. Our school telephone number is 479-635-4701. We encourage responsibility in our students; therefore, students will not be allowed to call home for forgotten items, except in extreme cases.

### **INDIVIDUAL PICTURES**

During the fall and spring, individual pictures of the children are taken. Students do not have to purchase these pictures if they do not care to do so. The Fall picture will appear in the yearbook. There will be no retakes of Spring pictures.

### **SUPPLIES**

The school provides construction paper, paints, and other supplies to each teacher to be used in the classroom, but **DOES NOT** furnish pencils, paper, crayons, etc. to each child. A school supply list for each grade will be made available prior to the start of school.

### **LOST AND FOUND**

Our school has a "Lost and Found" department. Encourage children to take proper care of their own equipment, and make sure that your **CHILD'S NAME IS CLEARLY MARKED ON ALL BELONGINGS**. Any "lost" items not claimed by the last day of school will become the property of the school.

### **HOMEWORK POLICY**

Much of the "homework" for elementary students is actually class work that was not completed at school. Other homework is assigned to provide extra practice in a skill that has already been taught or for a learning experience that cannot be achieved at school. Parents are encouraged to support their children's efforts with homework and help them in studying for tests and practicing their reading.

Each teacher assigns homework as needed to accomplish the objectives of the subject that is being taught. Homework, special projects, or reports should be turned in on the due date to assure receiving full credit for the assignment. Points deducted for late work will be determined by individual teachers. Absentee make-up work should be completed within the same number of days a student was absent, except for extended illness. It is the responsibility of the student to get missed assignments from his/her teacher. Teachers will contact parents concerning any homework policies set for only their individual classrooms.

### **SCHOOL PROPERTY**

Please encourage children to take care of school property. School property defaced or destroyed must be paid for by those responsible. State law requires that the student must pay the value of the property defaced or destroyed. If a textbook or library is lost, the school's cost of the book must be paid.

Money paid for lost books will be held for a period of three months. After that time, no refunds will be made.

**CHECK WRITING**

Please make all checks payable to County Line School for lunches, school insurance, etc. If a check is written for more than one child per family, the check should be brought to the office of the elementary principal. Checks which are written for more than one student's lunch create record keeping problems. We prefer that children pay separately; however, if you do pay for more than one child, please attach a note breaking down the cost.

**PERSONAL ITEMS**

**Please label your child's personal items brought to school.** The school will not be responsible for their loss. The school provides balls and play equipment for use at recess. **Children are not allowed to bring toys or electronic devices of any type to school unless permission is specifically granted by the teacher.** Any prohibited items brought to school will be taken to the principal's office. It will be the responsibility of the parent to make arrangements for pick up. **Cell Phones that ring, vibrate, or are out in view at school will be taken by the teacher and must be picked up by the parent at the principal's office.**

**LUNCH AND BREAKFAST PROGRAM**

Hot lunch facilities are available in our school. The cafeteria must meet state standards as to the quantity and quality of food served. **Cafeteria prices are as follows:**

<b>Lunch</b>	<b>Breakfast</b>
\$3.30—for adult	\$1.75—for adult
\$1.50—for student	\$ .75—for student
\$ .40—for reduced	\$ .30—for reduced

**All kindergarten and 1st grade students are served breakfast on a daily basis.** Free or reduced lunches and breakfasts are available for those qualifying. Students will be allowed to charge up to five (5) lunches. Breakfasts may not be charged. If a child has paid lunch fees for the week and is absent, he/she will receive credit on the following week for all days missed. Please send all money on Monday for the entire week. The cafeteria manager maintains all financial records for both the breakfast and lunch programs. Should you have questions, you may contact her at school 479-635-4701.

**Parents who wish to eat lunch with their child/children need to check in at the office for a visitor's pass.** Parents visiting during lunch **may not sit at the regular tables** with other students but rather at a separate table with their child only; other students should remain seated with their class.

**RELEASE OF INFORMATION**

Directory information including name, city, address, grade, parent names, birthday, and honors/activities may be released upon approval of the building principal to non-profit organizations or persons directly affiliated with County Line Schools with valid reasons for requesting the information such as pictures to the paper and the school website. If you object to this release of information, you should submit your objection in writing to the office of the elementary principal by the end of the second week of school or second week of enrollment.

### ACCIDENT INSURANCE

The school makes available to the students a low-cost accident insurance policy. This policy is purchased on a voluntary basis by the students and is of no benefit to the school. Forms are available upon request.

### FIRST AID

If a situation should arise which would require contacting parents, it is very important that the school have an up-to-date and complete home location and telephone number. **Please notify the school of any change in address or telephone number.** Further, there should be similar information of a relative or close friend in case parents can't be reached. Anytime an injury results in a serious cut, possibly requiring stitches, or possibility of a broken bone, the school will contact the parents for their decision on medical care. Minor scratches and bruises will be handled at school. Pupils having significant medical condition (such as allergy to stings, irregular blood conditions, etc.) should have vital information recorded by the school in case of an emergency.

First aid such as bandages, medicated spray, or antibiotic ointment are available at school and are dispensed at the discretion of the school nurse or school personnel.

### PRESCRIPTIONS AND OTHER MEDICATIONS

**Non-prescription drugs will not be given at school**, other than the first aid listed above. Prescription drugs must be in the original container from the pharmacy and must bear the child's name and correct dosage information. A Medication Administration Release Form must be completed and signed by the parent prior to the administration of any medication by school personnel. **HANDWRITTEN NOTES ARE NOT ACCEPTABLE.** Permission for long-term medication must be renewed at the beginning of each school year. Forms are available from the school nurse for those students who self-administer a rescue inhaler and/or an auto-injectable epinephrine, but must be accompanied by written permission from a parent/guardian as well as a licensed health care practitioner to do so. Under no circumstances are children allowed to swap, exchange, or share medication.

### CONTAGIOUS DISEASES

State health regulations require presentation of a doctor's statement upon return to school of a student who has had a contagious disease or skin condition. Specific examples include, but are not limited to: impetigo, pinkeye, ringworm, human host parasite (head lice), MRSA, streptococcal and staphylococcal infections, mononucleosis, Hepatitis B or C, vomiting, diarrhea, and fever (100.4 F when taken orally). A student who has been sent home by the school nurse will be readmitted at the discretion of the school nurse when the student is no longer a transmission risk. The school is concerned about the health of all students. **PLEASE DO NOT SEND YOUR CHILD TO SCHOOL WITH A TEMPERATURE.** In the event that a child becomes ill or is injured to the extent that we question whether or not he should see a doctor, we'll call the parents or their designee.

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

### **EMERGENCY TRAINING**

The school conducts regular fire and tornado drills to help prepares children to cope with emergency situations. In addition, two bus drills are conducted each year and an active shooter drill may be conducted with local law enforcement.

### **COUNSELING AND GUIDANCE**

The elementary school counselor, under the supervision of the principal, serves as a facilitator in human relations, growth, and development to all those associated with the school. The counselor's role consists of counseling, coordinating, and consulting. The counselor meets with the students through individual sessions, classroom guidance classes, or in small group settings.

### **EXTRACURRICULAR ACTIVITIES POLICY**

Interruptions from instructional time will be limited in order to allow optimal learning conditions for students. Extracurricular activities offered in the elementary school consist of K-6 class parties and field trips all of which are held during the regular school day. No more than three scheduled class parties each school year (Fall, Christmas, and Valentines Day) will be allowed. All parties will begin at 2:00 and end at 2:55. Students may be excluded from party activities for disciplinary reasons or failure to complete academic work. As part of the educational experience, the school sometimes sponsors field trips for students. Parents who want to accompany their child on the trip will be expected to provide their own transportation. Staff members who are also parents may be permitted to ride the bus acting as chaperones. Students with more that twenty (20) absences for the year, or with numerous behavior problems, may not be allowed to attend field trips. Any student misbehaving at any school-sponsored event may be reprimanded or required to leave the event.

### **RESOURCE CLASS**

The resource class serves students who leave the regular classroom for one or more periods per day to receive specific instruction in deficit areas in the resource room. Remediation of academic skills is the primary goal of resource placement.

### **SPEECH THERAPY**

The speech therapy program is funded by state and federal funds and serves students in grades K-12 who qualify.

### **TITLE 1**

This program, funded by a federal grant program under Title 1 of the Elementary and Secondary Education Act (ESEA), allows supplemental instruction in reading and math for those who qualify. The County Line Elementary is a school-wide Title 1 school which can assist any and all children who need extra help with academics through the Title 1 program. This assistance is above and beyond what is provided in the regular classroom. The Student/Teacher/Parent Compact that is located on the back of the student handbook outlines each person's responsibilities.

### **ACADEMIC REWARDS AND INCENTIVES PROGRAM**

Our Academic Rewards and Incentives Program provides encouragement for students to do well academically and rewards them when they do. Students who receive all A's at the end of a grading period will receive a Gold Card and will be placed on the Principal's Roll. Those who receive either all A's and B's or all B's will receive a Silver Card and will be placed on the Honor Roll. Students who show a great deal of improvement, as determined by the teacher, will receive a Ruby Card. These cards will entitle the student to rewards announced at the end of the grading period.

### **PARENT'S AND STUDENT'S RIGHTS**

As a parent, or as a student over 18 years of age, you have the right to inspect your educational records. You have the right for a hearing should you choose to challenge the contents of such records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of such inaccurate, misleading, or otherwise inappropriate data contained therein and to insert into such records a written explanation by the parents respecting the contents of such records. Your request to inspect such records shall be complied with as soon as we can arrange it and in no case more than 45 days from the receipt of your request. The same time limits apply for a request for a hearing to challenge the content of such records.

The principal in each building has a copy of the District's policy on students records which you may examine. You have the right to file a complaint with the Federal Office of Education concerning alleged failures of the District to comply with the requirements of 93.380. We maintain two types of records: (1) those of academic progress and (2) behavior records. The principal is the person in charge of the records in each building.

### **PARENTAL CONCERN RESOLUTION PROCESS**

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

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

1. Teacher, coach, or other staff member against whom the complaint is directed
2. Principal
3. Superintendent

Other than in the few instances where statutorily allowed or required, student discipline and personnel matters may not be discussed in Board meetings. Individuals with complaints regarding such matters need to follow the sequence outlined above.

Unless authorized by the Board as a whole for a specific purpose, no individual Board member has any authority when acting alone. District constituents are reminded that the Board serves as a finder of fact, not unlike a jury, in matters such as student suspensions

initiated by the Superintendent, expulsions, and personnel discipline. For this reason, the board may not be involved or informed prior to a board hearing on particular disciplinary matters.

Complaints that are related to District use or administration of federal funds generated through specific programs identified by the Arkansas Department of Education and authorized in the 2002 reauthorization of the Elementary and Secondary Education Act may be taken directly from a patron or by referral from the Arkansas Department of Education (ADE). If taken directly from a patron, the complaint may be submitted by either a signed statement or by a certified, recorded deposition or statement in which the complainant is identified. The complaints shall be addressed in the following manner:

1. The complaint shall be referred to the federal programs director, who shall assemble a team of at least two people to investigate the complaint.
2. Throughout the investigation, sufficient notes and records will be taken and maintained to substantiate the position of the findings of the investigation.
3. The team will interview the complainant and others as necessary to enable the team to make a determination of the validity of the complaint. The team may consult with individuals with knowledge or expertise in the matter which is the subject of the complaint, including legal counsel.
4. The investigation of complaints referred by the ADE shall be completed within 30 work days of receipt of the complaint, unless a longer time period has been approved by the ADE.
5. The investigation of complaints made directly to the district shall be completed within work days unless there are extenuating circumstances; in such a case, a preliminary report shall be made within 40 work days of receipt of the complaint, which shall include an explanation of the unusual circumstances requiring additional time to complete the investigation.
6. The report of the conclusions of the investigation shall be given to the complainant. It shall contain: a summary of the allegations of the complaint; a summary of the investigative actions taken by the team; a summary of the findings concerning each alleged violation or implied violation; a statement of corrective actions needed to resolve the issues involved in each allegation and finding of complaint.

#### **DISCIPLINE POLICY**

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

The District's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a criminal act while off campus and whose presence on campus could cause a substantial

disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and including expulsion. Such acts could include, but are not limited to, a felony or an act that would be considered a felony if committed by an adult, an assault or battery, drug law violations, or sexual misconduct of a serious nature. Any disciplinary action pursued by the District shall be in accordance with the student's appropriate due process rights.

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

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

It is required by law that the principal or the person in charge report to the police any incidents where a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision.

Legal References: A.C.A. § 6-18-502

A.C.A. § 6-17-113

### **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. Military personnel, such as ROTC cadets, acting in the course of their official duties are exempted.

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

### **RULES AND CONSEQUENCES**

#### **I. RESPECT YOURSELF**

1. The student will behave in a safe, appropriate manner at school and at all school functions (including basketball games, field trips, etc.)
2. The student will use acceptable language.
3. The student will be responsible for personal belongings.

#### **II. RESPECT OTHERS**

1. The student will walk to, from, and inside all buildings.
2. The student will remain quiet in the halls and restrooms.
3. The student will keep hands, feet, and other objects to him/herself.
4. The student will be kind to others.

### III. RESPECT SCHOOL PROPERTY

1. The student will keep the campus clean and litter-free by disposing of trash properly.
2. The student will use school equipment, furniture, etc. in an acceptable manner.
3. Gum is not allowed at school. Candy may be eaten only with the teacher's permission.

### IV. RESPECT AUTHORITY

1. The student will listen and follow instructions the first time.
2. The student will respect the authority of all staff members.

### CONSEQUENCES FOR BREAKING THE ABOVE RULES:

1st Offense: Verbal warning

2nd Offense: Sign a card\*

The student will sign his/her name on a card or notebook. The student will also write the reason that he/she is signing the card.

**Note:** Fighting is strictly prohibited. The consequence for fighting will be an immediate visit with the principal.

### CAFETERIA RULES

1. Students will talk QUIETLY in line.
2. Talking will cease while students are entering and/or leaving the serving area.
3. Only four students will be allowed in the serving area at one time.
4. Students will use soft voices at the table.
5. Students will clean their area before leaving.

### CONSEQUENCES:

1st Offense: Verbal warning

2nd Offense: Separate from other students if applicable. (Move to end of line or another table)

3rd Offense: Sign a card

### PLAYGROUND RULES

1. The student will use all playground equipment in a safe, appropriate manner.
2. Tag may be played in designated areas and only at the duty teacher's discretion.
3. Tackling, karate, dodge ball or any other aggressive behaviors are not appropriate.
4. Students will ask permission from the duty teacher prior to leaving the playground at unscheduled times.

### CONSEQUENCES

1st Offense: Time out from recess or from a specific area, such as the slide, etc.

2nd Offense: Take away recess

3rd Offense: Sign a card

### **INDIVIDUAL CLASSROOM RULES**

Classroom rules and consequences are established by each individual teacher. Teachers will use appropriate classroom rules/procedures. These will be communicated with parents at the beginning of each school year.

A County Line Indian Pride (CLIP) Student will be required to meet the standards established at each grade level. A letter will be sent home at the beginning of each school year explaining the criteria. The student will receive social recognition at the next Character Education Assembly.

### **CORPORAL PUNISHMENT**

The County Line School Board hereby authorizes:

- A. The use of reasonable force by administrator or designee in the exercise of his/her lawful authority to restrain a disruptive pupil, to protect a pupil from harm or to maintain order in any school building, on any school property or at any school sponsored event. A report shall be filed as soon as practical following any incident in which force is used as authorized in this section by the licensed employee using such force. The report shall include a statement of reasons for the employee's actions and the signature of the employee.
- B. The administration of corporal punishment by administrator or designee to any pupil in a school building, on the school grounds, or at a school sponsored event, who commits an act so anti-social or disruptive in nature as to shock the conscience. A report shall be filed by an authorized employee who administers corporal punishment under this section. The report shall be filed as soon as practical after the punishment and shall include the reason for the punishment and the signature of the employee.
- C. The administration of corporal punishment by administrator or designee to any pupil for insubordination, disruptive conduct, refractory conduct, use of profane, violent, vulgar or insulting language or other conduct that would tend to disrupt the educational process or harm other pupils or school officials provided that punishment administered under this section shall conform to the following guidelines:
  - Corporal punishment shall not be administered unless an attempt has been made to modify the pupil's behavior by some other means other than corporal punishment and unless the pupil has been told that a contribution or repetition of his/her behavior may lead to corporal punishment.
  - Corporal punishment shall not be administered to any pupil until a witness who shall be a licensed employee, has been summoned, and is present and the employee contemplating the administration of corporal punishment has explained to the pupil in the presence of the witness the reason for the contemplated punishment, and the pupil has been given an opportunity to explain the reason for his/her actions or to deny the charge(s).
  - The administration of the corporal punishment shall be observed by the witness.
  - Corporal punishment shall be limited to no more than three licks at a time with a paddle furnished or approved by the school. Continued breaking of the rules will result in a call to parents.

- All children are warned that fighting could result in disciplinary action. Children are told to report to teachers any harassment by others.
- Disciplinary action may be a discussion with the teacher and/or principal, a conference with parents, corporal punishment, or a combination of the three according to the seriousness of the situation.
- A written report signed by the employee administering the corporal punishment and the witness shall be filed in the principal's office immediately following the punishment.

#### **SUSPENSION FROM SCHOOL**

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

A student may be suspended for behavior including, but not limited to that which:

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

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

1. The student shall be given written notice or advised orally of the charges against him/her;
2. If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts;
3. If the principal finds the student guilty of the misconduct, he/she may be suspended.

When possible, notice of the suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent(s) or legal guardian(s) or mailed to the last address reflected in the records of the school district.

It is the parents' or legal guardians' responsibility to provide current contact information to the District which the school shall use to immediately notify the parent or legal guardian upon the suspension of a student. The notification shall be by one of the following means: a primary call number and the contact may be by voice, voice mail, or text message; an e-mail address; or regular first-class letter to the last known mailing address.

#### **4.31—EXPULSION**

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

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

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

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

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

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

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

## TRANSPORTATION

### **BUS RULES**

Students must realize that riding a bus is a privilege. The bus driver is in charge of the students and students should obey the driver just as they would a classroom teacher. In fact, **classroom conduct should be observed on the bus at all times.** If in violation of the bus rules, a student will be reported to the appropriate school administrator and may be denied the privilege of riding the bus. Primarily, the students should following these rules, which are not inclusive:

- A. Be on time**
- B. Stay seated**
- C. Use quiet, inside voices**
- D. Listen and follow directions the first time**
- E. Keep hands and feet to oneself and out of the aisle**
- F. Use acceptable language**
- G. Do not consume food or drinks on the bus**
- H. Bring a note and get the principal's approval if planning to ride a different bus for any reason**

Students who choose to misbehave on the bus will be treated in the following manner:

- 1st Offense: Warning and probation for the remainder of the year
- 2nd Offense: Punishment will be determined according to the severity of the offense. It may include corporal punishment
- 3rd Minor Offense or 1st Major Offense: Bus suspension of three (3) days.
- Following three (3) Minor or one (1) Major infraction: Suspension for the remainder of the current semester.
- Serious infractions: Suspension for the remainder of the year.

### **CAR RIDERS**

In order to maintain student safety and prevent traffic problems, students who travel to and/or from school in a car should be picked up and/or dropped off at the front central doors of the main building. Fifth and Sixth grade students may be picked up and dropped off at the west door of the cafeteria building. **Students arriving to school late or leaving school early must come to the office to be signed in or out by a parent.** A student may not leave school without adult supervision.

### **BIRTHDAY PARTIES**

Due to recent legislation regarding nutrition standards, we no longer celebrate birthdays with any sort of food item (see nutrition standards page 28); party invitations will not be passed out at school unless the entire class is invited.

### **DRESS CODE**

1. Both boys and girls shall wear appropriate clothing and dress as neatly as possible.
2. The school reserves the right to request that students change out of apparel worn to school that is considered indecent or inappropriate by school officials. Parents will be contacted on an individual basis.
3. Clothing with vulgar or obscene words or pictures of alcohol or tobacco advertising will not be considered acceptable apparel.
4. Students will not be allowed to wear hats or caps in the classrooms or cafeteria; they must wear tennis/athletic shoes for physical education class.

### **CIVIL RIGHTS STATEMENT**

County Line School district complies with ACCRI-86. "Assurance of School District Compliance with civil Rights Responsibilities."

A. Title VI, Section 601, of the Civil Rights Act of 1964.

No person in the United States shall, on grounds of race, color or nation origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, course, or activity of this school.

B. Title IX, Section 901, of the Education Amendment of 1972.

No person in the United States shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any course, education program, or activity of this school.

C. Section 504 of the Rehabilitation Act of 1973.

No otherwise qualified handicapped individual in the United States shall, solely by reason of handicap, be excluded from participation in, be denied the benefit of, or be subject to discrimination under any course, program, or activity of this school.

In the event that you feel that you have been discriminated against because of your race, sex, or handicapping condition, you may register that complaint with James H. Ford, County Line Civil Rights Coordinator, County Line School District, 12092 West St. Hwy 22, Branch, AR 72928. Phone: 479-635-2222.

### **ANTI-BULLYING POLICY**

The following policy will be known as the County Line School District anti-Bullying Policy as pursuant to Act 681 of 2003:

**Bullying** means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic (cyber-bullying), or physical act that causes or creates a clear and present danger of:

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

**Bullying can be all of the following:**

- Emotional - Being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures).
- Physical - Rushing, kicking, hitting, punching, or any use of violence, physical harm to a public school employee or student or damage to the public school employee's or student's property.
- Racist - Racial taunts, graffiti, gestures.
- Homophobic - Because of, or focusing on the issue or sexuality
- Verbal - Name calling, sarcasm, spreading rumors, teasing.
- Electronic - By means of an electronic device, including a telephone, wireless phone or other wireless communications device, computer or pager that results in the substantial disruption of the orderly operation of the school/educational environment. Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose.

Bullying of any type will be prohibited at all times during the school day, on school property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, or at school sanctioned events.

Any report of bullying activities will be investigated by the administration. Actions against bullying may vary to accommodate the varying degrees of the infraction. Punishment may range from counseling, apology (written or verbal), suspension (in-school or out of school), or in extreme circumstances, expulsion.

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

Faculty or staff members observing bullying conduct by any students shall report this behavior to the building administrator verbally immediately.

**DRUG FREE CAMPUS POLICY**

In an effort to create a healthy environment for students and staff members, and in compliance with the provisions of Public Law 101-226, the County Line School Board prohibits the possession, use, or distribution of illegal drugs and/or alcohol by its students on District property or as part of any school activity.

The illegal manufacture, distribution, dispensation, possession, or use of narcotics, drugs, alcohol or controlled substances during school hours, school activities, or on school district property constitutes conduct unbecoming a student and is prohibited. A student shall not report to school or any activity after having used any prohibited drug. Compliance with this regulation is a condition of attending school, and any student in violation will be subject to disciplinary action, up to and including expulsion. If the situation warrants, the Superintendent shall communicate all available information promptly to the proper law enforcement agency(ies) and offer full cooperation of the County Line School district in an investigation.

Students are encouraged to seek treatment and/or counseling for drug problems. The County Line School District will not assume any expense incurred in counseling or attendance in a drug/alcohol program. However, a request for assistance by a student after violating this regulation will not affect the imposition of disciplinary action.

**TOBACCO FREE POLICY**

The following statement and procedures are published in compliance with Act 1555 of 1999 which states: Smoking or use of tobacco products in any form, including any type of “e-tobacco” product, on any property owned or leased by a public school district is prohibited. Upon conviction, a violator shall be guilty of misdemeanor and be subject to a fine of not less than \$10 or no more than \$100.

County Line School District is dedicated to providing a tobacco free school environment for all students. Tobacco use is harmful to one’s health and the health of others through second hand smoke. Tobacco use can have physical and mental effects on your body. Tobacco use has been linked to poor circulation, nervousness and cancer of the mouth and lungs. Furthermore, items such as matches and lighters, which are used in conjunction with tobacco products can pose a fire hazard.

The County Line Elementary faculty will be knowledgeable of tobacco prevention education. Tobacco prevention will be taught through the Elementary Counselor’s curriculum as well as health units by PE and classroom teachers.

The use or possession of any tobacco product (lighters and matches) while on the school grounds or at school sponsored events both on and off campus is strictly prohibited.

Violations of this rule may result in:

- 1st Offense - 1 day of suspension
- 2nd Offense - 3 days of suspension
- 3rd Offense - 5 days of suspension
- 4th Offense - 10 days of suspension
- 5th Offense - recommendation to the board for expulsion

The principal will determine and enforce at his/her discretion. The Students are encouraged to seek treatment and/or counseling for tobacco problems. The County Line School District will not assume any expense incurred in counseling or treatment. Some agencies in our area are listed below that may be of some help.

**HELP CARD - FRANKLIN COUNTY**

Department of Human Services	479-667-2379 (Abuse, Neglect, ect.)
Emergency Medical Services (EMS)	911
Valley Behavioral Services	479-494-5700
Sheriff’s Office	479-667-4127

**CRISIS RESPONSE PLAN**

In the event of an emergency, a crisis response plan has been developed. Staff members review the plan annually to be better prepared if a crisis should occur at school.

**ASBESTOS**

The County Line School District buildings contain some asbestos materials. However the district has a management plan to safely control the asbestos. This plan can be viewed at the administration office.

### **NUTRITION STANDARDS IN PUBLIC SCHOOLS**

- Elementary students will not have access to vended food and beverages anytime, anywhere on school premises during the school day.
- Effective July 1, 2005, during the declared school day, an elementary school site may not serve, provide access to, through direct or indirect sales, or use as a reward, any FMNV (Food with Minimal Nutritional Value) or competitive food. This includes FMNV and competitive foods given, sold, or provided by school administrators, staff, students, student groups, parents or parent groups, or any other person, company or organization associated with the school site.
- Parents Rights - This policy does not restrict what parents may provide for their own child's lunch or snacks. Parents may provide FMNV or candy items for their own child's consumption, but they may not provide restricted items to other children at school. **However, energy drinks are not allowed at school.** In addition, any drinks brought by students should be consumed only in the cafeteria.

### **FOOD EVENTS**

School Events - Students may be given any food and/or beverage items during the school day for up to nine different events each school year to be determined and approved by school officials. These items may not be given during meal times in the areas where school meals are being served or consumed.

### **ACADEMIC IMPROVEMENT PLANS**

Act 35 of 2003 special legislative session requires this notification to parents: any student failing to achieve at the proficient level on the state mandated assessments shall be evaluated by school personnel, who shall jointly develop, with the student's parents, a student Academic Improvement Plan (AIP) to assist the student in achieving the expected standard in subject areas where performance is deficient. The AIP shall describe the parent's role and responsibilities as well as the consequences for the student's failure to participate in the plan.

Students in grades three through six identified for an AIP who do not participate in the remediation program shall be retained. The local district shall determine the extent of the required participation in remediation as set forth in the student academic improvement plan. First and second grade students who score below basic will have an Intensive Reading Instruction Plan (IRI) developed exclusively for them. The IRI will take the place of the AIP for those students.

The plan will consist of:

1. Test Data showing areas in which the child is below proficient.
2. Instructional support services to be provided. Examples include, but not limited to, Tutorial, Extended year, Learning labs, Saturday school, Double blocking and other interventions prescribed by the AIP team (School personnel and Parents)
3. Evidence of frequent monitoring progress of Learning Strategies. (Frequent assessment to see that progress is being made toward proficiency).

**COUNTY LINE ELEMENTARY SCHOOL  
BRANCH, AR**

Student Handbook Receipt

To ensure that all students are aware of the contents of this student handbook, we ask that parents sign and acknowledge the receipt of this handbook. We request that the parent or guardian read and help us with the rules and regulations contained herein, so that a greater degree of understanding and cooperation may be realized.

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian's Name (please print):

\_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Approved by the County Line School Board June 2014.

**County Line Elementary School  
Student/Parent/Teacher Compact 2014-2015**

**PARENT/GUARDIAN'S RESPONSIBILITY**

(Any person who is interested in helping this student may sign this in lieu of the parent)  
I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- \* Seeing that my child is punctual and attends school regularly.
- \* Supporting the school in its efforts to maintain proper discipline.
- \* Finding a quiet, well-lit place for schoolwork and making sure work is done.
- \* Helping my child learn to resolve conflicts in positive ways.
- \* Having high expectations for my child and encouraging my child's effort.
- \* Staying aware of what my child is learning.
- \* Assisting my child in any extra practice that may be necessary for his/her success.
- \* Putting forth the effort to communicate regularly and mannerly with the school.

Signature: \_\_\_\_\_

**STUDENT'S RESPONSIBILITY**

It is important that I work to the best of my ability. I will strive to do the following:

- \* Attend school regularly.
- \* Come to school each day with pencils, paper, homework, and other necessary tools.
- \* Ask for help when I need it.
- \* Work hard to do my best by completing and returning homework assignments.
- \* Observe regular study hours.
- \* Conform to rules of student conduct, and help to keep my school safe.

Signature: \_\_\_\_\_

**TEACHER'S RESPONSIBILITY**

It is important that students achieve. I shall strive to do the following.

- \* Provide materials and manipulative for extra practice at home.
- \* Provide necessary assistance to parents so that they can help with the assignments.
- \* Encourage students and parents by providing information about student progress.
- \* Use special activities in the classroom to make learning enjoyable.
- \* Put forth the effort to communicate regularly and mannerly with the parents.

Signature: \_\_\_\_\_

**PRINCIPAL'S RESPONSIBILITY**

I support this form of parent involvement. I shall strive to do the following:

- \* Provide an environment that allows for positive communication between the teacher, parent, and student.
- \* Encourage teachers to regularly provide take-home activities that will reinforce classroom instruction and provide extra practice when needed.

Signature: \_\_\_\_\_