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# Sloan-Hendrix Elementary School Mission Statement

*The Sloan-Hendrix Elementary School is committed to providing a quality, equitable education for all students as they enter the 21st century. The faculty and staff provide a positive, intellectual and moral leadership role in the lives of each student. Sloan-Hendrix Elementary School encourages all students to achieve to their highest potential and become responsible citizens in our society.*

## INTRODUCTION

To Parents and Students:

This handbook is printed to help the students of the Sloan-Hendrix Elementary School perform their assigned duties with better understanding of the rules and policies that have been established by the administration.

The policies and regulations contained in this guide are an attempt to set the patterns for the program of education in our district.

Due to the nature of some of these items, they cannot be changed. Others will be revised from time to time, as the need arises. We feel that this handbook is an important tool in helping you to become a better student and citizen, and we ask all students and parents to study this handbook carefully and keep it available for reference at all times.

Teachers and administrators are provided training in classroom management and other skills relevant to student discipline through Teacher and Administrative Workshops on Classroom Management and Assertive Discipline.

This book is printed and distributed with the approval of the Superintendent and was adopted by the Sloan-Hendrix Board of Education on July 10, 1997.

We want to work with you and give you the best school service that we can. The overall objective of Sloan-Hendrix Elementary is to help guide your child toward the full realization of his or her highest capabilities. It is essential that we strive to achieve this objective together.

Please observe the information given in this handbook concerning rules, regulations, and practices of your school. Please discuss the information contained herein with your child.

We invite you to call and make an appointment with the teacher or myself in order to discuss matters concerning your child's welfare. We look forward to working with your child and you in making Sloan-Hendrix "a great place to be".

Michael Holland, Superintendent

Michael Baker, Elementary Principal

## PREFACE

This handbook, prepared by a committee of parents, students, administrators, teachers, and the Board of Education, and incorporating a number of model policies established by the Arkansas Commission on Pupil discipline in Public Schools, is published for the purpose of helping new students make quicker and better adjustments to the school and to help students already enrolled better acquainted with the policies and regulations of Sloan-Hendrix Elementary School. It is recommended that you familiarize yourself with the guidelines stated in this book -- you will be held accountable for them. These guidelines are not designed to be arbitrary or unreasonable. It is imperative that all students be fully aware of their rights and responsibilities. Any organization must have explicit principles and regulations to guide its activities if it is to achieve its goals.

Act 104 of the 1983 Special Session states that student discipline policies provide that parents and students be advised of the rules and regulations by which the school is governed.

Committee members for this handbook are Mike Baker, Jonna Kincade, Peggy Smith, Jackie Sexton, Gail Rorex, Barbara Lawrence, and Sharon Murphy. This handbook will be reviewed annually.

## CIVIL RIGHTS ACT

The Sloan-Hendrix Public Schools shall adhere to a policy of equal and fair treatment of all students and employees according to Title VI, Title IX, and section 504 of the Rehabilitation Act. All individuals concerned with the school district shall not be discriminated against with regard to race, creed, color, age, sex, religion, handicap, or natural origin. Discrimination against any person shall be prohibited in any school function.

## SCHOOL COLORS AND EMBLEMS

The school colors of Sloan-Hendrix are black and gold. The athletic emblem is the Greyhound.

## ALMA MATER

Oh, the black and the gold over all  
May they rise to the sky ne'er to fall  
May the world look to them in their flight  
They're the colors for which we fight.

We're the students of dear ol' SHES  
The school that is always the best  
We have stood every trial, every test;  
with all our might, the black and gold  
will reign forever.

## PHILOSOPHY AND OBJECTIVES OF SLOAN-HENDRIX ELEMENTARY SCHOOL

### EDUCATIONAL PHILOSOPHY

The Sloan-Hendrix School administration, teachers, and school board believe that the primary philosophy of our school is to aid the development of our youth into good citizens. Several aspects are involved in this desirable development.

They are as follows:

1. An acquisition of the basic skills and a background for specialized skills.
2. A familiarity with the best of past and current cultures and such knowledge as contributes to the primary objectives or roles.
3. A cultivation of those attitudes which enable the individual to correlate and resolve his individual interests with the common good.
4. Helping to form an intelligent, moral citizen who approaches every problem of life with an ability to think honestly, constructively, and adequately.

We will aim to instill in our pupils an understanding of the American way of life as contrasted with other systems. It is the responsibility of our schools to try to develop each individual to his maximum potential. This is achieved through strong guidance and learning experiences, through the physical, mental, emotional, social, and spiritual abilities.

### EDUCATIONAL OBJECTIVES

The practical application of the Sloan-Hendrix philosophy is expressed in the following objectives:

1. To develop physical, mental, and emotional health;
2. To instill high moral and ethical values and the appreciation of ethnic differences;
3. To develop skills for application and appreciation of the democratic processes, with understanding of the history, present and future of our democratic process.
4. To contribute adequately in family and civic groups, with a positive self-concept;
5. To develop clear communication skills, whether written or oral;
6. To relate knowledge and understanding of our natural environment; its protection, growth, and preservation through proper management;
7. To develop an appreciation of the arts and a degree of skill in participation and judgment in the arts;

8. To acquire skills and competence in the vocational areas through practical application, judging, and observation;
9. To develop wise use of leisure time for personal growth;
10. To develop a desire for self-improvement through continuous education.

These practical applications expressed as objectives imply that each student is an individual citizen. To attain this optimum outcome, a student must accept our methods of instruction and guidance.

### GOALS OF SLOAN-HENDRIX SCHOOLS

1. To help student appreciate beauty and culture in their world.
2. To understand and practice democratic ideas and ideals.
3. To help students develop pride in their work and a feeling of self-worth.
4. To develop skills in speaking, reading, writing, and listening.
5. To learn to respect and get along with people with whom they work and live.
6. To understand how to be a good manager of time, money, and property.
7. To understand and practice the skills of family living.
8. To develop the ability to make job selections.
9. To practice and understand the ideas of health and safety.
10. To develop a desire for learning, now and in the future.
11. To prepare students to enter the world of work.
12. To understand the changes that take place in the world.
13. To develop good character and self-respect.
14. To learn how to use leisure time.
15. To learn how to respect and get along with people who think, dress, and act differently.
16. To develop a lifelong interest in recreational activities.
17. To learn how to examine and use information.
18. To develop the skill of decision-making so that students may make sound judgments on issues facing them in life.

### DEFINITIONS

1. **Certified Employees:** An individual employed by the school district who holds a certificate to teach issued by the Arkansas Department of Education which term includes, but is not limited to, teachers, counselors, coaches, and administrators.
2. **Dismissal:** Removal of a student from a specific classroom by a certified employee for a class period only.
3. **Expulsion:** Prohibition of a student from entering the school grounds (except for a prearranged conference with an

administrator) either until the end of the semester, the end of the current school year, or permanently, depending upon the severity of the offense, with the loss of academic credit, which action must be taken by the Board of Education only.

4. **Parent:** The term parent shall include every parent, guardian, or person of parental relation having control or charge of any student in attendance in the schools of this district.

5. **Reasonable Force:** The minimum amount of force necessary to stop or restrain a student from conducting himself/herself in an unlawful manner which could cause physical injury to another individual or self.

6. **Suspension:** Prohibition of a student from entering the school or school ground (except for a prearranged conference with an administrator) for a period of time set by the principal of the school or the superintendent. Suspension normally will not be longer than ten days including the day on which the offense occurred unless it is deemed a long-term suspension which must be determined by the Board of Education only.

Suspension does not carry with it loss of credit for the semester; however, make up work may or may not be allowed.

7. **In-School Suspension:** The student will be removed from the classroom to an isolated area when disruptive behavior or the infraction warrants.

### SCHEDULE OF DAY

The school day begins with the first bell at 7:55 a.m. The second bell or tardy bell rings at 8:00 a.m.

Duty Teachers arrive at 7:45 a.m. and supervise the classrooms and playgrounds until the first bell at 7:55 a.m. During inclement weather, students stay in their classroom until school begins.

In the afternoon, the town students that are picked up, are dismissed at 3:10 p.m. and bus students are dismissed at 3:15 p.m.

Students should not arrive at school before 7:45 a.m.

### SCHOOL INSURANCE

School insurance is offered to all students at a reasonable cost.

### ENTRANCE REQUIREMENTS

The minimum age for enrollment in kindergarten shall be age five (5) on or before September 15 of the year of initial enrollment. Provided, the students who has been enrolled in a

kindergarten program in another state for a period of not less than sixty (60) days, who will become five (5) during the school year in which the student is enrolled in kindergarten and whose parents or guardians establish domicile in the Sloan-Hendrix School District, may be enrolled in kindergarten upon the written request of the student's parent or guardian.

Any six year old who has not completed a kindergarten program prior to initial enrollment in a public school district shall be evaluated by the district and placed in the first grade if the evaluation results indicate that the child is ready for enrollment at the first grade level, otherwise, the child shall be enrolled in the Sloan-Hendrix kindergarten program.

Act 570 of 1999 lowers the mandatory attendance age to 5. Parents are required to send children to kindergarten at age 5 or file a signed kindergarten waiver form with the local school district administrative office. Parents are required to send their children to school if they will be six (6) before September 15 of the year of enrollment.

Parents must present the following documents in order for their child to attend school:

1. Act 363 of 1993 and Act 63 of 2003
  - a. 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.
  - b. Prior to a child's admission to an Arkansas public school, the parent, guardian, or responsible person shall provide the school district with one (1) of the following documents indicating the child's age:
    - (1) A birth certificate;
    - (2) A statement by the local registrar or a county recorder certifying the child's date of birth
    - (3) An attested baptism certificate;
    - (4) A passport;
    - (5) An affidavit of the date and place of birth by the child's parent or guardian; or
    - (6) Previous school records
    - (7) United States Military Identification (can be accepted instead of a state birth certificate).

2. Immunization Requirements: Students are to be immunized in accordance with the Arkansas Department of Health Immunization Schedule (see below), against Poliomyelitis, Tetanus, Pertussis, Rubeola (Red Measles), and Rubella (German Measles). Responsibility for enforcement of require-

ments rests equally with each school district of this state and the parent or guardian of the student, and each shall be separately and individually liable for permitting any violation of these acts.

Vaccine	Minimum Number of Doses Required	Additional Requirements
Polio	3	The last dose of polio vaccine must have been since the child's 4th birthday.
DTP/DT/Td	3	The last dose of DTP, DT, Td must have been since the child's 4th birthday.
Measles (Rubeola)	1	The dose must have 1st (M, M/R, MMR) been administered on or after 1/1/68
MMR	2	One dose after the child's first birthday. The second dose within 28 days of the first
Hepatitis B	3	One dose prior to entry in kindergarten. Series must be completed prior to entry in first grade
Varicella or Chicken Pox	1	Prior to entry in Kindergarten

Documentation: Evidence of adequate immunization must be shown at the time of admission. The only proof of immunization to be accepted by the school authority shall be a certificate by a licensed physician, or a health department, or

the military service acknowledging the same, and dates of vaccine administration must be provided and entered on the school record. (A photocopy of the School Health Record is accepted as evidence of adequate immunization when a student transfers into Sloan-Hendrix Public Schools.)

3. Arkansas Codes Ann.6-15-202 (1987) and Standards for accreditation of AR Public Schools (VI-E). All enrolling kindergarten students must have a comprehensive preschool examinations, (EPSDT). The EPSDT or its equivalent shall occur either within two years prior to or within 90 days after the student's initial enrollment in kindergarten.

**Exemptions:**

1. Medical
  - A. A certificate issued by the DIRECTOR, ARKANSAS DEPARTMENT OF HEALTH, that the vaccine would be detrimental to the health of the child. Statements from private physicians should not be accepted by the school without this certificate. Certificates of Exemption issued in other states are not accepted in Arkansas.
  - B. A child who has had a disease, as documented by an attending physician, should not be required to have the vaccine for that disease. However, reimmunizing because of disease uncertainty or lost records will not harm the child.
  - C. Any exemptions authorized by the Arkansas Department of Health School Immunization Schedule.

2. Religious  
 The Arkansas Department of Health standard immunization form for religious exemption must be submitted to the school. The form is available from the Arkansas Department of health on request. All requests for exemption should be made to the DIRECTOR, ARKANSAS DEPARTMENT OF HEALTH. A statement is required from a Pastor or church official that the parents or guardians are members of a recognized church or religious denomination whose tenets are opposed to immunization.

Exclusion from school: Students will not be allowed to attend school unless they can document adequate immunizations, or are in the process of completing the minimum requirements. "In process" means they have received at least one dose of DTP, DT, or Td: one dose of Polio, one Measles, one Rubella, and are waiting not past the minimum time needed before receiving the additional doses of DTP, DT, or TD, and Polio. When a student is admitted who is in the process of completing the required minimums, it is the responsibility of the school to assure that the student completes the required immunizations on schedule. If a student does not produce documentation of additional immunizations per the schedule,

they must be excluded from school until such time as documentation is provided.

Students who are exempt or deficient (except those who had the disease) will be excluded from school if the Health Department determines a sufficient outbreak of the related disease in the local community.

### ARKANSAS SCHOOL CHOICE

Sloan-Hendrix School District accepts non-resident students under the Arkansas Choice Act 609 of 1989, according to the following guidelines:

1. The Sloan-Hendrix School District reserves the right to accept and reject applicants based on the capacity of a program, class, grade level or school building.
2. The responsibility for transportation for a non-resident pupil shall be borne generally by the pupil.
3. A student who transfers shall not be eligible for inter-scholastic athletic competition for a period of one year from the date of the beginning of the transfer.
4. The Sloan-Hendrix School District will accept credits toward graduation that were awarded by another district. A diploma to a non-resident pupil will be awarded if the pupil meets the Sloan-Hendrix High School's graduation requirements.
5. Sloan-Hendrix School District will not accept a pupil who is currently expelled from school for a drug or weapon violation.
6. Application must be made and post marked not later than July 1st of the year in which the pupil would begin the fall semester. Applications are located in the Superintendent's office.

The Sloan-Hendrix School District, upon receipt of this application from a non-resident pupil, will provide written notice within sixty (60) days to the applicant rejecting or accepting the pupil into the school district.

### TRANSFERRING STUDENTS

1. Any student transferring from a school accredited by the State Department of Education to another school accredited by the State Department of Education, shall be placed into the same grade the student would have been in had the student remained at the former school.
2. Any student transferring from a school that is not accredited by the State Department of Education to a school that is accredited by the State Department of Education, shall be evaluated by the staff of that accredited school to determine that student's proper placement in the accredited school.

### STUDENT ATTENDANCE POLICY

Policy was established by the State Department of Education and the Arkansas State Legislature.

Arkansas Compulsory School Attendance Laws:

Act 292 of 1991 states that every parent, guardian, or other person residing within the State of Arkansas having custody of any child or children ages 5 through 17 years on September 15, of that year, both inclusive, shall enroll and send a child or children to public, private, parochial school provide a home school for the child or children as prescribed. By law, a student must be in regular attendance until he/she graduates or until the 18th birthday.

The State Board of Education recognizes two types of absences of students in the school districts in Arkansas. They are excused and unexcused absences. An excused absence is defined as one in which the student was absent with the parents' permission and knowledge for one of the following reasons:

1. Personal illness of the student
2. Official school sponsored activity
3. Court appearance
4. Medical appointment
5. Serious illness in the immediate family (Parents, guardians, siblings, grandparents)
6. Death in the immediate family
7. Extenuating circumstances in the immediate family
8. Circumstances not covered above, which the district determines as excused

ACT 60 of 1983 provides that each district may not use excessive absences alone for denial of promotion or graduation but may consider them with other factors including, but not limited to, reason for absence, performance on standardized tests, conduct, attitude, and grades earned during the year.

### ATTENDANCE POLICY OF SLOAN-HENDRIX SCHOOLS:

1. Attending classes consistently is important to the academic achievement of students.
2. Excuses for any absence must be presented within five (5) school days or they will be counted as unexcused.
3. A form will be issued from the principal's office and it will indicate either excused or unexcused.
4. Students who return to school without a note from the parent or guardian will be counted as unexcused.
5. More than five (5) unexcused absences in one semester is considered to be excessive absences.

6. When a student has missed ten (10) days (unexcused absences) the matter will be turned over to the court.

7. When a student has missed ten (10) days in any combination of excused and unexcused days, the principal will notify parents in writing that the student will receive a failing grade. It is at the principal's discretion if notification is sent, based on extenuating circumstances.

8. When a student has missed five (5) unexcused tardies in one semester it is considered excessive and the matter will be given to the proper state/local agencies.

9. The principal has the discretion to decide whether extenuating circumstances warrant a change in this policy.

10. Upon notification that a student has been denied credit for a class due to absences, the student and his parent or guardian may make an official request to the Sloan-Hendrix Board of Education to review the decision.

11. Any student who has a fever or is unable to attend class for a physical illness, for more than thirty (30) minutes shall not be eligible for perfect attendance, during that grading period. The parents will be notified of their child's illness.

12. Perfect attendance is a student with no absences, no left early's or not being late for school, any during the nine-week grading period.

It is the intention of this policy that the number of allowable absences will provide more than adequate consideration for routine illness and family difficulties during one school semester. A student who has used the quota of unexcused absences and then has more than the allowable absences due to illness will not be given relief on the basis that he/she did not expect to become ill after having exhausted the total number of absences.

### POLICY FOR MAKE-UP WORK

1. Students are expected to make up all work and tests missed during days of excused absences and they must assume the responsibility to make up the work. The student is expected to bring work to school the first day he/she returns if it was assigned before the absence. Students should be prepared to take missed tests which they knew of on the first day they return to school. Time allowed for making up missed assignments and tests is determined by the number of days absent. For example, a student who misses two days for an excused reason, will have two days to make up the missed work. A teacher's discretion will be used in exceptional cases.

2. Students who have unexcused absences will not be allowed to make up missed work or tests. Students who are absent for disciplinary action (suspension or expulsion) are unexcused and

will not be allowed to make up missed assignment or tests.

### **SCHOOLS NOTIFICATION PROCEDURE CONCERNING ABSENTEEISM:**

1. When a student has missed 3 or more days or individual classes that are unexcused, the principal will inform the parents by letter of the school's attendance.

2. When a student has missed 6 days the principal will inform the parents by letter that the students has reached the limit for unexcused absences. When the limit is exceeded, the school shall notify the prosecuting authority. (See Item #4 below)

3. When a student has missed 10 days or individual classes in any combination of excused and unexcused days, the principal will notify the parents by letter that the student will be denied credit for those classes in which the student has been absent.

4. When a student exceeds the number of excessive unexcused absences provided in the attendance policy, the school shall notify the prosecuting authority, and the student's parents or guardians shall be subject to a civil penalty not to exceed five hundred dollars (\$500) plus costs of court and any reasonable fees assessed by the court. (ACT 572 of 1995 & Ark. Code Ann. 6-18-222)

5. The Department of Finance and Administration will be notified whenever a student 14 years or older is no longer in school. (Ark. Code Ann. 6-18-222)

### **POLICY ON STUDENT RECORDS**

**Collect and Maintain Records:** To promote the education progress of students it shall be the policy of the Sloan-Hendrix Board of Education to collect and maintain an accurate cumulative record of relevant data on each student enrolled in Sloan-Hendrix Public Schools.

**Responsibilities for Records:** The principal shall be responsible for the collection and management of the records for his school and shall have over-all responsibility for maintaining and preserving the confidentiality of student records in his/hers school. The principal is responsible for reviewing the records from time to time and for deleting any out-dated information they may contain. He/She is also responsible for granting or denying access to such records.

**Parent's Right to Inspect and Review:** The parents or legal guardian of a student shall have the right to inspect and review any and all official records, files, and data directly related to their children including all material that is incorporated into each student's cumulative record folder.

Whenever a student has attained eighteen years of age, the

permission or consent required of, and the rights accorded to, the parents of the student, shall thereafter only be required of and accorded to the student.

All persons, parents, or legal guardians, agencies, or organizations desiring access to the records of a student shall be required to sign a written form which shall be kept permanently with the file of the student. The specific interest that each person, agency, or organization has in seeking this information shall be indicated on the form.

Only in two specific instances is written permission not required:

1. Other school officials within the same school may request and receive a student's record.

2. Officials of other schools or school system in which the student enrolled may request and receive a student's record.

**Interpreting Records:** A school staff member competent in interpreting student records shall be present to explain the meaning and implications of the records, and shall initial the request form. The student and his parents or legal guardian shall have the right to make written objections to any information contained in the record. Any written objection must be signed by the person or persons making the objection and filed within ten (10) days after reviewing the record.

**Hearing to Challenge Content:** The person or persons making the objection shall have an opportunity for a hearing to challenge the content of their child's school record with the principal and other staff members who furnished or entered the data in the student's record. The next level of appeal would be for a hearing before the board of education.

### **LEGAL AUTHORITY - ACT 660 OF 1993**

**"TO PROHIBIT THE TRANSFER OF CHILDREN  
BETWEEN CUSTODIAL AND NON-CUSTODIAL  
PARENTS ON PUBLIC SCHOOL PROPERTY."**

BE IT ENACTED BY THE GENERAL ASSEMBLY OF  
THE STATE OF ARKANSAS:

Section 1. (a) In order to avoid continuing child safety controversies from involving public school personnel, and to avoid disruptions to the educational atmosphere in our public schools, the transfer of a child between the child's custodial parent and non-custodial parent, when both parents are present, is prohibited from taking place on the real property of a public elementary or secondary school on normal school days during normal hours of school operations.

(b) The provisions of this act shall not prohibit one parent (custodial or non-custodial) from transporting the child to

school and the other parent (custodial or non-custodial) from picking the child up from school at pre-arranged times on pre-arranged days if prior approval has been made with the school's principal.

### **EARLY CHECK-OUT**

Students are allowed to leave campus early only with a parent or guardian. Parents must call the office if a relative or baby-sitter will be picking up the child. Students must be signed out in the office. Students will be called to the office to leave early. Unexcused early check-out is not permitted.

### **DISASTER DRILLS**

The school has a written plan for disasters, and disaster drills are conducted on a regular basis. Evacuation plans are posted in each room.

### **HEALTH POLICY**

**Medical Problems:** It is important that any unusual conditions or problems be brought to the attention of the teacher or principal. A notation of such condition or potential health problem should be placed in the student's emergency file.

A child who has a contagious disease or condition will not be allowed in school. A student that has communicable signs will be sent home. If the parent is not at home, the emergency number will be used.

In case of an accident, procedures will be followed according to instruction provided by the parent at the time of enrollment.

The school will not be responsible for any medical bills for student and will not give medication unless the Sloan-Hendrix medical policy is followed.

**First Aid:** If an injury is of minor nature, first aid will be administered. If it requires more than cleaning and a band-aid, the parent will be notified.

In case where an injury or illness to be more than minor, the school will make every attempt to contact the parent from the emergency number on file. We will attempt to make the child as comfortable as possible until the parent arrives or makes arrangements to take care of the student.

The school nurse and Mrs. Peggy Smith are the approved faculty members for administering of first aid. This does not mean that other school personnel cannot assist in case of injury or illness. First aid supplies are available in the elementary health office.

Accident forms will be kept on file for serious injuries.

**MEDICATION: ADMINISTRATION OF MEDICINE**

**Policy:** “It is the policy of the Sloan-Hendrix Board that no drug or medicinal preparation, except for medicines or medications approved for first aid by the Arkansas School First Aid Guidelines, will be administered to a student on any school premises by school personnel unless the student requires the medications to attend school and unless a current valid doctor’s prescription and instructions, as well as a written request from the child’s parents are received by the school. Guidelines:

1. The medication must be in the original container with child’s name on prescription.
2. No medication to be given three (3) times daily or less will be administered at school.
3. No over-the-counter drugs will be given at school, as school personnel are not trained to determine when medications are needed and this is a form of prescribing.
4. The consent form must be signed before any medication will be given at school. **HANDWRITTEN NOTES ARE NOT ACCEPTABLE.**

5. Permission for long-term medication must be renewed at the beginning of each semester.

**SECURITY:** The student medications will be stored in a locked and limited access space within the building.

**DISPENSING OF MEDICATIONS:**

1. The principal will designate persons to dispense medications.
2. All medications for elementary students will be by school personnel according to the guidelines of the school district. Asthmatic children will be allowed to use their inhaler according to a physician’s directions.

**EMERGENCY MEDICATIONS:** Under imminent threat or danger, certain good faith measures may be taken to lessen or remove the immediate threat to life, health, or safety. Emergency procedures from Arkansas School First Aid Guidelines (1986) should be followed. Medications such as epinephrine for insect bites or severe allergic reactions, position antidotes and ammonia nitrate may be administered by properly instructed persons. (Act #436, 1983).

**VISION AND HEARING SCREENING:**

Vision and hearing screening will be provided annually for grades K, 1, 3, and 5 including rescreens, all new students, and referrals from teachers and parents. Letters will be sent to parents within two (2) weeks after rescreens. Follow-ups will be done by phone (by nurse) or letter if the child has not received needed treatment within six (6) weeks.

**SCOLIOSIS SCREENING:**

Scoliosis screening will be done on 5, 6, 7, 8, 9, and 10th grade girls and 6, 8, and 10th grade boys. Referrals will be made by a letter to the parent for any who fail screening. Follow up will be made by the nurse to the parent by letter or phone. Follow ups will be completed.

**PEDICULOSIS (LICE NITS):**

It is the policy of the Sloan-Hendrix School to exclude students who are found to have head lice or nits (eggs).

**PHYSICAL EDUCATION**

Physical Education is offered for all elementary students. If a student’s participation has some limitations, it will be necessary for parents to submit a written note to the teacher of principal for exclusion from P.E. Continued limitation will require a medical doctor’s written excuse on file.

**PARTIES**

Class parties are limited to two parties during the school year, Christmas and Valentine’s Day. It is necessary to limit parties because there must be 5 1/2 hours of instructional time each day, and parties are not considered instruction time. We ask that younger brothers and sisters do not attend classroom parties.

**VISITORS**

Non-adult: Visiting students are not permitted. Children who are not old enough to attend school may not visit school with older brothers and sisters. Adult: Parents or other adults are encouraged to visit the school and consult with teachers about the progress of their child. Teachers are available for this purpose, but appointments should first be made through the Principal’s office. Parents and visitors may not go to the classrooms without first clearing through the Principal’s office.

The teacher shall ask the parent or visitor to report to the Principal’s Office if they have not first reported to the office.

Under no condition are classes to be interrupted to call students to the phone unless an emergency exists.

Parents may leave lunch money, books, and other items that the child has forgotten at the office. The office personnel will see that this is given to the child when it does not interrupt the class.

**PARENT-TEACHER ACADEMIC COMMUNICATION POLICY**

Sloan-Hendrix assigns grades on a quarterly basis with grade cards being issued four times during the school term. At the end of the first and third reporting periods, cards will be given to the parents during a parent-teacher conference. At the end of the second and fourth periods, cards will be sent home with the students for the parents’ review and signature.

In addition, a written notice will be sent home during the fourth or fifth week of each nine week period in cases of a cumulative grade of “D” or lower in any subject area. There may be instances when a teacher may send a progress report for those students that are not performing at their highest capability level.

**SCHEDULING CONFERENCES**

Besides the two parent-teacher conferences scheduled during the 1st and 3rd nine weeks of each school year to provide parents and teachers with the opportunity to discuss their student’s progress, parents may request a conference with their child’s teacher at any time during the school term. The parent will need to contact the teacher or principal to arrange a conference time.

**HOMEWORK POLICY**

I. **PURPOSE:** Homework is an important part of the Sloan-Hendrix Elementary educational process. Homework should reinforce, enrich, and build upon what the student has learned at school. It can also challenge students to use their new skills creatively and constructively. At Sloan-Hendrix, homework is considered to include not only written work but also related activities, such as viewing specific television programs, news reporting, recreational reading, and other activities which are related to classroom work; but which are assigned to be done at home.

II. **OBJECTIVES:**

- A. To expand and/or enrich regular classwork;
- B. To complete work started in class;
- C. To establish independent study skills;
- D. To increase learning time and develop budgeting time;
- E. To provide an opportunity to pursue special interest or ability areas;
- F. To make up work due to absence;
- G. To build interest in reading and learning;
- H. To encourage parent awareness of student learning;
- I. To develop responsibility.

III. **GUIDE FOR TEACHERS:** Homework assigned will depend on the discretion of each teacher based on a knowledge of the student’s individual ability and the practice of good

learning theory.

- A. Homework should be given with a purpose that is understood by both teacher and students.
- B. Homework should be the independent practice of an effectively taught skill.
- C. It is important that homework be done within the students capability.
- D. Homework assignments should be planned to include a wide variety of activities in all areas of the curriculum.
- E. Students should have readily available to them all books and materials required to complete the assigned work.
- F. Homework assignments are not to be given as busy work.
- G. Homework will not exceed 20 percent contribution to the student's total grade.

The following time chart is suggested guide for average students:

Grade Levels	School Days (Mon.-Fri.)
K - 3	30 minutes
4 - 6	1 hour

**IV. GUIDE FOR PARENTS:** Parents can support a child's interest in lifelong learning by encouraging good study habits and providing a learning environment in the home.

- A. Provide a quiet, well-lighted place for the student to do homework.
- B. Help your child budget time so that a regular schedule for study is set.
- C. Take an active interest in what your child is doing in school. Ask for an explanation of a particular assignment and what is being learned. Compliment good work or when improvement is shown. Make constructive suggestions, but avoid severe criticism and undue pressure. A positive attitude by parents will encourage the student to do the best work possible.
- D. Encourage your child to seek additional help from the teacher at school if there seems to be any difficulty with the work.

E. Encourage and guide your child with assigned homework. Under no circumstances do it for your child.

F. Regular school attendance is important for your child's continued learning.

G. Consult your child's teacher as soon as problems arise.

**V. SUGGESTIONS FOR STUDENTS:** It is important to develop good study habits at school and at home.

- A. Be sure you understand the assignment, and ask your teacher if you do not understand the assignment, and ask your teacher if you need help.

- B. Set aside a regular time to do homework.
- C. Study in a quiet place.
- D. Do your best on each homework assignment.

## RECESSES

All students will be required to go outside during recess periods unless the teacher receives a note indicating that because of health reasons the child should not be out for the day. It is felt that fresh air is desirable for all student; and therefore, students will go outside recesses.

## LUNCH IN THE CAFETERIA

A well-balanced meal is served each day to those students who wish to eat in the cafeteria. All students are encouraged to eat there. It is convenient and clean, and the food is well prepared. Pupils who bring their lunches to school are expected to eat them in the cafeteria. Emphasis is stressed regularly to the students about a quiet and orderly cafeteria.

## TEXTBOOKS

Elementary textbooks are furnished by the state. Students who lose or damage their books will be expected to pay for the books. Each teacher will issue the textbooks and properly mark the bookcard. After receiving the books, the student will take the bookcard home and have it signed by his or her parents. It is to be returned to the teacher after the parents have signed it.

## EMERGENCY CLOSING OF SCHOOL

When school is not in session due to inclement weather or any emergency conditions, public announcement will be made by the superintendent not later than 7:00 a.m. The announcement will be made by television station KAIT in Jonesboro and by the following radio stations: 103.9 in Pocahontas, 106.3 in Walnut Ridge, and 107.9 in Jonesboro.

## SIXTH GRADE GRADUATION VALEDICTORIAN AND SALUTATORIAN

The student with the highest grade point average will be designated Valedictorian and the student with the second highest grade point average will be designated Salutatorian. To be eligible for these honors, a student must have attended Sloan-Hendrix one year prior to his sixth grade year (fifth and sixth grades).

## EXTRACURRICULAR POLICY

The following activities are available for those who qualify or those who are selected:

1. Pee Wee Basketball
2. Musical Presentations
3. Drama

This is a statement of policy relative to requirements for participating in all school activities. This applies to athletic contests and any club or organization that shall be required to make a public appearance or leave the school campus for a performance.

Any extracurricular activity will not interfere with core block instruction of a regular school day.

1. All students participating in school activities must comply with school eligibility requirements.
2. The school reserves the right to remove any student from a performance if that student's behavior reflects badly on the student body.
3. Students appearing in public performance or school sponsored events are subject to dress and grooming regulations specified by the sponsor.
4. Students must travel to and from an event in school approved transportation.

## HONOR ROLL

To be eligible for the "A" honor roll, a student must have at least an A- or better in each subject at the end of each grading period. To be eligible for the "A-B" honor roll, a student must have at least a B- or better in each subject at the end of each grading period. At the Awards Assembly various awards will be given for academic excellence, academic improvement, athletics, citizenship, and perfect attendance.

## CITIZENSHIP

Citizenship is based on school rules and student's conduct. The grade represents the student's rating in the class in such factors as conformity to classroom rules and regulations, cooperation, self-control, attitude, dependance, courtesy, respect for rights of others and promptness in completing work.

Citizenship grades are as follows:

- A**—Student is above average in characteristics and in general considered a very good citizen.
- B**—Student is normal and average in citizenship characteristics.
- C**—Student is below average in citizenship characteristics and needs improvement.
- D or F**— Student must improve citizenship characteristics at

once. A conference with the teacher is advised.

### PERFECT ATTENDANCE

A student must be neither absent, tardy, leave school early, nor leave for any period of time during the day to receive perfect attendance recognition.

### AWARDS ASSEMBLY

An awards assembly is held at the end of each quarter.

### SPECIAL SERVICES

- |                         |                        |
|-------------------------|------------------------|
| 1. Speech               | 2. Remedial Reading    |
| 3. Remedial Math        | 4. Resource Room       |
| 5. Teacher Aid Resource | 6. Nurse               |
| 7. Counseling           | 8. Teacher Aid-Title I |
| 9. Gifted Talented      | 10. Parent Center      |

### PROMOTION POLICY

There will be an annual promotion of pupils at the end of the school year. Promotion is based on the following:

Whether the child is prepared to do the work in the next grade, according to his scholastic record, his scores on achievement tests and the teacher's judgment.

### DISCIPLINE POLICY

#### RULES OF CONDUCT

The behavior codes for the classroom, playground, bus, and lunchroom are necessary to provide your child a safe learning environment. These codes do not exclude positive rewards. Teachers and staff reward students for good work and behavior each day. Fortunately, the majority of students follow the rules. Working together, we can make school a safe and orderly place in which to learn.

1. Respect each other at all times.
2. Walk in the halls, on the sidewalks, and in the lunchroom.
3. Finish our work.
4. Keep our feet and hands to ourselves.
5. Obey all playground and lunchroom rules.

If a student chooses to break a rule: (K-3)

**1st consequence** - Student's name will be written on the chalkboard.

**2nd consequence**- Student will be given 15 minutes detention.

**3rd consequence**- Student will be given 30 minutes detention.

**4th consequence**- In-School suspension or paddling - note

sent to parent for conference. (Severe)

**5th consequence**- Student will be given a paddling or suspension, and a note will be sent to the parents. (Severe)

**6th consequence**- If a problem cannot be resolved by the 5th the student's parents will be called to come for a conference with the teacher and principal immediately (the same school day) and/or suspension. (Severe)

#### Discipline Policy for Grades 4-6

**1st consequence**- Student will be given 15 minute detention.

**2nd consequence**- Student will be given 30 minute detention.

**3rd consequence**- Student will be brought to the principal's office, the parent(s) will be called and/or student will be given in-school suspension or paddling.

**4th consequence**- Parents will be notified and student will be paddled or suspended from school.

**5th consequence**- Parent will be called to come for a conference with the teacher and principal immediately (the same day) and/or student will be suspended.

Any student receiving the 2nd consequence sixty percent (60%) of the time in any five (5) consecutive school days period will be held to a higher regard. Any rule infraction for the next ten (10) school days will be considered a violation of a severe school rule and the student will receive the 3rd consequence.

#### Severe School Rules:

1. Repeated infraction of class rules listed.
2. Physical aggression toward teachers, staff, or other students.
3. Total class disruption.
4. Destroying school or personal property.
5. Insubordination

#### If a student chooses to break a severe rule:

The student will receive the 5th consequence listed above - student will be given a paddling or suspension and a note will be sent to the parents.

#### Students who follow the rules will earn:

Students will receive positive responses and rewards from the teacher and staff.

It is in your child's best interests that we work together in relationship to his or her schooling. I will thus be in close contact with you regarding your child's progress in my classroom. Please sign the tear-out and have your child bring it

with him or her to school tomorrow. If you have any questions or comments, please feel free to call me or write them down on the tear-out.

A principal or his/her designee will notify parents or other persons acting in *loco parentis* when a student has been reported to the police for misconduct or when a law enforcement officer interviews or takes a student into custody for any reason other than to investigate child abuse. The principal or his/her designee will make a reasonable good faith effort to notify parents using the parental contact information supplied on student enrollment forms. If a child is taken into custody at school, school officials will not only try to reach parents, they will make a reasonable, good faith effort to get a message to the parents which gives both day and evening numbers where the parent may contact the principal or his/her designee. (Act 1217 of 2001)

### PLAYGROUND RULES

1. Follow direction of all duty persons.
2. Stay within playground boundaries.
3. Do not climb on the fences or walkway poles.
4. Use equipment properly.
  - a. Do not go down the slide backward, or walk up the slide.
  - b. Do not sit or stand on top of the monkey bars.
5. Tackle football and hard baseballs are not allowed.
6. Line up when the bell rings.
7. **NO FIGHTING**
8. **DO NOT THROW ROCKS, DIRT OR STICKS!**

### LUNCHROOM BEHAVIOR

1. Walk in the lunchroom at all times.
2. Use proper table manners:
  - a. Do not throw food at others or on the floor.
  - b. Clean up your table area before you leave.
3. When in line, do not bump into your neighbor.
4. Use low whisper voices.
5. Eat your lunch, do not play in the lunchroom.

### BUS RULES

1. Be at the bus stop at the scheduled time. Stand back about ten feet and wait until the door is opened before moving closer to the bus. Do not play on the highway.
2. While waiting on the bus, remain in a safe place away from traffic. If you miss the bus, do not attempt to hitchhike or to

walk to school.

3. While loading or unloading, enter or leave the bus orderly and quickly.

4. While riding the bus, students are under the supervision of the bus driver and must obey the driver at all times.

5. Students are expected to conduct themselves in a manner that will not distract the attention of the driver or disturb other riders on the bus.

6. Students must remain in their assigned seats. Changing seats is not allowed.

7. Bus drivers are required to ensure that all passengers are seated before operating a bus. (Act 1744 of 2001)

8. You are not to tamper with any of the safety devices, such as latches, fire extinguishers, etc.

9. Pupils are not to put their hands, arms, heads, or bodies out of the windows.

10. Students are not to deface the bus or any school property. Do not write on the bus or the bus seats, etc. Do not throw paper, food, or other objects on the floor of the bus or out the windows of the bus. Keep the aisles of the bus clear of books, lunches, etc.

11. Do not ask the driver to let you off the bus any place except your regular stop.

12. If the pupil must cross the road or highway to enter the bus, he should wait until the bus has come to a complete stop and the driver has signaled for him to cross in front of the bus.

13. It is unlawful for any person or persons to threaten, curse, use abusive language to a school bus driver in the presence of students in this state (Misdemeanor: \$25.00 to \$100.00 fine, Act 814, State of Arkansas).

14. It is unlawful for any person to smoke on a school bus (Misdemeanor: \$10.00 to 100.00 fine, Act 528, State of Arkansas)

15. No one other than registered students may ride a school bus during regular routines.

16. No person shall possess a firearm on a school bus, school bus stop, or school. Act 1282 of 1999.

### SCHOOL BUS PICK-UP POINTS

If parents work away from home and find it necessary for their children to be picked up at a point other than their residence, or if they find it necessary for them to be dismissed at a point other than that of residence, or both, it will be permissible if advance notice is given to the school administration. However, if a student could be picked up and dismissed at his residence but desires to ride another bus, it is not permis-

sible. That student must ride the bus that goes by his official pick-up point.

### LIST OF REASONABLE FORCE IN CORRECTING A STUDENT (Corporal Punishment)

The Sloan-Hendrix School Board hereby authorizes:

The use of reasonable force by any certified employee in the exercise of his/her lawful authority to restrain a refractory student, to protect a student 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 with the employee's supervisor as soon as possible following any incident in which force is used by the certified employee using such force. The report shall include a statement of reasons for the employee's actions, the names of students involved, and names of any witnesses and the signature of the person administering the corporal punishment provided that the punishment administered under this section shall conform to the following guidelines:

Corporal punishment will be administered by a teacher or a school administrator and only in the presence of a school administrator or his designee, who shall be a teacher or administrator employed by the school district. The employee contemplating the administration of corporal punishment will explain 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 five licks with a paddle furnished or approved by the school. A written report signed by the employee administering the corporal punishment and the witness shall be filed in the principal's office immediately following the punishment. The report shall give the reason for the punishment.

### POLICIES ON PUPIL SUSPENSION AND EXPULSION

A teacher may dismiss for disciplinary reasons any student from class. The teacher shall, when feasible, accompany the student to the office of the Principal or designee and shall, as soon as possible, file with the principal a written statement of the reason or reasons for the student's dismissal from the class.

The Principal or designee shall determine whether to reinstate the student in class, reassign him or her, or take other disciplinary action.

The Principal of the school or designee is authorized to suspend students from school for disciplinary reasons up to ten days, including the day upon which the suspension was initially imposed. Prior to such suspension, the Principal or designee shall inform the student either orally or in writing of what the student is accused of doing and of what the basis of the accusation is. If the student denies the charge or accusations against him or her, the principal shall explain to him or her the evidence which forms a basis of the charges and shall permit the student to present his or her side of the story. If the Principal considers that a suspension is proper, he/she shall send the student home with a suspension notice requesting a student-parent-principal conference within twenty-four hours, if possible. Additionally, the parent will be mailed a copy of the suspension notice which shall include the reasons for the suspension, its duration, and the manner in which the student's situation may be reviewed. Such notice will be mailed on the date the suspension is imposed, to the parents at the address reflected on the records of the school district. The Principal or designee may require the attendance of the student involved in said conference as a condition for considering reinstatement.

When the 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.

If, in the conference, no decision is reached by the Principal for reinstatement of the student, or if any suspended student or his parent or guardian (when the student is a minor), request a hearing before the Superintendent or the school board on the suspension, then the Principal or designee shall extend the suspension to the student and shall furnish the Superintendent of Schools with a full record on the suspension period of five days from the request. If the Superintendent of schools or designee agrees with the suspension or modifies the suspension imposed by the Principal and if the student or his parents so request, a hearing shall be scheduled before the School Board within five days and after the superintendent has notified the parent, or student of his or her action. The Board may revoke, terminate, alter, or modify the suspension. If the superintendent of schools initiates the suspension process, the decision may be appealed to the School Board.

A suspended student will be admitted 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.

This policy, however, does not prohibit a principal or superintendent from recommending the expulsion of the student if a satisfactory student-parent-principal conference has been held. In this event, the suspension will be treated procedurally as a recommendation for expulsion and the notice will be given by the Superintendent or designee provided under the policy for expulsion.

Students who are placed in “in-school” suspension will be expected to complete all class assignments during the time placed in suspension. The work completed will carry the same value as homework.

### **EMERGENCY SUSPENSION**

Notwithstanding the policy concerning suspension and expulsion procedure, students may be suspended indefinitely without notice, hearing, and other rights provided herein being first given where the school is undergoing a violent upheaval or where orderly educational processes have otherwise been substantially disrupted. This would apply only in rare instances, such as when riots are taking place and where emergency circumstances make it unreasonable for the administration and board to consider the case under their usual time. In all such cases, notice, hearing, and other rights shall be provided in accordance with the normal provisions at the earliest practical date that the restoration of order permits.

### **EXPULSION**

The Principal of a school may recommend that a student be expelled from school with loss of grades and shall make said recommendation to the Superintendent in writing which will include a written statement of the charge or charges against the student. If the Superintendent concurs with the recommendation, he/she shall schedule a hearing before the School Board. The School Board may expel the student for the remainder of the semester or for the remainder of the school year or permanently for conduct it deems to be of such seriousness as to make a suspension inappropriate or where it finds that the students’ 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. Permanent expulsion is appropriate only for those instances in which serious bodily harm occurred or reasonably could have been expected to occur to another person.

The Superintendent or designee shall give written notice, mailed within five calendar days from the alleged incident causing the expulsion recommendation, to the parent if the student is not an adult. Such hearing will be conducted no earlier than three calendar days nor more than seven calendar days following the date of the notice except that the superintendent and the student and the student’s parents may agree in writing to a date not conforming to this limitation. The notice will also 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.

In every case of hearing held by a school board regarding the expulsion of a student, 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 any counsel. The Superintendent or designee shall present evidence and may present witnesses or statements of those persons having personal knowledge of the events or circumstances giving rise to the expulsion recommendation at the hearing. The student or representative may then present witnesses or statements by witnesses with personal knowledge of events or circumstances relevant to the issues. Normally, formal cross-examination will not be permitted. If, during the course of the hearing, the Board determines that the credibility of any of the witnesses is an issue, then it will permit cross-examination by the student and the Superintendent or their representatives of those witnesses whose credibility has become an issue. Such cross-examination should ordinarily be limited to the question or questions as to which the credibility of the witness has become an issue. Opportunity shall be afforded for the student to observe all evidence offered against him. Members of the Board may question any witness.

At the conclusion of the hearing, the Board may discuss the matter and will dispose of it by vote. If the Board does not expel the pupil with loss of grades, it may impose less severe disciplinary actions such as long-term suspension which may be with or without opportunity for made-up of school work. The Board shall briefly state its findings in writing within ten days after the hearing.

The Board shall cause to be made a record of the evidence taken at the proceedings by use of a court reporter and/or a tape recorder. If the student so desires, the record will be transcribed and a copy furnished the student. Copies of all statements used as evidence will be included with the record.

The school administration has the responsibility to present

the evidence to the board and the administration is entitled to open and conclude.

The President of the Board or the presiding officer has the authority to limit unproductively long or irrelevant questioning by non-board members.

### **GROUP HEARING FOR SUSPENSION AND EXPULSION**

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

- A. A single hearing will not likely result in confusion, and
- B. No student will have his or her interests substantially prejudiced by a group hearing. If during the hearing the President finds that a student’s interests will be substantially prejudiced by the group hearing, a separate hearing may be ordered for that student.

### **STUDENTS EXPELLED FROM OTHER SCHOOL DISTRICTS**

Sloan-Hendrix Public Schools, acting under authority of ACT 472, has adopted the following policy:

After a hearing before the board, any person who has been expelled as student from any other school district may be prohibited from enrolling as a student in this district until the time of the persons expulsion has expired.

ACT 574 requires as regular procedure for all students that prior to any student’s admission to an Arkansas public school, the parent, guardian, or other responsible person shall indicate on school registration forms whether the student has been expelled from school in any other district or is party to an expulsion proceeding.

### **RIGHTS OF HANDICAPPED STUDENTS**

Handicapped students who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to free appropriate public education. All laws concerning rights of handicapped students are to be followed when disciplining students.

## DISTRICT POLICIES ON STUDENT DISCIPLINE

Many of the policies listed below apply more to older students but they are part of district policy. These policies are provided for your information.

### **MINIMUM AND MAXIMUM PENALTIES FOR RULE VIOLATIONS**

All students are expected to conduct themselves at all times in a manner that will contribute to the best interests of the school system and not infringe on the rights of others. Students who violate the rules and regulations may be assigned a minimum up to a maximum punishment. The punishment will be decided by the principal or his assistant in charge. The minimum penalty for any misbehavior is counseling. Other punishment may include but are not limited to, corporal punishment, in-school suspension, detention, retaining after school hours, suspension and expulsion.

The following activities are considered improper conduct and will subject the student to disciplinary action. A violation of the rule will occur whether the conduct takes place on the school grounds or event, or enroute to and from school, the following activities are prohibited:

### **INTERFERENCE WITH SCHOOL ACTIVITIES**

- A. Occupying any school building or property with intent to deprive others of its use where the effect thereof is to deprive others of its use.
- B. Blocking the doorway or corridor of any school building or property so as to deprive others of access thereto.
- C. Prevent or attempt to prevent the convening or continued functioning of any school class, activity ( or unlawful meeting or assembly on the school campus) .
- D. Prevent students from attending a class or school activity.
- E. Block normal pedestrian or vehicular traffic on the campus or adjacent grounds unless under the direction of a school administrating.
- F. Continually and intentionally make noise or acting in any other manner so as to interfere seriously with the teacher's ability to conduct the class or any other activity.
- G. Encourage other students to violate any rule or school board policy.

### **USE OF PROFANE, VIOLENT, VULGAR, OR INSULTING LANGUAGE**

- A. To use profane, violent, vulgar, or insulting language or act in its common acception when calculated to arouse anger or create a disturbance.
- B. To abuse or insult a public school teacher while such teacher is performing normal and regular or assigned school responsibilities (ACT 741 of 1987).

### **DISTURBING THE PEACE**

- A. In any manner using violence, force, noise, coercion, threat, intimidation, harassment, passive resistance, or any other conduct, intentionally cause the disruption of any lawful process or function of the school or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful process or function.
- B. Using violent, abusive, obscene, or profane language addressed to a teacher, principal, superintendent, student or other employee of the school system.
- C. It is unlawful for any person to insult or abuse a teacher during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common acception, is calculated to cause a breach of the peace, materially and substantially interfere with the operation of the school, or arouse the person to who it is addressed to anger, to the extent likely to cause imminent retaliation. A person who violates this section shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than one hundred dollars (\$100) nor more than one thousand five hundred dollars (\$1,500). Each school district shall report to the Arkansas Department of Education any prosecutions with the school district under this section. (Act 1565 of 2001)

### **ROBBERY/THEFT**

- A. The taking of property from an individual by force or threat of force, or the taking or removal of property belonging to an individual or the school.
- B. Students shall make restitution of any property stolen by them and shall be subject to other disciplinary measures.

### **DESTRUCTION OR DAMAGE OF SCHOOL PROPERTY**

- A. The willful or malicious destruction of property, real, personal or mixed, belonging to the school district is liable, and his/her parent or guardian shall be liable for damages so caused by the minor, subject to the provisions of

ACT 36 of 1987 and ACT 706 of 1997.

### **EXTORTION, BLACKMAIL, OR COERCION**

- A. Obtaining money or property by violence or threat of violence, or forcing someone to do something against their will by force or threat of force.

### **POSSESSION OF FIREWORKS**

A student shall not possess, handle, or store fireworks, smoke bombs, cherry bombs, or any other kind of fireworks that reasonably could be a danger to himself or herself or to other students, that could cause damage to school property, or that could be disruptive to the learning of the school.

### **DISREGARD OF DIRECTIONS OR COMMANDS**

A student shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitutes, teacher aides, principals, administrative personnel, superintendents, school bus drivers, school security officers, or other authorized personnel.

### **LOCAL REGULATIONS**

- A. Students are not permitted to leave the campus during the school day without first checking out in the office.
- B. Gum chewing is not allowed at school.
- C. Students who are absent from school will not be permitted to participate in any school activity that same night without special permission from the Principal or Superintendent.
- D. In order to avoid confusion, students should not walk to their right in the halls. Running or any boisterous talking or noise will not be permitted.
- E. No smoking is allowed on the campus at any time during the day.
- F. Students will not be allowed to use the school telephone without special permission. Students will not be called to the telephone except in case of emergency.
- G. The school administration must be notified for a student to leave campus other than the usual manner.

### **BURGLARY AND LARCENY**

Stealing of school or personal property

### **ASSAULT AND BATTERY**

Threatening of physical harm or intentional harm to a person. Should assault and battery occur, the building principal shall report to the superintendent. The superintendent, or his

designee, shall report the incident to law enforcement (ACT 1243 of 1997).

Threats made toward school employees or students is punishable as a Class D felony if a person makes a death threat involving the use of a firearm or other deadly weapon against another student or school employee and purposely engages in conduct intended to culminate in committing the threatened act. (Act 1046 of 2001)

#### ***PROHIBITION OF PAGING DEVICE***

Students are not permitted to have or to use cell phones and/or electronic communication devices on the school campus during normal school hours. Students may possess cell phones on campus after regular school hours and while participating at extracurricular activities away from school. Students who are insubordinate are subject to disciplinary action as determined by the principal.

Act 1408 of 1995 prohibits the possession of hand-held laser pointers at school.

#### ***ARSON***

Intentionally setting fire to a school building or property. Communicating a false alarm, such as a bomb threat, to a school is punishable as a Class D felony. (Act 567 of 2001)

#### ***SMOKING***

Smoking or any other use of tobacco, or the possession of, on the school grounds or in the school buildings during school hours by students is prohibited. The first offense per semester will result in a three-day suspension; and the second offense per semester will result in a five-day suspension; and the third offense per semester will result in suspension and the student will remain under supervision by County legal officer for the remainder of the year.

Students are not permitted to smoke or use tobacco in personal vehicles before or after school until the personal vehicle has completely left the campus.

The Sloan-Hendrix School has adopted a no tobacco, no smoking policy for students at any time during the school hours on school property. It is the feeling of the Board of Directors that with the present drug problem in the state and with the student's health in mind and the extreme fire hazard involved with student's smoking, any smoking or tobacco use on the part of the student will result in disciplinary action.

The drug policy is stated under the heading "Student Behavior Code." ACT 854 of 1987 prohibits smoking as specified below.

FOR AN ACT TO BE ENTITLED  
**"AN ACT TO PROTECT THE RIGHTS OF NON-SMOKERS BY PROHIBITING SMOKING IN PUBLIC SCHOOLS; TO PROVIDE A CRIMINAL PENALTY FOR VIOLATION THEREOF; AND FOR OTHER PURPOSES."**  
**BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:**

Section 1. Smoking of tobacco or products containing tobacco in any form in enclosed areas, buildings, or facilities of a public elementary or secondary school is hereby prohibited. Provided, that the public school board for each district may designate an area or areas away from student exposure to any sidestream smoke in a public elementary or secondary school as a smoking area. Smoking in such designated areas by non-student persons over age eighteen (18) shall not be considered a violation of this ACT.

Section 2. Any person violating the provisions of this ACT shall be guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine of not less than Ten Dollars (\$10.00), nor more than One Hundred Dollars (\$100.00).

Section 3. All laws and parts of laws in conflict with Acts are hereby repealed.

#### ***ACT 888 OF 1995, ACT 1243 OF 1997, AND ACT OF 1520 OF 1999***

Whenever the principal, or other person in charge, of a public school has direct knowledge or has received information leading to a reasonable belief that a student enrolled in the public school has committed a felony on school property, or while under school supervision, or has committed any other violent criminal act against a teacher, school employee or student, the principal, or the person in charge, shall immediately report the incident to the appropriate local law enforcement agency for investigation.

#### ***DRUG AND ALCOHOL POLICY***

The use of drugs or a student under the influence of drugs or alcohol on school grounds, during school or at any school activity, whether on the school grounds or away from school, is prohibited. Any student violating this rule will be immediately suspended from school for five (5) school days pending review by the principal and law enforcement official to include possible expulsion for the remainder of the semester with loss of credit.

A second offense will result in the student being expelled for up to one calendar year with loss of credit.

Any student attempting to sell, trade, give, or otherwise

transmit drugs or alcohol to anyone else while on the school grounds or at a school activity, whether on campus or away from school, will be expelled from school for up to one calendar year with loss of credit.

All drug or alcohol cases involving Sloan-Hendrix Schools will be turned over to local law enforcement, Lawrence County sheriff's office, and/or Arkansas State Police for further investigation and possible charges.

#### ***WEAPONS, DANGEROUS INSTRUMENTS, AND CONTRABAND***

Students shall not possess, handle, or transmit any firearm, knife, razor, ice pick, explosive, pellet gun, or other object that reasonably can be considered a weapon, or dangerous instrument, or any contraband materials, ACT 706 of 1997.

#### ***ACT 649 (HB 1417) HANDGUNS IN SCHOOLS PROHIBITED***

This act provides that no person under the age of eighteen shall possess a handgun. Violation shall be a Class A misdemeanor. It also provides that no person shall possess a handgun upon the property of a public school, or upon any school bus. Violation is a Class D felony and no sentence imposed for violation can be suspended, probated, or treated as a first offence. This act is effective as of July 3, 1989 (Planning and Development).

#### ***ACT 567 OF 1995 AND ACT 1520 OF 1995***

Possession by students of any firearm or other weapon is prohibited upon the school campus and punishable by expulsion for a period of not less than one year; however, the superintendent shall have the discretion to modify such expulsion requirement for a student on a case-by-case basis.

#### ***ENHANCED SENTENCE FOR SCHOOL DRUG SALES***

ACT 612 provides that sentences for sale of controlled substances within 1000 feet of public or private schools, shall be enhanced by two years and a fine of not less than \$1000.

#### ***LACK OF CLEANLINESS, UNACCEPTABLE DRESS AND APPEARANCE***

The school board recognizes that among those rights retained by the people under our constitutional form of government is the freedom to govern one's personal appearance. When, however, dress and grooming substantially disrupt the learning process for the individual student, other students, or the learning climate of the school, it becomes a matter subject to

disciplinary action. The school principal will have sole authority as to whether the dress or grooming is appropriate. Student dress, grooming, and appearance should be the responsibility of the individual and his or her parents under the following guidelines:

1. Dress and grooming should be clean and in keeping with health and sanitary practices.
2. Students may not wear clothing or hairstyles that can be **HAZARDOUS** to them in their educational activities such as shop, lab work, physical education, art, or on-the-job training.
3. Dress and grooming should not substantially **DISRUPT** the educational process.
4. A student shall not wear or use emblems, insignias, badges, or other symbols which cause **SUBSTANTIAL DISRUPTION** or Interference with the operation of the school. No clothing shall advertise, promote, or symbolize drugs, alcohol or tobacco in any form.
5. Vulgar or obscene language or reference to this style of language on caps, shirts, etc., is strictly prohibited.
6. Students shall be permitted to wear shorts, skirts, or dresses if they do not exceed five inches above mid-knee.
7. Students shall not be permitted to wear shirts that cannot be tucked into the belt line of their pants or skirts.
8. Students will be sent home to change clothing that is not appropriate for school.
9. The Principal has the authority to determine if clothing is not appropriate for school.
10. A student should not wear caps or hats in the cafeteria or classroom.

Students will not be permitted to wear transparent clothing, mesh shirts, half-shirts, tank tops with less than a 2 inch shoulder strap, muscle shirts, halters, strapless blouses, low-cut or revealing blouses, unfastened pants, sagging pants, unhemmed pants or shorts (cutoffs), unbuttoned shirts, clothing that displays bare midriffs, mini skirts, spandex shorts, pajama pants, unbuckled belts, or excessively tight fitting clothing. All clothing must be loose fitting and long enough to cover undergarments.

### ***GAMBLING OR WAGERING***

Students shall not participate in any activity which may be termed gambling or wagering where the stakes are objects of value.

### ***IMMORALITY***

Students shall abstain from indecent and immoral acts.

### ***BEHAVIOR NOT COVERED***

The Sloan-Hendrix 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 in the written rules.

### ***DUE PROCESS***

All students must be afforded due process whenever deprived of their right to education through exclusion from their regular classroom instruction or from other school activities. If a student and/or parent of a student involved in a problem wishes to contest a ruling, the procedure which follows should be used by the person filing the complaint.

1. The complainant must direct the complaint to the student's building principal.
2. If the complainant is not satisfied with the building principal's decision, the complaint should be directed to the Superintendent of Schools.
3. The Superintendent shall review the complaint and shall issue a decision regarding the complaint. Any further appeal must be made to the Board of Education through regular procedure (provided by the Superintendent) for appearing before the Board.

### ***STUDENT LIABILITY***

The parent or guardian of a minor shall be liable to the school district for all property belonging to the school district loaned to the minor and not returned upon demand or an employee of the district authorized to make the demand.

### ***SEARCH AND SEIZURE***

School districts must create a climate in the schools which assures the safety and welfare of all students. School authorities may search a student's locker (or make personal searches) and seize any illegal or contraband materials. Lockers belong to the school district; therefore, the locker and a student's property in the locker are subject to periodic administrative searches and the district reserves the authority to search lockers without the consent of the student if necessary.

Searches should be made under the following conditions:

1. Students should be informed of the conditions governing the use of school lockers when locker assignments are made.
2. Searches should be made only by the building principal or an official duly authorized for that purpose by the building principal with a witness present. The search of a particular locker should be made only upon a reasonable assumption

that the student is secreting evidence of an illegal act or contraband materials.

3. Blanket searches of every locker should not be permitted except in unusual circumstances, such as a bomb threat.
4. If practical, the student should be given the opportunity to be present when a search of personal possessions of his or her locker is conducted, and if there is no reason to believe that his or her presence would be a threat to the safety of the student or others.

## **DISTRIBUTION OF LITERATURE, OFFICIAL PUBLICATIONS AND SCHOOL NEWSPAPERS**

- A. Distribution of handwritten, duplicated, or printed material on school premises must be approved by the principal or his assistant in charge. Such materials will be prohibited when the material interferes with or disrupts the educational process.
- B. Publishing and distribution of material that contains libelous statements and personal attack and shall be within the bounds of reasonable conduct.
- C. All petitions shall be free of obscenities and libelous statements and personal attack and shall be within the bounds of reasonable conduct.

## **ACT 1109 OF 1995**

### **STUDENT PUBLICATION POLICY**

Students may exercise the right of expression in school sponsored publications, whether such publications are supported financially by the school or by use of school facilities, or are produced in conjunction with a class.

The student publication policy recognizes that truth, accuracy, and responsibility are essential to the practice of journalism. The following types of student publications are not authorized:

1. Publications that are obscene as to minors, as defined by state law;
2. Publications that are libelous or slanderous, as defined by state law;
3. Publications that constitute an unwarranted invasion of privacy, as defined by state law;
4. Publications that so incite students as to create a clear and present danger of the commission of unlawful acts on school premises or the violations of lawful school regulations or the material and substantial disruption of the orderly operation of the school.

**EQUITY****EQUITY, EQUALITY, AND CIVIL RIGHTS, AND THEIR APPLICATION TO STUDENTS, STAFF, AND PATRONS**

Sloan-Hendrix Public School complies with all applicable state and federal regulations regarding equality, equity, and civil rights as they pertain to students, employees, and patrons. It is the policy of Sloan-Hendrix School District not to discriminate on the bases of sex, race, color, national origin, creed, age, or disability in its educational programs, activities, or employment practices as required by Title IX of the 1972 Educational Amendments, Title VII and Title VI of the Civil Rights Act of 1964 as amended, Order 11246 as amended, and Section 504 of the Rehabilitation Act of 1973.

Inquiries regarding compliance with equal opportunity, equity, and civil rights laws and regulations, and assistance in filling a 504 referral, grievance, or other related information, may be directed to Mr. Mike Baker, Equity Coordinator, Sloan-Hendrix Public School, #1 Greyhound Circle, Imboden, AR 72434, Phone 869-2101.

Complaints concerning race, sex, or handicap may come from students, parents, teachers, other employees, and concerned citizens or organizations. All complaints should be in writing or on tape and submitted to the Equity Coordinator. The complaint should be dated and signed or the person identified, if on tape.

The Equity Coordinator, upon request of a complaint, will meet with the principal of the school, who has the administrative responsibility for the program. This person will then appoint a committee made up of a parent, at least one teacher, a school administrator, and a student, if applicable. This shall be done within one week of the date on which the complaint was filed.

## ACCEPTABLE INTERNET AND COMPUTERS USE POLICY

**Overview**

The Board believes that the appropriate use of computer technology in the instructional process can significantly enhance learning outcomes, and further recognizes that computer technology contributes substantially to the efficient management of the resources necessary to support the educational objectives.

Internet access is available to the students and staff members of the Sloan-Hendrix School District. With access to computers and people all over the world, also comes the

availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material or individual communications which are not suitable for school-aged children. The District supports resources that will enhance the learning environment. Exploration and manipulation of resources is encouraged. However, it is impossible to control all materials on a global network and an industrious user may discover inappropriate information.

**Acceptable Use**

The use of the District's computer systems must be in support of education and research and consistent with the educational objectives of Sloan-Hendrix. Transmission of any material in violation of any federal, state, or local regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. As a representative of the school, the student will accept personal responsibility for reporting any misuse of the network to the school staff. Misuse may come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, and inappropriate language.

In order to protect the integrity of the computer system, data disks will be provided by the school district. Students are not to bring personal disks from home. Students are also not to bring computer games to school.

**Privileges**

The use of computers and the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. In addition to the cancellation of privileges, inappropriate use of computers and/or the Internet may result in disciplinary action.

**Network Etiquette**

The user is expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

Be Polite. Never send, or encourage others to send abusive messages. Never post anything that you wouldn't say to your reader's face.

Use Appropriate Language. Remember that you are a representative of your school district on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally! Never swear, use vulgarities, flame, or use any other inappropriate language. Illegal activities of any kind are strictly forbidden. Harassment, threats, or intimidation will be dealt with in accordance with the law. Don't do or say

anything that your parents or teachers wouldn't approve of. Your online privileges can be revoked. Inform a staff member right away if you come across any information that makes you feel uncomfortable. When in doubt, ask!

Privacy. Do not reveal any personal information, credit card numbers, your home or school address or phone numbers or those of other students or colleagues. Do not send pictures of yourself without parent and teacher approval. Computer files and e-mail messages are not private, and may be reviewed or monitored by the District at any time, without notice to the user. This is true even though a computer file or e-mail message is not accessible to other students.

Electronic Mail. Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to the authorities.

Vandalism. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of another user, agency, or network that is connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, monetary liability, and/or legal referral.

**Agreement to Comply**

Any user violating these provisions, applicable state and federal laws or posted classroom and district rules is subject to loss of computer and/or network privileges and any other District disciplinary options, including criminal prosecution.

District Administrators will make the final determination as to what constitutes unacceptable use and their decision is final.

*The Sloan-Hendrix School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Sloan-Hendrix School District will not be responsible for any kind of damages a user may suffer, including loss of data. The District will not be responsible for the accuracy or quality of information obtained through this Internet connection.*

All terms and conditions as stated in this document are applicable to all users of the network. These provisions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the State of Arkansas and the United States of America.

## VOLUNTEER POLICY

## I. POLICY

A. PURPOSE: A volunteer employee is a person who

serves the Sloan-Hendrix Public Schools in a non-paid capacity whose services are of value and benefit to the educational efforts of the Sloan-Hendrix Public Schools and the many support functions necessary to carry out an effective program of instruction. The school district recognizes the contribution of volunteers and recognizes the responsibility to volunteers.

B. ELIGIBILITY: To be eligible for classification as a volunteer employee, a person must:

1. Have a desire and willingness to serve the pupils of the school through a recognized school function.
2. Possess physical and mental abilities to carry out assigned tasks.
3. Set a good example for students through actions, speech, and attitudes.
4. Demonstrate a willingness to adhere to local school and policies and the policies and procedures of the school district and work under the direction of the building administrator.

C. RECOGNITION and BENEFITS: Volunteer employees will be recognized as serving the district when they are approved for assignment by the administrator and registered as a volunteer during their time(s) of service.

D. REPORTING: Periodic reports will be made to the Board of Education of persons who serve as voluntary aides. The reports will be maintained as an official record of service.

II. EFFECTIVE DATE

This policy is effective as of the 1987-88 school term.

### **Student Sexual-Harassment Policy**

Sexual harassment of students is prohibited and will not be tolerated. Sexual harassment is illegal under both federal and state law. Students are protected from sexual harassment under the provisions of the 1983 Civil Rights Act of 1871, Title VII of the Civil Rights Act of 1964, and Title IX of the Educational Amendments of 1972 which prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance (42 U.S.C. 200h). It may also result in criminal and/or civil charges being brought against the alleged harasser. Sexual harassment may also be considered a criminal offense under laws relating to child abuse.

It will be a violation of this policy for anyone to harass a student through conduct or communication of a sexual nature while on school grounds.

The Sloan-Hendrix School District is committed to maintaining a learning and working environment that is free of any form of sexual harassment toward and between students.

This policy reinforces our commitment that all persons are to be treated with respect and courtesy.

This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned buses, vehicles, or chartered buses; while attending or engaged in school activities; while away from school grounds if the student is at any school sponsored, school approved, or school related activity or function or going to and from school (until parent or guardian is reached); and in other situations that will lead to interference with the educational opportunity of the alleged victim.

This policy will be disseminated in the following manner:

1. Appear in the student and staff handbooks in a condensed form with notification of full policy view available through each Building Principal, Superintendent, or the District Equity Coordinator.



*Sloan-Hendrix*

*Where Students Come First!*



*Elementary*

*Student Handbook  
2003-2004*

*School*