

McCrary Public Schools

Board of Education Policies 2014-2015

**McCrary School District Number 12
McCrary, Arkansas**

Nondiscrimination Statement

The McCrory School District does not discriminate on the basis of race, color, national origin, sex, age, qualified handicap or veteran.

(8-16-2007)

PREFACE

The efficient operation of the McCrory School District Number 12 requires the adoption of policies and procedures that apply to all phases of the school program. These policies and regulations set the pattern for the program of education in the school system. Policies and procedures of these policies become the responsibility of all administrators, teachers and employees of the McCrory School District Number 12.

The purpose of this handbook is to make available to all members of the staff information concerning the policies and regulations of the school system.

(8-16-2007)

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100 SCHOOL DISTRICT ORGANIZATION

McCrary Public Schools Board of Education

Zone 1 Lynn Simmons Term expires 2015

Zone 2 Jeff Reeves, President Term expires 2019

Zone 3 Craig Reeves Term expires 2016

Zone 4 Bobby Best, Secretary Term expires 2018

Zone 5 Sean Williams, Vice-President Term expires 2017

Barry Scott, Superintendent

(7-11-2014)

103 EMPLOYMENT, ADMISSION AND TREATMENT OF STUDENT POLICY

The McCrory Public Schools Board of Education recognizes the need for implementation of fair employment policies and practices and the need for fair policies and practices with regard to admission and treatment of students in student education programs and activities.

The McCrory School District does not discriminate on the basis of race, age, religion, sex or qualifying handicap in its programs, policies and administration of education programs and activities.

In keeping with Title VI, Title IX and Section 504 of the Rehabilitation Act:

NO PERSON SHALL, ... ON THE BASIS OF SEX, RACE OR QUALIFYING HANDICAP BE EXCLUDED FROM PARTICIPATION IN, BE DENIED THE BENEFITS OF, OR BE SUBJECTED TO DISCRIMINATION UNDER ANY EDUCATION PROGRAM OR ACTIVITY RECEIVING FEDERAL FINANCIAL ASSISTANCE.

Inquiries regarding compliance with Title VI, Title IX and Section 504 may be directed to the Superintendent, P.O. Box 930, McCrory, Arkansas or (870) 731-2535.

(8-16-2007)

104 MISSION STATEMENT

The McCrory School District's primary mission is to provide a strong academic foundation for all students. We believe that learning is a life-long process, which promotes wise decision making, creativity, and responsible risk-taking. Every person has an equal right to learn and has the right to be treated with respect. Honesty, respect, responsibility, and citizenship are basic values reinforced by our district. We believe that achieving excellence is worth the time, effort and sacrifice.

(8-16-2007)

200 SCHOOL BOARD OPERATIONS

201 Organizations of the Board of Education

- A. The Board of Education shall consist of five (5) members elected by zones by the qualified voters of each zone.
- B. The school directors shall be elected for a term of five (5) years.
- C. The Board of Education shall elect its officers at the first regular meeting following the annual school election. The officers elected shall be as follows: President, Vice-President, and Secretary
- D. Board vacancies occurring from resignation, death, removal or other causes shall be filled by appointment by the remaining members of the board at the next regular meeting following the vacancy. The appointee shall, as nearly as possible, represent the zone as the departed member. All appointed directors shall serve only until the next annual school election at which time the electors shall elect a director to serve the unexpired terms of the vacating director.
- E. The board president may appoint special or temporary committees comprised of less than the full membership of the board for special purposes. The president shall serve as ex-officio member of the committee. The recommendations of the committee must be presented to the board at a regular meeting for action and the committee shall be discharged on the completion of their assignment.

(8-16-2007)

202 Duties of the Board Officers

PRESIDENT

The president shall be the presiding officer at all meetings of the Board of Education. He shall sign all contracts and legal documents required by law and authorized by the board. He shall appoint special or temporary committees when they are authorized by the board and shall serve as an ex-officio member of the committee.

VICE-PRESIDENT

The vice-president shall serve in the absence of the president and perform all duties of the president.

SECRETARY

The secretary shall keep, or cause to be kept, full and accurate records of the proceedings of the Board of Education.

(8-16-2007)

203 Duties and Responsibilities of the Board of Education

The Board of Education shall:

1. Exert authority as board members only when acting as a board, legally in session, exercising no individual administrative responsibility with respect to the schools and refraining as an individual from commanding the services of any school employee.
2. Select the superintendent of schools and support him in the proper discharge of his responsibilities.
3. Establish general policies for the school system in consultation with the school administrative staff and in keeping with the wishes of the community and the requirements of the state statutes.
4. Elect all school personnel upon nomination and recommendation of the superintendent of schools.
5. Adopt salary schedules for all school personnel upon recommendation of the school superintendent.
6. Provide, by the exercise of its legal powers, the funds necessary to adequately finance the operation of the school.
7. Require and evaluate reports of the superintendent concerning the progress of the financial status of the district.
8. Adopt and revise as necessary an annual operating budget as recommended by the superintendent of schools.

9. Seek at all times the cooperation of the citizens of the community, the county judge, the tax assessor and the equalization board in providing an equitable and proper system of taxation.
10. Propose a millage rate and an assessment ratio required to produce adequate funds to meet the financial needs of the district.
11. Assist the administrative staff in presenting the needs and progress of the educational system to the public.
12. Cooperate with all other educational agencies in the continued improvement of the structure of the state system of education.
13. Perform all specific duties imposed upon the board by the state statutes and all regulations as required by the State Department of Education.

(8-16-2007)

204 Meeting of the Board of Education

PLACE: All regular and special meetings of the Board of Education will be held in the administration building.

TIME: The regular meetings shall be held on the third Thursday of each month at 8:00 p.m. during the months of April through September and 7:00 p.m. during the months of October through March, or as specified by action of the board.

REGULAR

MEETINGS: Notice of regular meetings shall be mailed on Friday preceding the board meeting and no item may be added to the agenda after that date without the unanimous consent of the Board of Education.

(8-16-2007)

204.1 Special Meetings

Special meetings may be called, when necessary, by the president of the board, any three members of the board, the superintendent of

schools or by petition of fifty (50) qualified electors of the district. Notices of special meetings will be given to each member as far in advance of the meeting as possible stating the time, place and purpose of the meeting. If possible, this notice shall be in writing. No business shall be transacted at any special meeting of the board except the business for which the meeting was called.

(8-16-2007)

204.2 Quorum

A quorum for all meetings, regular and special, shall consist of three (3) members of the board.

(8-16-2007)

204.3 Change in Board Meetings

The date, time and place of board meetings may be changed upon the unanimous consent of the board. The news media shall be notified of such changes.

(8-16-2007)

204.4 Order of Business

The order of business for all board meetings shall be as follows:

- A. Call to order
- B. Roll call and quorum verification
- C. Minutes of the previous meeting
- D. Presentation of monthly reports
- E. Unfinished business
- F. Matters for consideration or action
- G. Reports by the administration

H. Adjournment

(8-16-2007)

204.5 Minutes

The secretary of the Board of Education shall keep, or cause to be kept, the minutes of all regular and special meetings of the board.

A copy of the minutes of the previous regular meeting, together with the minutes of any special session held since the regular meeting, shall be included in the agenda for the next meeting of the Board of Education.

The official minute of all meetings of the Board of Education shall be filed in the office of the superintendent and shall be available for inspection at any time by the members of the board of directors, school employees and residents of the McCrory School District.

(8-16-2007)

204.6 Rules of Procedure

“Robert’s Rules of Order” shall be a general guide of parliamentary procedure for use by the Board of Education in its meetings.

(8-16-2007)

204.7 Citizen Participation

Meetings of the board shall be open to the public and to the press except when the board goes into executive session to discuss personnel matters. All actions of the board, however, shall be conducted in open meetings.

Citizens desiring to present matters to the Board of Education may do so by presenting the request in writing and signed to the president of the board or the superintendent at least five (5) working days prior to the meeting. This does not include personnel matters, which should be handled by the personnel supervisor.

The Board of Education, by a majority vote, may allow any citizen to be heard without a written request.

The time allotted for a citizen to present a matter to the Board of Education shall not exceed ten (10) minutes unless otherwise approved by a majority of the directors.

The news media shall be notified of all regular and special meetings of the board.

(8-16-2007)

205 Code of Ethics

Act 570 of 1979, Section 2. Persons required to file statement.

- A. All persons included in the provisions of this section shall file the written statement required in this Act within the time specified herein.
- B. All persons, who are elected public officials of this State or of any political subdivision thereof, including but not limited to, districts, counties, townships, municipalities and school districts shall file.
- C. All candidates for nomination or election to elected public offices shall file.

(8-16-2007)

206 In-service Training

All school board members who are elected in 1988 and each year thereafter must receive a minimum of six hours training and instruction in the school laws of the State and the laws governing the powers, duties and responsibilities of school boards. Such instruction may be received from an institution of higher education, the Department of Education or the Arkansas School Boards Association. (Act 767, 6/11/87)

(6-11-1987)

300 GENERAL SCHOOL ADMINISTRATION

The responsibility for the administration of the policies of the school board shall be delegated to the superintendent of schools and such additional administrative staff members, as in the opinion of the board, shall be needed to assist him in this function. Administrative authority is delegated to the office of the superintendent of schools and through that office to such staff members as principals, supervisors and teachers.

(8-16-2007)

301 Duties of the Superintendent

The superintendent of schools shall serve as the executive officer of the school board and shall be charged with the responsibility of implementing the policies of the school board. He shall also:

1. Prepare the agenda for each school board meeting and shall attend all meetings, except when his contract is being considered and shall participate in all discussions of the school board but shall not vote.
2. Administer the school in conformity with the adopted policies of the school board and the rules and regulations of the State Department of Education in accordance with state law.
3. Develop administrative principles and procedures for implementing school board policies.
4. With the staff, provide a continuous appraisal of all policies originating with the school board.
5. Recommend employees for appointment, promotion, demotion, transfer, or dismissal in accordance with the policies of the school board. Appointments and dismissals of contracted and certificated employees shall be subject to school board approval and will follow stated policies and state law.
6. Assign all instructional and non-instructional personnel.

7. With the staff, approve for adoption all textbooks and instructional materials, curricular guides, courses of study and extra class activities.
8. Submit to the school board each month a statement of financial accounting showing expenditures and receipts of monies.
9. Attend national, state or local educational conferences where the welfare of the school and public education is concerned.
10. Establish and maintain a permanent record system for each child in attendance in conformity with state law and school board policies.
11. Delegate such authority and duties to various staff members as may, in his judgement, be necessary for the efficient management of the schools and to implement school board policies.
12. Have general supervisory control of the admission of pupils to the schools and of their classification and promotion provided that no pupil be admitted to school in the kindergarten who has not fulfilled the legal age required as stipulated by state law.
13. Prepare the annual budget for school board approval.
14. Be the medium for all communications with the school board for all school employees.
15. Coordinate all district policy regarding Section 504 of the Rehabilitation Act of 1973.
16. Coordinate all district policy regarding Title IX of the Educational Amendments of 1972.
17. Perform such other duties as the school board may direct.

18. The superintendent shall be entitled to two weeks vacation each year with pay. After fifteen years of experience the vacation period is for three weeks. Unused vacation at the end of the fiscal year will be paid on a pro-rata basis.

(8-16-2007)

302 Duties of the Principals

Principals shall be directly responsible to the superintendent of schools. They shall also be responsible for:

1. The detailed organization and operation of their school.
2. The assignment of duties to all members of their teaching staff.
3. The administration and supervision of the official education program.
4. The enrollment and assignment, attendance, promotion and discipline of all students.
5. The personal records of pupils.
6. The evaluation of his staff and the submission of such reports as deemed necessary by the office of the superintendent of schools.
7. The health, safety and welfare of the pupils, staff and non-instructional personnel.
8. They will be responsible for all activities taking place in their respective buildings. They will always seek to maintain an atmosphere conducive to good learning.
9. The performance of such other duties as determined by the superintendent of schools.
10. The principal who is employed for twelve months, shall be entitled to two weeks vacation each year with pay. After fifteen years of

experience the vacation period is for three weeks. Unused vacation at the end of the fiscal year will be paid on a pro-rata basis.

(8-16-2007)

303 Duties of the Athletic Director

The Board will employ a person as athletic director whose duties and responsibilities in will be as follows:

1. The athletic director will be responsible for the overall operation of the athletic program of the district.
2. He will be in direct charge of all coaches and together with the superintendent, will assign them to their specific coaching duties.
3. The athletic director will be responsible for the scheduling of all athletic events. This should be done in cooperating with the other coaches and the full knowledge of the superintendent and principal.
4. The athletic director, or someone designated by him, will determine the necessary equipment to be purchased but all orders over \$50.00 must be on a purchase order and approved by the superintendent.
5. The athletic director will coordinate practice time for all groups or individuals who have a desire to use the football field.
6. The athletic director who is employed on a twelve-month contract shall be entitled to two weeks vacation each year with pay.

(6-16-2005)

400 INSTRUCTIONAL PERSONNEL

401 Employment

1. All applicants, prior to employment, must provide the superintendent with a completed application form, indicating appropriate references as to moral character, training and experience.
2. The employment of all instructional personnel shall be by the Board of Education on the recommendation of the superintendent. Should a person recommended by the superintendent be rejected by the school board, it shall be the duty of the superintendent to recommend another person for consideration.
3. All teachers must satisfy the requirements of state law and policies of the school board.
4. Employment will be based on the following criteria:
 - A. Certification requirements
 - B. Experience and performance
 - C. Character references
 - D. Personal interview
5. A teacher must hold at least a bachelor's degree.
6. Soon after being notified of election and before any payment for service, an employee must furnish the superintendent with the following:
 - A. A signed contract
 - B. An Arkansas teacher's certificate
 - C. A complete transcript of college credits
 - D. Criminal background check forms
 - E. A social security card
 - F. Federal withholdings form (W4 Form)
 - G. A birth certificate

7. Teachers shall be re-employed on an annual basis with contracts considered at the regular February meeting of the Board of Education.
8. No new teacher shall be placed on the salary schedule above the base level.
9. Experience gained, as an “assigned substitute” teacher in the McCrory School District will not be counted when the teacher becomes eligible for contract based on the regular salary schedule.
10. It shall be the responsibility of the teacher to establish proof of teaching experience outside the McCrory School.
11. All new school employees are required by law to be contributing members of the Arkansas Teacher Retirement System.

(8-16-2007)

401.1 Probationary Period

All new employees will serve a 2-year probationary period in employment.

(5-14-1987)

402 Assignment

If possible, teachers will be assigned to positions for which they are best qualified. An effort will be made to honor teacher preference in assignments, if training experience and qualifications are equal. Teachers may be assigned, re-assigned, or transferred by the superintendent, subject to review and approval of the Board of Education at the next regular meeting after such action by the superintendent.

(8-16-2007)

200 403 Attendance and Absence Procedure

All teachers are expected to report to school and to be in their assigned area fifteen minutes before the start of class (7:45 a.m.).

Faculty members are expected to remain on duty in the afternoon until the students have cleared the buildings and the buses have departed (3:15 p.m.). Principals shall be responsible for establishing appropriate departure time for teachers in the various schools. The official end of the school day is 3:40 p.m.

Faculty members shall not leave the building or grounds during school hours, except lunch period, without clearing such absences with the principal. (An unusual location for lunch should be noted in the principal's office.)

Teacher absences will be kept in the principal's office. If it becomes necessary for a teacher to leave during the school day, he/she must sign out in the principal's office. A record of this will be kept.

Teachers are expected to attend all faculty and in-service meetings designated by the administration. When possible, such meetings should be scheduled at least one day in advance and all teachers so notified.

In case of absence from duty, teachers should notify the principal at the earliest possible time, preferable the day before the expected absence. If possible, the principal should be notified on the day preceding the teachers return to duty.

The selection of substitutes for temporary replacement of an absent teacher shall be the responsibility of the principal.

Faculty members, when absent, should leave the class roll, duty schedule and complete lesson plans for the substitute.

The principal shall file a report of teacher absences with the superintendent's office at the end of each week.

(5-16-2002)

405 LEAVE

405.1 Sick leave

Sick leave provisions shall be in force beginning with the first day of the first school term for which each teacher is employed. A teacher shall be entitled to such leave for reasons of personal illness or illness or death in his/her immediate family.

Immediate family includes:

- | | |
|---------------------------|----------------------------|
| 1. Spouse | 7. Brother/sisters |
| 2. Children | 8. Mother/father-in-law |
| 3. Parents | 9. Brother/sister-in-law |
| 4. Grandparents | 10. Uncles/aunts |
| 5. Grandchildren | 11. Uncles/aunts of spouse |
| 6. Sons/daughters- in-law | 12. Nieces/nephews |

A teacher who qualifies for sick leave may use any amount up to his/her total number of accumulated days. Teachers will be permitted to accumulate up to ninety (90) days of sick leave.

Any teacher who is absent from school more than one hour shall be considered absent for one-half (1/2) day.

When a teacher's absences exceed the number of days accumulated or are not covered by sick leave, deductions for each day absent or fractional part thereof will be one full day of pay or fractional part thereof.

Teachers will be permitted to transfer up to ninety- (90) days of sick leave from their previous employment. Accumulated sick leave credit shall be granted to the teacher upon furnishing proof in writing from the school district of former employment.

In order to encourage and reward attendance, retirees who have served twenty-eight years in the profession, or reached 60 years of age, will be monetarily recognized under the following guidelines:

1. Beginning substitute teacher's pay for accumulated sick leave.

2. The sick leave days must be earned while employed in the McCrory School District.

Employees who enter T-Drop may exercise this option at that time or choose to defer payment until full retirement. If an employee chooses to receive payment for sick leave, their accumulated balance will return to zero and they will begin accumulation again. Newly accumulated sick leave will not be eligible for payment.

At the end of each school year, certified personnel shall be reimbursed for any unused sick leave days above ninety (90) days. This shall be at the substitute teacher base rate of pay.

(5-20-2010)

405.1(a) Sick Leave Bank

The McCrory School District administers a sick leave bank for all staff members who wish to participate. Participation is on a voluntary basis.

- A. Purpose: The purpose of this program is to grant its participants an extended leave period beyond the existing district sick leave policy. It is the intent of this program to provide additional leave only after all accumulated sick leave and personal days are exhausted.
- B. Membership: Staff members may participate by contributing one (1) regular sick leave day to the sick leave bank. Membership will be taken prior to September 15 of each school year or 15 days after the date of employment in the case of personnel employed after the start of the school year.
- C. Eligibility: The eligibility to withdraw days from the sick leave bank will, in all cases, be determined by the review board. Members requesting sick leave bank days will have the right to one personal appeal to the review board. The decision of the review board will be final.
- D. Withdrawals: Withdrawals from the sick leave bank shall be considered in cases where medical conditions or injury require

leave involving the participant or the participants' family. For clarification, cosmetic surgery, or correctional surgery which in the opinion of medical experts can be performed during the summer months, is not considered to be an injury or illness.

- E. **Review Board:** All review board members must be participants in the sick leave bank. The review board will consist of the superintendent, an elementary principal, a secondary principal, two elementary teachers, two secondary teachers, and two non-certified personnel members. The members will be elected by their respected faculties and non-certified staff. The superintendent's secretary will serve as the board's recorder and record keeper.
- F. **Program limits:** The total number of days that may be withdrawn by any member shall not normally exceed 45 days but could be extended by the review board. No member of the sick leave bank may withdraw more days than the number of days of sick leave they have accumulated including days allowed in the current school year. Members requesting days from the sick leave bank may be required to provide doctor's excuses for use of their regular sick days.
- G. **Bank Requests:** All requests to draw upon the sick leave bank must be accompanied by a physician's statement confirming the cause of illness, confinement or appointment. Extenuating circumstances may be considered by the Board. Should a participant suffer injury or illness and is unable to petition the Bank themselves, requests can be filled out by a spouse, relative or caretaker. The decision of the Board will be final. Applications for request of sick leave bank days may be obtained from the Board's recorder and record keeper. The total number of days that can be accumulated in the sick leave bank will be approximately 500.
- H. **Leave Balance:** If the total sick leave bank balance at the end of the school year exceeds 500 days, presently participating members may be granted free coverage for one year. If the number of days in the sick bank is depleted in any given year, then those members participating at that time will be contacted and given an opportunity to contribute an additional day. Only those members

who contribute an additional day will be members of the bank for the remainder of that year.

(5-20-2010)

405.2 Funeral Leave

Employees will be permitted to be absent two (2) days per year for funerals. This can be taken one-half (1/2) day at a time without loss of pay. This leave may also apply to funerals within the immediate family (as defined in 405.1).

This two (2) day allowance is in addition to the accumulated sick leave.

(5-20-1999)

405.3 Personal Business Leave

1. Each employee will be permitted to be absent from school two (2) days during the school year for personal business without loss of pay. Absence from school half (1/2) day at a time under this provision is permissible.
2. This day may not be used prior to or following a holiday or less than two weeks prior to the end of school.
3. Arrangements must be made prior to the absence. Unused personal leave will be rolled into accumulated sick leave

(5-20-2010)

405.5 Maternity Leave

1. Maternity and paternity leave will be treated as sick leave. Available sick leave days will be allowed during the period of absence.
2. In maternity cases, the teacher may remain in the classroom as long as her performance is satisfactory and her physician deems advisable. She may return to the classroom under the same conditions. The position will be filled, if possible, with a certified employee on a temporary contract during the period of absence.

3. In paternity cases, a leave will be granted for a reasonable length of time to be approved by the superintendent.
4. Teachers shall notify the superintendent as early as possible of their expected period of absence.

(8-16-2007)

405.6 Military Leave

The McCrory School District Board does not approve of military leave during the contract period for certified employees. Individuals who cannot take their military leave at any other time during the contract period may apply to the superintendent for special consideration. This application, in the form of a letter of explanation, must be received by the superintendent in advance of the beginning date of leave.

Vacation leave may be used by twelve (12) month employees for military guard or military reserve active duty leave. All other approved military leave will be leave without pay.

An employee having one full year of employment in the McCrory School District who is called into the armed services shall be granted a leave of absence for the length of his tour of duty. If this person desires to return to his position of employment with the school district, he must notify the superintendent of schools ninety (90) days prior to his being separated from the armed service. Upon receiving an honorable discharge, and being able to carry out his duties, he shall be reinstated, with all benefits, in his previous position of equal status and pay scale.

(8-16-2007)

405.7 Leave of Absence for Personal Injury from Assault Or Other Violent Criminal Acts (Act 1115 of 1993)

The Board of Education of the McCrory School District shall grant any full-time certified employee of the district, who is compelled by law to secure a license from the State Board of education as a condition precedent to employment, leave at full pay for absence due to personal injury caused by either an assault or other criminal acts

committed against the certified employee in the course of his or her employment.

The leave shall not exceed one (1) year from the date of injury and shall not be charged to the sick leave of the full-time certified employee.

The verification of teacher's status as far as being on duty during the time of the incident shall be verified by the principal and the superintendent in writing to the board.

The assault or criminal act must be verified by the property authority, i.e., police, etc.

The certified employee must present a statement from a medical doctor as to the condition of his or her ability to work during this period of time. The school board may request that the certified employee be examined by a medical doctor of the board's choosing to verify work ability. If there is a disagreement between the certified employee's doctor and the board's doctor, a third opinion shall be requested from someone that both the certified employee and the board agree upon, and the opinion from the agreed upon doctor shall be the decision from which the board and certified employee shall abide.

The certified employee shall not draw workers' compensation or hold any other job during the time the board is paying full salary under the conditions of this policy and act.

The decision of the school board shall be final and that decision shall not be subject to appeal through any administrative proceeding, including district grievance policy.

(8-16-2007)

408 Staff Development and In-Service Education

The McCrory Board of Education recognized the importance of maintaining, developing and enhancing the skills of professional staff members through in-service Education. Opportunities will be

provided to ensure staff growth and development, which will be reflected in increased personal and professional competence.

All certified employees of public schools must complete sixty (60) required, approved hours of professional development each year. The hours may be earned between July 1 and June 30 or June 1 and May 31, as approved by the local school district. Local school districts shall document the district's option.

Approved professional development activities that occur during the instructional day or outside the employee's annual contract days may apply toward the 60-hour minimum professional development requirement.

A three-hour undergraduate or graduate-level college credit course from an accredited college or university counts as 15 hours of professional development, if the college credit is related to and enhances the teacher's knowledge of the subject area in which the teacher is currently teaching or is part of the requirements for the teacher to obtain additional certification in a subject matter that has been designated by the Department of Education as having critical shortage of teachers. No more than half of the required 60-hours of professional development time may be met through college credit hours.

Beginning 2005-2006, sixty (60) approved professional development hours annually over a five (5) year period will be required to renew a teacher or administrator license.

Approval of professional development hours shall be based on the requirements within these rules, board priorities, student achievement data and the ACSIP plan. Improvement of student achievement shall be the prerequisite goal of all professional development.

Required professional development hours include for

Teachers, six (6) hours of educational technology and two (2) hours of parent involvement strategies and for

Administrators, six (6) hours of educational technology and three (3) hours of parent involvement strategies, and the improvement of a climate conducive to parent participation.

For each administrator, the 60-hour professional development requirement shall include training in data disaggregation, instructional leadership and fiscal management.

Approved Professional Development Activities

All approved professional development activities, whether individual or school-wide, shall be based on the improvement of student achievement on State criterion-referenced assessments and increasing student achievement and academic performance.

To be eligible, professional development activities must produce teaching and administrative knowledge and skills designed to improve students' academic performance.

Approved professional development activities may include conferences, workshops, institutes, individual learning, mentoring, peer coaching, study groups, National Board of Professional Teaching Standards Certification, distance learning, internships, district/school programs and approved college/university course work consistent to National Staff Development Council Standards.

Approved professional development shall not include administrative faculty meetings and administrative organization, or clerical work in the classroom or on clerical school improvement activities.

Certified employees in positions not directly related to instructional activities shall be responsible for completing 60 approved hours of professional development each year. However, the focus of their professional development may be prorated among those areas specifically related to their job assignments.

Certified personnel completing an AP or IB Institute will be credited with 30 hours of professional development

Certified personnel may earn up to 12 professional development hours for planning and preparation in the classroom as approved by the building principal.

Focus Areas for the District Professional Development Plan

All approved professional development activities shall relate to the following areas: content (K-12); instructional strategies; assessments; advocacy/leadership; systemic change process; standards, frameworks and curriculum alignment; supervision, mentoring/coaching; educational technology; principles of learning/developmental stages; cognitive research; and building a collaborative learning community. At least six (6) of the 60 hours or required professional development shall be in the area of educational technology.

Examples of the quality professional development activities to meet the professional development hours might include the following:

Grade-level team planning to integrate subject areas

Team work to analyze student access data

Work on Academic Improvement Plans (AIP)

Training in classroom assessment strategies

Training in curriculum alignment/mapping

Training in classroom management/discipline

Implementation of action research plans to increase student achievement

Professional book studies

Creating and developing lesson plans aligned to the frameworks

Analyzing student work for patterns and learning trends

Developing student-centered units tied to the frameworks

Developing intervention strategies to support remediation

Developing an Arkansas Comprehensive School Improvement Plan (ACSIP) as a team

Research-based programs of significance, such as ELLA, Classroom Walk Through (CST), Teacher Institute, Principal Institute

On-line courses, such as Teacher-to-Teacher

Evaluating the District Professional Development Plan

The criterion for evaluating the impact of professional development shall be the improvement of student achievement gains on State criterion-referenced assessments, State norm-referenced assessments and other related indicators as defined by ACTAAP.

These data shall be used to revise ACSIP and the professional development design associated with the local improvement plan.

Funding the District Professional Development Plan

Professional development funding provided under Act 59 of the Second Extraordinary Session of 2003 must be directed to activities that meet conditions described in this session.

Federal funds shall not be used to pay for any state required professional development hours. Districts paying for professional development services from an educational cooperative shall have a contract that clearly defines the services to be provided from each fund source (i.e. district funds, Title I funds, Title II-A funds, etc.).

Leave shall be granted, with full pay, to instructional personnel for the purpose of attending those professional meetings, conferences and workshops, which are approved by the administration.

Expenses to such meetings, conferences and workshops may be provided by the Board of Education as follows:

Travel	.41per mile
Lodging	Actual expense
Meals	Not to exceed \$25.00 per day
Registration Fee	Actual expense

Cashiers receipts required for reimbursement.

(7-17-2009)

408.1 Workshop Stipends

When an individual attends a full day workshop for the purpose of improving the school program at the request of the administration during time that is outside the contracted year, such persons will receive a \$50 per day stipend.

(7-15-2004)

409 Teacher – Pupil Relationship

The Board of Education expects all faculty members to adhere to the following principles:

1. The welfare of the pupil should be the first concern of the teacher.
2. Confidential information about a pupil or his home life should be withheld by a teacher unless its release serves professional purposes, benefits the pupil, or is required by law.
3. Swearing or cursing by teachers before pupils is intolerable and expressly forbidden.
4. Teachers should be impartial and just in all dealings with pupils.
5. Teachers should employ friendliness, patience, sympathy, courtesy, firmness and sincerity in dealing with pupils' problems and attitudes.

6. Teachers shall avoid religious and political indoctrination of pupils; however, this may not be construed to mean that a teacher cannot discuss or present various religious and political views as deemed necessary to a student's education.
7. Faculty members should always make discrete use of available information about the pupil.
8. Teachers should refrain from commenting unprofessionally about a pupil or his home.
9. Teachers should encourage the pupil to study varying points of view and respect his right to form his own judgment.
10. Teachers should conduct pupil and parent consultations in an appropriate place and manner.
11. Faculty members should keep an accurate and adequate account of grades and examination papers for the purpose of answering reasonable questions by the pupil or his parents about the pupil's grades or class work.
12. Instructional personnel should not assign a failing mark in academic subjects because of behavior problems.

(8-16-2007)

410 Corporal Punishment

The Board of Education recognizes that instances may arise that justify the use of corporal punishment.

However, corporal punishment should be used after other measures have been tried without success. Such punishments must be administered in the presence of the principal or another teacher. Care should be exercised so that this type of punishment is not used in the presence of other students.

While it is recognized that this type of punishment is sometimes very effective, it should not be used so frequently that its effectiveness is lost.

Striking or slapping any portion of the head is expressly prohibited.

Where feasible, a pupil should be given a choice of penalty for violating rules or regulations.

A report must be submitted to the principal of all instances of corporal punishment, giving the date, the cause, the name of the observing faculty member, and the extent of the punishment. The report must be signed by the witnessing teacher.

The principal shall file a copy of such reports.

(8-16-2007)

411 Salary Schedule and Regulations

The salaries of all personnel are established by the Board of Education upon the recommendation of the superintendent of schools.

The schedule shall be adopted by the Board of Education annually upon the recommendation of the superintendent and may be changed at the discretion of the board from year to year to make salary adjustments as a result of changing revenue and state law.

Staff members will be paid in twelve (12) payments on the 30th day of each month, except in November and December when payments will be made on the last day prior to the holiday break if funds are available.

The McCrory School District will accept all years of experience on the salary schedule for a newly employed teacher.

(5-19-2005)

411.1 Advancement on Salary Schedule

For advancement on the salary schedule, any graduate hours taken must be related to present job description. Determination as to what hours apply will be made by the superintendent.

(5-12-1988)

411.2 Salary Increases

Any increases in funds received by the district that are required to be paid to certified personnel will be applied toward meeting the requirements of the state salary schedule.

(6-17-1999)

411.3 Substitute Teachers

The selection of substitutes for temporary replacement of an absent teacher shall be the responsibility of the principal.

Faculty members, when absent, should leave the class roll, duty schedule and complete lesson plans for the substitute.

The principal shall file a report of teacher absences and substitutes with the superintendent's office at the end of each pay period.

1. All substitute teachers shall be secured by the principal of the school in which they are to teach.
2. All substitute teachers shall be paid by the district.
3. The salary schedule for substitute teachers shall be as follows:

Classified substitute	
7 hours at \$7.25 an hour	\$50.75

Substitute teacher	
\$8.00 an hour	\$56.00

Substitute teacher with degree	
\$9.00 an hour	\$63.00

Summer School	\$25.00 per hour
Extended Day	\$25.00 per hour
Detention	\$15.00 per hour

Additional Duty Table

<u>Duty Description</u>	<u>Percent</u>	<u>Dollar</u>
195 days	.0541	\$.00
7 th Athletics	.0000	\$500.00
Athletic Director	.0000	\$500.00
Baseball	.0000	\$1500.00
Basketball Assistant	.0000	\$600.00
Band	.1081	\$1500.00
Football Assistant	.0000	\$600.00
Golf	.0000	\$500.00
Jr. Basketball Head	.0000	\$1000.00
Jr. Football Head	.0000	\$1000.00
Jr. Track	.0000	\$400.00
Softball	.0000	\$1500.00
Sr. Basketball Head	.0000	\$1500.00
Sr. Football Head	.0000	\$1500.00
Sr. Track	.0000	\$500.00
Tennis	.0000	\$500.00

(8-16-2007)

In order to establish an equitable system of administrative salary increases, and in recognition of the extended contract period, along with the increased number of responsibilities, and after a review of practices or surrounding school districts, the following indexing system is formulated and adopted.

The following indexing method will be applied to the annual teacher salary increases:

- | | |
|---|------|
| 1. Federal Coordinator/Curriculum Coordinator | 1.25 |
| 2. Elementary Principal | 1.5 |

- 3. High School Principal 1.75
- 4. Superintendent 2.00

(4-9-1987)

413 Extra Curricular Duties

Extra-curricular activities, such as organizational activities, athletic events, playground assignments, etc., are considered a part of the teaching assignment.

The administration shall have the responsibility of assigning extra-curricular duties to all instructional personnel.

When possible, sponsors will be announced in the spring before school is out for the coming school year.

The acceptance of sponsorship of a school organization or activity by a teacher should reflect dedication and responsibility to the task.

Leave of absence with full pay may be granted to teachers by the principal and/or superintendent for the purpose of accompanying pupils on special school activities.

Duty pay for athletic events shall be minimum wage for each person. Duty people are to stay on duty through the third quarter.

(8-16-2007)

414 Educational Leave

Requests for educational leave of absence must be submitted in writing to the superintendent of schools sixty (60) days in advance.

All educational leave requests must identify courses and hours to be earned.

Educational leave without pay may be granted not to exceed one (1) year.

An employee on extended contract may be permitted summer educational leave with pay for professional growth purposes.

An employee on extended contract who is required by state or district to do additional work toward qualification and/or certification may be granted educational leave with pay during summer session.

Local summer course participation by employee on extended contract must be approved by the superintendent of schools.

(8-16-2007)

415 Vacation for Certified Personnel

All certified personnel employed on a twelve-month contract shall be entitled to two weeks vacation each year with pay following the first completed year of employment.

All vacations must be approved by the superintendent and all other absences from available duty during the summer months are to be approved by the superintendent.

(8-16-2007)

416 Outside Employment

The Board of Education does not encourage teachers to engage in outside employment. However, if necessity dictates, certified personnel may accept part-time outside employment. Such employment must not interfere with the teachers performance at their highest possible level of teaching.

Teachers shall not be allowed to engage in any outside employment if, in the opinion of the administration, it affects their professional status adversely or impairs their standing with students, associates and the community.

Teachers who plan to accept employment outside of their regular teaching assignment should notify the superintendent and secure an opinion with regard to this policy.

Any employee who represents any particular company must refrain from recommending the product he/she sells during the time he/she is employed.

Teachers shall not leave class or their assigned area to do outside work.

(8-16-2007)

417 Political Activities

Teachers shall have the privilege of any other citizen to express themselves freely and participate in political activities as long as such activities are not reflected in the school.

(8-16-2007)

418 Grievance Procedures

The Board of Education recognizes that harmonious relations with its employees can be maintained and improved through effective communications. The interests of all parties can best be served by sincere efforts of all concerned to promote understanding and cooperation. The board, therefore, has adopted the following grievance procedure as a means to examine and resolve possible problems which relate to the administration of personnel policies of the school district. However, all parties are encouraged to solve problems informally through the chain of command before official grievance procedures are implemented.

1. Definitions

- A. "Grievance" is a claim or dispute concerning the interpretation, application or claimed violation of the personnel policies of the school district. Other matters for which other means of resolution are provided or foreclosed by statute shall not be considered grievances. A grievance does not include matters involving the Board of Education's rights to establish educational policy and prescribe rules and regulations for the conduct and management of the schools nor does it include conferences or documentation of an employees performance deficiencies as contemplated by the Arkansas Teacher Fair

Dismissal Act, the Public School Employee Fair Hearing Act, or otherwise.

- B. Employees covered by this procedure shall mean all employees of the school district.
- C. Immediate Supervisor is that employee possessing administrative authority to direct the activities of the grievant.
- D. A representative of the employee may be present at all levels.

2. Procedure

All official grievances shall be handled in accordance with the following procedure:

- A. Step 1: Have an informal meeting with your immediate supervisor to notify the supervisor that official grievance procedures are being implemented.
- B. Step 2: An employee shall promptly present to the employee's immediate supervisor the grievance in writing. Such notice shall be presented not later than five (5) working days after the date on which the informal decision was rendered. The employee and his immediate supervisor shall attempt to resolve the grievance. The immediate supervisor shall make a proper disposition of the grievance and shall reply to the employee in writing within five (5) working days following the date of submission. If the grievance is not submitted within the time prescribed the employee shall be deemed not to have any further right with respect to said grievance.
- C. Step 3: In the event the employee wished to appeal the decision at Step 2, the appeal must be presented in writing to an administrative officer of higher rank than the employee's immediate supervisor. Such appeal shall contain a statement of the grievance and specific references to the section of the district's personnel policies, which the employee claims to have been violated. The administrative officer shall schedule a meeting with the employee as promptly as is reasonably

possible to attempt to resolve the grievance. Notice of the conference shall also be given to all parties involved in the alleged grievance. The administrative officer shall issue a written decision to the employee within five working days after the conference. Unless the grievance shall be so appealed, it shall be deemed to have been settled and the employee shall have no further right with respect to said grievance.

- D. Step 4: In the event the employee wishes to appeal the decision of Step 3, the appeal must be presented to the superintendent within five (5) working days of the receipt of the Step 3 decision. A copy of the Step 4 appeal, together with Step 2 and Step 3 decisions must be submitted simultaneously to the superintendent. The superintendent shall schedule a meeting with the employee within ten (10) working days to attempt to resolve the grievance. Notice of the Step 4 conference shall be given to the employee, as well as to the individuals who rendered the Step 2 and Step 3 decisions. The superintendent shall issue a written decision within ten (10) working days after the conference with the employee. Unless the grievance shall be so appealed, it shall be deemed to have been settled and the employee shall have no further right with respect to said grievance.
- E. Step 5: In the event the employee wishes to appeal the decision at Step 4, the appeal must be presented to the superintendent as secretary of the Board of Education within five (5) working days of the receipt of the Step 4 decision. A copy of the Step 5 appeal, together with copies of the grievance, the Step 2, Step 3, and Step 4 decision, and the name of the representative of the employee, if any, must simultaneously be submitted to the superintendent. The employee's appearance to present his appeal before the Board of Education will be scheduled in accordance with regular procedures adopted by the board. The employee may appear alone at this conference or be accompanied by a representative of his/her choice. The board shall issue a written decision within thirty (30) days after the conference with the employee.

(4-20-2000)

419 Procedure for Dismissal

It shall be the policy of McCrory School Board of Education to comply state law relating to teacher dismissal.

(8-16-2007)

420 Jury Duty

Employees subpoenaed to court, through no fault of their own, will receive regular pay with no deduction made to salary or leave time.

(11-14-1985)

421 Mandatory Retirement

No teacher, administrator, or other certified employee may continue to teach in the McCrory School District when, as determined by the individual's physician, his/her physical or mental health interferes with the responsibilities and duties necessary to function as a full-time teacher.

A teacher may apply annually to the Board of Education for an extension with consideration given to his physical and mental condition; and the educational background and qualifications, with particular regard (after evaluation) to whether the teacher can carry out the responsibilities and duties so assigned; and can cooperate with supervisors and other teachers.

The Board of Education shall be under no mandatory obligation to reemploy any teacher that cannot assume full-time teaching responsibilities and duties.

(3-19-1992)

422 Arkansas Employment Security Law

Act 492 of 1979, Section 5, disallows unemployment compensation for employees of educational institutions between successive academic years or terms, (and other conditions) if there is a contract or reasonable assurance individual will perform such services in the second year or term, or during established vacation or holiday recess.

(8-16-2007)

423 Resignations

Any certified employee with just cause shall have the privilege of resigning from his position in the school system upon thirty (30) days' notice.

A written request should be filed with the office of the superintendent stating the reasons for the resignation.

The final compensation due a teacher who is resigning will not be paid until all duties up to the date of resignation are completed in a satisfactory manner.

A teacher who plans to complete a contract but who does not wish for the contract to be renewed is requested to notify the superintendent in writing as soon as such decision is reached.

(8-16-2007)

424 Evaluation Procedures

Improving the quality of instruction is the primary purpose of teacher evaluation. Such evaluation should be a process whereby the teacher reviews his/her responsibilities, gains new insights into his/her performance, and receives assistance in capitalizing on strengths and overcoming weaknesses. To facilitate this process, the evaluator should foster open communication with the teacher, maintain objectivity, follow recommended procedures and State Board guidelines. With both teachers and evaluators committed to a developmental process, more effective service to students will, invariably, result.

The specific purposes for teacher evaluation in this school system shall be:

1. To provide each teacher with an accurate appraisal of his/her professional strengths and weaknesses.
2. To aid each teacher in overcoming his/her weaknesses and capitalizing on his/her strengths.

3. To provide a basis for self-evaluation.
4. To bring about a closer working relationship between teachers, principals and supervisors.
5. To advance the instructional program through the improvement on the part of staff members relative to:
 - A. Instructional skills and classroom management
 - B. Personal characteristics
 - C. Professional attitudes and growth
 - D. Relationships with others
6. To provide a basis for administrative decisions relative to reemployment, offering protection for teachers against arbitrary decisions and protection to pupils against ineffective teachings.

Evaluation procedures should be developed by the superintendent in cooperative endeavor with teaching personnel and principal and according to State guidelines. Evaluation procedures should implement the following Board of Education requirements:

1. All evaluations will be in writing. An evaluation instrument applying to all teachers shall be used in official evaluations.
2. All professional personnel shall receive copies of the completed evaluative instrument.
3. Each teacher's principal shall be the official evaluator.
4. An evaluation of each teacher with three or fewer years of experience in this district shall be made at least once a year.
5. The evaluation shall be reviewed and signed by the teacher. It shall be treated as confidential material. Dates of conferences shall be part of the official record.

6. The completed evaluation form shall be prepared in duplicate. One copy shall be given to the teacher, one copy shall be retained by the principal, one copy filed in the teacher's personnel folder at the school. The teacher shall have the right to review his/her personnel file.
7. The teacher may submit to the principal written comments or other information pertinent to the evaluation.
8. When all attempts to help professional employees grow professionally have failed to bring about the needed level of competency, the best interest of the school district and well being of students must be considered.

(8-16-2007)

425 Workmen's Compensation

All school employees are covered by Workmen's Compensation and benefits will be in accordance with State rule, regulations and guidelines. The waiting period of workmen's compensation is seven (7) days. Those seven (7) days will be sick leave and any thereafter will be leave without pay.

(7-19-2007)

426 Personnel Policy Committee

Each school district shall have a Committee on Personnel Policies consisting of classroom teachers, administrators and the superintendent; provided that the classroom teacher members of each district's committee on Personnel Policies shall be elected by the classroom teachers employed in the district. (Acts 1971, No. 714)

Each school district's Committee on Personnel Policies shall review the district's personnel policies annually to determine if additional policies or amendments to existing policies are needed. Either the committee, superintendent, or the board of directors may propose new personnel policies or amendments to existing policies. The board of

directors shall have authority to adopt, reject, amend or refer back to the committee, superintendent, or policies for further study and revision or any proposed policies or amendments to existing policies that are submitted to the board for consideration.

(8-16-2007)

427 Personnel Policies

The school district will have a set of written personnel policies, including the teacher salary schedule. Each certified employee will be given a copy of the district's personnel policies and furnished a copy of any amendment in personnel policy within thirty (30) days after approval of such amendments by the Board of Education or at the beginning of the school year if policies are revised and reprinted during the summer.

(8-16-2007)

428 Reduction in Force Policy

The school board acknowledges its authority to conduct a reduction in force (RIF) when a decrease in enrollment or other reason(s) make such a reduction necessary or desirable. A RIF will be conducted when the need for a reduction in the work force exceeds the normal rate of attrition for that portion of the staff that is in excess of the needs of the district as determined by the superintendent.

In effecting a reduction in force, the primary considerations of the school district shall be the best interests of the students; compliance with the Standards of Accreditation for Arkansas Public Schools and/or North Central Association; and the needs of the district. A reduction in force will be implemented when the superintendent determines it is advisable to do so and shall be effected through non-renewal, termination, or both. Any reduction in force will be conducted by evaluating the needs and long- and short-term goals of the district, and by examining the staffing of the district in each licensure area and/or, if applicable, specific grade levels.

If a reduction in force becomes necessary in a licensure area and/or specific grade level(s), the teacher's length of service in the district shall be the initial determining factor. The teacher with the most

years of employment as a licensed teacher in the district as compared to other teachers in the same licensure area and/or specific grade level(s) shall prevail. Length of service in a non-certified position shall not count for the purpose of length of service for a licensed position. Total years of service to the district shall include non-continuous years of service. Less than a semester in any contract year does not count as a year of service.

In the event that two employees subject to a RIF have the same length of service, the employee with the highest number of points as determined by the schedule contained in this policy shall be retained. The teacher with the fewest points will be laid off first. There is no right or implied right for any teacher to “bump” or displace any other teacher.

Points

- Years of service in the district – 1 point per year
- All certified position years in the district count including non-continuous years.
- Service in any position not requiring teacher licensure does not count toward years of service.
- Graduate degree in the area of licensure applicable to credit of points (only the highest level of points apply).
- 1 point – Master’s degree
- 2 points – Master’s degree plus thirty additional hours
- 3 points – Educational specialist degree
- 4 points – Doctoral degree

- National Board of Professional Teacher Standards certification – 3 points
- Additional academic content areas of endorsement as identified by the state board – 1 point per area
- Certification for teaching in a state board identified shortage area – 2 points
- Multiple areas and/or grade levels of licensure as identified by the state board – 1 point per additional area or grade level as applicable

A teacher with full licensure in a position shall prevail over a teacher with greater points. All points awarded must be verified by documents on file with the District by October 1 of the current school year. Each teacher's points shall be totaled with teachers ranked by total points from highest to lowest in the licensure areas in which they have been assigned within the last two years, including the current year. In the event that teacher's assignment is different this school year from the previous school year, separate point totals shall be developed for each area of assignment. All teachers shall receive a listing of licensed personnel with corresponding point totals. Upon receipt of the list, each teacher has ten (10) working days within which to appeal his or her assignment of points with the superintendent, whose decision shall be final.

In the event the district is involved in consolidation, teachers from all the districts involved will be ranked according to years of service, licensure, degrees, and training. A year of teaching at a consolidated school district will be counted the same as a year at the receiving or resulting district. No credit years of service will be given at other public or private schools, or for higher education or Educational Service Cooperative employment. In the event of another district being annexed to the McCrory School District, the teachers from the McCrory School District shall have priority of placement within the newly created district.

Pursuant to any reduction in force and as a part of it, the salaries of all teachers will be brought into compliance, by a partial RIF if

necessary, with the receiving district's salary schedule and further adjustments made if length of contract or job assignments change.

If a teacher is non-renewed under this policy, he or she shall be offered an opportunity to fill a vacancy for which he or she is qualified for a period of up to two (2) years. The non-renewed teacher shall be recalled for a period of two (2) years in reverse order of the layoff to any position for which he or she is qualified. Notice of vacancies shall be by certified mail and the non-renewed teachers shall have ten (10) working days from the date that the notification is received in which to accept the offer of a position. A lack of response or a teacher's refusal of a positional shall end the district's obligation to replace the laid-off teacher.

(6-15-2006)

500 NON-INSTRUCTIONAL PERSONNEL

501 Employment

1. Persons desiring employment must provide the superintendent with a completed application form indicating appropriate references as to moral character, training and experience.
2. It shall be the duty of the superintendent, with the advice of the principal to recommend the employment of the individual members of the non-instructional staff to the Board of Education. Should a person recommended by the superintendent be rejected by the school board, it shall be the duty of the superintendent to recommend another person for consideration.
3. Non-instructional personnel shall be employed at the regular March meeting of the Board of Education.
4. Employment will be based on the following criteria:
 - A. Experience and performance
 - B. Character references
 - C. Personal interviews
5. Soon after being notified of election and before any payment of services an employee must furnish all necessary documentation.
6. Following July 1, 1999, all new school employees are required by law to be contributing members of the Arkansas Teacher Retirement System. Existing employees have one year from this date to make a one-time irrevocable choice of contributory of non-contributory status.
7. All non-instructional personnel working twenty (20) or more hours per week are eligible for the school group health insurance program. Matching premium payment will be on an F.T.E. basis.

8. No employee of the McCrory Schools shall act as a salesman for any type of school supplies or books which are used in a school or by pupils of any school.

(8-16-2007)

502 Assignment

If possible, employees will be assigned to positions for which they are best qualified. The superintendent shall consider, as much as possible, the wishes of the employee in placement and assignment. Employees may be assigned, re-assigned or transferred by decision of the superintendent.

(8-16-2007)

503 In-Service Education

The McCrory Board of Education recognizes the importance of in-service education. Therefore, employees are encouraged to keep up with new developments in their field.

The board encourages non-instructional personnel to be active in their respective professional organizations.

Leaves shall be granted, with full pay, to employees for the purpose of attending those professional meetings, conferences, and workshops, which are recommended by the administration. Expenses to such meetings maybe provided as follows:

Travel	41 cents per mile
Lodging	Actual expense
Meals	Not to exceed \$25.00 per day
Registration fee	Actual expense

Expenses will be reimbursed for mileage, conferences, attendance to meetings, etc., with proper receipts approved by the superintendent of schools. Travel expenses will be paid for mileage from McCrory School District and upon return to the McCrory School District.

All school trips related must have approval of the principal and/or superintendent.

(6-19-2009)

504 Workshop Stipends

When an individual attends a full day workshop for the purpose of improving the school program at the request of the administration during time that is outside the contracted year, such persons will receive a \$40.00 per day stipend.

(8-16-2007)

505 Leave

505.1 Sick Leave

McCrorry School District shall provide sick leave for each of its non-instructional employees at a rate of one (1) day per month or major portion thereof that the employee is contracted at full pay.

Sick leave provisions shall be in force beginning with the first day of employment. An employee shall be entitled to such leave for reasons of personal illness or death in his/her immediate family.

Immediate family includes:

- | | |
|--------------------------|----------------------------|
| 1. Spouse | 7. Brother/sisters |
| 2. Children | 8. Mother/father-in-law |
| 3. Parents | 9. Brother/sister-in-law |
| 4. Grandparents | 10. Uncles/aunts |
| 5. Grandchildren | 11. Uncles/aunts of spouse |
| 6. Sons/daughters-in-law | 12. Nieces/nephews |

An employee who qualifies for sick leave may use any amount up to his/her total number of accumulated days. Accumulated days of sick leave that are used up may be restored up to ninety (90) days in the same manner that they were first accumulated. (6/13/91, Act 834 of 1991)

An employee who is absent from school more than one hour shall be considered absent for one-half day.

When absences exceed the number of days accumulated or are not covered by sick leave, deductions for each day absent or fractional part thereof will be one full day of pay or fractional part thereof.

In order to encourage and reward attendance, retirees who have served twenty-eight years or reached 60 years of age, will be monetarily recognized under the following guidelines:

1. Beginning substitute pay for accumulated sick leave.
2. The sick leave days must be earned while employed in the McCrory School District.

Employees who enter T-Drop may exercise this option at that time or choose to defer payment until full retirement. If an employee chooses to receive payment for sick leave, their accumulated balance will return to zero and they will begin accumulation again. Newly accumulated sick leave will not be eligible for payment.

At the end of each school year, personnel shall be reimbursed for any unused sick leave days above ninety (90) days. This shall be at the substitute base rate of pay.

(05/20/2010)

505.1(a) Sick Leave Bank

The McCrory School District administers a sick leave bank for all staff members who wish to participate. Participation is on a voluntary basis.

- I. Purpose: The purpose of this program is to grant its participants an extended leave period beyond the existing district sick leave policy. It is the intent of this program to provide additional leave only after all accumulated sick leave and personal days are exhausted.

- J. Membership: Staff members may participate by contributing one (1) regular sick leave day to the sick leave bank. Membership will be taken prior to September 15 of each school year or 15 days after the date of employment in the case of personnel employed after the start of the school year.
- K. Eligibility: The eligibility to withdraw days from the sick leave bank will, in all cases, be determined by the review board. Members requesting sick leave bank days will have the right to one personal appeal to the review board. The decision of the review board will be final.
- L. Withdrawals: Withdrawals from the sick leave bank shall be considered in cases where medical conditions or injury require leave involving the participant or the participants' family, specifically spouse, children, and parents. For clarification, cosmetic surgery, or correctional surgery which in the opinion of medical experts can be performed during the summer months, is not considered to be an injury or illness.
- M. Review Board: All review board members must be participants in the sick leave bank. The review board will consist of the superintendent, an elementary principal, a secondary principal, two elementary teachers, two secondary teachers, and two non-certified personnel members. The members will be elected by their respected faculties and non-certified staff. The superintendent's secretary will serve as the board's recorder and record keeper.
- N. Program limits: The total number of days that may be withdrawn by any member shall not normally exceed 45 days but could be extended by the review board. No member of the sick leave bank may withdraw more days than the number of days of sick leave they have accumulated including days allowed in the current school year. Members requesting days from the sick leave bank may be required to provide doctor's excuses for use of their regular sick days.
- O. Bank Requests: All requests to draw upon the sick leave bank must be accompanied by a physician's statement confirming the cause of illness, confinement or appointment. Extenuating

circumstances may be considered by the Board. Should a participant suffer injury or illness and is unable to petition the Bank themselves, requests can be filled out by a spouse, relative or caretaker. The decision of the Board will be final. Applications for request of sick leave bank days may be obtained from the Board's recorder and record keeper. The total number of days that can be accumulated in the sick leave bank will be approximately 500.

- P. Leave Balance: If the total sick leave bank balance at the end of the school year exceeds 500 days, presently participating members may be granted free coverage for one year. If the number of days in the sick bank is depleted in any given year, then those members participating at that time will be contacted and given an opportunity to contribute an additional day. Only those members who contribute an additional day will be members of the bank for the remainder of that year.

(5-20-2010)

505.2 Funeral Leave

Employees will be permitted to be absent two (2) days per year for funerals. This can be taken one-half day at a time without loss of pay. This leave may also apply to funerals within the immediate family (as defined in 503).

This two (2) day allowance is in addition to the accumulated sick leave.

(5-20-1999)

505.3 Personal Business Day

4. Each employee will be permitted to be absent from school two (2) days during the school year for personal business without loss of pay. Absence from school half (1/2) day at a time under this provision is permissible.
5. This day may not be used prior to or following a holiday or less than two weeks prior to the end of school.

6. Arrangements must be made prior to the absence. Unused personal leave will be rolled into accumulated sick leave

(5-20-2010)

505.5 Maternity Leave

1. Maternity and paternity leave will be treated as sick leave.
2. In maternity cases, the employee may remain in her position as long as her performance is satisfactory and her physician deems advisable and she shall return to her position under the same conditions.
3. In paternity cases, a leave will be granted for a reasonable length of time to be approved by the superintendent.
4. Employees shall notify the superintendent as early as possible of their expected period of absence.

(8-16-2007)

506 Salary

The salaries of all personnel are established by the Board of Education upon the recommendation of the superintendent of schools. The board shall observe minimum wage standards when establishing salaries for non-instructional personnel.

Salaries for non-instructional personnel will be commensurate to the duties performed and the usual wage of the area.

The Board of Education, at its discretion, may allow salary supplements to certain employees who assume special extra duties. Such supplements shall be reviewed and adopted annually upon the recommendation of the superintendent.

The monthly payroll will be made approximately the last of each month.

(8-16-2007)

507 Vacation

All twelve-month employees will be awarded ten days of vacation leave at the beginning of each fiscal year, "July 1st", provided they were employed for twelve months during the previous year. Fractional leave less than ten days will be awarded for appropriate time.

All vacations must be approved by the superintendent and all other absences from available duty during the summer months are to be approved by the superintendent.

(6-15-2000)

508 Outside Employment

An employee of McCrory School District shall not act as a salesman for any type of school supplies or books, which are required to be used in a school or by the pupils of any school while in the employ of the McCrory School District.

The Board of Education does not encourage its personnel to engage in outside employment. However, if necessity dictates, non-instructional personnel may accept part-time outside employment. Such employment must not interfere with the employee's regular duties. Non-instructional employees shall not be allowed to engage in any outside employment if, in the opinion of the administration, it affects their status adversely or impairs their standing with students, associates and the community.

Personnel who plan to accept employment outside of their regular duties should notify the superintendent and secure an opinion with regard to this policy.

(8-16-2007)

509 Political Activities

Non-instructional personnel shall have the privilege of any other citizen to express themselves freely and participate in political activities as long as such activities are not reflected in the school.

(8-16-2007)

510 Grievance Procedures

1. Employees shall have the right to present grievances and in so doing shall be assured freedom from restraint, interference, discrimination and reprisal.
2. Officials at all levels shall receive and act promptly and fairly upon employee complaints.
3. Employees should see page 2 for proper line of authority.
4. Any employee expressing a grievance of any nature may, after discussing grievance with his/her immediate superior, appear before the superintendent of schools for a hearing of the grievance.
5. Any grievance that cannot be solved by the parties involved may be appealed to the Board of Education. Such appeal must be in writing to the superintendent and presented at least five (5) days prior to the meeting of the Board of Education.

(8-16-2007)

511 Suspensions, Dismissals

1. Suspensions: The superintendent may suspend an employee from duty without pay for a period not to exceed fifteen (15) days:
 - A. For disciplinary reasons
 - B. For pending investigation of charges which, if substantiated, will result in dismissal, provided that, if such investigation does not substantiate the charges and employee is retained, he/she shall be compensated for the period of suspension at his/her regular pay.
2. Reasons for dismissal:
 - A. Poor work habits or unsafe practices

- B. Objectional language or conduct around school employees or students
 - C. Use of intoxicating drinks or other drugs during working hours
 - D. Unsatisfactory personal appearance
 - E. Failure to cooperate with immediate supervisor in carrying out assigned tasks
 - F. Actions that are undependable or unreliable.
3. Service Records: A service record shall be maintained for every employee in the superintendent's office and shall contain all information pertinent to his/her employment, including leave.
 4. The superintendent of schools shall have the primary responsibility of enforcement of the provisions and purpose of this personnel policy and shall review this policy periodically with a view toward increasing efficiency and promoting the general welfare of the employee.
 5. Employees are advised that the Board of Education reserves the right to change, modify or abolish this personnel policy at any time it deems advisable.
 6. The above and foregoing statements of policy shall not be taken or deemed to be contractual in nature, but rather the same is an expression of desirable aims and objectives to be followed as closely as practical.

(8-16-2007)

512 Mandatory Retirement

Non-instructional personnel may not continue to be employed by McCrory School District beyond the end of the fiscal year at which the employee reaches any age in which his/her physical and mental conditions affect his/her duties and responsibilities.

An employee may apply annually to the Board of Education for one-year extension. The board may, at its discretion, after considering the employee's application and his/her physical and mental condition extend such application for an additional one-year period. Further extensions may be granted on an annual basis based upon the conditions as outlined above.

The Board of Education shall be under no mandatory obligation to reemploy any employee after such employee reaches any age or at the end of any year of extension in which his/her mental and physical condition may not permit.

(8-16-2007)

513 Resignations

All non-instructional personnel shall have the privilege of resigning from their position in the school system upon five (5) days' notice with just cause.

A written request should be filed with the office of the superintendent stating the reasons for the resignation.

The final compensation due an employee who is resigning will not be paid until all duties up to the date of resignation are completed in a satisfactory manner.

An employee who plans to complete a contract but who does not wish for the contract to be renewed is requested to notify the superintendent in writing as soon as such decision is reached.

(8-16-2007)

514 Workmen's Compensation

All school employees are covered by Workmen's Compensation and benefits will be in accordance with State rule, regulations and guidelines. The waiting period of workmen's compensation is seven (7) days. Those seven (7) days will be sick leave and any thereafter will be leave without pay.

(7-19-2007)

515 Jury Duty

Employees subpoenaed to court, through no fault of their own, will receive regular pay with no deduction made to salary or leave time.

(12-21-1995)

516 Substitute Workers

The selection of substitutes for temporary replacement of an absent employee shall be the responsibility of the supervisor.

The supervisor shall file a report of employee absences and substitutes with the superintendent's office at the end of each pay period.

All substitutes shall be paid by the district at an appropriately determined rate.

(8-17-2000)

600 SECTION ONE – STUDENTS

601 Admission of Pupils

Act 60 of 1983, Section 1 of The School Laws of Arkansas states: The public schools of any school district in this State shall be open and free through completion of the secondary program to all persons between the ages of five (5) and twenty-one (21) years whose parents or legal guardian are domiciled in the district and to all persons between those ages who have been legally transferred to the district for education purposes. Any person eighteen (18) years of age or older may established a domicile separate and apart from his or her parents or guardians for school attendance purposes. Students may enter kindergarten in the public schools of this state if they will attain the age of five (5) years on or before August 1st of the year in which they are seeking initial enrollment.

Conduct that warrants expulsion from another school is conduct of such gravity that the students attendance at school would be unacceptably disruptive to the educational program and impair the discipline of the school.

The McCrory School District will not enroll students from other schools who are currently under suspension or expulsion.

(12-15-11)

601.1 Initial Enrollment

A pupil entering the McCrory School District for the first time shall submit enrollment documentation as described below, which shall be recorded as part of the pupil's permanent record.

Permanent enrollment shall be withheld until this regulation is met.

Enrollment documentations may be obtained from the following sources: (1) birth certificate; (2) social security; (3) immunization records; (4) statement from county recorder; (5) attested baptismal certificate; (6) passport – affidavit of date and time; (7) previous school records; (8) military identification card.

The district will request the student's social security number. If it is not provided, the district will inform the family that a nine-digit number will be assigned. The SSN is not required.

The enrollment process will provide information on the possibility of expulsion from another school.

(6-21-2012)

601.2 Immunizations

State law requires that no child will be admitted to a public school of this state who has not been immunized from poliomyelitis, diphtheria, tetanus, pertussis, rubeola (red measles) and rubella (German measles), as evidenced by a certificate by a licensed physician or a public health department, acknowledging same.

(8-16-2007)

601.3 Non-Resident Students

The McCrory School District will not admit any non-resident pupils to schools unless they register according to Act 1227 of 2013 (School Choice).

(7-18-2013)

601.4 Transfer Students from Youth Services Centers

The courses of study taught shall conform to the established guidelines for alternative learning environments or the minimum standards prescribed for the public schools of the state, and the students shall receive credit for courses completed in the alternative learning environment or the same credit for completing courses as students receive in public schools

The youth services centers are declared to be educational institutions and entitled to all the rights and privileges of other accredited institutions of this state.

(10-16-2007)

602 Contagious Diseases

The congregation and close relation of young people in the public schools increases the risk of the rapid spread of contagious diseases.

The public school officials and public health agencies will cooperate to protect the health of the students in the public schools and to avoid the spread of disease among students. Immunization requirements and supporting records will be required as specified in Act 601 of 1979.

(8-16-2007)

603 Motor Vehicles

Students that bring motor vehicles to school will park them immediately when they get to school. Vehicles cannot be moved again until school is dismissed for the day. Students will not be in or on motor vehicles during school hours.

(8-16-2007)

604 Leaving School Grounds

The McCrory School District has a closed campus, no student is allowed to leave the campus for lunch. The only exception is when a parent or designated family member comes after the student. Students may bring their lunch and eat in the cafeteria or buy their lunch in the cafeteria.

Students are not to leave the school grounds without permission from the principal. You must have a written request from your parents stating the reason for leaving school. The principal will determine if the request is sufficiently valid to warrant dismissal. High school students must sign the check out sheet in the principal's office before leaving.

(8-16-2007)

605 Errands

No student shall be taken from class or from school and sent on errands (either for the individual teacher or for the school) away from

the school grounds except by permission of the principal and consent of the parents or legal guardian.

(8-16-2007)

606 School Pictures

1. Arrangements for the taking of school pictures shall be left to the principal subject to the approval of the superintendent.
2. Such pictures generally shall be made only once during the school year and must be made by a photographer approved by the administrative offices.
3. The pictures are made on a voluntary basis and no purchase is required.
4. Ample time should be given to parents as to when pictures are to be taken and when they are to be paid for.

(8-16-2007)

608 Contacts With Students Other Than Legal Parents

1. In the event there is a question about the legal custody of a child (student), it should be established who has this responsibility and what limitations are imposed by this situation.
2. Pupils may not be interviewed by an estranged parent except in the presence of the principal and with the consent of the legal parent or guardian.
3. Representative authorities of the school system have temporary legal custody of children while they attend school. The following procedures are recommended:
 - A. If removal from the school is desired, the officer and the school official should secure parental consent. School officials should not be obligated to release the child from custody without that consent. If such consent cannot be secured, the school will

request a subpoena from the officer where it is shown that the child may possess information relevant to an investigation.

- B. This should not be construed as a prohibition to school officials to release children to police custody in any case where the school official believe it is in the best interest of the student or the school to do so.
- C. Where police officers wish only to obtain information from the child, the school official should provide a room where the police can speak to the child privately.

(8-16-2007)

609 Student Accident and Illness

Any child who becomes ill or who suffers an injury at school will be referred to the school health nurse and the parent shall be notified if possible.

In most instances, the child's parents will be requested to pick up the child. If no transportation is available to the parent, the school will take the child home.

In case the immediate attention of a physician is necessary, the child will be taken to the family physician (if known and if possible) and the parents contacted.

The McCrory School District assumes no financial responsibility for the medical treatment of students in such instances.

Medication should not be given without parental consent.

A record of all illnesses or injuries treated by the school health nurse shall be maintained.

Students should not be referred to the nurse for scratches and other insignificant reasons.

(08-14-2012)

609.1 Medication Policy

McCrorry School District follows very restricted guidelines for students who need to take medicine during the school day. If prescribed medicine is to be taken at school, please cooperate by following this simple procedure:

Students may bring all medications to the nurse's office when arriving to school and give it to the nurse or school secretary to be stored and signed in.

All medications must be in the original container with the child's name on it. Prescription medication must have the original pharmacy label on it. It will not be given at school otherwise.

All non-prescription medicines must be in the original container, with the student's name and the date written clearly on the label. The office staff will follow the directions on the permit unless those directions exceed the label directions, in which case a note from a doctor will be necessary.

A written note must be sent to the school with all medication. The note must include the following information:

- 1) Date
- 2) Child's name
- 3) Medication's name
- 4) Time and amount to be given
- 5) Grade and teacher (elementary)
- 6) Parent's/guardian's name

No over-the-counter medication will be given without a note from the parent.

Medication requested by parents to be given at school must be a doctor's prescription, and it must be sent to the school in the original prescription container. Medication should not be mixed in a container. (Ask your pharmacist to provide a second container with a prescription label. This will allow the parent to have a container to be sent to school and one to be kept at home.)

All prescription medications to be taken during school hours must be kept in the nurse's office. Students are not allowed to have medications in their possession on school property, unless the school has on file a written statement from a medical doctor that the health of the student is at risk if the required medication is not in the student's possession. (Example: heart medication, medication to prevent reactions to insect bites, asthmatic condition.)

All medications not picked up on the last day of school will be disposed of.

Violation of this policy will be considered a violation of the McCrory School District Drug Policy.

(7-17-2008)

609.2 Head Lice Policy

Head lice can be a problem in schools and proper treatment at home is the key to controlling the spread of this condition. The nurse will notify the parents of any student who is found to have head lice. If the family has no phone, the student will be taken home by the nurse or school administration. Before the student may return to class, he/she must be brought to school by the parent/guardian, and he/she must be checked by the school nurse. The student will not be allowed to return to school or ride the bus until he/she has been treated and all evidence of lice has been removed.

(8-16-2007)

611 STUDENT DISCIPLINE POLICIES

611.1 Authority for Student Discipline

Good discipline grows out of good planning and good classroom management. Poorly planned work always allows for poor reaction and conduct from certain students.

Each teacher shall handle his own discipline problems at all times, if at all possible; however, the more serious problems may be taken to the principal for advice and counsel.

Every student is entitled to due process in every instance of disciplinary action for which the student may be subjected to penalties of suspension or expulsion. (See due process.)

When it is necessary to send a pupil to the principal's office for discipline the teacher should accompany him or her, if at all possible.

The McCrory School District recognizes many forms of punishment for infractions of school policy, including but not limited to work detention, detention hall (see detention), additional class work, corporal punishment (see corporal punishment), suspension and expulsion.

“In cases where corporal punishment is administered it is to be administered only for cause, be reasonable, following warnings that the misbehavior will not be tolerated, and be administered in the presence of another certified employee.”

The McCrory School District further recognizes that the willingness of the student to accept disciplinary action constitutes responsibility for his actions allowing punishment to be postponed in the event just cause is given.

The penalty for infractions of school policy are: Minimum – verbal or written reprimand; Maximum – expulsion.

(6-18-2010)

616 Attendance Policy

Act 60 of 1983, Section 1 of The School Laws of Arkansas states: The public schools of any school district in this State shall be open and free through completion of the secondary program to all persons between the ages of five (5) and twenty-one (21) years whose parents or legal guardian are domiciled in the district and to all persons between those ages who have been legally transferred to the district for education purposes. Any person eighteen (18) years of age or

older may establish a domicile separate and apart from his or her parents or guardians for school attendance purposes. Students may enter kindergarten in the public schools of this state if they will attain the age of five (5) years on or before August 1st of the year in which they are seeking initial enrollment.

Any child age five (5) through seventeen (17) on or before August 1st of that year shall enroll in and attend public, private, parochial, or home school as mandated by state law. The Board of Directors of each school district shall adopt student attendance policies promoting maximum student attendance.

Regular attendance is essential for a student to do his or her best work in school. It is felt that attendance is basically the responsibility of the parent(s) and of the student. The law provides that excessive unexcused absences may be a mandatory basis for denial of credit, promotion, and graduation.

Absences will be classified as excused or unexcused according to the follow: D = Official Documentation Required; P = Parent Note Required

A. Excused

1. Medical Appointment D
2. Death-family/friend P
3. Driver's test (only once per semester excused) D
4. Subpoenaed to court D
5. Two college preview days for 12th graders only D
6. Personal or family illness P or D

B. Unexcused

1. Truancy
2. No parent contact
3. Suspension
4. Personal business
5. Any absence not covered under section A

Since attendance is most essential to obtaining the full benefits of an education program, students are encouraged to attend school every

day. As there is no substitute for close communication and cooperation between the school and parents, the school will record and report to the parents on school absentees. Parents are requested to call or contact the school principal's office by 10:00 a.m. on the date of the absence, and/or make prior arrangements when any absences are necessary.

Prior-arranged absences must be approved by the principal if consideration is to be given for excused absences.

Students are required to report to the principal's office for an admit slip following each absence. Students are required to obtain the signature of his/her teachers. Teachers will collect admit slips and turn in with the last period absentee report.

Arrangements prior to an absence, or documentation from the parent, immediately following the absence, will determine if the absence is excused or unexcused. Gathering excuses and a doctor's statement, except for immediately following the absence, will not be permitted.

After a student has accumulated 5 (five) absences in a class per semester, a parent/student/principal conference will be scheduled. Failure of parents to comply with the request for a conference will not alter the enforcement of the policy. After students have missed 11 (eleven) days in any class, loss of credit may occur. If absences continue, referral to the prosecuting attorney as required by law will follow. Extenuating circumstances based on a medical condition may be considered.

According to Act 1223 of 2011 a parent or guardian may petition the school or district administration for additional absences, if needed due to prolonged medical or dental treatment. This petition must be made before the student accumulates eleven absences. This act also allows exemptions as necessary to satisfy Individual Education Plans (IEP) or 504 Plans.

Check-Out/Check-In Procedure

Students will not be allowed to check out of school unless the parent or legal guardian:

1. Calls the school and makes arrangements or,
2. Makes personal contact with the principal's office.
3. Provides written permission signed by parent.

Students are not allowed to originate a phone call to the parent in order to get released from school unless an emergency exists. Students must sign out if leaving early and sign in if arriving to school late. No child shall be taken from class or from school and sent on errands (either for individual teacher or for the school) away from the school grounds, except by permission of the principal.

Before participating in any school sponsored activity, a student must be in attendance at school the day of the activity, whether on or off school grounds. Should extenuating circumstances dictate that a student be absent on the day of an activity, prior arrangements must be made through the principal's office.

Students registering late (after the first day of school) will be allowed make-up work for only the first ten (10) days missed, based on the school's beginning date, unless extenuating circumstances exist and other make-up work is approved by the principal.

Make-Up Work

For the purpose of making up missed work, students will be allowed twice the number of days missed to complete the missed assignment. Students who are present and receive assignments are responsible for work or test the day of return to school. Students must ask teachers about missed assignments when they return to school.

Personal Day

Each student will be allowed 1 (one) personal day of absence per year. The day must be documented by a parental note upon return to school and it will be considered "excused" for the purpose of making up work and tests.

Full-Day Attendance

ACT 675 of 2003 requires high school students in grades 9-12 to attend a full school day.

The following policy shall pertain to students in grades 9-12:

Students are to be assigned to no more than one (1) class period each day for a study hall period which the students shall be required to attend and participate in a full class period of self-study or organized tutoring in the school building; and no more than one (1) class period each day for organized and scheduled student extracurricular classes to be included as planned instructional time.

(07-18-13)

616.1 Check-In/Check-Out Procedure

Students will not be allowed to check out of school unless the parent or legal guardian:

1. Calls the school and makes arrangements or,
2. Makes personal contact with the principal's office.
3. Provides written permission signed by parent

Students are not allowed to originate a call to the parent in order to get released from school unless an emergency exists. Students must sign out if leaving early and sign in if arriving to school late. No child shall be taken from class or from school and sent on errands (either for the individual teacher or for the school) away from the school grounds, except by permission of the principal.

Before participating in any school sponsored activity, a student must be in attendance at school the day of the activity, whether on or off school grounds. Should extenuating circumstances dictate that a student be absent on the day of an activity, prior arrangements must be made through the principal's office.

Students registering late (after the first day of school) will be allowed make-up work for only the first ten (10) days missed, based on the school's beginning date, unless extenuating circumstances exist and other make-up work is approved by the principal.

(10-16-2007)

616.2 Student Release From School

Pupils may be dismissed by the principal upon a parent's written request. The student will be held responsible for all work missed. Permission to leave during the school day shall be given only by the principal.

(8-16-2007)

616.3 Tardy Policy

There will be a detention hall for habitual tardy students. The detention hall will be after school. When a student has accumulated three (3) tardies in a particular class, the teacher of that class will assign the student to detention hall.

Each tardy following the third one will result in another day in detention hall. The detention hall period will last two (2) hours immediately after school.

(10-21-2004)

616.4 Make-Up Work

Classification of excused and unexcused absences will still exist but only for the purpose of making up work, quizzes, tests, etc. Absences will be classified as excused or unexcused according to the following: D= Official Documentation Required, P= Parent Note Required –

Excused

1. Medical Appointment D
2. Death-family/friend P
3. Driver's test (only once per semester excused) D
4. Subpoenaed to court D
5. Two college preview days for 12th graders only D
6. Personal or family illness P or D

Unexcused

1. Truancy
2. No parent contact
3. Suspension

4. Personal business
5. Any absence not covered under section A

For the purpose of making up missed work, students will be allowed twice the number of days missed to complete the missed assignment. Students who are present and receive assignments are responsible for work or test the day of return to school. Students must ask teachers about missed assignments when they return to school.

(7-18-2013)

616.5 Perfect Attendance

Perfect attendance certificates are awarded to those students who are neither absent nor tardy during the entire school year.

(8-16-2007)

619 Appearance and Dress Code

1. The general standard of appearance for students is that they be clean, neat and properly dressed. They shall observe modesty of dress, styles of hair and standards of personal grooming which are not disruptive to the educational process and do not interfere with the rights or opportunities of others to learn or teach.
2. It is the responsibility of each principal to see that the dress of no student shall be extreme to the point of creating a disturbance of the educational atmosphere.
3. Students who do not practice the above policy on health, hygiene and appearance will be removed from class and counseled by the appropriate school official.
4. In some instances, specific clothing may be required for participation. Example: P.E. and athletics.

(8-16-2007)

620 Distribution of Literature

1. Students shall have the right to distribute and possess literature including, but not limited to, newspapers, magazines, leaflets and pamphlets, except that the McCrory School District may prohibit a specific issue of a specific publication if there is basis to believe its possession or distribution of school activities.
2. The time, place and the manner of student distribution of literature may be reasonably regulated by the McCrory School District provided such regulations:
 - A. Are uniformly applied to all forms of literature. *All students wishing to distribute literature of any nature are first required to consult with the principal for approval and instructions concerning such distribution.
 - B. Allow distribution at times and places where no interference with school activities will occur. *After principal has approved literature for distribution, the principal will establish with the student what times during the school day the literature may be distributed.
 - C. Are specific as to places and times where distribution is appropriate for distribution in a specific class. If not, such literature will not be allowed to be distributed in class during class time nor will literature be allowed to be distributed at any time in a location which will interfere with the traffic flow of the students or faculty.
 - D. Do not inhibit a person's right to accept or reject literature distributed in accordance with the rules. *Students should be informed that any literature distributed by other students may or may not be accepted.
3. All petitions shall be free of obscenities, libelous statements and personal attack and shall be within the bounds of reasonability. Students signing such petitions shall be free from recrimination or retribution from members of the staff and the administration.

(8-16-2007)

621 School Newspapers and Unofficial Publications

1. All pupil school publications, broadcasts or dramatic presentations utilizing school property or representing the public schools in any manner must receive approval of the principal and/or the superintendent.
2. Students have the right to editorialize.
3. Students must refrain from printing anything in which might contain obscene language or libelous material.

(8-16-2007)

622 Search and Seizure

In order to create and maintain a climate in the McCrory Schools that assures the safety and welfare of all students, the McCrory School District acknowledges the following policy and procedures:

STUDENT LOCKERS

1. Provisions for temporary storage and safety of student's personal possessions ordinarily used in their day-to-day school activities will be made in all school buildings by such devices as lockers.
2. The district's ownership of lockers does not, in and of itself, remove a student's expectation of privacy.
3. A search may be conducted only if there is reasonable belief that a controlled substance, gun or other contraband is present.
4. Students should be informed, in advance of a search, that school authorities have equal access to lockers.
5. Students should be informed, when locker assignments are made, of conditions governing the use of school lockers.
6. A blanket search of lockers should not be conducted except in usual circumstances such as in the case of a bomb threat, etc.

7. The decision to search shall be made by the principal or his delegate. The search shall be made in the presence of at least one witness, after which each such participant in the search shall sign a dated register attesting to what he found. Discovery of illegal or dangerous materials shall be reported to the office of the superintendent.
8. Only locks rented from the McCrory Schools may be used on school lockers.

PERSONAL SEARCH

1. School authorities may make a personal search and seize any illegal contraband, dangerous weapons or stolen property.
2. A personal search will be conducted with at least one witness present and the following procedure will be followed:
 - A. Males will search males.
 - B. Females will search females.
3. See #7, Part A.

AUTOMOBILES

1. Warrantless searches of student automobiles are generally valid upon a showing of reasonable cause. See #7, Part A.

(8-16-2007)

630 STUDENT CONDUCT NOT PERMITTED – MINIMUM AND MAXIMUM PUNISHMENT

630.1 Disregard of Direction or Commands

1. A student shall comply with reasonable directions or commands of teacher, student teachers, substitute teachers, teacher aids, principals, administrative personnel, superintendents, school bus

drivers, school security officers or other authorized school personnel.

MINIMUM PENALTY – Verbal and/or written reprimand.

MAXIMUM PENALTY – Suspension

**Student will be considered insubordinate when they refuse to obey any rule or regulation of the school or school district or the reasonable instructions of school district personnel.

(8-16-2007)

630.2 Disruption and Interference With School

No student shall:

1. Block the doorway or corridor
2. Prevent students from attending a class or school activity
3. Block normal pedestrian or vehicular traffic
4. Use violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance or any other conduct intentionally to cause a disruption.
5. Encourage other students to violate any rule or school board policy.

*MINIMUM PENALTY – Verbal and/or written reprimand

*MAXIMUM PENALTY – Recommendation of expulsion

*Apply to all the above infractions.

(8-16-2007)

630.3 Fighting

Fighting between students during school hours or at school sponsored functions will be viewed as a major offense by this school district.

Fighting shall be defined as:

1. Two or more people coming to physical blows.
2. Verbal arguing or silent gestures which end up provoking a physical confrontation.

It is frequently impossible to determine who is at fault when students fight. In such cases, both students will be suspended. When fault is determined, each student will be punished according to his degree of involvement.

PUNISHMENT

1st offense – Three day suspension minimum. All students will be suspended until an investigation is complete.

2nd offense –

- A. Five day suspension minimum
- B. Possible expulsion (probable if both offenses occur in the same semester).
- C. Loss of all extra curricular privileges for the remainder of the semester.
- D. Probation for the remainder of the school year.

3rd offense – Expulsion for the remainder of the semester

(5-11-1989)

630.4 Battery

Batter is a form of fighting; however, it shall be defined as “an unprovoked attack by an individual”.

PUNISHMENT

1. Expulsion for the remainder of the semester.
2. Possible criminal charges.
3. Probation upon re-entering school (may extend beyond current semester).
4. No involvement in any curricular activities for the duration of the probation period.

A record of offenses shall be maintained on each student found guilty of these offenses.

(5-11-1989)

630.5 Immorality

A student shall abstain from indecent and immoral acts.

MINIMUM PENALTY – Verbal and/or written reprimand

MAXIMUM PENALTY – Expulsion

630.6 Fireworks

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

MINIMUM PENALTY – Work detention

MAXIMUM PENALTY – Expulsion

(8-16-2007)

630.7 Gambling

A student shall not participate in any activity which may be termed gambling or wager where the stakes are money or any other object or objects of value.

MINIMUM PENALTY - Confiscation of gambling devices

MAXIMUM PENALTY – Expulsion

(8-16-2007)

630.8 Physical Abuse or Assault of School Staff and/or Property

A student shall not cause or attempt to cause physical injury or damage to person or property of any school employee either on or off the campus.

Proper action may be taken by school authorities when adverse actions of misconduct are directed at a school employee either on or off the campus.

MINIMUM PENALTY – Work detention

MAXIMUM PENALTY – Expulsion and/or prosecution

(8-16-2007)

630.9 Possession of Any Firearm or Other Weapon

A student shall not possess, handle, or transmit a knife, razor, ice pick, explosive, pistol, rifle, shotgun, pellet gun or any other object that can be considered a weapon or dangerous instrument.

MINIMUM PENALTY – Verbal and/or written reprimand and confiscation

MAXIMUM PENALTY – Expulsion

A student shall not possess, handle or store contraband materials while on school property or at school sponsored events.

MINIMUM PENALTY – Verbal and/or written reprimand and confiscation

MAXIMUM PENALTY – Expulsion

Prior to a student being reinstated in school following a firearm or prohibited weapons charge, the following must take place according to Act 1150 of 1999: The parents, guardians or other person in loco parentis shall sign a statement acknowledging that they have read and understand current laws regarding possible parental responsibility for allowing a child to possess a weapon on school property. (Act 1149, Section 2)

A recommendation of expulsion will be given for a period of not less than one (1) year for possession of any firearm or other weapon prohibited upon the school campus by law; provided, however, that the superintendent shall have discretion of modify such expulsion requirement for a student on a case by case basis.

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

The principal of each school shall report within a week to the department the name, current address, and social security number of any student who is expelled for possessing a firearm or other prohibited weapon on school property or for committing other acts of violence.

(6-18-2009)

630.10 Using, Offering for Sale Alcoholic Beverages or Drugs

A student shall not possess, sell, use transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or other controlled substance as defined in Act 590 of 1971 of the State of Arkansas, as amended, or beverage containing alcohol or intoxicant of any kind.

Parents of student and County or State authorities called to school for conference.

PENALTY – Expulsion and/or prosecution

Controlled substances may be possessed and used by a student who has a prescription for the substance, provided the substance remains in the container in which it was obtained from the pharmacist.

A referral resource list of treatment facilities may be found in the counselor's office. McCrory School District will not assume any expenses incurred for such treatment.

Compliance with this policy is mandatory for all students.

(7-21-2005)

630.11 Use of Tobacco Products

The use of any tobacco product on the campus or at any school sponsored event – at home or on the road away from campus – by a student is prohibited.

MINIMUM PENALTY – Written reprimand/three-day suspension

MAXIMUM PENALTY – Expulsion

(7-21-2005)

630.12 Use of Electronic Devices

Possession by a student of any paging device, beeper or similar electronic communication device on the school campus is prohibited.

(8-16-2007)

630.13 Damage or Destruction of School Property

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property.

MINIMUM PENALTY – Verbal and/or written reprimand

MAXIMUM PENALTY – Expulsion

The McCrory School District will recover damages in an amount not in excess of \$5,000 from the parents of any minor under the age of 18, who shall willfully destroy property belonging to the school district.
(Act 26, 6/11/87)

(6-11-1987)

630.14 Theft

A student shall not steal or attempt to steal property belonging to the school or public or private property while under jurisdiction of the school.

MINIMUM PENALTY – Probation

MAXIMUM PENALTY – Expulsion

(8-16-2007)

630.15 Reserve Rights to Discipline

The McCrory School District reserves the right to punish behavior which is not conducive to good order and discipline in the schools, even through such behavior is not specified in the preceding rules.

(8-16-2007)

630.16 Restitution

Students shall make restitution of any property stolen or damaged and shall be subject to other disciplinary measures.

Parents of any minor student under the age of 18 and living with parents may be liable for damages caused by said minor.

(8-16-2007)

630.17 Additional Violations

1. Cutting classes

2. Leaving the school grounds at anytime without permission.
3. Truancy
4. Violation of parking regulations
5. Defiant and/or hostile acts

(8-16-2007)

630.18 Bullying Conduct and Cyber Bullying

Bullying conduct is defined as the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of:

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

Such conduct falling under the "bullying" definition will not be tolerated while in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, at school sanctioned events or by an electronic act that results in the substantial disruption of the orderly operation of the school or educational environment.

Electronic act means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone, or other wireless communications device, computer or pager.

The previous section shall apply to an electronic act whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose.

The penalty for bullying:

MINIMUM: Verbal or written reprimand

MAXIMUM: Expulsion

(6-16-2003)

631 Student Records and Educational Records

The Family Education Rights and Privacy Act of 1974 (Public Law 93-380) states in part that “all academic and personal records pertaining to individual students are confidential and can only be inspected by students, parents and school officials”.

Before any personal identifiable data may be released from a student’s record, written permission (consent) must be obtained from the parent’s of the student.

A roster of directory of pupils with their home addresses shall not be given to any person for advertising or commercial use.

All public school registers are to be kept in ink and in such condition that they may be inspected at any time proper consent has been given. (Act 245, Sec. 12, Par. G. 1957 Legislature)

Only in two specific instances will written permission not be required:

1. Other school officials within the same school may request and receive a student’s record.
2. Officials of other schools or school systems in which the student has enrolled may request and receive a student’s record.

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

Parents and/or students wishing to review their records should contact the principal and set a date and time for review.

The McCrory School District maintains a cumulative record on each pupil beginning in kindergarten and attending for one year, and for upper-grade students who have attended one semester.

Due process will be accorded in the event a discrepancy is noted by parents and upon presentation of all available evidence proper steps will be made to correct or nullify the students record.

(8-16-2007)

632 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. Proper consideration must be given to determine if the infraction was directly related to the student's handicap.

The individualized educational plan (IEP) team for a handicapped student should consider whether particular procedures should be adopted for that student and included in the IEP.

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

Based on the recommendation of the IEP team, the suspended student should be offered alternate educational programming for the duration of the exclusion provided the infraction was not related to the student's handicap.

The superintendent is hereby designated as the grievance officer for Act 504.

(8-16-2007)

633 Due Process

Every student is entitled to due process in every instance of disciplinary action for which the student may be subjected to penalties of suspension or expulsion. (Ark. Stat. Ann 80-1516)

Due process is afforded to students in disciplinary cases of some magnitude such as:

1. Suspension
2. Expulsion
3. Statements removed from student's records
4. Clearing one's reputation

Students must be informed of due process procedures and said procedures must comply with all state and federal laws.

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

1. Prior to any disciplinary action, including suspension, the principal or his/her designee, shall advise the pupil in question of the particular misconduct of which he or she is accused, as well as the basis for such accusation.
2. The pupil shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his/her designee.
3. Written notice of suspension and the reason or reasons for the suspension shall be given to the parent(s) of the pupil.
4. Any parent(s), tutor or legal guardian of a pupil suspended shall have the right to appeal to the superintendent of schools.

(8-16-2007)

634 Detention

WORK DETENTION

Students may be asked to remain after school and perform such tasks as designated by the principal or his/her designee.

DETENTION HALL

There will be a detention hall for students with discipline problems and for habitual tardies. The detention hall will be after school. When a student has acquired five (5) unexcused tardies, he or she will be required to remain in detention hall. On the seventh (7) tardy, the student will be required to attend detention hall again. For each tardy after the seventh (7), the student will be required to attend detention hall for each one of the tardies. Detention time will be one hour. Refusal to stay or attend could result in a suspension not to exceed three (3) days.

(8-16-2007)

635 Probation

Students may be required to exemplify “good behavior” for a definite period of time. If a student is on probation and does not exemplify “good behavior” his or her punishment may be more severe than otherwise.

“Good behavior” defined as being no behavior detrimental to the general well being of the operation of the school.

(8-16-2007)

636 Corporal Punishment

Corporal punishment is to be avoided if at all possible. It is not to be excessive or unduly severe.

Corporal punishment may be administered according to the following procedures:

1. It may be used only after other alternatives, including but not limited to counseling, have failed or in unusual circumstances.
2. It will be administered in the presence of at least one certified employee in addition to the person dispensing it.
3. It will not be administered in the presence of other students, with malice or anger, or in excess.
4. Before corporal punishment is administered, the student should be advised of the rule and infraction for which the student is being punished in the presence of the witness. If the student claims innocence, the certified employee will permit the student to state his/her position. School officials are not required to conduct formal hearings prior to corporal punishment.
5. Refusal to take corporal punishment may result in suspension or other disciplinary measures.
6. The principal will be notified when corpora punishment is administered and a written report shall be filed in the principal's office.

(8-16-2007)

637 Suspension

State laws and State Board of Education regulations permit local school officials to suspend or expel students who are unwilling to behave in an acceptable manner and/or fail to abide by district policies. Due process must be provided.

The McCrory School District acknowledges two (2) types of suspension:

1. **IN SCHOOL SUSPENSION** – A student may be suspended from a particular class for a specific time.
2. **OUT OF SCHOOL SUSPENSION** – A student may be suspended from all classes for a specific time.

SUSPENSION PROCEDURE

1. A teacher may temporarily dismiss for disciplinary reasons any student from class.
2. The teacher shall, when feasible, accompany the student to the office of the principal and shall, as soon as practical, file with the principal a written statement about the student's dismissal from class.
3. The principal or designee shall determine whether to reinstate the student in class, reassign him/her or take other disciplinary action.
4. The principal of any school or designee is authorized to suspend students from school for disciplinary reasons up to ten school days, including the day upon which the suspension was initially imposed.
5. Prior to such suspension the principal or designee shall inform the student either orally or in writing about the infraction.
6. If the student denies the charges, the principal shall explain to him/her the evidence which forms a basis of the charges and shall permit the student to present his/her side of the story.
7. When the principal considers that a suspension is proper, he/she shall send the student home with a suspension notice requesting a student-parent-principal conference within 24 hours, if possible.
8. Additionally the parent will be mailed a copy of the suspension notice which shall include the reasons for the suspension, its duration, the manner in which the student may be readmitted to school and the procedure for review of the suspension.
9. The principal or designee may require the attendance of the student involved at said conference as a condition for considering reinstatement.
10. When a student has been notified that he/she is suspended from school, he/she shall remain away from the school premises until the principal or designee reinstates him/her, except that a suspended

student may return to the school premises when accompanied by his/her parent or guardian for a student-parent-principal conference.

11. If a suspension exceeds four (4) school days in addition to the day upon which it was initially imposed, it will be at the request of the parent reviewed by the superintendent. At such review, the student may make a statement in his own behalf and present any other available evidence in support of his position.
12. The reviewing officer of superintendent of the schools shall have the authority to revoke, terminate or otherwise modify the suspension and will notify the principal and parents of his actions on the day the review is completed.
13. Before a hearing is held before the superintendent, the principal or designee shall furnish the superintendent with a full report on the suspension. In some cases, the suspension of the student may be extended to allow time for proper review by the superintendent. However, the full report on the suspension must be filed within a period of five (5) days from the request.
14. If the superintendent or designee agrees with the suspension or modifies the suspension imposed by the principal and if the student or his parent so requests, a hearing shall be scheduled before the school board within five days after the superintendent has notified the parent or student of his/her action. The Board may revoke, terminate, alter or modify the suspension.
15. A suspended student will be readmitted to school after being suspended for ten school days including the day upon which the suspension was initially imposed, even if the appeal process has not been completed.
16. A suspension that does not amount to an expulsion for the remainder of the semester but is more than ten days is authorized. This long-term suspension, however, shall come only after the student has been afforded notice, opportunity for a hearing and the same procedural rights as for expulsion.

17. All students returning to school after expiration of a suspension must be accompanied by a parent or guardian.
18. Notwithstanding the policy concerning suspension and expulsion, students may be suspended indefinitely without notice, hearing and the other rights provided herein having been first given if the school is undergoing a violent upheaval or if orderly educational processes have otherwise been substantially disrupted. This would apply only in rare instances such as riots or where emergency circumstances make it unreasonable for the administration and board to consider the case within the usual time. In all such cases, notices, hearings and other rights shall be provided in accordance with the normal provisions at the earliest practical date after order is restored.

(8-16-2007)

638 Expulsion

Expulsion procedures:

1. The principal of a school may recommend that a student be expelled from school with loss of credit. A written recommendation to the superintendent shall include a statement of the charge against the student.
2. If the superintendent concurs with the recommendation, he/she shall schedule a hearing before the school board.
3. The Board of Education is authorized to expel a student for conduct it deems to be of such gravity as to make a relatively short temporary suspension inappropriate, or where it find that the student's continued attendance at school would be unacceptably disruptive to the educational program or would be attended with unreasonable danger to other students and faculty members.
Arkansas Statute 80/1516 provides that the directors of a school district may exclude students for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanliness or other conduct that would tend to impair the discipline of the school or harm the other pupils.

4. 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.
5. The superintendent, or his designee, shall give written notice to the parent or guardian (mailed to the address reflected on the school district records) that he has recommended to the Board of Education that a student be expelled for the balance of the school year. This notice shall be mailed within ten calendar days from the alleged incident which caused the expulsion recommendation.
6. Such hearing will be conducted not earlier than three (3) calendar days or more than seven (7) calendar days following the date of the notice except that the superintendent and the student and the student's parent may agree in writing to a date not conforming to this limitation.
7. The notice will state the 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. It shall also reflect the date, hour and place where the Board of Education will consider and dispose of the recommendation.
8. In every case of a hearing held by a school board regarding the expulsion of a student, the President of the Board, or in his/her absence another members selected by the board, shall preside at the hearing. The student shall be entitled to representation by a lawyer or lay counsel.
9. The superintendent or designee shall present evidence and may present witnesses or statements of those persons who have personal knowledge of the events or circumstances which give rise to the expulsion recommendation at the hearing.
10. The student or representative may then present witnesses or statements by witnesses with personal knowledge of events or circumstances relevant to the issues.
11. Normally, formal cross-examination will not be permitted.

12. During the course of the hearing, if the board determines that the creditability of any of the witnesses is an issue, it will permit cross-examination by the student, the superintendent or their representatives of those witnesses whose creditability has become an issue.
13. Cross-examination should ordinarily be limited to the question or questions on which the creditability of the witness has become an issue.
14. Written questions may be submitted by the superintendent or student to any witness presented by the other and the witness will answer those which the board deems material and relevant. Members of the board may question any witness.
*It is noted that Arkansas law makes no provision for the taking of testimony under oath and no sanctions for perjury at proceedings such as these.
15. The student may observe all evidence offered against him/her.
16. At the conclusion of the hearing, the board may discuss the matter and dispose of it by vote.
17. If the board does not expel the pupil with loss of credit, it may impose less severe disciplinary actions, such as long-term suspension, which may be with or without opportunity for make-up of school work. The board shall briefly state its findings in writing within ten (10) days after the hearing.
18. The board shall make a record of the evidence taken at the proceedings by use of either a court reporter or a tape recorder.
19. If the student wishes, the record will be transcribed and a copy furnished to the student. Copies of all statements used as evidence will be included with the record.
20. The school administration has the responsibility to present the evidence to the board and the administration is entitled to open and conclude the hearings.

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

(6-26-2008)

639 Group Hearings for Suspension or Expulsion

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

1. Single hearing will not likely result in confusion, and
2. Student will have his/her interest substantially prejudiced by group hearing

If during the hearing, the president finds that a student's interest will be substantially prejudiced by the group hearing, a separate hearing may be ordered for that student.

(8-16-2007)

640 Disciplinary Records

A student may challenge any part of his disciplinary record maintained by the school district on grounds that it is an inaccurate record that his conduct did not warrant the discipline assessed. (See student records and due process.)

Disciplinary actions will not be entered on the student's permanent record card. Disciplinary records shall be treated as confidential and disclosed only to public authorities requesting information in the course and scope of their legal duties.

(8-16-2007)

641 Disciplinary Plan for Grades K Through Sixth

The McCrory School Board recognizes that special consideration should be used in disciplining younger children. All of the previous policies concerning discipline apply to all grades of the McCrory School District.

Each teacher in grades kindergarten through sixth is authorized to develop their own plan for discipline within their classroom provided their plan is within the policies set forth in the preceding discipline policy guidelines.

A letter must be sent home with each student outlining the discipline policy for that class with the following information included:

1. Class rules
2. Consequences if rules are broken (1st through 5th)
3. Rewards for good behavior
4. Place for parents to comment
5. Signature of parent

This letter must be returned to the teacher and kept as part of the student's record.

(8-16-2007)

642 Conduct Grades

Conduct grades will be considered for placement on honor roll. Students having all A's in subject matter and B in conduct can still be on the all A honor roll. Students with A's and/or B's in subject matter and C or below in conduct will not be placed on the honor roll.

(8-16-2007)

700 INSTRUCTIONAL PROGRAM

The McCrory School District follows the academic standards and expected outcomes for students in Pre K– 12 grades as set forth by the Arkansas Department of Education. This provides the district a monitoring process to ensure each course offered by the McCrory School District is consistent with standards and curriculum frameworks in connection with ACT 6-15-101.

ACT 675 of 2003 requires high school students in grades 9-12 to attend a full school day.

The following policy shall pertain to students in grades 9-12:

Students are to be assigned to no more than one (1) class period each day for a study hall period which the student shall be required to attend and participate in a full class period of self-study or organized tutoring in the school building; and

No more than one (1) class period each day for organized and scheduled student extracurricular classes to be included as planned instructional time.

(1-20-2005)

701 Graduation Requirements

Twenty-six (26) units or credit are required for graduation. Sixteen (16) of these units must be academic credits and are identified as follows:

English	4 units
Math	4 units
Science	3 units
Social Science	3 units
Fine Arts	½ unit
Health	½ unit
Physical Education	½ unit
Oral Communications	½ unit

Of the remaining nine (9) units of credit, no more than two (2) may be activity credits and no more than two (2) may be by correspondence.

Concurrent credit may be given for elective credit upon request by a student.

Any student who is enrolled in grades 9-12 in an Arkansas public school shall be eligible to enroll in a publicly supported community college, technical college or four-year college or university in accordance with the rules and regulations adopted by the college or university.

Any public school student in grades 9-12 who enrolls in and successfully completes a course(s) offered by such a college, technical college or university or private institution shall be entitled to receive both high school and college grades and credit (credit earned by CLEP examination may not be counted as high school credit) toward graduation, as outlined in these regulations.

Students must comply with applicable enrollment or graduation requirements of McCrory High School.

Three semester hours of college credit taken by a student in grades 9-12 at a publicly supported community college, technical college or four-year college or university or private institution shall be the equivalent of one-half unit of high school credit.

College credit earned at a publicly supported community college, technical college or four-year college or university or private institution by an eligible student shall be counted by the high school toward graduation, including credit earned during summer terms.

All costs of higher education courses taken for concurrent college credit are the student's responsibility.

(6-19-2011)

701.1 Graduation Requirements for Handicapped Students

It is inherent in both the state and federal laws governing special education that planning for a handicapped student's educational

program and provision of instruction must be individualized to meet each student's needs. Therefore, decisions regarding a handicapped child's secondary program should be made by his/her Evaluation/Programming Committee and written into the student's Individual Education Plan (IEP). The IEP serves as the graduation plan for the handicapped student.

(8-16-2007)

701.2 Graduation Procedures

In order for students to participate in the graduation ceremonies, students must have completed all requirements for graduation.

(6-13-1991)

701.3 Home School Policy

GUIDELINES FOR PLACEMENT AND/OR SCHEDULING OF FORMER HOME SCHOOL STUDENTS AND STUDENTS FROM NON-ACCREDITED SCHOOLS (SCHOOLS NOT ACCREDITED BY A STATE OR REGIONAL ASSOCIATION).

GENERAL REQUIREMENTS FOR GRADES 1-12

1. The parent shall provide current standardized achievement test results or the local school shall administer an achievement test currently used by the district.
2. The parent shall provide the school with a list of textbooks used by the student and a list of the courses taught.
3. If the student was required by state law to take a state mandated norm-referenced test or criterion-referenced test, a copy of the results must be made available to the school.

SPECIFIC REQUIREMENTS FOR GRADES 1-12

1. The local school shall administer a battery of examinations, either standardized or district developed examinations when deemed necessary for placement or determination of credits.

2. A placement conference shall be held for any student who scores six months or more below grade level on any of the basic areas (language arts, reading and mathematics) or on the required achievement test. Conference participants shall include an administrator, a counselor, the parent(s) and other personnel deemed necessary. Based on the data presented during the conference, the school administrator shall determine class and grade placement. The local school shall retain the option to reconsider placement at any time during the school year.
3. Each student enrolled in a home school who is at least seven (7) years old on May 1 must be tested each year by May 1 using a standardized test approved by the Arkansas Department of Education. A copy of the standardized test scores must be given to the school at the time of registration.
4. In the event that a student who has received home instruction has not taken or passed an approved standardized test, he/she will be tested at the school before permanent grade placement is assigned. The school counselor will administer the district-approved test, and it will be scored at the district or state level.
5. Parents must present a written list of subjects taught and materials used to the counselor or principal at the time of registration.
6. The maximum credits that will be accepted for each year in attendance in home school cannot exceed the number of credits earned by a student enrolled in the McCrory School District.
7. Students who receive home instruction will not have letter grades entered on their permanent record cards. When they enroll, "Home Schooling" will be written in the attendance and grade section of the card/. At the secondary level, courses will be listed and credit will be recorded by marking "cr" in the space provided for a grade.
8. Rank in class and grade point average will be determined only by credits earned while attending an accredited high school.
9. A student must attend accredited public or private schools for a minimum of eight (8) semester to be considered for an honor

graduate. Summer school may not be substituted for a regular semester.

10. A student must meet all graduation and attendance requirements for the McCrory School District to receive a diploma.

11. A copy of the McCrory policy and guidelines on home schooling will be given to parents or legal guardians when they apply to the McCrory School District for home schooling.

HOME SCHOOL INFORMATION

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

1. Some college scholarships are based on GPA. Students receiving “cr” and not letter grades would not be eligible for these scholarships.
2. It is the sole responsibility of the school district to determine the method by which credits are earned in order to receive a high school diploma.

HOME SCHOOL PARTICIPATION IN EXTRA CURRICULAR ACTIVITIES

Act 1469 of 2013 includes Home School participation in extra-curricular activities.

(7-18-2013)

702 Advanced Placement for Early College Entrance

1. Application by student to counselor
2. Applicant must have a 3.5 GPA
3. Application made by July 1 of beginning of junior year
4. Written request made by parent

5. Student must have completed twelve (12) units of credit by the end of sophomore year
 6. The student must meet all state requirements and have at least nineteen (19) units of credit at the end of the junior year
 7. Senior English may be taken by attending college freshmen English
 8. Advanced placement is for college bound students only
 9. A high school diploma will not be awarded until all requirements have been met and upon the graduation date of his/her class
 10. Students will forfeit their rank in class as well as class honors
 11. Approval by the school administration
- (8-16-2007)

703 Correspondence Courses

Correspondence courses taken for the purposes of making up missed work for supplementing the normal school offerings may be accepted for credit if approved by the principal and taken under the supervision of the counselor.

The student shall be responsible for the financial obligations for all correspondence courses that are taken because of missed work. No more than two (2) units of credit obtained through correspondence work will count toward meeting the requirements for graduation.

(8-16-2007)

703.1 Smart Core Curriculum Policy

Smart Core is Arkansas's college and career ready curriculum for high school students.

College and career readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year

and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college and Career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and unforeseen situations. Smart Core is the foundation for college and career readiness. All students should supplement with additional rigorous coursework within their career focus.

Successful completion of the Smart Core curriculum is one of the eligibility requirements for the Arkansas Academic Challenge Scholarship. Failure to complete the Smart Core curriculum for graduation may result in negative consequences such as conditional admission to college and ineligibility for scholarship programs.

Parents or guardians may waive the right for a student to participate in Smart Core. By signing the Smart Core Waiver Form, you will waive your student's right to Smart Core and will place him or her in the Core Curriculum.

During the student's eighth (8) grade year, a four-year plan for high school is developed with parent and student. The four-year planning process includes a review of the Smart Core and Core curriculum. The parent may request a change in the informed consent agreement, provided the new required curriculum can be completed by the end of the senior year. A request to change the informed consent agreement must be made in written form to the high school counselor.

The signed informed consent form will be included with the permanent student transcript. The informed consent form will be included in the documentation provided to other school districts when students transfer.

A review of the Smart Core Curriculum Policy will be conducted annually for all certified staff for grades 5-12 (five-twelve). The McCrory School District Handbook Committees will review the Smart Core Policy annually.

(Graduating Class of 2012 and 2013)

Smart Core Curriculum (22 units)	Core Curriculum (22 units)
English – 4 units (years)	English – 4 units (years)
<ul style="list-style-type: none">English 9th gradeEnglish 10th gradeEnglish 11th gradeEnglish 12th grade	<ul style="list-style-type: none">English 9th gradeEnglish 10th gradeEnglish 11th gradeEnglish 12th grade
Oral Communications-1/2 unit (1/2 year)	Oral Communications – ½ unit (1/2 year)
Mathematics – 4 units (years)	Mathematics – 4 units (years)
<ul style="list-style-type: none">Algebra I or Algebra A & B (Grades 7-8 or 8-9)Geometry or Investigating Geometry or Geometry A&BAlgebra IIChoice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III or an Advanced Placement mathematics (Comparable concurrent credit college courses may be substituted where applicable.)	<ul style="list-style-type: none">Algebra or its equivalent* 1 unitGeometry or its equivalent.* 1 unitAll math units must build on the base of algebra and geometry knowledge and skills.Comparable concurrent credit college courses may be substituted where applicable. *A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.
Natural Science – 3 units (years) with lab experience chosen from	Science – 3 units (years)
<ul style="list-style-type: none">Physical ScienceBiology or Applied Biology/ChemistryChemistryPhysics or Principles of Technology I & II or PIC Physics	<ul style="list-style-type: none">At least one (1) unit of BiologyA Physical Science
Social Studies – 3 units (years)	Social Studies – 3 units (years)
<ul style="list-style-type: none">Civics or Civics/American GovernmentWorld HistoryU.S. History	<ul style="list-style-type: none">Civics or government ½ unitWorld History 1 unitU. S. History 1 unit
Physical Education – ½ unit (1/2 year)	Physical Education – ½ unit (1/2 year)
Health and Safety – ½ unit (1/2 year)	Health and Safety – ½ unit (1/2 year)
Fine Arts – ½ unit (1/2 year)	Fine Arts – ½ unit (1/2 year)
Career Focus – 6 units	Career Focus – 6 units

(Graduating Class of 2014 and After)

Smart Core Curriculum (22 units)	Core Curriculum (22 units)
English – 4 units (years)	English – 4 units (years)
<ul style="list-style-type: none">English 9th gradeEnglish 10th gradeEnglish 11th gradeEnglish 12th grade	<ul style="list-style-type: none">English 9th gradeEnglish 10th gradeEnglish 11th gradeEnglish 12th grade
Oral Communications-unit - ½ unit (1/2 year)	Oral Communications – ½ unit (1/2 year)
Mathematics – 4 units (years)	Mathematics – 4 units (years)
<ul style="list-style-type: none">Algebra I or Algebra A & B (Grades 7-8 or 8-9)Geometry or Investigating Geometry or Geometry A&BAlgebra IIChoice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III or an Advanced Placement mathematics (Comparable concurrent credit college courses may be substituted where applicable.)	<ul style="list-style-type: none">Algebra or its equivalent* 1 unitGeometry or its equivalent.* 1 unitAll math units must build on the base of algebra and geometry knowledge and skills.Comparable concurrent credit college courses may be substituted where applicable. *A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.
Natural Science – 3 units (years) with lab experience chosen from	Science – 3 units (years)
<ul style="list-style-type: none">Physical Science	

<ul style="list-style-type: none"> • Biology or Applied Biology/Chemistry • Chemistry 	<ul style="list-style-type: none"> • At least one (1) unit of Biology • A Physical Science
<ul style="list-style-type: none"> • Physics or Principles of Technology I & II or PIC Physics 	<p>Social Studies – 3 units (years)</p>
<p>Social Studies – 3 units (years)</p>	<ul style="list-style-type: none"> • Civics - ½ unit • World History 1 unit • U. S. History 1 unit
<ul style="list-style-type: none"> • Civics - ½ unit • World History • U.S. History 	
<p>Physical Education – ½ unit (1/2 year)</p>	<p>Physical Education – ½ unit (1/2 year)</p>
<p>Health and Safety – ½ unit (1/2 year)</p>	<p>Health and Safety – ½ unit (1/2 year)</p>
<p>Economics - ½ unit (1/2 year) May be counted toward Social Studies or Career Focus.</p>	<p>Economics - ½ unit (1/2 year) May be counted toward Social Studies or Career Focus.</p>
<p>Fine Arts – ½ unit (1/2 year)</p>	<p>Fine Arts – ½ unit (1/2 year)</p>
<p>Career Focus – 6 units</p>	<p>Career Focus – 6 units</p>

(12-15-11)

703.2 Concurrent / Dual Enrollment

Any McCrory High School student grades 9-12 who enrolls in and successfully completes a course(s) offered by a publicly supported community college or four year college or university shall be entitled to receive both college and high school credit, including credit toward graduation. Endorsed concurrent enrollment course means a college level course offered by an institution of higher education in this state that upon completion would qualify for academic credit in both the institution of higher education and a public high school.

Three semester hours of college credit taken by a student in grades 9-12 at a publicly supported community college, technical college, four-year college or university, or private institution shall be the equivalent of one unit of high school credit in the same subject area. A three-semester hour remedial/developmental education course shall be the equivalent of one-half unit of credit for a high school career focus elective. A remedial/developmental education course cannot be used to meet the core subject area/unit requirements in English and mathematics.

(6-19-2014)

704 Grading Scale

Grade markings used on reports to parents are as follows:

HIGH SCHOOL		ELEMENTARY	
90-100	A	90-100	A
80-89	B	80-89	B
79-70	C	79-70	C
69-60	D	69-60	D
Below 60	F	Below 60	F
Incomplete	I	Incomplete	I

(I's will become F's after a specified amount of time.)

Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades that reflect other educational objectives such as those contained in the learner outcomes and curriculum frameworks may also be given.

(8-16-2007)

705 Exemption

Students may be exempt from taking semester exams under the following provisions:

1. Maintain a 95 average or above in the subject
2. Maintain a 90 average and miss no more than 3 days
3. Maintain an 85 average and miss no more than 2 days
4. Maintain an 80 average and miss no more than 1 day

5. In addition to the previous 4 stipulations or guidelines, a student may have no more than five (5) tardies and one (1) discipline referral in the class to be eligible for exemptions.

Semester average will be calculated by adding first and second nine weeks' grades. Grades will be computed and exemptions announced the day before the semester test is given.

(7-21-2005)

706 Honor Graduates

Those students with a grade point of 3.750 or above shall be designated as "distinguished honor graduates" and shall be speakers for commencement. Those students with a grade point of 3.500 – 3.749 shall be recognized as "honor graduates".

To be considered as a distinguished or honor graduate, a student must take and successfully complete the following courses: Pre AP English (11), AP English (12), two (2) other AP classes of the student's choice, chemistry, pre-calculus or AP calculus, Foreign Language I and Foreign Language II.

A student who leaves McCrory High School prior to graduation to enroll in college will not be eligible to graduate as an honor or distinguished honor graduate.

Advanced Placement (AP), International Baccalaureate (IB), and approved ADE Honors courses will be given the following scale: A = 5, B = 4, C = 3, D = 2, F = 0. AP and IB courses will receive credit on the five-point scale contingent upon teacher training and the completion of the AP test by the student.

Qualification of Transfer Students as Honor Graduates

Student transferring into the district shall have their transcript evaluated to determine their progress toward graduation and the comparative value of the courses that they have taken.

The process for selecting valedictorian and salutatorian is as follows:

1. Use the 4.0 GPA from the eight (8) semester transcript.
2. List all AP courses and numerical grades
3. For each semester of an AP class, take numerical grade, add, divide by 2, to get number to determine letter grade.
4. Assign points to each AP letter grade using the following scale:
A=5; B=4; C=3; D=2; F=0
5. Add 4.0 GPA and the numeric values for each AP class.
6. Divide the total by the number of AP classes plus the 4 point GPA.
(3 AP classes – divide by 4; 4 AP classes – divide by 5, etc.)

This will be the adjusted GPA used ONLY for valedictorian and salutatorian selections. The student(s) with the highest adjusted GPA will be named valedictorian; the student(s) with the next highest GPA will be named the salutatorian.

In the event of a tie or ties, there may be multiple valedictorians and/or salutatorians.

For honors that must be named before the eight (8) semester transcript is official, the seven semester transcript will be used to compute the top two ranking students using the above formula.

In order to be eligible for these top two honors in commencement, a student must have completed the last two years of his/her high school work at McCrory High School. Valedictorian and Salutatorian will only be announced when **ALL GRADES ARE FINAL.**

(07-18-2013)

706.1 Transfer Between Schools

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

Any student transferring from home school or a school that is not accredited by the Department to the McCrory School District shall be evaluated by the staff to determine the student's proper placement.

Students transferring into the district shall have their transcript evaluated to determine their progress toward graduation and the comparative value of the courses that they have taken. To qualify for honor and distinguished graduate status, transfer students must meet the same standards as specified in policy number 706.

However, after an appropriate period of time, and subsequent to teacher evaluations, a student not on grade level may be moved back to the appropriate level of learning.

(6-18-2009)

706.2 Scholarship Rules and Regulations

The following items are to be considered in the selection process:

1. Students must have attended McCrory High School in grades 10, 11 and 12 with attendance being uninterrupted by attendance to another school
2. A minimum of 3.00 GPA
3. Citizenship considerations
4. The scholarship must be applied toward furthering the education of the student with proof of enrollment required. Funds will be sent to the scholarship recipient according to the following:
 - A. One-half of the scholarship amount at the end of the first semester; the other half at the end of the second semester
 - B. Each semester must reflect a minimum GPA of at least 2.500
 - C. The student must carry a class load of at least 12 hours
5. Selection will be by a majority vote of the scholarship committee.
6. Committee members:
 - A. Superintendent

- B. High school principal
- C. Senior high math teacher
- D. Senior high social studies teacher
- E. Senior high English teacher
- F. High school counselor

(5-23-1995)

706.3 Advanced Placement Courses

For grade point determination, approved courses for AP will be weighted as follows:

- A-5
- B-4
- C-3
- D-2
- F-0

(8-16-2007)

707 McCrory Elementary School Promotion Policy

KINDERGARTEN

A student maybe promoted after meeting these standards:

Language

100% mastery – letter recognition

80% mastery – Sign word recognition

90% mastery – writing upper and lower case letters

90% mastery – all letter sounds

Math

90% mastery – count aloud by rote 0-100

90% mastery – count objects accurately 0-20

90% mastery – identify and write number 0-20

Eighty percent or above yearly average will be required in reading and math. The following will also be considered for promotion: chronological age of the child, emotional and physical maturity of the child and his/her school attendance and/or frequent change of schools.

The following skills will be included on the regular report to parents of student progress through the school year:

1. Demonstrates adequate time-on-task abilities
2. Recognizes simple shapes (square, circle, triangle, rectangle)
3. Matches objects by color, shape, texture and size
4. Works puzzles
5. Strings beads
6. Cuts with appropriate scissors
7. Manipulates small objects such as pegboards, blocks, cubes, etc.
8. Draws a person with five defined parts
9. Uses paste and/or glue appropriately
10. Identifies and names body parts
11. Holds marking tools correctly
12. Listens without interrupting

13. Follows simple directions which gradually increase to two and three directions
14. Identifies common sounds (dog barking, phone ringing, etc.)
15. Discriminates between loud-soft, near-far, high-low sounds
16. Demonstrates left to right progression
17. Recognizes sizes (big, little, tall, short, etc.)
18. Demonstrates knowledge of concepts of directions
19. Recalls familiar nursery rhymes, poems, finger plays and songs
20. Communicates needs, feelings and interests in the classroom
21. Recognizes different emotions
22. Demonstrates one to one correspondence
23. Sorts and matches objects with like characteristics (color, size, shape and texture)
24. Recognizes and names basic shapes (circle square, rectangle, triangle)
25. Identifies likenesses and differences in basic shapes.
26. Understands concepts such as:

up-down	top-bottom
in-out	left-right
before-after	beside-between
first-last	front-back
27. Matches objects to make equivalent sets
28. Repeats groups of patterns with three or four items (with beads or other concrete objects)

- 29.Places the appropriate number of objects to correspond with a numeral (0-10)
- 30.Draws or paints basic shapes. Examples: on the board, in the air, with magic markers and/or crayons
- 31.Demonstrates self-care through dressing and toileting.
- 32.Practices responsibility for a task.
- 33.Identifies personal property.
- 34.Shows respect for rights and properties of others.
- 35.Knows the names of family members and their roles.
- 36.Knows where parents or guardians work.
- 37.Knows the names of classroom members.
- 38.Knows the names of school staff with whom the child is directly associated.

*Students are required to score at or above the 40th percentile on a norm-referenced test in order to be considered for promotion.

FIRST AND SECOND GRADE

A student may be promoted when he/she scores 75% or above yearly average in reading and math.

THIRD AND FOURTH GRADES

A student may be promoted when he/she scores 70% or above yearly average in reading, English and math. The yearly average in other academic subjects (spelling, etc.) must be 60% or above.

FIFTH AND SIXTH GRADES

A student may be promoted when he/she scores 60% or above yearly average in reading, language and math. In the areas of social studies, science and spelling, two of these subjects must have a yearly average of 60% or better.

KINDERGARTEN – SIXTH GRADES

Writing, art and music grades will be given as follows:

S – Satisfactory

N – Needs improvement

U – Unsatisfactory

HONOR ROLL

In order for a student to be on an honor roll, grades in writing, art and music must be an S. Conduct grades must be an A or B.

(12-15-2011)

708 McCrory High School Promotion Policy

SEVENTH – EIGHTH GRADES

Students in grades 7 and 8 will be promoted to the next grade by passing three of the four basic subjects (English, math, science and social studies). However, any student who fails only one basic subject will be required to attend summer school during the month of June or repeat the failed class in place of an elective or activity the following year. Students who fail two or more basic subjects will be encouraged to attend summer school and will be required to repeat that grade the following year. Grades of first and second semesters are averaged together for promotion.

At the end of five weeks, below average and failure notices will be sent to parents.

Pupil progress will be reported to parents four (4) times each year following the close of each nine week period, except the final report shall be made on the last day of school.

Supplementary notes of communication, suggestions for improvement, parental conferences, room meetings and similar means of keeping in touch with parents are encouraged.

CLASS LOADS

All students must be enrolled in at least four (4) academic classes.

HOMEWORK

It is the policy of the McCrory School that “homework” should be a constructive continuation of the teaching day.

Any homework assigned should be of the nature that would assure a continuation of the learning from the classroom. Any homework assigned should be the type that could be completed without supervision from the teacher. Any homework assignment given should be graded within two class days and credit given.

Teachers should realize that there may be as many as four other assignments on any given school night and should adjust or assign homework loads accordingly.

(7-21-2004)

709 School Reporting of Student Performance

McCrory School District teachers shall communicate personally twice a year with the parent(s) or guardian(s) of each student during the school year to discuss the student’s academic progress. For students not performing at the level expected for their grade, teachers are required to communicate more frequently with the parent(s) or guardian(s).

Elementary school teachers, kindergarten through sixth grade (K-6), shall meet with the parent(s) or guardian(s) of each student at least once a semester through a parent-teacher conference, telephone conferences, or a home visit.

All conferences shall be scheduled at a time and place to best accommodate those participating in the conference. Conference participation or nonparticipation will be documented. If a student is to be retained at any grade level, notice of retention and the reasons for retention shall be communicated promptly in a personal conference.

At both the elementary and secondary levels, parent-teacher conferences are scheduled at the mid-point of each semester to discuss student academic progress.

Additionally, five-week progress reports during each grading period will be sent to parent(s) or guardian(s), thus providing further communication regarding student progress.

(7-15-2004)

710 Arkansas Comprehensive Testing, Assessment and Accountability Program (Remediation)

Students identified as failing to achieve at the proficient level on the State Criterion-Referenced Test or any subsequent mandated CRT (Mathematics Criterion Referenced Assessments, Benchmarks, raw score points and Literacy Criterion Referenced Assessments, Benchmarks, raw score points, students in Grade K scoring delayed on either written language or oral communications and scoring delayed in mathematics on the state mandated uniform readiness screening, students in Grades 1 and 2 not scoring proficient on the state mandated Norm-Referenced Test, Mathematics Norm Referenced Assessment standard score cut scores and Reading Norm-Referenced Assessment standard score cut scores) shall be evaluated by school personnel, who shall jointly develop, a remediation plan with the student's parents. The remediation plan (AIP or if appropriate IRI) will assist the student in achieving the expected standard and will describe the parent's role and responsibilities as well as the consequences for the student's failure to participate in the plan.

The AIP shall be developed cooperatively by appropriate teachers and/or other school personnel knowledgeable about the student's performance or responsible for the remediation in consultation with the student's parents. An analysis of student strengths and deficiencies based on test data and previous student records shall be available for use in developing the Plan. The plan shall be signed by the appropriate school administrator and the parent/guardian.

The AIP should be flexible, should contain multiple remediation methods and strategies, and should include an intensive instructional program different from the previous year's regular classroom instructional program. Examples of strategies and methods include, but are not limited to, computer assisted instruction, tutorial, extended year, learning labs within the school day, Saturday school, double blocking instruction in deficient areas during the school day, extended day etc.

The AIP shall include formative assessment strategies and shall be revised periodically based on results from the formative assessments.

The AIP shall include standards-based supplemental/remedial strategies aligned with the child's deficiencies.

A highly qualified teacher and/or a highly qualified paraprofessional under the guidance of a highly qualified teacher shall provide instructional delivery under the AIP.

The AIP should contain an implementation timeline that assures the maximum time for remedial instruction.

AIPs should be individualized; however, similar deficiencies based on test data, may be remediated through group instruction.

In any instance where a student with disabilities identified under the Individuals with Disabilities Education Act has an Individualized Education Program (IEP) that already addresses any academic area or areas in which the student is not proficient on state-mandated criterion-referenced assessments, the individualized education program shall serve to meet the requirement of an AIP.

Students in Grades three through eight, identified for an AIP who do not participate in the remediation program shall be retained.

Remedial instruction provided during high school years (Grades 7 – 12) may not be in lieu of English, mathematics, science or social studies, or other core subjects required for graduation.

Any student who does not score at the Proficient level on the criterion-referenced assessments in reading, writing and mathematics shall continue to be provided with remedial or supplemental instruction until the expectations are met or the student is not subject to compulsory school attendance.

Any student that has an AIP and fails to remediate, but scores at the Proficient level on the criterion-referenced assessments, shall not be retained.

Students not proficient on the End-of-Course tests or on the high school Literacy test, shall participate in a remediation program to receive credit for the corresponding course.

Beginning with the 2009-2010 school year, students who fail to meet the pass rate on the end-of-course assessments shall not receive credit for the course until at least one of the following conditions are met. Any student failing to meet one of these conditions shall not be entitled to graduate with a high school diploma from an Arkansas high school or charter school.

No student that is identified as having failed to meet the satisfactory pass levels on an initial end-of-course assessment shall be entitled to take more than three (3) additional subsequent end-of-course assessments. ADE will determine annually the schedule for administration of additional assessments.

Prior to a student taking additional end-of-course assessments, the student shall be given a sufficient opportunity and time for remediation.

The student is identified as having, by the end of grade twelve (12), finished an appropriate Alternate exit course and is identified as having met a satisfactory pass level on an Alternate assessment directly related to the Alternate exit course.

Any student that fails to pass the end-of-course assessment after three additional attempts shall be required to take and pass an Alternate exit course and meet a satisfactory Alternate level score on a subsequent Alternate assessment.

Alternate exit courses may be offered through a distance learning class and may be offered outside the normal school day.

The student is identified as a student with disabilities who, because of the nature of the disabilities, cannot meet the requirements. In such case that student may graduate from high school by demonstrating alternate competencies or Alternate levels of competency as contained in the student's individualized education program.

(8-16-2007)

800 STUDENT ACTIVITY PROGRAM

801 School Organization and Extra-Curricular Activities

An extra-curricular program is included in the program of instruction. The McCrory School Board recognizes this as a vital part of a well-balanced educational program. Only those activities that provide educational value will be permitted. The co-curricular program shall be reviewed periodically by the superintendent and/or principal and reports of recommendations made to the school board. Act 1469 of 2013 includes Home School participation in extra-curricular activities.
(7-18-2013)

802 Purpose

Extra-curricular activities and functions will be planned so as to not interfere with the academic portion of any school day without prior approval of the Arkansas Activities Association and/or appropriate school administrators. Such activities as shall be held during the academic school day will be kept to an absolute minimum and all regulations regarding the planning and holding of extra-curricular activities shall fall within the guidelines as set by the State Department of Education.

(1-9-1986)

803 Eligibility

Participation in extra-curricular activities must meet the minimum requirements as specified by the Arkansas Activities Association. All elementary, junior high, and senior high students have the right to participate in the activities that are provided to them provided they meet all grade and discipline regulations set forth for the activity.

(10-21-2004)

803.1 Attendance Required for Participation

Any student engaging in extra-curricular activities shall be in attendance no later than the beginning of the second class period of the day. Failure to be in attendance by the specified time will prevent

a student from practice or participation. The administration realizes that there can be extenuating circumstances such as illness or injury. Participants must also have been in school at least one-half day (at least 4 periods) on the day of the event.

(6-26-2008)

803.2 Supplementary Instructional Program for Interscholastic Activities

Supplementary Instruction Program as it relates to suspensions: “If a student who is enrolled in the SIP is suspended from school, he or she will immediately lose eligibility for the remainder of the current semester.” This suspension falls under the “school disciplinary action” language of the State Department of Education’s Supplementary Instruction Guidelines (Section 5.03.1).

(8-16-2007)

804 Sponsors

A teacher or teachers shall accompany students whenever students participate in school sponsored activities off campus or on campus, during regular school hours or otherwise.

All clubs and organizations must have faculty or school approved sponsor.

(8-16-2007)

805 Club Organizations

In organizing a club, the group should state its purposes and present a statement of rules and regulations by which it intends to govern itself.

All clubs will meet during designed times scheduled by the administration.

Fraternities, sororities, secret clubs or similar organizations shall not be sponsored by or permitted in the public schools of the McCrory School District. Symbols, pins, jackets, etc., of this nature are not to

be worn by students at school and membership by any student in such organizations is prohibited.

(8-16-2007)

806 Physical Examinations (Sports)

Each student who elects to participate in inter-school competitive athletics sponsored by the McCrory Public Schools shall be required to submit to and pass a physical examination each year before being allowed to take part in such sports.

Physical examinations shall be required of all members participating in inter-school competitive sports at the beginning of the season. The time and place of such an examination is to be set by the director of athletics and approved by the high school principal or superintendent of schools.

If a student so desires, he/she may use his/her family physician for this examination, but the expense shall be paid by the parent of guardian.

(8-16-2007)

900 FACILITIES

901 Buildings Opened

The principal shall have the total responsibility for enforcing all school board policies pertaining to the use and care of his building.

The custodial staff shall be under the direction of the principal. Any special service requests by faculty members, which may be needed from the custodians, must be cleared through the principal.

(8-16-2007)

902 Building Policies

School buildings shall be open to pupils only when the principal and/or teachers are on duty.

Buildings shall be open for pupils when the buses arrive. In the case of inclement weather or an unusual circumstance, the principal may make special arrangements to open the building earlier.

(8-16-2007)

903 Maintenance

All teachers and staff members shall at all times maintain high standards of good housekeeping.

Classrooms shall be kept clean and attractive at all times. Teachers and pupils should share this obligation and responsibility with the regular custodial staff.

Teachers shall be responsible for seeing that furnishings at their various teaching stations are well cared for and effectively arranged from the standpoint of utility and good taste.

An effort shall be made toward developing a genuine respect for public property and for maintaining clean and tasteful surroundings and to foster this attitude in the habits and thinking of every pupil.

Teachers shall be responsible at all times for seeing that proper ventilation and light are maintained in their classrooms.

(8-16-2007)

904 Use of School Property

Organizations or groups requesting the use of school buildings or property shall assume the entire responsibility for damage occurring to the property and for the conduct of all persons, including children of school age while they are in or about the building during the time property is in use.

Fees, sufficient to defray the cost of utilities and custodial services, may be assessed non-school groups for the use of school facilities and property.

(10-7-1986)

905 Fees Charged and Guidelines for Use of School Property for Non-School Events

1. There must be a school employee present who is responsible for the facility before, during and after the event.
2. Notes must be made as to the condition of the facility before the event. (Cleanliness, HVAC units, etc).
3. All lights, sound system and HVAC units must be turned off after the event is over.
4. The building must be surface cleaned before leaving.
5. All doors must be locked and barred accordingly before building is vacated.
6. Rental fee is \$250 with \$100 as a deposit that will be refunded upon inspection of the building. If facility is left in poor condition and terms of agreement not followed, privileges to rent school facilities may be lost.

Facilities will not be rented for dances.

Consideration to wave the fee will be given for non-profit organizations.

(3-20-2014)

906 Fees Charged for Use of School Buses

Charges for buses used by outside groups (senior citizens, etc.) shall be refilling the gas tank plus twenty-five cents per mile traveled.

(8-16-2007)

907 Playground Equipment

All playground equipment and/or physical education equipment purchased by any organization must have the approval of the school board or superintendent of schools prior to its installation.

All such equipment donated and/or installed shall become the property of the school which shall assume full responsibility for setting policies governing its care and use.

(8-16-2007)

908 Use of Equipment

School equipment of any kind shall not be loaned to outside agencies or individuals except through the special permission of the superintendent.

(8-16-2007)

909 Annual Fire Inspection

All facilities in the McCrory School system shall be inspected at least once a year by the local fire authorities or state fire marshal and by the State Boiler Inspection Division for fire hazards in the school. A report of the inspections shall be made the superintendent. Such reports shall be written and kept on file in the office of the superintendent.

(8-16-2007)

1000 CHAPTER VIII BUSINESS MANAGEMENT

1001 Annual Budget

The superintendent shall present the ensuing year's budget to the school board for its approval not later than August 15. All expenditures shall be based upon the approved budget unless an authorized change is made by the school board.

A recapitulation of expenditures shall be made monthly (or as directed by the board). This recapitulation must include the amount budgeted, spent and the balance in each category of the budget for each monthly period.

All financial records are audited by state auditors each year. This audit will be presented and explained to the board by the superintendent.

(8-16-2007)

1002 Purchasing

No debt may be contracted in the name of the McCrory School District without action by the Board of Education except for those items which are provided for in the regular budget. No obligations may be incurred except those approved by the superintendent of schools or his authorized agent.

The best interest of the McCrory School District shall be given first consideration of all transactions.

Authority to Obligate District

1. No obligation may be incurred in the name of or on behalf of the district other than those incurred by the superintendent of schools or his authorized representative.

Cost/Quality

1. Purchases shall be made on written order from the superintendent's office in keeping with properly approved written requisitions. Exceptions may be made only as provided for by administrative directive.

Bid Items

1. Items or related items that have purchase price of less than \$5,000 may be bought on the open market.
2. Items that have a purchase price of \$5,000 must be bought after obtaining three quotation bids, if such are available.
3. Items that have a purchase price of \$5,000 or more must be bought from not less than three formal, written and signed bids, if such are available within reason. Exceptions may be made upon approval of the superintendent in cases of extreme emergency.

(8-16-2007)

1003 Award of Bids

1. Bid descriptions and specifications shall be sufficiently restrictive or specific, but not to the extent to prevent competitive bidding.
2. Awards shall be made only after sufficient time has been given to carefully examine bid details and to investigate informalities.
3. Firms submitting bids shall be informed in writing of the bid award.
4. When the low bid is not accepted, the reason for non-acceptance must be attached to the bid tabulation sheet.
5. In cases where all factors are equal, preference shall be given to local vendors.

6. When all bids are considered unreasonable in price or delivery time, all bids may be rejected and a price negotiated, provided it is lower than the lowest quotation.
7. Items for which there is only one source of supply may be purchased on the open market.
8. All bids over \$25,000.00 will be opened at the next regular board meeting. Sealed bids.

Request for Prices and Correspondence

All requests for prices and all correspondence with suppliers will be handled by the superintendent's office. This responsibility may be delegated to others under special circumstances.

Quality/Quantity Control

The superintendent's office has full authority to question the quality, quantity and kind of materials requested and delivered in order that the best interests of the district may be served.

Consolidation of Purchases

The superintendent's office shall seek to consolidate purchases into such quantities as will result in the lowest cost to the district within the budget limits and available storage facilities.

(8-16-2007)

1004 Activity Fund

These funds are kept in separate accounts by the superintendent's office and subject to monthly review by the Board of Education. Most of these funds are raised by the students from their club activities. All activity funds will be routed through the principal's office and forwarded to the superintendent's office. All expenditures will be properly approved by the student treasurer, teacher-sponsor and principal on the request of payment form with itemized invoices. All approved payments from the superintendent's office will be mailed unless requested otherwise.

A recapitulation of expenditures shall be made monthly or as directed by the board. This recapitulation must include the amount received, spent and the balance in each category.

(8-16-2007)

1005 Inventory

An inventory of all school equipment will be maintained annually and kept on file in the office of the superintendent.

(8-16-2007)

1100 CHAPTER IX AUXILIARY SERVICES

1101 School Lunch Program

The school lunch program is maintained on a non-profit basis as a service to pupils.

Children who receive free or reduced price meal benefits will be treated the same as children who pay for meals. Overt identification will be avoided. Children who receive free or reduced price meals will be certified and approved by the elementary or high school principal.

All meals served shall follow good nutritional principles as recommended by the National School Lunch Requirements.

Teachers and staff members will be served meals in the cafeteria.

(8-16-2007)

1102 Transportation

Bus routes shall be established to provide the best service for the greatest number of pupils. However, routes shall be planned to provide the most economical operation of buses with distance and road conditions being the major criteria for economical routing. Bus routes should be planned to get within a reasonable distance of the home location of each pupil.

The superintendent is authorized to plan bus routes within the policies of the school board and to change routes with the approval of the school board at any time when in the school board's judgment better service can be provided for a greater number of pupils by such a change.

(8-16-2007)

1103 Transportation Policies

Qualifications imposed by state law:

1. A school bus driver shall be at least nineteen (19) years of age.
2. A school bus driver shall file a current health certificate with the school superintendent at the beginning of employment or once every two years.
3. A valid Arkansas driver's license is required.
4. A valid school bus driver's permit.

If a bus is driven in interstate travel, the driver shall be at least twenty-one (21) years of age.

Employment of Drivers

McCrary School District will employ drivers who have good driving records.

Employment Procedures

All transportation personnel are employed by the Board of Education on the recommendation of the superintendent of schools.

Salary

The salaries of all transportation personnel are established each year by the Board of Education on the recommendation of the superintendent.

(8-16-2007)

1104 School Bus Drivers

Start the morning trip on time. Be sure to stay on a time schedule.

Buses shall stop only at scheduled stops that have been selected for safety and convenience.

Never allow children to extend their heads or arms out of the windows. Never allow children to work the stop arm or tamper with any of the safety devices.

No smoking on the bus.

The driver should not start the bus until all pupils are seated. If seats are not available, the bus should not start until the pupils standing have faced the front and made ready to start.

State law requires school buses to stop before crossing a railroad.

Drivers must yield the right-of-way when entering any highway. Always stop the bus and check the traffic before entering a highway.

Any time that there is need to back a bus, make sure to yield the right-of-way. When possible, avoid backing school buses on school grounds or while loaded with children.

The driver is charged with the responsibility of maintaining order on the bus at all times, but he/she is not to administer corporal punishment. In case of misconduct, the driver should bring the child to the principal. Incidents on the bus must be reported to the principal immediately. The driver has the authority to recommend suspension of a pupil's privilege to ride the bus temporarily for serious misconduct. The bus driver will work closely with the principal on all cases of misconduct.

In case of an accident or other delays enroute, the driver is to remain with the bus and the children and send for help.

The driver, while transporting children, shall not transport animals, firearms, ammunition, explosives or any sharp or dangerous objects or materials.

While transporting children on cross county trips, the maximum speed is 55 miles per hour.

All school bus markings shall be kept clean at all times. Windshields and rear glasses shall be kept clean. Daily checks for all safety factors including gasoline, oil, radiator and tires shall be made by the driver. In case a bus appears to be unsafe in anyway, it is not to be used until repaired.

At school bus stops where it is necessary for children to cross the road, the crossing is to be made in front of the bus while the bus is stopped. Children shall cross in a group at a distance of approximately ten feet in front of the bus.

All bus drivers should encourage traffic to pass the bus between stops when possible. Traffic tie-ups behind and in front of the bus are not good. A smart driver will try to keep traffic moving normally at all times.

Drivers must observe state and local traffic regulations for safety.
(8-16-2007)

1105 Speed Limits

Maximum speed limits for school buses are the same as for other traffic. Speed of school buses should be determined by road and weather conditions. It is recommended that school buses operated on two-lane highways should not exceed 55 miles per hour. While operating on interstate, the maximum speed limits for school buses should be 65 miles per hour.

(8-16-2007)

1106 Liability for Injury

The school bus driver can be held liable in case of death or injury to any school child or for damage to the property of another if the accident is a result of failure of the bus driver to use due care while transporting pupils.

(8-16-2007)

1107 Sexual Harassment

Sexual harassment is sex discrimination under Title IX. It is the policy of the McCrory School District to maintain a learning and working environment that is free from sex discrimination, including sexual harassment.

It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communication of a sexual nature as defined below. It shall also be a violation of this policy for student to harass other students or members of the district staff through conduct or communication of a sexual nature as defined below.

DEFINITIONS

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by a student to another student constitute sexual harassment when:

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

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

Written or verbal harassment or abuse;

Repeated remarks to a person, with sexual or demeaning implications;

Suggesting or demanding sexual involvement accompanied by implied or explicit threats.

PROCEDURES

Any person who alleges sexual harassment by any staff member or student may use the District's Grievance procedure or may complain directly to the building administrator. Filing of a complaint or otherwise reporting sexual harassment or sex discrimination will not reflect upon the individual's status nor will it affect future employment, grades, or works assignments.

1200 CHAPTER X SCHOOL – COMMUNITY RELATIONS

1201 School-Community Relations

The school board shall endeavor to keep the people of the district well-informed concerning their school. It shall be the duty of the superintendent to see that an adequate program in keeping with this policy of the school board is in continuous effect.

Advisory committees of the interested local citizens may be used to good advantage in bringing about necessary changes in those areas in which the school board may find itself in need of help from time to time. These advisory committees shall make recommendations and then be disbanded when its work is finished. The school board alone has the authority to act for the school district.

The McCrory School District Board of Education wishes every patron in the district to feel that he/she is in partnership with our professional staff. The school board, who has the responsibility for continuous planning, analysis and evaluation, endeavors to see that the most effective educational opportunities are made available to our children. It is desirable that these opportunities be consistent with the aspirations, cultural patterns and financial ability of the community.

(8-16-2007)

1202 Complaint Procedure Chapter I Program

**COMPLAINTS CONCERNING THE CHAPTER I PROGRAM
MAY COME FROM THE FOLLOWING:**

Parents, parent advisory council members, teachers, teacher's aides, concerned citizens or organizations.

PROCEDURE FOR FILING COMPLAINTS

All complaints by the party/parties listed above should be in writing or on tape and be submitted to the chairperson of the policy advisory committee. This complaint should be dated and signed or the person identified if on tape.

PROCEDURES FOR HANDLING COMPLAINTS

1. The PAC chairpersons upon the receipt of a complaint will meet with the principal who has the administrative responsibility for the program. The principal will then appoint a committee made up of a Chapter I parent, a community person, a teacher, a school administrator and a PAC member. This shall be done within one week of the date on which the complaint was filed.
2. The above committee shall hold a hearing with the complaining party/parties within seven days of their appointment.
3. All hearing proceedings will be transcribed or recorded.
4. During the hearing the complaining party/parties shall have the opportunity to call witnesses, question parties involved and present evidence. They shall also have the right to use legal counsel.
5. The committee shall make a written report of their findings to the local administrator of Chapter I.
6. A decision based on the finding of the committee and Chapter I law will be made by the person having the legal responsibility for the Chapter I program. This decision shall be in written form and will be sent to the complaining party/parties within thirty days from the time the complaint was filed.

APPEAL

The complaining party/parties shall have the right to appeal the administrator's decision to the superintendent within thirty days after the receipt of the local decision.

This appeal should be written, signed and dated.

NAME AND ADDRESS OF CONTACT PERSON:

Local:

Superintendent of Schools
P.O. Box 930
McCrary, AR 72101

(8-16-2007)

1300 MISCELLANEOUS

1301 Volunteer Program

POLICY

Purpose: A volunteer employee is a person who serves the McCrory Public Schools in a non-paid capacity whose services are of value and benefit to the educational efforts of the McCrory Public Schools and the many supportive functions necessary to carry out an effective program of instruction. The school district recognizes the contribution of volunteers and recognizes its responsibility to volunteers.

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 the assigned tasks.
3. Set a good example for students through actions, speech and attitudes.
4. Demonstrate a willingness to adhere to local school practices and policies and the policies and procedures of the school district and work under the direction of the building administrator.

Recognition and Benefits: Volunteer employees will be recognized as serving the district when they are approved for assignments by the administrator and register as a volunteer during their time of service.

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.

(8-16-2007)

1302 Grievance Procedure

Grievance Procedures for Title VI (Race) of the Civil Rights Act of 1964, Title IX (Sex) of the Education Amendment of 1972, Section 504 (Handicap) of the Rehabilitation Act of 1973

1. Complaints concerning the above may come from the following: students, parents, teachers and other employees.
2. Procedures for filing a complaint
 - A. All complaints by the party/parties listed above should be in writing and be submitted to the equity coordinator. Written complaints should include grievant's name, nature and date of alleged violation, respondent's name (the person alleged to be responsible for the violation alleged in the complaint), and request for action. This complaint should be signed and dated. Complaints must be submitted within thirty days.
 - B. Upon receipt of a complaint, the equity coordinator will meet with the principal of the school who has the administrative responsibility for the program.
 - C. A hearing is scheduled and conducted within seven (7) days of the date on which the complaint was filed.
 - D. All hearing proceedings will be transcribed or recorded.
 - E. Within ten (10) days after the hearing, the principal issues a written decision to the parties involved and the superintendent.
3. Appeal
 - A. If the grievant or respondent is not satisfied with the decision they must notify the superintendent and request a hearing within ten (10) days.
 - B. A hearing will be scheduled and conducted within ten (10) days of the request with the concerned party/parties.

- C. The superintendent will issue a decision within ten (10) days following the hearing.
- D. If the grievant or respondent is not satisfied with the decision, they must notify the equity coordinator within ten (10) days and request a hearing with the governing board (school board).
- E. The superintendent notifies the governing board within ten (10) days after receiving the request.
- F. A hearing is scheduled and conducted with the governing board within thirty days from the date of the notification to the governing board.
- G. The governing board will issue a final written decision within ten (10) days after a hearing regarding the validity of the grievance and any action to be taken.

4. General Provisions

- A. Extension of time: Any time limits set by these procedures may be extended by mutual consent of parties involved. The total number of days from the date that complaint is filed until complaint is resolved shall be no more than 180 days.
- B. Appeal: The grievant shall have the right to appeal the governing board's decision within thirty days after the receipt of the decision to the Office for Civil Rights, Region VI, 1200 Main Tower Building, Suite 2260, Dallas, Texas 75220, phone number (214) 767-3936. The appeal should be in writing, signed and dated.
- C. Access to regulations: The McCrory School District shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, qualified handicap or veteran upon request.
- D. Confidentiality of records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be

entered in the personnel file. Complaint records shall be maintained on file for three years after complaint resolution
(1/11/1990)

1303 Employee Drug Policy

The use or possession of illegal hallucinogenic drugs, narcotic drugs, amphetamine, barbiturates, marijuana or any other controlled substance as defined in Act 590 of 1971 of the State of Arkansas as amended, is prohibited. Compliance with the policy is mandatory for all employees.

Any employee found to be in violation of the above, will be subject to disciplinary sanctions consistent with local, state and federal laws.

Sanctions may include, but not be limited to: Referral to and successful completion of appropriate rehabilitation program; termination of employment, referral for prosecution. A referral/resource list of treatment facilities may be found in the counselor's offices. McCrory School District will not assume any expenses incurred for such treatment.

(8-16-2007)

1304 Use of Canines

The administration is authorized to utilize canines whose reliability and accuracy for sniffing out contraband has been established to aid in the search for contraband in school owned property and automobiles parked on school property. Canines shall not be used to search students unless school officials have established independently that there is a reasonable suspicion to believe the student possesses contraband on his or her person. The canines must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions. An indication by the dog that contraband is present on school property or an automobile shall be reasonable cause for a further search by school officials.

(8-16-2007)

1305 Technology Usage Guidelines

Any individual using school/personal-owned technology while under district jurisdiction will adhere to the following usage guidelines.

1. Technology Usage

- a. Students are forbidden from using technology without the presence or written consent of a teacher and/or administrator.
- b. Students are forbidden from saving, transmitting, or modifying data on any technology resource without the presence or written consent of a teacher and/or administrator.
- c. Students are forbidden from disclosing personal information.
- d. All users are forbidden from saving, transmitting, or viewing explicit content as documented in Children's Internet Protection Act (<http://ifea.net/cipa.pdf>) or known as CIPA.
- e. All users are forbidden from modifying or moving any technology resources without the presence or written consent of a technology administrator.
- f. All personal-owned technology resources are forbidden from accessing the district's electrical system or communications network without the presence or written consent of a technology administrator.

2. Internet/Network Usage

- a. Students are forbidden from using Internet resources without the presence or written consent of a teacher and/or administrator.

- b. All users are forbidden from saving, transmitting, or viewing explicit content as documented in CIPA.
- c. Students are forbidden from transmitting or receiving information via Internet resources without the presence or written consent of a teacher and/or administrator.
- d. All users are forbidden from maliciously using Internet/network resources.
 - i. Circumventing any of the Internet content or SPAM filters.
 - ii. Receiving or sending malicious software.
 - iii. Modifying any Internet/network configurations.
 - iv. Disrupting or destroying technology resources.
 - v. Gaining unauthorized access to network accounts or technology resources.
- e. All users are forbidden from disrupting Internet/network traffic via “streaming” or “real-time” media.
- f. All teachers are required to monitor the safety of students when using technology.

3. Domain Usage

- a. Students are forbidden from using domain resources without the presence or written consent of a teacher and/or administrator.
- b. All users are forbidden from accessing domain resources without proper authorization from a technology administrator.
- c. All users are forbidden from adding, deleting, or modifying any domain resources without the presence or written consent of a technology administrator.

- d. Improper or malicious use of domain resources is forbidden.
- e. Abusing user home folders could result in loss of domain privileges.

4. Email/Communications Usage

- a. Students are forbidden from using Internet email, chat programs, Internet relay chat, instant messages, online communities, forums, message boards, or weblogs without the presence or written consent of a technology administrator.
- b. All users are forbidden from using communications resources for an improper, personal, or malicious purpose.
- c. All users are forbidden from using district email, instant messaging, or chat programs without proper authorization from a technology administrator.
- d. All users are required to maintain their individual communication resources.
- e. Carelessly participating in chain letters or other forms of SPAM could result in loss of communication privileges.
- f. Failure to maintain email folders could result in loss of domain resources or communication privileges.

5. Plagiarism and Copyright law

- a. Students are required to understand their teachers' plagiarism guidelines.

- b. All users are forbidden from reproducing any copyrighted material without adhering to copyright requirements.
6. Arkansas' Freedom of Information Act
- a. Any information stored electronically on district property is subject to Arkansas' Freedom of Information Act.
 - b. Parents of students have the right at any time to request a review of the contents of their child's electronic files.
7. Limitations of Liability

The McCrory School District is not responsible for any damages suffered during use of any technology resources. The district is not responsible for the quality or integrity of information stored or retrieved from its network resources. The district is not responsible for any damages occurring through unauthorized use of network resources.

User Agreement

By signing the McCrory High School student handbook letter, you agree to follow all of rules and terms listed under the “**Technology Usage Guidelines**” and any other regulations stated in the Policy and Procedure section of the Technology Plan for 2006-2009 (http://mccrory.k12.ar.us/system/files/tech_plan0609.pdf). You also agree that the McCrory School District reserves the right to deny access to technology to anyone who fails to agree to the “User Agreement” and “Technology Usage Guidelines”.

(7-26-2008)

1306 Flower Shop Deliveries

In order to alleviate problems incurred with the disruption of the educational process, deliveries to the schools are restricted.

Deliveries to the elementary school are eliminated. Deliveries to the high school will be restricted to a time period from 11:30 a.m. to 12:30 p.m. on Valentine's Day.

No balloons or helium products of any kind will be accepted.

(8-16-2007)

1307 Parent Involvement Policy

McCrorry School District recognizes that a child's education is a responsibility shared by the school and parents throughout the entire time a child spends in school and that engaging parents is essential to improve student achievement.

McCrorry Schools commit to including families in the daily life of school by:

1. Sharing responsibility at school and at home to give students a better education and a good start in life. McCrorry Schools will be welcoming to parents, reach out to parents to help solve problems, offer challenging courses, create a safe learning environment, include parents in school site decisions, and provide opportunities for parents to help improve student learning.
2. Providing effective two-way communication.
3. Building the capacity for families to help children succeed in school and for school staff to work with families.
4. Improving family involvement efforts by reviewing progress annually and strengthening cooperative efforts.

Parent Involvement Program

1. Parent/Student/Teacher/School Compact – Found in student handbook.

2. Parent/Teacher Conference Day – 1 per semester. More frequent communication will be required with parents or guardians of students not performing at the level expected for their grade.
3. Open House – Before school begins. General meeting with parents and students to welcome back and provide information about school programs and progress, followed by classroom visit with new teacher.
4. Title I Annual Meeting – Before school begins. General meeting to provide information about Title I Program and opportunity for parent input.
5. Annual School Public Meeting – September. General meeting to provide progress/state of school report and opportunity for parent/district patron input.
6. Parent Center (Title I) – Materials available for checkout by parents/teachers.
7. School/Home Connection Newsletter – Monthly.
8. Adult Education Classes.
9. Parent/Teacher Organization (PTO).
10. Parent Volunteers.
11. Parents-Grandparents Day – Invitation to eat lunch with students.
12. Parents on ACSIP Committees.
13. Literature for parents to check out.

(10-16-2007)