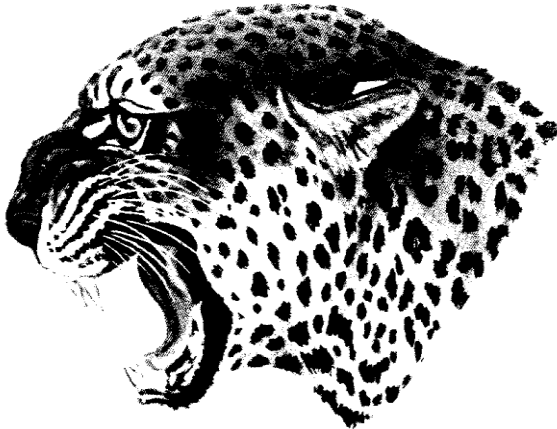


**McCrorry Elementary School**

**2014-2015**

**STUDENT HANDBOOK**



(Please sign and return pages 1-3)

**McCRORY ELEMENTARY SCHOOL**  
**Parent-Student**  
**Statement of Discipline Policy**

Dear Parents or Guardians:

In accordance with the provisions of Act 104, First Extraordinary Session of the 1983 Legislature, each school district in Arkansas is required to establish procedures for notifying students and parents of changes, hearings, and other due process proceedings applicable to the enforcement and administration of district disciplinary policies.

In attempting to meet the requirements of Act 104, each student enrolled in the McCrory School District has been issued a "Student Handbook" which outlines the district's student policies.

In an effort to be in full compliance with the legal requirements of Act 104, the McCrory School District is requesting that each parent/guardian and his/her child/children read this handbook, sign it, then return it to your child's teacher within one week of receipt.

PLEASE READ THIS HANDBOOK CAREFULLY. If you have any questions, call the school office at 731-2921.

**PARENTS/GUARDIANS WHO OBJECT TO CORPORAL PUNISHMENT (PADDLING) MUST COME BY THE SCHOOL OFFICE TO FILL OUT THE FORM FOR THE CURRENT YEAR. Parents/Guardians will be required to accept alternative punishment.**

We have received a copy of the McCrory Elementary School Student Handbook, and although we may not agree with all the regulations, we understand that the rules must be adhered to at school and at all school-sponsored activities.

---

Student's Signature & Grade

Parent's/Guardian's Signature

---

Postal Address

---

Email Address

Date

---

Home Phone Number

Cell Phone Number

Mode of transportation most often used by student: \_\_\_ car \_\_\_ bus (name) \_\_\_\_\_ \_\_\_ walker

Please read and discuss with your child the Parent/Student School Compact on the next page. Check the items you will help your child with and sign as indicated. Make sure your child understands the compact agreement and encourage him/her to also sign it.

Sign this sheet (front and back) as indicated, detach it, and send it to your child's teacher within a week of receipt. We appreciate all your support to help your child have a successful school year. T.E.A.M (Together Everyone Achieves More)

## Parent/Student/School Compact

Date \_\_\_\_\_

### PARENT/GUARDIAN AGREEMENT

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

\_\_\_\_\_ See that my child is punctual and attends school regularly.

\_\_\_\_\_ Support the school in its efforts to maintain proper discipline.

\_\_\_\_\_ Establish a time for homework and check to see if is completed.

\_\_\_\_\_ Read with my child and let my child see me read.

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

### STUDENT AGREEMENT

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

- Attend school regularly.
- Come to school each day with pens, pencils, paper, and other necessary tools for learning.
- Complete and return homework assignments.
- Observe regular study hours.
- Conform to rules of student conduct.

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

### TEACHER AGREEMENT

IT IS IMPORTANT THAT STUDENTS ACHIEVE. Therefore, I shall strive to do the following:

- Provide homework assignments for students
- Provide assistance to students in organizing their assignments in order to improve homework completion
- Encourage students and parents by providing information about student progress
- Use special activities in the classroom to make learning enjoyable

*The McCrory Elementary Faculty*

### PRINCIPAL AGREEMENT

- I support this form of parent involvement. Therefore, I will strive to do the following:
- Provide a safe environment that allows for positive communication between the teacher, parent, and student.
- Encourage teachers to regularly provide appropriate homework assignments that will reinforce classroom instruction.
- Encourage teachers to teach lessons that motivate and engage students to do their best.

*Mrs. Debbie Runyon*

**MEDIA RELEASE NOTIFICATION**

Printed Student's Name \_\_\_\_\_

I hereby grant permission to the McCrory School District to display the photograph or video clip of me/my student (if the student is under the age of eighteen (18) on the District's web site, including any page of the site, or in other District publications which include, but is not limited to yearbooks and fine arts/sport programs, without further notice. I also grant the McCrory School District the right to edit the photograph or video clip at its discretion.

These programs/presentations are the exclusive property of McCrory Public Schools and do not entitle a parent or child compensation or remuneration for individual participation.

The student's name may be used in conjunction with the photograph or video clip. It is understood, however, that once the photograph or video clip is displayed on a web site, the District has no control over how the photograph or video clip is used or misused by persons with computers accessing the District's web site.

Please check the appropriate space, sign, and return this form to your child's teacher within a week from receipt.

**Yes, I give my permission**  
 **No, I do not give my permission**

\_\_\_\_\_  
**Parent Signature**\_\_\_\_\_  
**Student Signature**\_\_\_\_\_  
**PRINT PARENT NAME**\_\_\_\_\_  
**PRINT STUDENT NAME**\_\_\_\_\_  
**Date**

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**MCCRORY ELEMENTARY IS FULLY ACCREDITED BY THE STATE DEPARTMENT OF EDUCATION AND THE NORTH CENTRAL ASSOCIATION**

## 2014-2015 School Calendar

August 11-15.....	Staff Development
August 18.....	First Student Day
September 23.....	P/T Conferences (5-wks)
October 17.....	End of 1st Qtr. (44 days)
November 26-28.....	Thanksgiving Holiday
December 19.....	End of 2nd Qtr. (42 days)
December 22-January 2 .....	Christmas Holiday
January 5.....	First day back after Christmas
January 19.....	Winter Break (No School)
February 12.....	P/T conferences (5 wks.)
February 16.....	President's Day (No School)
March 13.....	End of 3rd Qtr. (48 days)
March 20.....	P/T Conferences
March 23-27.....	Spring Break
April 3.....	Good Friday (No School)
May 22.....	End of 4th Qtr. (44 days)

Snow Days will be made up in the following order –Jan. 19<sup>th</sup>, Feb. 16<sup>th</sup>, April 3<sup>rd</sup>, May 26<sup>th</sup>-?

### Student Handbook Committee

Debbie Runyon.....	Principal
Reid Kennon.....	Student
Deborah Coley.....	Teacher
LeeAnn Wampler.....	Teacher
Ava Simmons.....	Counselor
Carla Reynolds.....	Teacher
Jamie Slocum.....	Teacher
Beth Ball.....	Parent
Connie Jones.....	Teacher
Mallory Baker.....	Student
Jennifer Perry.....	Teacher

### **MISSION STATEMENT**

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 to be treated with respect in a safe environment. Therefore, it is the mission of the McCrory Elementary School to work together with parents and the community to provide a strong academic foundation for all students to achieve their greatest potential in a diverse and ever changing society. We empower all students by providing challenging educational opportunities through the use of technology and a variety of learning experiences.

### **NONDISCRIMINATORY POLICY NOTIFICATION**

It is the policy of the McCrory School District to provide equal opportunities without regard to race, color, national origin, and sex, age qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to:

Equity Coordinator  
McCrory Public Schools  
P.O. Box 930  
McCrory, AR 72101  
(870) 731-2535

## **ENTRANCE REQUIREMENTS**

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

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

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

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

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

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9)-digit number designated by the department of education.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age.
  - a. A birth certificate;
  - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
  - c. An attested baptismal certificate;
  - d. A passport;
  - e. An affidavit of the date and place of birth by the child's parent or guardian;
  - f. United States military identification; or
  - g. Previous school records.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.
4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubella) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas State Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization.

**Legal Reference:           A.C.A. 6-18-201**

## COMPULSORY ATTENDANCE REQUIREMENTS

Every parent, guardian, or other responsible person having custody or charge of any child age five (5) through seventeen (17) years on or before **August 1<sup>st</sup>** of that year who resides, as defined by policy within the District shall enroll and send the child to a District school with the following exceptions.

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (Home Schooling) have been met.
3. The child will not be age six (6) on or before August 15<sup>th</sup> of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulations of the Department of Education must be signed and on file with the District administrative office.

## ADMISSION TO THE BUILDING

Students will be admitted into the building beginning at 7:35 a.m. each morning when teachers go on duty. All students who eat breakfast will go to the cafeteria and remain there until the teacher on duty dismisses them to the gym or classroom. The duty teachers in the gym will direct all other students to their classroom at 7:50. Please help cut back on long lines by doing the following:

1. Parents/guardians please enter Stearns St. from Fourth St. to drop off students at the end of the sidewalk by the gym and continue north to exit on Fifth St.
2. Parents/guardians please enter the school parking lot from Fifth St. and drive through the drop off line going up to the school office to drop off students eating breakfast.
3. Parents/guardians may also park in the parking lot to allow students to walk across the crosswalks. Please escort younger students across the crosswalks if no one is on duty there.
4. After 7:50, all parents/guardians must drive through the drop off line toward the office because duty teachers are returning to their classrooms.
5. For safety precautions, parents will have to sign in at all times when entering the building and wear a visitor pass.
6. For safety precautions, parents/guardians will have to push a buzzer by the doors at the front office to enter the building.
7. For safety precautions, more videos have been installed around school and in the front office along with auditory monitoring.

## 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 15<sup>th</sup> of the year in which they are seeking initial enrollment.

Regular attendance is an important factor in maintaining satisfactory schoolwork. Therefore, McCrory School District will strictly enforce all state laws pertaining to school attendance. All children who are ages five (5) through seventeen (17) on or by **August 1<sup>st</sup>** are required to be in school that school year.

1. Students who miss a total of **eleven (11)** days in any semester may be in jeopardy of losing credit for the school year. The principal in a conference between the parent/guardian and principal may grant an extension. Extensions will only be granted for extenuating circumstances as determined by the school.
2. When a student has exceeded a total of **eleven (11)** absences in a semester, unless an extension has been granted, the school will notify the prosecuting authority for appropriate action. (Arkansas Laws: ACT 473 of 1989 and ACT 876 of 1991).
3. Students will be able to make up work missed due to absences because of the following reasons:
  - a. Personal illness
  - b. Official school sponsored activity



- c. Required court appearance
  - d. Medical appointment
  - e. Serious illness in the immediate family
  - f. Death in the immediate family
  - g. Extenuating circumstances as determined by school principal
4. If a student must be absent more than one day, a parent/guardian should contact the school office or the teacher to make arrangements for make-up work.
  5. A letter will be mailed to the parents/guardians on the fifth (5) day of absence notifying them of the number of absences and reminding them of the school policy on attendance.
  6. A letter will be mailed to the parents/guardians on the eighth (8) day of absence requesting a conference to review the absences and the attendance policy. Failure of parents/guardians to comply with the request for a conference will not alter the enforcement of the policy.

Before a student accumulates the maximum number of absences allowed in a school district's student attendance policy, the student or the student's parent, guardian, or person in loco parentis may petition the school administration or school district administration for special arrangements to address the student's absences.

(ii) If special arrangements are granted by the school administration or the school district administration, the arrangements will be formalized into a written agreement to include the conditions of the agreement and the consequences for failing to fulfill the requirements of the agreement.

(iii) The agreement shall be signed by the:

- (a) Designee of the school administration or of the school district administration;
- (b) Student's parent, guardian, or person in loco parentis; and
- (c) Student.

### **EXCUSED ABSENCES**

Absences for illness, a medical condition, accident, death, subpoenaed to court, or other unavoidable reasons will be considered excused. **Arrangements prior to an absence or documentation from the parents/guardians immediately following the absence will determine if the absence is excused or unexcused.** Parent notes for illnesses will excuse only **Four (4)** days of absences per semester. Gathering excuses and doctor's statements except for immediately following the absence will not be permitted. The final determination of an absence being excused or unexcused will be left to the discretion of the principal.

For the purpose of making up missed work, students will be allowed the number of days missed to plus one to complete the missed assignment. For example: Student missing three days will be allowed four days to make up work. Students who are present and receive assignments are responsible for work or test(s) the day of return to school.

### **UNEXCUSED ABSENCES**

Students with an unexcused absence will not be allowed to make up work for credit. The following will be considered unexcused absences:

1. Out of school suspensions
2. Personal business
3. Expulsion
4. Truancy

School trips or functions will not be considered absences unless the student does not participate. A scheduled school trip is considered a planned instructional activity and students are expected to be in attendance or receive an unexcused absence.

**Students in In-school suspension shall not be counted absent.**

## **CHECKOUT POLICY**

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

1. Calls the school and makes arrangements
2. Makes personal contact with the principal's office, or
3. Provides written permission signed by a parent/guardian.
4. **Students are not allowed to call a parent/guardian in order to get released from school unless an emergency exists.** Students must be signed out if leaving early and signed in if arriving late. A student must receive an admit slip if arriving to school late.
5. **Students checked out before 2:30 p.m. will be counted absent for half (1/2) a day. Excused/Unexcused absentee policy will apply to checking out a student before 2:30 p.m.**

## **TARDY FOR SCHOOL**

The school is open at 7:35 with teachers on duty to allow parents/guardians time to bring students to school and to have the option to eat breakfast at school. **Students must be in their designated classroom by 8:00 a.m.** Students who are tardy often miss out on information and begin the day unorganized. Consistent tardiness may continue to affect future success and students also receive mixed messages about respecting rules. **Parents/guardians must turn in documentation for a student to receive an excused tardy.** Students will receive the following consequences for unexcused tardies:

1. Students receiving two (2) unexcused tardies in one week will be required to attend one (1) hour of afterschool detention.
2. Students receiving four (4) unexcused tardies in one week will be required to attend two (2) days of one (1) hour afterschool detentions.
3. Students will receive one (1) more day for each unexcused absence for afterschool detention. Parents/guardians will be contacted after two unexcused absences for afterschool detention.
4. Parents/guardians will be required to pick up their child from afterschool detention since it is due to tardiness. **Parents need to pick their child up on time.**
5. Afterschool detention will not take the place of required remediation during the Extended Day Program
6. Students will not be eligible for Perfect Attendance after the fourth (4) excused/unexcused tardy.
7. **A student arriving after 8:30 a.m. will be marked absent for half (1/2) a day. Excused/Unexcused absentee policy will apply to students checking in after 8:30 a.m.**

## **BELLS**

The first bell will ring at 7:50 a.m. The second bell will ring at 7:55 a.m. The third bell will ring at 8:00 a.m. School will ordinarily be dismissed at 3:10 p.m. for car riders. Bus riders will dismiss at 3:15 p.m. For their safety, walkers will leave after the buses.

## **BICYCLES**

Bicycles may be ridden to school, parked, and locked in the bicycle rack.

## **BEHAVIOR NOT PERMITTED BY STUDENTS**

Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules.

Students should behave in a manner that will be a credit to the school. They are under the jurisdiction of **ALL** teachers at school or at school functions (football, basketball games, etc.). The following activities are considered improper conduct and will subject the student to disciplinary action:

### **Rule # 1: Disregard of Directions or Commands (Insubordination)**

A student shall comply with reasonable directions or commands from a teacher, instructional assistant, substitute teacher, principal, school bus driver, administrative personnel, or any authorized personnel.

**Minimum Penalty: Verbal or written reprimand**

**Maximum Penalty: Expulsion**

**Students 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.**

**Rule # 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.

**Minimum Penalty: Verbal or written reprimand**

**Maximum Penalty: Expulsion**

**Rule # 3: Fireworks**

A student shall not possess, handle or store firecrackers, smoke bombs, cherry bombs, or any other kind of fireworks.

**Minimum Penalty: Verbal or written reprimand**

**Maximum Penalty: Expulsion**

**Rule # 4: Firearms or Other Weapons**

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity, en route to or from school, off the school grounds at any school bus stop, or at any school sponsored activity or event.

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

**Penalty—Act 567 of 1995** requires **that students who bring firearms or other weapons upon a school campus shall be expelled for a period of not less than one (1) year.** The superintendent shall have discretion to modify such expulsion requirements for a student on a case-by-case basis.

Act 1282 of 1999 prohibits firearms on school property, school buses, or at school bus stops.

**PARENTAL RESPONSIBILITY FOR MINORS IN POSSESSION OF A FIREARM**

Act 1149 of 1999 - When a parent of a minor knows that the minor is in illegal possession of a firearm in or upon the premises of a public or private school, in or on the school's athletic stadium or other facility or building where school-sponsored events are conducted, or public park, playground, or civic center, and the parent or guardian fails to prevent the possession or fails to report the possession to the appropriate school or law enforcement officials, the parent shall be guilty of a Class B misdemeanor.

Act 11150 of 1999 requires parents to sign a statement acknowledging that the parents have read and understand current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. This statement will be signed when the student is readmitted in any school following the expiration of the expulsion. The principal shall report, within a week, to the Department of Education 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 committing other acts of violence. The expulsion shall be noted on the student's permanent school record. A registry of these expelled students will be kept by the Department of Education and shall be available to any school principal in the state.

**Rule # 5: Hand-held Laser Pointers**

Act 1408 of 1999 prohibits the possession of hand-held laser pointers by minors.

**Minimum Penalty: Verbal or written reprimand**

**Maximum Penalty: Expulsion**

**Rule # 6: 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 of value.

**Minimum Penalty: Verbal or written reprimand**

**Maximum Penalty: Expulsion**

**Rule # 7: Physical Abuse or Assault of School Staff or Other Students**

A student shall not cause or attempt to cause physical injury or behave in such a way, as could reasonably cause physical injury to a school employee, fellow student, or any other individuals. (Act 1243 of 1997)

Act 1520 requires school principals to report all threats of violence or acts of violence on school property to the school superintendent and to the appropriate local law enforcement agency.

**Minimum Penalty: Verbal or written reprimand**

**Maximum Penalty: Expulsion**

**Rule # 8: 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 property. 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)

**Minimum Penalty: Reprimand/Restitution**

**Maximum Penalty: Expulsion/Restitution**

**Rule # 9: Theft and Extortion**

A student shall not cause, or attempt to cause damage, or attempt to obtain something (of value) from another person either by physical force or threat (illegal acts). It is recommended that all items brought to school be marked for identification, name, etc.

**Minimum Penalty: Parental Contact/Restitution**

**Maximum Penalty: Expulsion/Restitution**

**Rule # 10: Fighting**

Fighting between students during school hours or at school-sponsored functions will be reviewed as a major offense by this school district. **Fighting shall be defined as:**

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

**Minimum Penalty: Verbal or written reprimand**

**Maximum Penalty: Expulsion**

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

**Rule # 11: Profanity**

Act 1565 of 2001 states that it is unlawful for any person to use profane, violent, vulgar, abusive, or insulting language toward any public school employee during the course of his or her duties.

**Minimum Penalty: Verbal or written reprimand**

**Maximum Penalty: Expulsion**

**Rule # 12: 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: Verbal or written reprimand**

**Maximum Penalty: Expulsion**

**Rule # 13: Disorderly Conduct and Verbal Attacks**

A student shall not engage in behavior that produces a situation in which instruction or activities of other students are adversely affected. Students will not be allowed to make racial slurs or verbal put-downs. Inappropriate statements about physically or mentally challenged children will not be tolerated.

**Minimum Penalty: Verbal or written reprimand**

**Maximum Penalty: Expulsion**

**Rule # 14 Bullying Conduct**

Bullying conduct is defined as the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat of 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 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.

**Minimum Penalty: Verbal or written reprimand**

**Maximum Penalty: Expulsion**

**Rule # 15: Electronic Devices**

**The possession by a student of any CD player, MP3, video games, paging device, beeper, cell phone, or similar electronic communication device on the school campus is prohibited during school hours except when they are required for health or another compelling reason.** Act 447 states that electronic communication devices will be allowed only after normal school hours, during extracurricular activities. Students using cell phones or other electronic communication devices upon arrival on school campus and before the last bell of the day shall have them confiscated. Upon the first violation, confiscated cell phones will be returned to the student at the end of the day. Subsequent violations will require the student's parent/guardian to pick up the phone at the school office.

**McCrorry Elementary School will not be responsible for the loss, theft, or destruction of any electronic devices.**

**Minimum Penalty: Verbal or written reprimand**

**Maximum Penalty: Expulsion**

**Rule # 16: Terrorist Threatening**

If a student threatens to cause death, serious injury, or substantial property damage with the intent to scare or intensely frighten another person, this will be considered terrorist threatening. Terrorist threatening is a Class D felony; but if the threat is to cause physical harm or property damage, then it is a Class C felony. ACA 5-13-301

**Minimum Penalty: Verbal or written reprimand**

**Maximum Penalty: Expulsion**

**Rule # 17: Indecent Exposure and Sexual Advances**

A student will not deliberately commit indecent exposure in school or on school grounds, “Nor” will a student make improper sexual advances toward another person, “Nor” will a student make crude comments to another person.

**Minimum Penalty: Verbal or written reprimand**

**Maximum Penalty: Expulsion**

**Rule 18: Conspirator or Persons Having Knowledge of Misconduct by Other Students**

Any student who had knowledge of, conspired with, or was an accomplice in the perpetration of any misconduct will be punished. Students will also be punished in the event they dare or encourage other students to violate any student code of conduct.

**Minimum Penalty: Verbal or written reprimand**

**Maximum Penalty: Expulsion**

**Rule # 19: False Alarms**

Act 567 makes the act of communicating a false alarm to or about an educational institution a Class D felony.

**Minimum Penalty: Verbal or written reprimand**

**Maximum Penalty: Expulsion**

**Rule # 20: Using, Offering for Sale, or Selling Beer, Alcoholic Beverages, or Other Illicit Drugs by Students on School Property (Act 104 of 1983)**

This policy applies to any student who is on school property, who is in attendance at school, or attending a school-sponsored activity.

1. A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, beverages containing alcohol, or other controlled substance, as defined by in Act 590 of 1971.
2. Upon verification by local law enforcement or school authorities or admission by the student, any student possessing or is under the influence of drugs, using alcohol or drugs, or purchasing or attempting to purchase illegal paraphernalia, will be in violation of this policy.

**Minimum Penalty: Verbal or written reprimand**

**Maximum Penalty: Expulsion**

**Rule # 21: Leaving School Grounds or Classroom without Permission**

A student may not leave the school grounds upon arrival at school without the proper permission from the principal’s office. A student may not leave the classroom without permission from the teacher.

**Minimum Penalty: Verbal or written reprimand**

**Maximum Penalty: Expulsion**

**Rule # 22: Forgery or Falsification of Information**

A student will not forge or falsify any information, such as grade information, attendance records, school passes, and registration or parents signature.

**Minimum Penalty: Verbal or written reprimand**

**Maximum Penalty: Expulsion**

**Rule # 23: Sexual Harassment**

The McCrory School District is committed to maintaining an environment in which all employees and students are free from unsolicited and unwelcome sexual overtures. The school will not tolerate sexual harassment that is directed towards staff members or students.

A substantiated charge against a student in the school district shall subject that student to disciplinary action including suspension or expulsion, consistent with student discipline policies and regulations.

**Minimum Penalty: Verbal or written reprimand**

**Maximum Penalty: Expulsion**

## **BEHAVIOR NOT COVERED**

The McCrory School District reserves the right to pursue disciplinary or legal action for behavior that is subversive to good order and discipline in the school, even though such behavior is not specifically in the preceding written rules.

## **BUS REGULATIONS FOR STUDENTS**

Riding the school bus is a privilege. The following rules are set up for students' safety while riding the bus. Failure to obey these rules may cause one to lose the privilege of riding the bus.

1. While riding the bus, students are under the supervision of the bus driver and must obey the driver at **ALL TIMES**.
2. Once on the bus, find your seat and remain seated while the bus is in motion.
3. Be at the bus stop at the scheduled time. Stand back about ten (10) feet from the bus stop and wait until the door is opened before moving closer to the bus. Do not play on the highway.
4. While waiting for the bus, students must remain in a safe place away from traffic. If you miss the bus, do not attempt to hitch-hike a ride or walk to/from school.
5. While loading or unloading, enter or leave the bus orderly and quickly.
6. Students are expected to conduct themselves in a manner that will not distract the attention of the driver or disturb other riders.
7. Students are not to tamper with any of the safety devices; such as door latches, fire extinguishers, etc.
8. Students are to keep **ALL** body parts inside the bus at **ALL** times.
9. Students will be put off the bus only at the school building in the morning and will be picked up there only in the afternoon. No student will be allowed to get off the bus anywhere in the afternoon except at his/her regular stop, unless the school principal has previously approved a written statement from the student's parent/guardian.
10. Students are not to deface the bus or any school property. Do not write on the bus or cut the seats, etc. Do not throw paper, food, or other objects on the floor of the bus. No smoking while riding a school bus. Keep the aisle of the bus clear of books, lunches, coats, etc. Your parents are responsible for any damage you do to the bus.
11. Never walk behind a bus.
12. Students who must cross the highway to enter the bus should wait until the bus has come to a complete stop and the driver signals them to cross in front of the bus.
13. Students who must cross the road after leaving the bus in the afternoon must go to a point on the shoulder of the road ten (10) feet in front of the bus, then cross the road only after the driver signals them to do so.
14. Always listen to and follow instructions from the driver.
15. School bus stops are under the discipline policies of the McCrory School District.

**Students are required to have a note from a parent/guardian if they are to ride a different bus home than they normally ride. Students who don't have a note may not ride a different bus home unless given permission by the principal.**

The following penalties will be applied according to the severity of the offense committed:

1. Corporal punishment.
2. Suspension from riding the bus for three (3) days.
3. Suspension from riding the bus for ten (10) days.
4. Suspension from riding the bus for the remainder of the year.

**If any act is serious enough, the principal may by-pass steps 1-4 and go immediately to an appropriate penalty (suspension and/or expulsion).**

## CARE OF SCHOOL PROPERTY

Students are responsible for the care of all school property. Anyone who disfigures property, breaks windows, or does other damage to schoolbooks or equipment will be required to pay for the damage or replace the item.

## CLOSED CAMPUS

McCrorry School District operates under a “closed campus” policy. Students will not be permitted to leave at any time during the day without a parent/guardian checking the student in/out through the principal’s office. Students leaving campus for any reason without the principal’s approval will be subject to disciplinary action. Pre-school and school age visitors to classes are not allowed.

Parents wishing to visit their children during the school day shall check in at the office. In cases where legal custody is in question, the parent shall present documentation establishing the right of visitation or checkout.

## COMMUNICATION

Good communication is an important part of the success of each child. There are several ways listed below for parents/guardians to communicate respectfully with the school about questions and concerns:

1. Phone calls can be made to speak with a teacher or the principal at 731-2921.
2. Conferences can be scheduled with a teacher and/or the principal by calling the office and setting up a convenient time to meet.
3. Notes can be written and sent in by the child, but if you get no response, please call to make sure that the note was received. Teachers send home a folder on a regular basis where parents can sign or initial to show that they have received the information. Some teachers send home newsletters. The principal sends out monthly newsletters about important events and updates.
4. Emails of the Elementary School staff are listed on the McCrorry School District website.
5. Some teachers give out their cell phone numbers, but this is not required by the district.
6. Facebook messages may be an option to communicate with a teacher as long as it is a private message. However, the principal suggests that it is not the best way to address major concerns or to find out answers to school issues.

## CONDUCT GRADES

Conduct grades will be considered for placement on the honor roll. Students having A’s in subject matter and A’s or B’s in conduct can be on the A Honor Roll. Students with A’s and B’s in subject matter and A’s or B’s in conduct will be on the **Honor Roll**. No student with a C or below in conduct will be placed on either honor roll.

**Student’s letter grade for conduct will drop one letter grade for each major offense that requires three days or more of In-school suspension or out of school suspension. Major offense includes fighting, bullying, weapons, sexual harassment, disorderly conduct, student or teacher assault, terroristic threatening, fireworks, tobacco products, and damaging school property.**

## CORPORAL PUNISHMENT

Reasonable discipline may include the administration of corporal punishment (paddling) to any student in the exercise of sound discretion by a certified employee and with principal approval. Corporal punishment can be administered only after alternatives have failed or in unusual circumstances.

Corporal punishment will be witnessed or administered by the principal, or the principal’s designee. Corporal punishment will not be administered in the presence of any other student “Nor” in a spirit of malice or anger, “Nor” will it be excessive.

Before corporal punishment is administered in the presence of a witness, the student will be advised of the punishment options (if any) of the infraction for which the student is being punished. The student will be permitted to state his/her position, which shall be prior to corporal punishment. School officials are not required to conduct formal hearings prior to corporal punishment. A discipline referral form will be completed each time corporal punishment is administered.



**Parents/guardians who object to corporal punishment must notify the school for the current school year.** A form, provided by the school office, for this purpose must be filled out during a conference with the school principal. Parents/guardians will be required to accept alternative punishment.

### **COUNSELOR**

The counselor is available to help students with personal and academic problems. She also teaches classes throughout the school year on different educational topics.

### **DISCIPLINE POLICY**

The McCrory School District recognizes that special consideration should be used in the discipline of younger children. Each teacher in kindergarten through sixth grade is authorized to develop his/her own plan for discipline within his/her classroom, provided their plan is within the policies set forth in the District's 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
3. Rewards for good behavior
4. Place for parent comments

This letter must be signed by the parent/guardian, returned to the teacher, and kept as part of the student's record.

### **DRESS CODE**

1. The general standard of appearance for students is that they be clean, neat, and properly dressed. They shall observe modes 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. **Kindergarten—3<sup>rd</sup> grades: Shorts and skirts must reach the first knuckle of the hand with arms fully extended by their side.**
5. **4<sup>th</sup>-6<sup>th</sup> grade: Shorts and skirts must be to the end of the fingertips with arms fully extended by their side.**
6. **No spaghetti string or tank top shirts in grade 3<sup>rd</sup>- 6<sup>th</sup>.**
7. **No tight fitting shirts can be worn.**
8. **No tight fitting leggings are to be worn unless an appropriate length shirt is worn over the leggings in 3<sup>rd</sup>-6<sup>th</sup>.**
9. **No pajamas can be worn.**
10. **Shorts are encouraged to be worn under skirts and dresses.**

### **DRILLS: CRISIS, FIRE, AND TORNADO**

Fire and tornado drills will be held in accordance with Arkansas school law, school policy, and as determined by need. Sixth grade students act as fire marshals under the supervision of the principal. A crisis drill will be practiced during the school year as needed.

### **EXPULSION**

An expulsion is defined as dismissing a student from school for more than ten (10) days. The principal of a school may recommend that a student be expelled from school with loss of credit. The student should immediately be advised of the particular conduct in question. A written recommendation to the superintendent shall include a statement of the charge against the student. If the superintendent concurs with the recommendation, he/she shall schedule a hearing before the school board. Written notice shall be given to the parents of the student as to the alleged incident and the date of the hearing before the school

board. At the hearing, the student may represent himself/herself or he/she may select a representative. The student/representative may hear all testimony, and the student/representative may cross-examine all witnesses. The student/representative is entitled to offer evidence in his/her favor.

Permanent expulsion is appropriate only for those instances where serious bodily harm occurred or reasonably could have been expected to occur to another person.

The violation of a rule will occur whether the conduct takes place on the school grounds, at any time; off the school grounds at a supervised activity, function, or event; or en route to and from school.

### **EXTRACURRICULAR ACTIVITIES**

No extracurricular activities will take place during the regular school hours.

### **FIELD TRIPS**

Before students can be permitted to go on a field trip, the school must have written consent from a parent/guardian. When field trips are scheduled the school will send home notes concerning all details of the trip. **Student may only attend his/her grade level field trip.** The Principal will determine whether students who are assigned in-school suspension get to attend field trips or other educational events.

Parents attending field trips must line up in their personal vehicle (s) on 4<sup>th</sup> Street south of the playground. Buses will pull out on to 4<sup>th</sup> Street by the Elementary kitchen.

### **GRADE REPORTS**

McCrary School District has four nine-week grading periods. Teachers shall meet with the parent(s)/guardian(s) of each student at least once a semester. Parents/guardians are always invited to visit the school to discuss with teachers and principals relevant instructional concerns for their children. If a conference is necessary, please try to arrange it in advance when possible. Grades shall reflect only the achievement of academic objectives. Progress reports are sent after five (5) weeks. Report cards will be issued at the end of each nine weeks.

#### **GRADING SCALE**

100-90	A
89-80	B
79-70	C
69-60	D
59-below	F

### **GRIEVANCE PROCEDURE**

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. **PROCEDURE FOR FILING A COMPLAINT:**  
 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 30 days of the alleged violation.
3. **PROCEDURES FOR FILING A COMPLAINT:**
  - a. Upon receipt of a complaint, the Equity Coordinator will meet with the principal of the school who has the administrative responsibility for the program.
  - b. The principal notifies the respondent.
  - c. A hearing is scheduled and conducted within 7 days of the date on which the complaint was filed.

- d. All hearing proceedings will be transcribed or recorded.
- e. Within 10 days after the hearing, the principal issues a written decision to the parties involved and the superintendent.

#### 4. **APPEALS:**

- a. If the grievant or respondent is not satisfied with the decision they must notify the Superintendent and request a hearing within 10 days.
- b. A hearing will be scheduled and conducted within 10 days of the request with the concerned party/parties.
- c. The Superintendent will issue a decision within 10 days following the hearing.
- d. If the grievant or respondent is not satisfied with the decision, they must notify the equity coordinator within 10 days and request a hearing with the governing board. (School Board)
- e. The Superintendent notifies the governing board within 10 days after receiving the request.
- f. A hearing is scheduled and conducted with the governing board within 30 days from the date of notification to the governing board.
- g. The governing board will issue a final written decision within 10 days after a hearing regarding the validity of the grievance and any action to be taken.

#### 5. **GENERAL PROVISIONS:**

- a. **EXTENSION OF TIMES:** Any time limits set by these procedures may be extended by 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 30 days after the receipt of the decision to the Office for Civil Rights, Region VI, 1200 Main Tower Building, Suite 2260, Dallas, Texas 75202, 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.

(Adopted 1/11/90)

### **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 parent/guardian of any student who is found to have head lice. **If the family has no phone, a school employee will take the student home. 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.

### **HOME SCHOOLING**

Parents or legal guardians desiring to provide a home school for their children must give written notice to the Superintendent of their intent to do so and sign a waiver acknowledging that the State of Arkansas is not liable for the education of their children during the time the parents choose to home school. Notice shall be given:

- 1. At the beginning of each school year, but no later than August 15.
- 2. By December 15 for parents who decide to start home Schooling at the beginning of the spring semester.
- 3. Fourteen (14) calendar days-prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including but not limited to, excessive unexcused absences) and at the beginning of each school year thereafter.
- 4. The name, date of birth, grade level, and the name and address of the last school attended

5. The location of the home school.
6. The basic core curriculum to be offered.
7. The proposed schedule of instruction.
8. The qualifications of the parent-teacher.

To aid the District in providing a free and appropriate public education to students in need of special education services, the parents or legal guardians home-schooling their children shall provide information, which might indicate the need for special education services.

### **HOMEWORK**

Homework should be a constructive continuation of the teaching day and assure a continuation of the classroom learning. It should be the type that could be completed without supervision from the teacher and graded within two class days and credit given. Teachers should realize that there might be as many as four other assignments on any given school night and should adjust or assign homework loads accordingly.

### **ILLNESS OR ACCIDENT**

Any child who becomes ill or suffers an injury at school will be referred to the school health nurse. The parent/guardian shall be notified to come and pick up the child. A record of all illnesses or injuries treated by the school nurse shall be maintained for the board's reference. In case the immediate attention of a physician is necessary, the child will be taken to the family physician (if known and is possible) and the parent contacted. **The McCrory School District assumes no financial responsibility for medical treatment of students in such instances.**

### **IN-SCHOOL SUSPENSION**

In-school suspension is defined as placing a child in supervised isolation from the rest of the student population.

1. Students will be allowed to complete assignments for credit.
2. Students will not be allowed to attend or participate in any school activities during the time of the suspension.
3. Students will not be eligible for a good conduct award if placed in I.S.S. for 3 consecutive days.
4. Students who are absent during their assigned in-school suspension days must make up the day(s) missed.
5. Students who violate school rules or in-school suspension rules will face further punishment. Punishment may range from extra days in in-school suspension, corporal punishment, or out of school suspension.
6. **Students placed in I.S.S. may not eat lunch with parent/guardian.**

### **INSURANCE**

The Board of Education selects an accident policy, which is offered to all students.

### **LOST AND FOUND**

Students can check for missing clothing and items in the office box for the lost and found. If no one claims the clothing or items after a week, clothing and items will be placed in the school closet that is used to help children. Marking your child's items and clothing with names or initials will help things to not get lost and be returned.

## **MEALS**

Breakfast and lunch are available to students daily. A free/reduced meal program is available for those who qualify. Students may not bring extra items to the lunchroom to eat when they have a school lunch. If a student can't drink milk due to a medical reason, documentation from a doctor needs to be sent to the school. Students that don't like milk may bring a small plastic glass or bottle of water with a note from a parent/guardian giving permission. **Parents/guardians must sign in at the office to go eat with their child. No other students, except siblings, may eat with the parent/guardian or family member.**

**The microwave will not be used for students due to the following reasons: safety, time restraints, and number of staff on duty. Students not eating the lunch provided by the school can bring a thermos to keep food warm or cold.**

## **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 procedure:

- A. Students must 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.
- B. 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.
- C. A written note must be sent to the school with all medications. 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-COUNTERMEDICATION WILL BE GIVEN WITHOUT A NOTE FROM THE PARENT/GUARDIAN.**

## **PARENT INVOLVEMENT PLAN**

**It is the philosophy of the McCrorry Elementary School that the family is the primary influence in a child's life. We believe that a child's education is a responsibility shared by the school staff and the family throughout the school years, that the families and the school staff must work as knowledgeable partners, and that the families must play a positive role in providing for student success.**

**The following components of the Parental Involvement Plan are meant to encourage various community members to participate in the school's operation.**

**Goal 1: List various communication strategies used in your school to provide additional information to parents and to increase parental involvement in supporting classroom instruction.**

- Each teacher will send home a folder containing student papers and work samples each week. Parents will be asked to sign the folder and send it back to school.
- Teachers will routinely contact parents on an individual basis to communicate about their child's progress.
- The school will provide to parents reports/report cards every four weeks with information regarding their child's academic progress and upcoming classroom and school events.

**Goal 2: List the proposed parent meeting, conferences and activities regularly throughout this year and the dates providing flexible meeting times that you have planned to increase parental involvement and build staff and parent capacity to engage in these types of efforts.**

- Teachers will hold conferences individually with parents of children in their classrooms. Parents will be given a summary of the student's test scores and an explanation of the interventions teachers are using to assist the child in reaching achievement goals. Parents will be asked to engage in discussion of how they can support these efforts. Parents will also be

given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures.

- These meetings will include parent training sessions to help parents understand how to enhance their child's education. There will be an Open House during the evening in August. The Preschool Teacher will do monthly training sessions on child development and growth during the day for parents of preschoolers. There will be a Parent Night during the first semester and a Parent Benchmark Night in the second semester. There is an Awards Assembly during the day each quarter. The PTO President will hold two to four yearly PTO meetings. These meetings will be held at various times during the day or the evening to better accommodate parents.

**Goal 3: How will your school provide information to parents about volunteer opportunities?**

- Provide instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: role play and demonstration by trained volunteer, the use of and access to the Department of Education website tools for parents, assistance with nutritional meal planning and preparation and other strategies or curricula developed or acquired by the school district for at-home parental instruction approved by the Department of Education.
- (Staff Development) The State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts shall require no fewer than two (2) hours of professional development for teachers designed to enhance the understand of effective parental involvement strategies. No fewer than three (3) hours of professional development for administrators designed to enhance understanding of effective parent involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation. Wilbur D. Mills Co-op will provide Parental Involvement training for administrators and teachers during the summer months.
- The school will ask parents to fill out a parent interest survey at registration or at the beginning of each school year to get information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically.

**Goal 4: How will your school work with parents to create a School-Parent-Compact?**

- School staff, parents, and students will develop a school-parent-student compact. This compact will outline how parents, school staff, and students share the responsibility for improving student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high academic standards. All stakeholders will sign the compact. The compact will be reevaluated in May by the Parent Involvement Committee.

**Goal 5: How will your school provide opportunities for parents to be involved in the development, implementation and evaluation of the school wide school improvement plan, and the Annual Title I Meeting to engage them in the decision-making processes regarding the school's Title I, Part A Program?**

- To take advantage of community resources, the school shall consider recruiting alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement. The Parent Involvement Committee will discuss forming an alumni commission at a meeting in May.
- The school shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school. The PTO President will hold two to four yearly PTO meetings.
- Parent volunteers will participate in ACSIP meetings.
- Parent volunteers will participate in the Parent Involvement Committee.

- A school survey will be placed on the school website for parents to give input about school progress.

**Goal 6: How will your school provide resources for parents?**

- The school will distributed Informational packets each year that includes a copy of the school's parental involvement plan, survey for volunteer interests, recommended roles for parents/ teachers/students and school, suggestions of ways parents can become involved in their child's education, parental involvement activities planned for the current school year and information about the system that will be used to allow parents and teachers to communicate (notes, phone calls, e-mail...).
- To promote and support responsible parenting, the school shall, as funds are available: Purchase parenting books, magazines, and other informative materials regarding responsible parenting through the school library, advertise the current selection and give parents the opportunity to borrow the materials for review.
- Maintain a parent center. The District Federal Coordinator and the Parent Involvement Committee will maintain the parent center. It is open from 7:30-3:30, Mon.-Fri. and it is located across from the cafeteria inside the Elementary building.
- Include in the school's policy handbook the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions.
- The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent facilitator.

**Goal 7: How will your school engage parents in the evaluation of your parental involvement efforts?**

- The school will engage parents in the annual evaluation of the Title I, Part A Program's parental involvement efforts through an annual evaluation using a comprehensive needs assessment filled out by teachers, parents and school staff. The Title I committee, made up of teachers, parents and school staff, will determine the effectiveness of the parental involvement plan and make changes if warranted. While collecting evidence about satisfaction with the program and the school's efforts to increase parental involvement will be a part of the evaluation, the survey will also collect specific information on the (1) growth in number of parents participating in workshops and meetings; (2) specific needs of parents; (3) effectiveness of specific strategies; and (4) engagement of parents in activities to support student academic growth. The District Federal Coordinator will oversee the Annual Title I committee meeting in May to evaluate the survey.

**Goal 8: How will your school use the parent interest surveys to select, plan and implement parental involvement activities that will be offered throughout the year?**

- The school will ask parents to fill out a parent interest survey at registration or at the beginning of each school year to get information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically. The District Federal Coordinator will pass out the parent interest survey at the beginning of the school year to parents and the Parent Involvement Committee will help analyze the results of the survey.
- The school will use the results of the parent interest survey to plan the parental involvement activities for the year.
- The school will evaluate the activities that were suggested by the parents at the end of the year as part of the annual parental involvement plan evaluation.

**Goal 9: When will your school plan the Annual Title I Meeting that must be conducted separately?**

- The school will conduct an Annual Title I Meeting for parents of the students who participate in the Title I, Part A Program. The District Federal Coordinator conducts the Annual Title I Meeting in Aug.
- The school will hold their Annual Title I Meeting separate from any other meetings or activities to ensure that they have ample time to provide a description/explanation of school curriculum, information on forms of academic assessments used to measure student progress and information on proficiency level students are expected to meet.
- For each Title I, Part A School, an Annual Title I Meeting must be conducted. The agenda, the sign-in sheet and the minutes for this meeting must be generated separately from any other events and kept on file in the school's office.

**PARTIES/SNACK DAY**

Class parties will be held at Christmas and Valentine's Day. All parties will be held after lunch has been served. **There will be no delivery of flowers, balloons, or gifts to the school for students from florists or other people. Please send snacks on time or ahead of time for the monthly snack day. Students will not be allowed to use the office phone to have a snack brought to school.**

**GUM OF ANY KIND IS NOT ALLOWED AT SCHOOL**

**Minimum Penalty: Verbal or written reprimand**

**Maximum Penalty: In-school suspension**

**PERSONAL ITEMS**

The school is not responsible for personal property such as glasses, watches, money, etc. Students may not bring personal items or toys to school unless the teacher gives permission for a school project. Students may not bring animals (live or dead) to school without prior permission from their teacher or the principal.

**PROMOTION POLICY****Kindergarten**

A student may be promoted when he/she meets these standards:

Language      80% Mastery-Sight Word Recognition  
                          100% Mastery-Letter Recognition  
                          90% Mastery-Writing Upper/Lower Case Letters  
                          90% Mastery-All Letter Sounds

Math            90% Mastery-Count Aloud By Rote 0-50  
                          90% Mastery-Count Objects Accurately 0-20  
                          90% Mastery-Identify and Write Numbers 0-20

80% or above yearly average in Reading and Math.

The following will also be considered for promotion:

- Chronological age of the child will be considered.
- Emotional and physical maturity will be considered
- School attendance and/or frequent change of schools will be considered.

**First Grade and Second Grade**

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



**Third Grade and Fourth Grade**

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

**Fifth Grade and Sixth Grade**

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.

There will be an awards assembly at the end of each quarter to award students for the following:

- All A's
- All A's & B's
- All A's Conduct
- BUG (Brought Up Grades)
- Perfect Attendance

**REMEDICATION**

Students not scoring proficient or advanced on the Benchmark Exams will be required to participate in the Extended Day Remediation Program.

**STUDENTS WHO FAIL TO PARTICIPATE WILL BE RETAINED.**

**SCHOOL CANCELLATION**

Listen to the radio station in Wynne, Searcy, and Newport or the TV Channels 7 & 8 for information on school closings, etc. If school has to dismiss early for any reason, parents will be notified if possible. Students will be able to call home or wait at school until a parent can pick them up. If severe weather happens around 3:05, students will be held inside their classrooms or in the safe-room until the weather calms down for students to get in cars and on buses.

**SMARTCORE**

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)

#### English—4 units (years)

- English 9<sup>th</sup> grade
- English 10<sup>th</sup> grade
- English 11<sup>th</sup> grade
- English 12<sup>th</sup> grade

#### Oral Communications—1/2 unit (1/2 year)

#### Mathematics—4 units (years)

- Algebra I or Algebra A & B (Grades 7-8 or 8-9)
- Geometry or Investigating Geometry or Geometry A&B
- Algebra II
- Choice 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.)

#### Natural Science —3 units (years) with lab experience chosen from

- Physical Science
- Biology or Applied Biology/Chemistry
- Chemistry
- Physics or Principles of Technology I & II or PIC Physics

#### Social Studies – 3 units (years)

- Civics or Civics/American Government
- World History
- U. S. History

#### Physical Education

—1/2 unit (1/2 year)

#### Health and Safety

—1/2 unit (1/2 year)

#### Fine Arts -1/2 unit

#### Career Focus-6 units

### Core Curriculum (22 units)

#### English—4 units (years)

- English 9<sup>th</sup> grade
- English 10<sup>th</sup> grade
- English 11<sup>th</sup> grade
- English 12<sup>th</sup> grade

#### Oral Communications —1/2 unit (1/2 year)

#### Mathematics – 4 units (years)

- Algebra or its equivalent\* 1 unit
- Geometry or its equivalent.\* 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- \*Comparable Concurrent college credit 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) units required

#### Science 3 units (years)

\* At least one(1) unit of Biology  
Physical Science

- Physical Science

#### Social Studies – 3 units (years)

- Civics or Government 1/2 unit
- World History 1 unit
- U.S. History 1 unit

#### Physical Education

1/2 unit (1/2 year)

#### Health and Safety

— 1/2 unit (1/2 year)

#### Fine Arts — 1/2 unit (1/2 year)

#### Career Focus-6 units

## Graduating Class of 2014 and After

### Smart Core Curriculum (22 units)

### Smart Core Curriculum (22 units)

#### English—4 units (years)

- English 9<sup>th</sup> grade
- English 10<sup>th</sup> grade
- English 11<sup>th</sup> grade
- English 12<sup>th</sup> grade

#### Oral Communications—1/2 unit (1/2 year)

#### Mathematics—4 units (years)

- Algebra I or Algebra A & B (Grades 7-8 or 8-9)
- Geometry or Investigating Geometry or Geometry A&B
- Algebra II
- Choice 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

#### Natural Science -

#### 3 units (years) with lab experience chosen from

- Physical Science
- Biology or Applied Biology/Chemistry
- Physics or Principles of Technology I & II or PIC Physics

### Core Curriculum (22units)

### Core Curriculum (22 units)

#### English—4 units (years)

- English 9<sup>th</sup> grade
- English 10<sup>th</sup> grade
- English 11<sup>th</sup> grade
- English 12<sup>th</sup> grade

#### Oral Communications —1/2 unit (1/2 year)

#### Mathematics – 4 units (years)

- Algebra or its equivalent\* 1 unit
- Geometry or its equivalent.\* 1 unit
- All 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 be counted as two units of the four (4) units required

#### Science -

#### 3 units (years) with lab experience chosen from

\* At least one(1) unit of Biology  
\*A Physical Science

**Social Studies – 3 units (years)**

- Civics ½ unit
- World History
- U. S. History

**Physical Education**

–½ unit (1/2 year)

**Health and Safety**

–½ unit (1/2 year)

**Economics**

½ units (1/2 year) may be counted toward Social Studies

**Social Studies –3 units (years)**

- Civics ½ units
- World History 1 unit
- U.S. History 1 unit

**Physical Education**

½ unit (1/2 year)

**Health and Safety**

– ½ unit (1/2 year)

**Economics**

½ units (1/2 year) may be counted toward Social Studies

**Section 504**

**Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) requires that the McCrory School District not discriminate on the basis of handicap in any program or activity. The district will identify, evaluate, and provide an appropriate public education to students who are handicapped under Section 504, including homeless children**

**STUDENT PERSONAL DAYS**

Students in the elementary are eligible for two (2) personal days during the school year. The following conditions must be met:

1. Complete personal day request form two (2) days in advance and submit to principal to be approved or denied.
2. No unexcused absences or unexcused tardies the previous semester and current semester. Therefore, personal days for the fall semester will be based on the previous spring semester.
3. May not be used during standardized testing or prior to a holiday. (**Christmas, Thanksgiving, Spring Break**)
4. A student will not be granted personal days if he/she served an out of school suspension or served three (3) consecutive days of in-school suspension the previous semester and current semester.
5. **May not be used on days of field trips to attend other classes' field trips.**
6. **Number of excused absences per semester may not exceed five days.**

**SUSPENSION**

A suspension is defined as dismissing a student from school for any time period not exceeding ten (10) days. Prior to suspension, the school principal or his/her designee shall advise the student of the particular misconduct of which he/she is accused, as well as the basis for the accusation. The student shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his/her designee.

1. Students will **not** be allowed to make up work and receive credit during a suspension. Out-of-School suspensions are unexcused absences.
2. Students who are suspended are **not** to attend or participate in any school activities during the time of the suspension.
3. All students returning to school after expiration of a suspension must be accompanied by a parent/guardian.
4. The custodial parent/guardian will be given written notice of each suspension, which shall include the reason for the suspension. Such notice will be mailed to the parent/guardian at the address reflected on the records of the school district.
5. If suspension exceeds four (4) school days, it will be, at the request of the parent, reviewed by the superintendent

## **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 of 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 Elementary School student handbook letter, you agree to follow all of the 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](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"

### **TELEPHONE**

Students will not be allowed to use the telephone at school. It is a business phone and should be used by students only in case of an emergency. Students will not be called from class to take calls unless absolutely necessary. **Parents need to provide and address with written instructions for their child if they are to ride a different bus.** Please do not call and ask the school to give a message to your child after 2:00 p.m. unless it is an emergency. The school realizes that schedules can change but keeping your child on the same schedule will help your child to be better organized and to get on the right bus.

### **WITHDRAWAL**

If a student is withdrawing, parents should come by the principal's office to officially check out, pay any charges, and return all school materials. This must be done before the school can send a transcript or school records to another school.