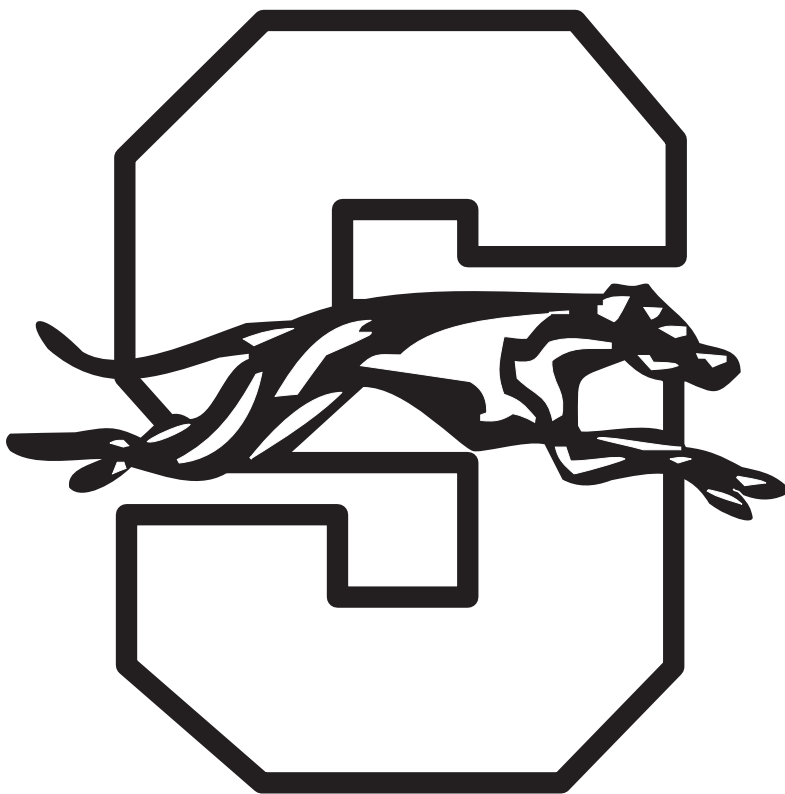


SALEM ELEMENTARY  
GREYHOUNDS



Student Handbook  
2020 - 2021

Dear Parent/Guardian:

This handbook contains information, school policies, and the possible consequences of breaking policies that you and your child need to know. It is very important that you review this information with your child and keep the handbook available for future reference. The success of Salem Elementary School depends upon a positive relationship between home and school. It is vital that we work together to insure that your child receives the best educational experience that is possible during this school year.

Act 104 of 1983, of the Arkansas Legislature, requires that all school districts must document the parent/guardian and student receipt of the school policies found in this handbook. Therefore, it is necessary for you and each individual child to sign the form provided below, acknowledging that a copy of the Salem Elementary School Handbook has been provided to you. This form should be returned as quickly as possible to the office of the principal.

Please contact the school at 895-2456 to clarify any questions regarding the content of the handbook.

Sincerely,

Corey Johnson, Elementary Principal

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LETTER OF RECEIPT

I have received a copy of the Salem Elementary School Handbook, and I am aware of the policies that will govern my child's behavior and of the consequences should he/she choose not to follow those policies.

\_\_\_\_\_  
(Signature of Parent/Guardian)      (Date)

I have received a copy of the Salem Elementary School Handbook to share with my parents/guardians. I am aware of the policies outlined in this handbook and of what consequences I will face should I choose to not follow those policies.

\_\_\_\_\_  
(Signature of Student)      (Date)

## FAMILY AND COMMUNITY ENGAGEMENT PLAN (TITLE I)

Salem Elementary School is a participant in the Federal Title I program and has been assigned school-wide status. This program requires us to keep a contract in all our children's records. Please sign the contract, have your child sign it and return it to your child's teacher. Thank you for your cooperation.

### STUDENT/TEACHER/PARENT CONTRACT

Date \_\_\_\_\_

#### PARENT/GUARDIAN AGREEMENT:

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 review it regularly.
- ☐ Provide a quiet well-lighted place for study.
- ☐ Encourage my child's efforts and be available for questioning.
- ☐ Stay aware of what my child is learning.
- ☐ Provide a library card for my child.
- ☐ Read with my child and let my child see me read.

Signature \_\_\_\_\_

#### STUDENT AGREEMENT:

It is important that I work to the best of my ability. Therefore, I shall 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.

Signature \_\_\_\_\_

#### TEACHER AGREEMENT:

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

- \* Provide homework assignments for students.
- \* Provide necessary assistance to parents so that they can help with the assignments.
- \* Encourage students and parents by providing information about student progress.
- \* Use special activities in the classroom to make learning enjoyable.

Signature \_\_\_\_\_

#### PRINCIPAL AGREEMENT:

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

- \* Provide an environment that allows for positive communication between the teacher, parent, and student.
- \* Encourage teachers to provide assignments that will reinforce classroom instruction.

Signature \_\_\_\_\_

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## **MESSAGE FROM THE BOARD OF DIRECTORS**

The Salem School Board welcomes each student to our school. Whether you are a new student, entering Salem School for the first time, or returning to complete another year's work, we extend an invitation to you to take full advantage of all that our school has to offer. We, the School Board members, shall strive to provide you with the best teachers and educational facilities we can obtain within the financial boundaries of the school resources. We urge that you avail yourselves of the facilities and services which are available. We, as the elected School Board members are responsible to your parents for your education and we shall diligently apply ourselves toward this objective. We are interested in your education. The faculty, administration, and the School Board members are available to you and to your parents to listen to suggestions and to discuss problems. We urge every student and his/her parents to work with us in making our school a rewarding experience.

## **INTRODUCTION**

This policy was formulated by the Salem School Board in coordination with the School Administration and representatives of the Salem School Teaching Staff. This policy was established and adopted to enhance the teaching-learning environment of this school system, and is in compliance with and in conformity to the School Laws of Arkansas. It has been published and distributed in order that students, parents, and school staff may be aware of the existence of this policy so that it might serve as a convenient reference to all interested parties. Students and the school staff shall thoroughly familiarize themselves with the provisions herein. Ignorance of specific provisions shall not be an acceptable excuse for noncompliance. The School Superintendent and the school staff have been directed by the School Board to strictly enforce this policy.

## **GRIEVANCE PROCEDURE**

The Salem School District uses a chain of authority for processing complaints, problems or grievances of parents concerning discipline and/or the grades of their children. The following procedures shall be followed:

1. In problems concerning grades or the discipline of a student in which a teacher is involved, the principal shall arrange a conference between the parent and the teacher concerned. In the parent-teacher conference, the teacher shall provide explanation, substantiate grades and provide the parent with methods and material which may strengthen the student.
2. If the parent is not satisfied with the teacher's explanations; the parent may request to discuss the problem with the principal.
3. Parents who are not satisfied after the conference with the principal and others involved may request to have the problem brought before the superintendent.

4. Parents who are still not satisfied after the conference with the superintendent and others involved may request to have the problem brought before the Board for consideration.

5. Teachers are not required to talk either directly to or by telephone to parents who are irate, abusive, threatening or using foul language. The parent should be referred to the principal.

### **STUDENT INSURANCE**

Because of increasing costs and/or decreasing coverage; Salem Schools will no longer purchase insurance coverage for the students.

### **SCHOOL LAWS OF ARKANSAS**

The Salem School District shall comply with the School Laws of Arkansas as they apply to pupils attending; or eligible to attend Salem Schools.

### **SALE OF ARTICLES ON CAMPUS**

Students are not allowed to sell any product during school hours without permission from the office.

### **ADMISSION REQUIREMENTS**

Students may enter kindergarten if they will attain the age of five (5) years on or before August 1 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the school year in which he is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the Salem School District. Students may enter first grade if they will attain the age of six (6) years on or before October 1 of the school year in which they are seeking enrollment. A 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 six (6) years old during the school year in which he/she is enrolled in grade one (1), and who meets the basic residency requirement for school attendance may be enrolled in the first grade (6-18-207). A parent or guardian will sign a waiver if they elect not to enroll a child in kindergarten at age five (5). Any six-year-old child who has not completed a state accredited kindergarten program prior to public school enrollment will be evaluated by the school district to determine whether placement for the child will be in kindergarten or the first grade. Prior to a child's admission to the Salem Schools, the school district will request the parent, guardian, or other responsible person to furnish the child's social security number and will inform the parent, guardian, or other responsible person that, in the alternative, they may request that

the school district assign the child a nine-digit number designated by the Department of Education. Prior to admission, the parent, guardian, or other responsible person will provide the school district with one of the following documents indicating the child's age; (1) a birth certificate; (2) a statement by the local registrar or a county recorder certifying the child's date of birth; (3) an attested baptismal certificate; (4) passport; (5) an affidavit of the date and place of birth by the child's parent or guardian; or (6) previous school records; (7) United States military identification. Prior to admission, the parent, guardian, or other responsible person will 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 (6-18-208). All students will meet immunization requirements established by the State Board of Education. All enrolling kindergarten students will furnish evidence of a comprehensive and developmental preschool examination within 30 days of enrollment.

### **STUDENT TRANSFERS**

A. Transfer student from schools accredited by the Arkansas State Department of Education:

1. Students transferring to the Salem School District from another school district must present their report card and other information reflecting their classification from their previous school. Student transcripts and cumulative folders will be requested from the school from which the student transferred.
2. A transfer student will be classified and enrolled on a temporary basis until confirmation of classification is received from the previous school.
3. The Salem School District reserves the right to evaluate any student in order to determine proper grade placement.

B. Transfer students from nonaccredited schools:

1. Students transferring to the Salem School from a school which is not accredited by the State Department of Education must present their report card and other information reflecting their classification from their previous school. Student transcripts and cumulative folders will be requested from the school from which the student transferred.
2. Any student transferring from a school which is not accredited by the State Department of Education shall be evaluated by the staff of this school to determine that student's proper placement.

C. Transfer of expelled students:

Any student who has been expelled from another school district will not be admitted to the Salem District until after the terms of the expulsion have been met. The parents of the student may request a hearing before the Board of Directors at the time the student is seeking enrollment.

D. Home School Student Admission Policy:

Realizing that home schooled students may have been working under



varying curriculum requirements that may have enabled them to work at different academic levels than the public school students of their age group, it is necessary for Salem Schools to adopt procedures for the placement of these children. In accordance with Act 863 of 2017, these procedures will include the administration of placement tests and other academic indicators to determine the appropriate academic level placement for each home schooled student wishing to enroll or re-enroll in the Salem Schools.

### **STUDENT BEHAVIOR CODE**

All students are expected to conduct themselves at all times in a manner which will contribute to the best interest of the school system and not infringe on the rights of others. The following activities are considered improper conduct and will subject the student to disciplinary action including, but not limited to, suspension or expulsion from school. A violation of the rule will occur whether the conduct takes place on the school grounds at any time, off the school grounds at a school activity or event, or enroute to and from school.

#### **A. RULE 1: Disruption and interference with school**

No student shall:

- a. Occupy school buildings or properties with the intent to deprive others of its use or where the effect thereof is to deprive others of its use.
- b. Block the doorway or corridor of any school building or property so as to deprive others of access thereto.
- c. Prevent or attempt to prevent the convening or continued functioning of any school class, activity, or lawful meeting or assembly on the school campus.
- d. Prevent students from attending a class or school activity.
- e. Block normal pedestrian or vehicular traffic of the school campus or adjacent grounds unless under the direction of a school administrator.
- f. Continuously and intentionally make noise or act in any other manner so as to seriously interfere with the teacher's ability to conduct class or any other school activity.
- g. In any manner by the use of violence, force, noise, coercion, threat, intimidation, harassment, passive resistance, or any other conduct to intentionally cause the disruption of any lawful process or function of the school or engage in any such conduct for the purpose of cause in the disruption or obstruction of any such lawful process or function.
- h. Refuse to identify himself/herself upon the request of any teacher, principal, superintendent, school bus driver, or other school official.
- i. Encourage other students to violate any rule of school board policy.
- j. Bring radios or cassette players to school unless approved by the teacher for classroom activities or special functions.
- k. Willfully and intentionally assault or threaten to assault or abuse any

teacher, principal, superintendent, or other employee of the school system.

l. Possess any paging device, beeper, cellular phone, iPod, MP3 player, camera, or any other communication and/or portable music devices on the school campus unless such device is required to be used for health purposes.

m. Possess a knife, or any other instrument which may be considered a weapon, on the school grounds during school hours, to school activities, or on field trips.

n. Possess any form of medication or drugs.

**B. RULE 2: 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 school district will attempt to recover damages from the student destroying school property. Parents of any minor student under the age of 18 living with parents may be liable for damages caused by the minor in an amount not to exceed \$1,000.00.

The Salem facilities suffer an excessively high degree of damage throughout the school year. Much of this damage is caused by students through mischievous, malicious, or careless actions. Some is caused by nonstudents. This school operates on limited funding and cannot afford the continuing cost of repairing unnecessary damages. Students must recognize when they or anyone else damage school property, they are hurting themselves and their parents. The school system is owned and supported by parents as taxpayers for the education of their children (YOU) and their children's children (YOURS). In an effort to control, or reduce these unnecessary damages, the following sections of the School Laws of Arkansas are quoted. The Salem School Board has resolved to ensure the strict enforcement of these laws. Be advised. THINK before you ACT.

Sections: 50-109. Destruction of property by Minors-Liability of parents: The State or any County. City, Town, or School District, or any person, corporation or organization shall be entitled to recover THREE HUNDRED DOLLARS in a court of competent jurisdiction from the parents of any minor under the age of eighteen years of age living with the parents, who shall maliciously or willfully destroy property, real, personal, or mixed belonging to the State of any such County, City, Town, or School District, or any person, corporation or organization.

Section: 80-1903. Destruction of Property-Penalty:

“Any person who shall willfully destroy or injure any building used as a schoolhouse or for educational purposes, or any furniture, fixture, or apparatus belonging thereto, or who shall deface, mar, or disfigure any such building, furniture, or fixture, by writing, cutting, painting, or pasting, thereon any likeness, figure, words, or devise... shall be fined in a sum double the value of the building, furniture, fixture or apparatus destroyed.” Section: 80-1094. School Laws of Arkansas also stipulates the additional penalty to \$100.00. Acts 175-State School Grounds: Hereafter, any person who shall

loiter upon or near the school grounds of any public or private school during the school hours, or at any school sponsored activity such as ball games, dances, and other school sponsored activities after regular school hours, without any lawful business or purpose shall be guilty of a misdemeanor and upon conviction thereof shall be subject to fine of not less than \$50.00 nor more than \$200.00. If a person wishes to visit the school grounds or to visit school buildings, such person shall present himself to the office of the School Principal and receive both permission to visit and a pass to indicate that proper permission has been granted. Failure to request and receive such permission as herein provided shall be considered a violation of this act...

Section 80-1905. Insult or abuse of Teacher in presence of pupils.

Any parent, guardian, or any other person who shall visit any school and abuse or insult any teacher in the presence of the pupils thereof shall be guilty of a misdemeanor and upon conviction shall be liable for a fine of \$25.00.

#### C. Playground Rules:

##### I. Swings:

1. Never bail out of the swings.
2. Swing straight forward, never crooked.
3. Swing upright, never on your stomach.
4. Only one child on a swing at a time.
5. Take turns and share.

##### II. Hall Rules:

1. Walk through the halls, never run.
2. Walk in the building quietly and orderly, no horseplay.
3. Walk to buses, both inside and outside the building.
4. No playing or eating in restrooms.
5. Keep feet off walls.
6. Do not slide your feet on floor and make marks.

##### III. General Rules:

1. No electronic devices are to be brought to school unless permission is given by teacher or principal.
2. Play within your assigned area. Students are not permitted to loiter in the doorways or play on the sidewalk behind the building.
3. Students are not permitted to bring toys or play things to school from home. Only school equipment will be used on the Elementary Playground.
4. Absolutely no fighting or wrestling.
5. Do not throw trash on your playground.
6. Gum chewing is not permitted at school.
7. No one is allowed to leave the school without a permission slip from home or a phone call from parents.
8. Students must have a note from home to change buses.
9. Adhere to length of shorts policy.

10. Student visitors are not permitted.
11. Students are not permitted to play in parking area.
12. Students should not remain in the building during recess. Except for illness and bad weather.
13. No one is to be outside during precipitation.
14. Students are not to return to the classroom after they have been dismissed to go home.
15. Absolutely no rock throwing or violent acts of any kind.
16. Do not go into the woods or over the hill at any time during school hours.
17. Students sent to study hall must bring something to do. No talking or getting up from seat.
18. Play equipment is not to be brought into the classroom.
19. SHARE!!! SHARE!!! SHARE!!!

### **ANTI-BULLYING POLICY**

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the building principal, or designee, as soon as possible. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the building principal, or designee.

“Bullying” means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

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

Cyberbullying is prohibited whether or not the cyberbullying originated on school property or with school equipment, if the cyberbullying results in the substantial disruption of the orderly operation of the school or educational environment or 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 person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred<sup>1</sup>. In addition to any disciplinary actions, the District shall take appropriate steps to remedy the effects resulting from bullying.

## **SURVEILLANCE CAMERAS**

Parents and students should be aware that cameras may be in use in school buildings, on school grounds, and in school vehicles.

## **STUDENT DISCIPLINE**

The Salem School District recognizes that discipline in the public schools can only be maintained through the cooperative efforts of the community - especially parents, educators, and students. Each has a right to expect a wholesome atmosphere that is conducive to learning. Such a climate can best be created where respect and consideration of the rights of others prevail. Teachers, principals, and administrators have the authority to take customary and reasonable measures to maintain proper control and discipline among students under their care and supervision. Such measures may include the use of reasonable force in the exercise of lawful authority to restrain or correct pupils and maintain order.

Students who refuse to accept discipline or whose parents refuse to allow them to be disciplined shall be subject to suspension.

Open communication between the home and school by participation in meetings, parent-teacher conferences, and other school activities is encouraged. Discipline problems are less likely to occur when there is frequent parental contact with the school. Parents will be notified of disciplinary actions.

The school has a responsibility to inform students of their rights and responsibilities; likewise, the student has the responsibility to know and abide by the rules and regulations of the school. It is also necessary for parents to familiarize themselves with school regulations to eliminate misunderstandings and to join in the effort to maintain a quality educational program.

School personnel are responsible for dealing with students fairly and honestly, and for treating all students with courtesy and the respect due any human being. Increased training of the school staff in human relations and in service programs on classroom management can be effective in preventing and solving discipline problems.

Proper counseling often results in improved student behavior. The teacher should have a conference with the student when undesirable behavior occurs. Conferences involving various combinations of the student, teacher, counselor, administrator, parent often help in correcting discipline problems. Should the student's parents disagree with the principal's/superintendent's decision and direction, they may request a hearing before the School Board. In order for the School Board to effect fair judgement, the student should also be present at the hearing.

#### A. Assertive Discipline:

Salem Schools adhere to a disciplinary philosophy that is called "assertive discipline". The premise of this philosophy is that each disciplinary offense be dealt with fairly and efficiently with the least possible interruption to the educational process.

##### 1. Assertive discipline rules:

- a. Upon arrival, students will go directly to their appropriate destination in an orderly manner.
- b. Students shall bring appropriate supplies and completed assignments to class.
- c. Students shall keep hands, feet, books and other objects to themselves at all times.
- d. Students shall follow directions at all times.
- e. Students shall obey all classroom and playground rules.
- f. Students shall be respectful to all school employees as well as their fellow students.
- g. Students shall walk in hallways and keep noise to a minimum. No running, playing, or speaking loudly.

##### 2. Consequences of breaking rules:

FIRST OFFENSE: A warning will be given. The warning will be noted on the student's disciplinary form or chart.

SECOND OFFENSE: A second notation will be made on the form/chart and detention will be assigned during recess time as follows:

K=5 Minutes; 1-6=1 day of detention.

**THIRD OFFENSE:** A third notation will be made on the discipline form/chart and detention will be assigned during recess time as follows: K=1 day of detention; 1-6=2 days of detention.

**FOURTH OFFENSE:** A fourth notation will be made on the discipline form/chart. The teacher will notify parents by phone, or letter if a phone call cannot be completed. The student may be assigned detention for one week.

**FIFTH OFFENSE:** A fifth notation will be placed on the discipline form/chart. The teacher has the option of disciplining the student or sending the student to the principal's office. Corporal punishment or suspension will be considered at this time. Parents will be notified by one of the following means: a parent conference, a primary call number, an email address, or a regular first class letter to the last known mailing address.

Disciplinary offenses will accumulate over a 5 day period (Monday through Friday) in grades 2-6. Kindergarten and first grade will begin the year accumulating offenses on a daily basis and increase to weekly as the year progresses. Disciplinary offenses in Rotation classes (Art, Music, and PE) will be monitored by the Rotation teachers and will accumulate over a three week period.

Teachers should consider sending students with habitual disciplinary problems to the counselor as soon as possible.

When duty teachers become aware of a rule's infraction they will take appropriate action (counseling, isolation, detention, etc.) then notify the child's teacher as soon as it is practical to do so. Playground, hallway, and lunchroom rules infractions will be dealt with in accordance with the assertive discipline guidelines.

### 3. Severe clause:

Teachers and administrators reserve the right to discipline any student whose behavior disrupts the educational process and/or infringes upon the rights and/or safety of others. Students violating this clause will be subject to immediate disciplinary action which may consist of a minimum of a conference and a maximum of expulsion from school. Some of the actions that might invoke the use of this clause are:

- a. Aggressive or abusive behavior toward another person. This includes fighting and/or physical force of any kind.
- b. Abusive behavior toward one's self. This shall include huffing, cutting, or any other self-destructive behaviors.
- c. Destruction of property belonging to the school, teachers, or others.
- d. Possession or use of tobacco and/or tobacco products. This includes smoking, chewing, and dipping.
- e. Possession of any form of medication or drugs.
- f. Possession of knives, or any other instrument which could be used as a weapon.
- g. Any behavior that disrupts the right of other students to receive an education.



#### 4. Possession of firearms:

Whenever a school official discovers any gun or other firearm in any school-owned property assigned to the use of an identifiable student or in the possession of an identifiable student, that student shall be expelled for a period of not less than one (1) year. Act 1150 of 1999 states that school policy shall require parents, guardians, or other persons in loco parentis of a student that is expelled for possession of a firearm or weapon to sign a statement acknowledging that the parents have read and understood current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. Such statement shall be signed by the parents/guardians/persons in loco parentis prior to readmitting a student or enrolling a student in any public school immediately after the expiration of an expulsion period.

#### 5. Corporal Punishment:

In accordance with Act 333 of 1995 the Salem School Board has authorized the use of corporal punishment. Punishment will be administered only for cause, be reasonable, follow warning that the misbehavior will not be tolerated, and be administered by a school administrator or in the presence of a licensed staff member. Corporal punishment shall not be used as a form of discipline for a student that is intellectually disabled, non-ambulatory, non-verbal, or autistic. It is the responsibility of the parent or guardian to notify the district if the student meets the previous statement.

#### 6. Detention Hall:

Students may be detained from recess for improper behavior at Salem Elementary School. Students must bring study materials and be prepared to work. No talking or other student interaction will be permitted. Upon parental request or student request, students may voluntarily use detention hall for independent study during recess periods. In cases where more than five students from one class are required to be detained for disciplinary reasons these students must remain in their individual classrooms under teacher supervision.

#### 7. Rewards for Good Behavior:

Rewards for good behavior are strongly encouraged at Salem Elementary School. Teachers may reward their classes for good behavior on a monthly basis. Rewards may consist of an outdoor activity or indoor activity and must be scheduled through the principal at least 1 day before the activity. Rewards should be for no more than 1 hour in length.

### **PUPIL DRESS**

The general standards of appearance for students are that they be clean, neat, and modestly dressed. They shall observe modes of dress, styles of hair, and standards of personal grooming which are in conformity with the studious atmosphere necessary in the learning process.



It is the responsibility of each teacher to encourage the proper dress and proper appearance of all students and to see that the dress of no student shall be extreme to the point of creating a disturbance or disruption of class discipline. Students are prohibited from wearing clothing that exposes underwear, buttocks, or breast while they are on the grounds of a public school or at a school sponsored activity or event. Shorts in grade 4-6 must be mid-thigh length. Shirts/blouses should reach the waist and not be strapless. Clothes that have alcohol or tobacco advertisements on them will not be allowed.

The School Board assigns to the school principal the responsibility of determining what constitutes proper dress whenever a debatable issue is raised between the teacher and student. Further he/she has the authority to require that students correct unacceptable modes of dress or personal appearance.

### **LIBRARY POLICY**

Disturbances in the library will not be tolerated at any time. It shall be the duty of the librarian and the principal to see that this policy is enforced. Teachers who take committees or classes to work in the library shall be responsible for the conduct of these groups along with the librarian. Students must pay the cost of lost or damaged books.

### **REST ROOMS**

Rest rooms are cleaned each day by the janitors. You can do much to keep them this way by using the receptacles and baskets provided. Marking and writing on fixtures or walls will be cause for immediate disciplinary action.

### **LITTERING**

Students caught littering the school grounds will be subject to disciplinary measures.

### **SUPERVISION OF SCHOOL ACTIVITIES**

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

### **TELEPHONE USE**

There is a telephone in the principal's office. It is necessary to limit calls to essential business. Pupils shall not be permitted to use the telephone except for school business or in case of emergency. Pupils may have permission to use the telephone for both local and long distance calls from the person in charge. Students are expected to pay for long distance calls. The office telephone is in such demand it is necessary to deliver messages instead of

calling pupils to the telephone during school hours. Please call in a message to a student before 2:00 P.M. in order to insure that the message will be delivered to the student before he or she gets on the bus.

## **HEALTH SERVICES**

The school nurse helps in providing health education experiences for students.

The school nurse assists in vision/hearing screenings. The nurse acts as a liaison between school and home. The nurse keeps health records on all children, ensures all students are properly immunized, and makes required reports to the State Health Department. The school nurse supervises the total health program for the school.

The Salem School District has established policies and procedures which will minimize the risk of spreading infectious disease and insure the minimum disruption of the educational process. The policy is on file in the principal's office.

### **A. Accident and illness at school:**

1. Emergency data cards will be sent home to all parents at the beginning of the school year. The data card will include names and phone numbers to call in case of illness or accident, doctor's name and phone number, and signed authorization to transport the student for emergency treatment.
2. Accidents to students on the school grounds or in school buildings will be reported immediately to the school administration office.
3. When students are injured or become ill, their parents will be notified and requested to take the student home, or for medical treatment, as appropriate.
4. Only first aid treatment will be given by school personnel, except as otherwise covered in other portions of this policy, and the parents will be notified. If necessary, when unable to locate the student's parents, the family physician or some other doctor may be called.
5. In the event parents or other persons listed on the student's information sheet cannot be reached, the school officials will take whatever action is deemed necessary in their judgment for the health of the student. The school and/or officials will not be responsible for financial obligations incurred in medical treatment of students.

### **B. Head lice and nit policy:**

1. Periodic head checks will be performed throughout the school year. Students who appear to have head lice will be sent home. Parents will be informed of the condition as well as recommended treatments and school policy.
2. Before the student can be readmitted to class, he/she must be accompanied by a parent and checked by the school nurse or a designated person to determine the presence of adult lice or nits. If there are any lice or nits present, the student will not be allowed back into class and will have to return

home with his/her parents until all nits and head lice have been removed. Teachers shall consider students sent home as being disabled and shall provide homework or makeup work not to exceed the normal length of time for getting rid of lice and nits.

C. Medication policy:

1. The approved and accepted items used in First Aid may be given to students at school when required.

2. Students who have special medical problems such as hyperactivity, epilepsy, asthma, etc., may be given medication under the following conditions.

a. A standard form that must be signed by a parent or a guardian before medication will be given at school. The form will consist of a statement that the school and school personnel will not be held responsible for any reaction the medication may cause or for any ambulance service that may be required should the child have a reaction to the medication. The form will also list the child's name, doctor's name, name of medication and dosage, phone numbers of parent(s) and doctor.

b. All medications must be brought to school by the parent/guardian. Under no circumstances should a student bring any form of medication to school. All medications must be brought to school in the original containers with the child's name on the label. No medication will be given if brought to school in any other containers such as plastic wrap, foil, or sandwich bags.

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

d. The parent or guardian of a student who needs to carry an asthma inhaler or an auto-injectable epinephrine, or both, shall provide the school with written authorization for the student to carry an asthma inhaler or auto-injectable epinephrine, or both, on his/her person for use while in school, at an on-site school sponsored activity, or at an offsite school sponsored activity. A medical doctor, nurse practitioner, or medical assistant shall provide the written authorization. A student is prohibited from sharing, transferring, or in any way diverting his/her own medication to any other student. Any student using an inhaler or an auto-injectable epinephrine without authorization shall be subject to disciplinary measures according to the local board of education policies for drug abuse.

3. If there is a need for administering medication on a long term basis, as for convulsive disorders, asthma, etc., a doctor's statement is necessary stating the necessity for giving the medication during school hours, as well as any possible reaction to the medications. The classroom teacher will be informed of possible side effects.

4. If your child requires medication that must be given at home and at school, have your pharmacist divide the prescription into two (2) bottles, one for home use and one for school use.

5. If your child has an allergy to bee or wasp stings that requires medication, please bring at least one dose of this medication to school.
6. Non-prescriptive drugs, such as cough syrup, Tylenol, etc., can be given at school under the following conditions:
  - a. Parents must bring the non-prescriptive drug to the office and sign the consent form. (No form signed-no medication given).
  - b. This medication can only be given for three (3) days. A doctor's statement is required for more than three days.
7. No medication that is to be given periodically during school hours will be given at school, unless there is a doctor's statement requiring the medication to be given at a specific hour of the day.
8. All students K-6th grade will be required to leave all medication in the office. No medication is to be left in the classroom. All medications are to be kept in a locked space. The only exception that will be made to this policy is outlined in section "2-d" of the medication policy.

### **SPECIAL CLASSES**

Special Education, Gifted and Talented classes, and Speech Therapy classes will follow the guidelines recommended by the State Department of Education with screening and testing to determine those eligible to be served by these classes.

### **COUNSELING SERVICES**

Counseling services are available to all students. Students may be referred to the counselor by the parents, by their teachers, or they may refer themselves if they feel the need to talk to the counselor.

### **LUNCH/BREAKFAST PROGRAM**

The Salem School District participates in the National School Lunch/Breakfast Program. Nutritious meals are served every school day. Children from households meeting Federal Guidelines are eligible for free or reduced price meals. Children who receive free or reduced price meal benefits are treated the same as children who pay for meals. No child will be discriminated against because of race, sex, color, national origin, age or handicap.

Federal Lunchroom Regulations require all children receiving a school lunch to have milk placed on their tray unless they have a doctor's slip stating they can't drink milk. Students having a doctor's excuse stating they can't drink milk, will be provided juice upon request. Students may bring their own lunch, or drink if the drink is in a thermos.

### **FOODS OF MINIMAL NUTRITIONAL VALUE**

Salem public schools do not restrict what foods parents may provide for

their own child's lunch or snacks. According to Act 1220 of 2003, parents may provide foods of minimal nutritional value for their own child's consumption, but they may not provide restricted items to other children at school. Salem Elementary School cannot celebrate birthdays due to the requirements of Act 1220 of 2003 and equity concerns among students.

### **TRANSPORTATION POLICY**

The Salem School District operates a fleet of buses to transport students to and from school. The Board establishes bus routes, stops, and other transportation policies. Riding the school bus is a privilege and not an absolute right, therefore it is subject to suspension for just cause. The bus driver is in complete charge of his bus and therefore, is responsible for the safety and discipline of all persons riding the bus. The bus driver may recommend to the school principal that a student's riding privileges be suspended, restricted, or withdrawn, but only the building principal has the authority to implement this action. The following specific procedures shall be adhered to by personnel riding school busses, either to or from school or when on extracurricular activities:

1. All passengers are under the supervision of the driver AND must obey the driver at all times without question.
2. Be at the bus stop at the scheduled time. Stand back about ten feet from the bus and wait until the bus door is opened before approaching the bus. DO NOT play in/on the road while waiting for the bus.
3. When entering or leaving the bus, do so in an orderly manner. Students on the bus will not be allowed to impede or hamper those students entering or leaving the bus.
4. Bus passengers will conduct themselves at all times in a manner which does not distract the attention of the driver or disturb other passengers. The driver shall be the judge of what constitutes proper conduct.
5. Students shall be seated in a seat, designed by a manufacturer to be used as a seat, upon boarding the bus and remain seated until arrival at their destination. Students must be seated facing the front of the bus at all times.
6. Students shall not be eating or drinking on the school bus.
7. Do not tamper with any of the bus equipment or controls.
8. Do not place any part of your body or any object outside the bus.
9. Do not deface the bus in any manner or throw anything on the floor. Keep the aisle clear of all objects.
10. Each driver will maintain a seating chart with a copy filed in the transportation office and a copy filed on the bus. Students must sit only on the seat assigned by the school bus driver unless otherwise instructed by the driver.
11. Do not ask the driver to stop at any location other than at a scheduled stop.
12. Parents must send a note or call the principal's office if they wish for

their child to ride a different bus, or to depart the bus at a stop other than their regular scheduled stop.

13. If you must cross the highway after leaving the bus, go to a point on the edge of the road ten feet in front of the bus, and wait until the driver has signaled you to cross in front of the bus. In addition to the drivers signal, and before stepping from in front of the bus into the open roadway, stop and make sure there are no vehicles moving toward the bus from either direction.

A. Consequences of breaking bus rules:

1. The student will be warned by the bus driver.
2. The student will be assigned to a new seat.
3. A conference will be scheduled with the principal who may suspend the student from riding the bus for a three-day period.
4. One week suspension from riding the bus.
5. Two weeks suspension from riding the bus.
6. Suspension from riding the bus the remainder of the semester.

Any new bus routes added will be approved by the School Board. 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. When possible, all bus stops shall be located at points where the bus can be seen for a distance of at least 300 feet, and preferably 500 feet.

### **PRIVATE TRANSPORTATION**

1. Parents or legal guardians may bring their children to school and pick them up, but must comply with vehicular traffic laws used by the school. A single loading zone monitored by a duty teacher will be provided for after school loading. Only one student will be loaded at a time. This is necessary for student safety and to insure that students are picked up by authorized persons. Also, please remain in your vehicle to help speed up the flow of traffic.

2. In accordance with Act 37 of 2011, handheld wireless telephones shall not be used in a school zone: during school hours, when children are present and outside, except for an emergency purpose. An emergency will be defined as when a person calls one of the following: 1) law enforcement personnel, 2) fire department personnel, 3) public safety personnel, 4) emergency medical personnel, or 5) a 911 public safety communication center.

3. The west side of the road leading from the High School to the Elementary School is for buses only. Bus lanes will be designated.

4. Please do not leave your vehicle in the loading/unloading zone while you bring your child inside. We suggest you let your children walk to the classroom by themselves after the first day or two.

### **SCHOOL HOURS**

The school day begins when the student enters the school bus enroute to

school, or use private transportation, when they enter the school grounds. The school day ends when the student departs the school bus or for those who do not ride the bus, when they leave the school grounds.

The academic school day commences at 8:00 a.m. and ends at 3:00 p.m. At 8:00 a.m. all students will be in their classroom, seated and ready for roll call.

Normally, students will not be allowed to leave the school grounds during school hours, except when excused from school as provided for in the attendance procedures.

No student shall be excused from class or from school and sent on errands (either for the individual teacher or the school) away from the school grounds except by permission of the principal and the consent of the students parent or guardian.

Salem School requires teachers to be on duty at 7:40 a.m. Since students arriving before that time would be unsupervised, students are not to arrive at school until 7:40 a.m.

## **STUDENT RECORDS**

PUBLIC LAW 93-380 provides authority to parent/guardians for access to their children's student records and the right to challenge for deletion or revision of any data they consider to be unfair or unjust. This law also provides that no student records, or data contained therein, except in certain instances when the student's name is not affixed to the data, shall be released to a third party without written consent of the parent/guardians. Further, it provides that these rights of access, control, modification, etc., shall pass from the parent to the student when the student attains the age of 18.

## **PARENT'S RIGHT TO KNOW**

In accordance with the No Child Left Behind Act of 2001, parents/guardians are entitled to know whether a teacher is certified and qualified to teach a particular subject and grade level. Parents/guardians are also entitled to information about the teacher's college degree and major. If the parent/guardian's child receives any services from a paraprofessional, the school is required to provide that qualification information, as well. Requests for information must be made at the superintendent's office.

## **HOMEWORK POLICY**

Homework is an essential element in the overall educational program. It not only reinforces and supplements classroom instruction, it promotes self discipline and work ethics, characteristics students will need to be successful in and outside the educational environment.

The following recommendations should be followed in each classroom:

A. Feedback should be provided as quickly as possible on all homework

assignments. The teacher will provide feedback within eight (8) school days of the assignment due date unless an extension is approved by the building principal. Homework should never be assigned unless it is to be evaluated by the teacher.

B. Homework assignments will be given a completion time and date. No work should be accepted after the due time except in extreme circumstances, ie, illness, etc.

### **GRADING SYSTEM**

90 - 100 = A

60-69 = D

80 - 89 = B

59 - 0 = F

70 - 79 = C

I = Incomplete

Grades assigned to students for performance in a course will 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. The grading scale above will be used in grades 1-6. In kindergarten, a mastery checklist will be used.

### **SMART CORE**

Beginning school year 2004-2005, students and their parents will be notified about the smart core and core curriculums at the end of their sixth grade school year. Students and parents will choose the smart core or core to be the student's curriculum. Parents will receive the Smart Core requirements in the mail and can receive the smart core waiver form upon request. Parents will sign the informed consent document and return it to the high school office. The informed consent document will be attached to the student's permanent transcript. Parents can change the curriculum by submitting a smart core waiver form at any time while the student is in high school; however, it becomes increasingly more difficult to change curriculums at higher grade levels due to curriculum requirements. Smart core forms will be sent with the student's transcript if the student transfers.

Smart Core Course of Study

(Graduating Class of 2014 and after)

English - 4 units

- \* English 9th grade
- \* English 10th grade
- \* English 11th grade
- \* English 12th grade

Mathematics - 4 units

- \* Algebra I
- \* Geometry



- \* Algebra II

- \* Fourth Math - Choice of: Advanced Topics and Modeling in Mathematics, Pre-Calculus, Trigonometry, Algebra III, Computer Science & Mathematics, or Advanced Placement mathematics

Natural Science - 3 units with lab experience chosen from:

- \* Physical Science Integrated

- \* Biology Integrated

- \* Chemistry Integrated

Social Studies - 3 units

- \* Civics or Government - 1/2 unit

- \* Economics - 1/2 unit

- \* World History - 1 unit

- \* U.S. History - 1 unit

Oral Communications - 1/2 unit

Physical Education - 1/2 unit

Health and Safety - 1/2 unit

Economics - 1/2 unit (may be counted toward Social Studies or Career Focus

Fine Arts - 1/2 unit

Career Focus - 6 units

## **PARENT NOTIFICATION OF STUDENT PROGRESS**

Direct communication between parents and teachers is an essential aspect of a student's education. The following steps will be taken to inform parents of a problem with their child's education progress.

1. D/F notices will be mailed home at the end of the fifth week of each quarter to inform parents of potential academic problems.
2. Mid-quarter grade reports will be sent home for all students at the end of the fifth week of each quarter.
3. Report cards will be distributed at the end of each quarter.
4. Parent-teacher conferences will be held at the end of the first and third quarters.

## **RENAISSANCE PROGRAM**

At Salem Elementary School we encourage academic excellence, perfect attendance, and citizenship. This program is designed to provide students with incentives to perform in these areas. At the end of each quarter and at the end of the year students will be given awards for achievement in each of these categories. Parents are encouraged to attend.

## **PROMOTION/RETENTION POLICY**

The rate of learning varies with the individual child. The classroom teacher often finds it necessary to retain a child in order to adjust the child's academic rate to the progression of skills.

In comparison to the trained educator, many parents are not aware of the pressures put upon a child who is promoted to a grade for which he/she is not prepared.

Direct communication between parents and teachers is an essential aspect of a child's education. The following steps will be taken to inform parents of a problem with their child's educational progress.

1. If a teacher determines a student is functioning below grade level at any time during the school year in any subject, the parents will be notified of the child's level of functioning.
2. Unsatisfactory grade reports will be sent home at the end of the 5th week of each nine weeks as an indication of a child's problem in specific subjects.
3. Immature behavior based on teacher training and observation such as disorganization, irresponsibility, short attention span, poor application of skills, poor work habits, etc.
4. Inventory test showing the child is deficient in one or more areas.
5. The professional opinion of the teacher that the child has the potential to do better and will benefit by being retained.
6. Being absent more than 10 days in a semester. A semester is an eighteen week period, the first will consist of the first two quarters and the second will consist of the last two quarters.

Since important skills and concepts are taught to children of approximately the same age and scholastic level, the teacher can judge objectively whether or not the child should be retained. Therefore, with the child's best interest at heart, the classroom teacher, and the principal will make the final decision on promotion or retention.

## **SCHOOL ATTENDANCE**

Act 570 of the School Laws of Arkansas establishes the following attendance requirements:

"Every parent, guardian, or other person residing within the state of Arkansas and having custody or charge of any child or children age five (5) through seventeen (17) years on or before August 1 of that school year, both inclusive, shall enroll and send the child or children to public, private, or parochial school or provide a home school for the child or children between the ages of 5-21."

A parent or guardian may elect for their child or children not to attend kindergarten if the child or children will not be age six on October 1 of that particular school year. If such an election is made, the parent or guardian must file a signed kindergarten waiver form with the local district

administrative office. On filing the kindergarten waiver form, the child or children shall not be required to attend kindergarten in that school year.

#### A. Attendance Policy:

In accordance with Compulsory Attendance Laws, Salem Schools are required to establish attendance policies and notify parents of their children's absences. Salem Schools are also required to establish and impose penalties in the event of excessive absences and to notify the Prosecuting Attorney when excessive absences occur. The following policies and procedures will be adhered to in the Salem Elementary School.

1. The maximum number of days a student may miss, in either the fall or spring semester is 10 days. Tardies and early checkouts may be counted toward this number (see page 20). Students missing more than 10 days may be retained, based on the parent's ability to provide the school with documentation justifying the excessive absences and their names may be given to the Prosecuting Attorney for further action. Also the student's parents may be subject to a civil penalty not to exceed \$500.00.

2. Parents will be notified by regular mail when their child has missed five days and again if they should miss nine days.

3. If a parent should receive a letter indicating their child has missed five days, no action is necessary, however should a parent receive an nine day letter, your child is subject to being retained and school officials are required to notify the Prosecuting Attorney if student exceeds ten absences. Before a student accumulates the maximum number of absences allowed in the policy, the student or the student's parent, guardian, or person in loco parentis may petition the school district administration for special arrangements to address the student's absences. If special arrangements are granted by 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.

4. It will not be necessary for parents to send notes or call to explain the reasons for absences unless their child has missed more than ten days.

5. Parents should keep all documentation that might justify their child's absences. If a child should miss more than 10 days and the child's parents can provide the school with documentation justifying the absences, every effort will be made to ensure that retention procedures are not started and the Prosecuting Attorney is not notified. It is the parent's/guardian's responsibility to provide all documentation to the school. Additional absences may be granted for absences defined as those absences related to illness or when attendance could jeopardize the health of other students, death or serious illness in the immediate family, observance of recognized holiday observed by their faith, attendance at an appointment with a government agency, attendance at a medical appointment, exceptional circumstances with prior approval of the principal, and participation in an

FFA, FHA, or 4-H sanctioned activity.

6. In a case where a student has missed more than ten days and the justification provided by the parents is questionable, a committee consisting of the elementary principal, the counsellor, and the child's teacher or teachers will make the final decision on whether to accept the justification.

7. Students are responsible for making up any work missed during absences. Students will be given 1 day for each day they miss to make up work. Assignments made before the absence may be due when they return if the teacher feels it should have been completed.

### **LATE ARRIVAL (TARDY)/EARLY CHECKOUT**

Late arrivals and early checkouts can be a very serious problem in any school system because of the disruptions they may cause to the overall learning environment. In view of this, students may be penalized for excessive tardiness or early checkouts. All students, upon receiving their third tardy or early checkout will be counted for 1 full day absent. We do realize that it is sometimes necessary for parents to bring their children to school late or check them out early. If it becomes necessary for this to happen the parent must come to the office and sign the student out while the office personnel calls the student to the office. This helps to minimize classroom disruptions. Any student arriving late or leaving early but missing less than 3 hours will be considered tardy (for attendance purposes). Students missing more than 3 hours but less than 7 hours will be considered 1/2 day absent.

### **DISTRIBUTION OF HANDBOOK**

This pupil personnel handbook will be read and explained to all students in grades K-6 by their classroom teacher. One copy of this policy will be furnished to every child enrolled in this school. Parents are asked to sign and return the receipt in the front of this booklet.

### **ROOM ASSIGNMENTS**

Student room assignments will be made by a committee of teachers at each grade level. Assignments will be made with the objective of achieving a gender and academic balance that will create a learning environment that is most beneficial to all students.

If, after assignments have been made, a parent feels strongly that their child should not be placed in a particular class they may contact the principal who will arrange a hearing between the parent and the committee at which time the parent may voice their reasons for objecting to the assignment. After the hearing, the committee will consider the objections and make the final decision on placement of the child.

## TECHNOLOGY POLICY

Students may have the opportunity to use a variety of technologies at Salem Elementary School, including computers and Internet. Students are to use this technology as directed by the staff in conformity with school curriculum. Students who use any technology in an inappropriate manner and/or not as directed by the school are in violation of school policy and subject to discipline, up to and including the loss of the right to use the technology (which may involve loss of credit if the technology use was course work.) Students who violate technology user agreements are also subject to the penalties outlined in the agreement. Students who use technology to violate other policies will be subject to discipline for misuse of technology as well as the policy violation. Example: A student sends a threatening E-mail message to another student. This student would be disciplined for misusing technology as well as threatening another student.

### STUDENT INTERNET USE AGREEMENT

The Salem School District agrees to allow a student to use the district's technology to access the Internet under the following terms and conditions:

1. Conditional Privilege: The student's use of the district's access to the Internet is a privilege conditioned on the student's abiding by this agreement. No student may use the district's access to the Internet unless the student and his/her parent or guardian have read and signed this agreement.

2. Acceptable Use: The student agrees that he/she will use the district's Internet's access for educational purposes only. In using the Internet the student agrees to obey all federal and state laws and regulations. The student also agrees to abide by any Internet use rules instituted at the student's school or class, whether those rules are written or oral.

3. Penalties for Improper Use: If the student violates this agreement and misuses the Internet, the student shall be subject to the disciplinary actions outlined below.

FIRST OFFENSE: Conference with parent and up to one-week suspension from computer use.

SECOND OFFENSE: Two-week suspension from computer use.

THIRD OFFENSE: Suspension from computer use for the remainder of the school year.

4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:

- a. using the Internet for other than educational purposes;
- b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
- c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
- d. making unauthorized copies of computer software;

- e. accessing “chat lines” unless authorized by the instructor for a class activity directly supervised by a staff member;
- f. using abusive or profane language in private messages on the system, or using the system to harass, insult, or verbally attack others;
- g. posting anonymous messages on the system;
- h. using encryption software;
- i. wasteful use of limited resources provided by the school including paper;
- j. causing congestion of the network through lengthy downloads of files;
- k. vandalizing data of another user;
- l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- m. gaining or attempting to gain unauthorized access to resources or files;
- n. identifying oneself with another person’s name or password or using an account or password of another user without proper authorization;
- o. invading the privacy of individuals;
- p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an e-mail. Personally identifying information includes full names, address, and phone number.
- q. using the network for financial or commercial gain without district permission;
- r. theft or vandalism of data, equipment, or intellectual property;
- s. attempting to gain access or gaining access to student records, grades, or files;
- t. introducing a virus to, or otherwise improperly tampering with the system;
- u. degrading or disrupting equipment or system performance;
- v. creating a web page or associating a web page with the school or school district without proper authorization;
- w. providing access to the District’s Internet Access to unauthorized individuals;
- x. failing to obey school or classroom Internet use rules; or
- y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.

5. Liability for Debts: Students and their co-signers shall be liable for any and all costs (debts) incurred through their use of the District’s computers or the Internet including penalties for copyright violations,

6. No Expectation of Privacy: The Student and parent/guardian signing below agrees that if the Student uses the Internet through the District’s access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may

monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.

7. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.

8. Signatures: Signatures on the letter of receipt of the student handbook indicate that the student and parent have read this agreement and agree to be bound by the terms and conditions of this agreement. Note: The Neighborhood Children's Internet Protection Act (PL 106-554, 47 USC 254 (h) (1)) requires districts to hold at least one public hearing on its proposed Internet safety policy. The regulations do not require this to be a special meeting and it is allowable for it to be part of a regular school board meeting.

### **EXTRACURRICULAR ACTIVITIES POLICY**

Excessive student absences from classroom instruction due to participation in extracurricular activities will not be allowed in this school district. Occasionally however, students may be required to miss classroom instruction due to participation in a school sanctioned activity. This will occur only when scheduling that activity has been approved by the school administrator and advance provisions have been made for the makeup of class work missed during the approved absence. All students are eligible to participate unless disciplinary consequences are in effect.

### **HOME SCHOOL POLICY**

Realizing that home schooled students may have been working under varying curriculum requirements that may have enabled them to work at a different academic level than the public school students of their age group, it is necessary for Salem Schools to adopt procedures for the placement of these children. In accordance with Act 863 of 2017, these procedures will include the administration of placement tests and other academic indicators to determine the appropriate academic level placement for each home schooled student wishing to enroll or re-enroll in the Salem Schools. According to Act 1127 of 1999, parents or guardians desiring to provide a home school for their child must give written notice to the superintendent of their local school district of their intent to provide a home school for their child and sign a waiver acknowledging that the State of Arkansas is not liable for the education of their child during the time that the parent chooses to home school. This notice must be submitted no later than August 15 for the fall semester or December 15 for the spring semester. Students may be eligible for home schooling after the above dates under certain circumstances if a request is submitted to the

Superintendent and a fourteen day waiting period is observed. Students under disciplinary action or those students in violation of the attendance policy may not be eligible for home schooling.

### **HOMELESS CHILDREN**

In accordance with the McKinney-Vento Homeless Education Act of 2001, any child determined to be homeless is entitled to services to ensure the education of the child. Any child suspected of being in a homeless situation should be reported to the elementary or high school principal in order to properly identify the status of the child and make available appropriate services.

### **PROHIBITION AGAINST SMOKING, THE USE OF TOBACCO OR TOBACCO PRODUCTS, OR THE USE OF E-CIGARETTES**

(a) As used in this section, “e-cigarette” means an electronic oral device that provides a vapor of nicotine or another substance that, when used or inhaled simulates smoking, including without limitation a device that:

(1) Is composed of a heating element, battery, or electronic circuit, or a combination of heating element, battery, and electronic circuit;

(2) Works in combination with a liquid nicotine delivery device composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes; and

(3) Is manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other name or descriptor.

(b) Smoking tobacco, the use of tobacco or tobacco products, or the use of e-cigarettes is prohibited:

(1) In or on real property owned or leased by a public school district, including a public charter school; or

(2) In or on personal property, including without limitation school buses, owned or leased by a public school district, including a public charter school.

(c) A copy of this statute shall be posted in a conspicuous location at every entrance to each building owned or leased by a public school district and every school bus used to transport public school students.

(d) A person who violates this section commits a violation punishable by a fine of not less than ten dollars (\$10.00) nor more than one hundred dollars (\$100).

### **PERIOD OF SILENCE**

According to Act 576 of 2013, a public school in this state shall observe a one (1) minute period of silence at the beginning of school each day.



## **VOLUNTEER/VISITOR PROCEDURE**

### **Visiting Salem Elementary During School Hours:**

Parents/guardians are always welcome at Salem Elementary School. We always appreciate the connection between home and school. If you are visiting Salem Elementary between the hours of 8:00 AM -3:00 PM please park in the parking lot on either side and enter the building on the right side since the office is on this side. Please be mindful to watch for students if you leave this lot during school hours.

### **Sign In Procedure:**

1. Please always report to the main office when arriving at the school.
2. Please sign in the visitor log book and indicate your name, date of visit, time of visit, and who you are visiting.
3. Please take a visitor badge to wear. Visitor badges must be worn at all times while you are visiting the school during school hours.
4. Please tell a staff member in the office where you are going.
5. At the end of your visit, please report back to the office to sign out in the visitor book log and return your visitors badge if it is a plastic clip/lanyard.

### **Visiting Rules and Guidelines:**

- If you are dropping off an item to your child, please inform the school secretary and your child will be called to the office to pick it up. Please do not bypass the office and go to the classroom to deliver it. This disrupts the classroom routine and student learning.
- Please call the school early (before 2:00 PM) if there is a change in how your child is going to go home as it becomes increasingly busy in the office at the end of the day close to dismissal.

## **FAMILY AND COMMUNITY ENGAGEMENT PLAN**

The Salem Elementary School is dedicated to providing students with the skills, knowledge, and attitudes essential for a productive and purposeful life and to creating an environment so that all learners can achieve success.

### **The school believes:**

- a child's education is a responsibility shared by the school and family during the entire time the child spends in school
- parents and schools must work together as knowledgeable partners
- communication with parents should be regular, two-way, and meaningful, involving parents in student academic learning and other school activities

- parents are an integral component of a school's ability to provide for the educational success of students and as appropriate should be included in decision making and on advisory committees to assist in the education of the child
- engaging parents is essential to improve student achievement
- schools should foster and support parental involvement

Please go to the school website, [www.salemschools.net](http://www.salemschools.net), for the complete Salem Elementary School Family and Community Engagement Plan.

## **DEFINITIONS**

1. Licensed Employee: An individual employed by the school district who holds a certificate to teach issued by the Arkansas Department of Education which terms includes, but is not limited to teachers, counselors, coaches, and administrators.
2. Parent: The term parent shall include every parent, guardian, or person in a parental relationship having control or charge of any student in attendance in the schools of this district.
3. Reasonable Force: The minimum amount of force necessary to stop or restrain a student from conducting himself/herself in an unlawful manner or in a manner which could cause physical injury to an individual.
4. Suspension: Prohibition from entering the school or school grounds (except for a prearranged conference with an administrator) for a period of time set by the principal or the superintendent of this school.

The following rules will apply:

- a. Suspension will normally not be longer than ten school days unless it is deemed a long-term suspension which must be determined by the Board of Education only.
- b. Students who have been suspended may makeup work performed by their classmates during their absence.
- c. Teachers will provide this makeup work only at the student's request and only during the first day of the student's return from the suspension.