Parkers Chapel School District Student Handbook



2026 - 2027

*Keep in mind that this handbook is an evolving document, and therefore, policies, regulations, or guidelines may change throughout the year as they are revised. Please check our website (www.parkerschapelschool.com), for the most accurate information.

No student in the Parkers Chapel School District shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District. The District has a limited open forum granting equal access to the Boy Scouts of America and other youth groups.

Inquiries on non-discrimination may be directed to the Superintendent, who may be reached at 870-862-4641. For further information on notice of non-discrimination or to file a complaint, visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm; for the address and phone number of the office that serves your area, or call 1-800-421-3481

Welcome to the 2026–2027 School Year

Dear Students and Parents:

Welcome to the Parkers Chapel School District! We are excited to begin the 2026–2027 school year and look forward to another year of learning, growth, and achievement. We are proud of our tradition of academic excellence and our commitment to providing a safe and supportive environment for every student. We hope each student will have a successful and rewarding year as a **Mighty Trojan**.

A successful school begins with an atmosphere of mutual respect, responsibility, and cooperation. We want Parkers Chapel to be a place where students experience the excitement of learning, feel safe and supported, and are encouraged to reach their fullest potential. Achieving this requires a strong partnership among our students, families, faculty, and staff. Our highly qualified and dedicated employees share a common commitment to the success of every student. When our school and families work together, there is no limit to what our students can accomplish.

The **Parkers Chapel School District Student Handbook** is an important resource for students and parents throughout the school year. It is provided electronically and/or in printed form and contains the guidelines, policies, expectations, and procedures that govern our schools. We ask that students and parents carefully review the handbook and become familiar with its contents.

We value the ideas, concerns, and involvement of our students and families. Your input is an important part of helping us continually improve our schools and provide the best possible learning environment for our students. We encourage open communication and welcome opportunities to work together throughout the year.

After reviewing the handbook, parents or guardians must acknowledge that they have received and reviewed its contents. This may be completed by signing and returning the handbook signature page to the principal's office at your child's school or by submitting the electronic acknowledgment during registration. **Review and acknowledgment of the Student Handbook are required by Act 104 of 1993.** Failure to return the required signature page or complete the electronic acknowledgment may result in disciplinary action.

The Parkers Chapel School District Student Handbook is reviewed annually and revised as needed with input from parents, students, and district personnel. We encourage you to use this handbook as a resource throughout the school year and to contact your child's school whenever you have questions or need additional information.

Most importantly, we hope you will become an active part of the Parkers Chapel experience. The partnership between home and school plays an essential role in student success, and we look forward to working alongside you throughout the year.

Best wishes for a safe, successful, exciting, and rewarding 2026–2027 school year!

Go Mighty Trojans!

Best wishes for an exciting and rewarding school year,

Carrie Burson, Principal PCES Steven Bates, Principal PCMS Robby Frizzell, Principal PCHS

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Parkers Chapel Schools
2026-2027 Calendar

First Day of School	August 12, 2026
Labor Day - No School	September 7, 2026
End of First Grading Quarter	October 9, 2026
Flex Day - No School	October 12, 2026
Parent - Teacher Conferences	October 13, 2026
Flex Day - No School	November 9, 2026
Thanksgiving Holiday Break	November 23-27, 2026
End of Second Grading Quarter	December 18, 2026
Christmas Holiday Break	December 22, 2026 - January 1, 2027
Second Semester Begins	January 4, 2027
Martin Luther King, Jr. Day - No School	January 18, 2027
Parent - Teacher Conferences	February 11, 2027
Flex Day - No School	February 12, 2027
Presidents' Day - No School	February 15, 2027
End of Third Grading Quarter	March 10, 2027
Spring Break	March 22-26, 2027
Flex Day I	April 26, 2027
End of Fourth Grading Quarter	May 21, 2027

1st Quarter, 41 days, Aug. 12 - Oct. 9 2nd Quarter, 43 days, Oct. 13 - Dec. 18
3rd Quarter, 45 days, Jan. 4 - Mar. 10 4th Quarter, 46 days, Mar. 11 - May 21 .

GRADING PERIODS - PROGRESS REPORT / REPORT CARD SCHEDULE:
Grading Period Ends Last Day of Each Quarter.
Progress Reports and Report Cards Are Available via Campus Parent Portal (HAC)
Progress Reports (Publishing Dates): Sept. 10, Nov. 12, Feb. 11, Apr. 15
Report Cards (Publishing Dates): Oct. 13, Jan. 6, Mar. 16, May 21

PRINCIPAL MESSAGES:

Welcome to Parkers Chapel Elementary School!

Dear Parents and Students,

Welcome to the 2026–2027 school year at Parkers Chapel Elementary! We are excited to begin another year of learning, growth, and success with our students and families.

At Parkers Chapel Elementary, our mission is to provide students with the tools, knowledge, and confidence to become independent, grade-level readers, writers, communicators, and thinkers. Through a data-driven, standards-based curriculum, differentiated instruction, and positive collaboration with families and the community, we strive to create meaningful learning experiences for every child.

Our faculty and staff are committed to helping students build strong foundations in literacy, math, science, and technology while fostering the character, confidence, and problem-solving skills needed for future success. We maintain high expectations and work diligently to ensure that every student feels safe, valued, supported, and challenged to reach their full potential.

We believe that education is most effective when schools and families work together. Your partnership plays a vital role in your child's success, and we appreciate the trust you place in us each day.

Thank you for being part of the Parkers Chapel family. We look forward to a wonderful year filled with learning, achievement, and memorable experiences. Together, we will empower our students to succeed and prepare them for a bright future.

With appreciation,
Carrie Burson, , Elementary Principal

Welcome to the 2026-2027 school year! My goal as principal of the middle school is to bridge the gap between elementary and high school. The objective of the middle school is to target the specific educational, social, and emotional needs of students in grades 5-8. PCMS will promote rigorous academic standards while preparing our students for the world of tomorrow by integrating technology into our classrooms and curriculum. The staff of PCMS is a talented group of educators who will always strive to put the needs of the students above their own while challenging them academically. I will always strive to build positive relationships with students, teachers, parents, and community members in an effort to make the Parkers Chapel school district the best that it can be. I look forward to working with you in achieving this goal!

Steven Bates, Middle School Principal

On behalf of the faculty and staff at Parkers Chapel High School, I am thrilled to welcome both our returning and new students to the 2026–27 school year! For more than a century, PCHS has remained steadfast in its commitment to providing a high-quality education within a safe, supportive, and nurturing environment.

Our dedicated team of educators is incredibly passionate about ensuring every student has access to a robust, viable curriculum that meets their individual learning needs. This year, we will continue our focus on meaningful student assessments. These evaluations offer vital insights into student mastery of state standards and directly help us guide and refine our daily instruction.

At the same time, the safety of our students remains our absolute highest priority. Our staff trains year-round to ensure we can respond swiftly and effectively to any potential threat, safeguarding the well-being of every child entrusted to our care.

I want to extend my deepest gratitude to our parents and guardians for the trust and support you place in us each year. It is truly an honor to serve alongside such an exceptional team of educators, working hard every day to help our students grow into the outstanding young men and women Parkers Chapel is known for. Our commitment to student success is unwavering as we step confidently into the next century of Trojan excellence.

Here's to a fantastic and rewarding 2026–27 school year—and as always… GO TROJANS!

Robby Frizzell, High School Principal

MISSION AND VISION STATEMENTS

Elementary Mission Statement:

Why are we here: Parkers Chapel Elementary School will provide students with the tools, knowledge, and confidence to grow and become independent, grade-level readers, writers, communicators, and thinkers.

Elementary Vision AND Goals:

Empowering students to succeed through: ➜ data driven, standards-based curriculum ➜ differentiated instruction ➜ positive collaboration with all stakeholders

Where are we headed: The goals of Parkers Chapel Elementary School are:

- Increase students' standards-based proficiency through integrated literacy experiences.
- Increase the number of students at or above the proficient level on state assessments by 10% each year.
- Confirm that all students entering the third grade are reading at or above grade level.
- Ensure that all kindergarten through second-grade students are equipped with and are proficient in the use of essential reading skills, as identified by the Dibels assessment and the Arkansas State Readiness Assessment.
- Focus on literacy, math, science, and technology in order to prepare students for the future.

PCMS Mission Statement:

PCMS will create a learning environment that bridges the gap between elementary and high school by encouraging our students to set high expectations through hard work, dedication, self-motivation, responsibility and respect for themselves, as well as others.

PCMS Vision Statement:

PCMS will ensure high levels of student achievement by:

- **Building a passion for learning.**
- **Creating a safe and caring learning environment.**
- **Promoting collaboration between all stakeholders.**
- **Fostering meaningful relationships among students and faculty.**

Parkers Chapel High School Mission Statement: Why Do We Exist?

Parkers Chapel High School commits to fostering a student centered and engaging learning setting, which provides positive and intellectual support for all students to achieve higher levels of learning in a safe environment so that all students graduate prepared for college, career, and community engagement.

Vision Statement: What must we become to accomplish our mission?

We believe the most effective strategy for achieving the mission of our school is to develop a collaborative culture that functions interdependently with all stakeholders to ensure our students' success.

Parkers Chapel Elementary Schedule 2026 - 2027

7:20-8:00	Full-Day PC Preschool Drop-Off : Park in the high school front parking lot and walk child to the lobby of the auditorium. Sign the student in at the preschool table. A preschool worker will walk the student to the classroom. Parents must NOT park in front of the auditorium before 7:45 a.m.
7:15-7:30	Early Car Line Drop Off (front & back lines) : Students arriving before 7:30 must report to the cafeteria. Option: 2nd - 4th grade students may go through the cafeteria to the computer lab or library to take AR tests instead of staying in the cafeteria.
7:20-7:40	Buses Drop Off at 7:20 : Breakfast is served in the cafeteria (7:20-7:40). Students eating breakfast in the cafeteria must arrive on campus before 7:30 a.m. Students not eating breakfast will go to their grade-level rooms/hallways at 7:30 and prepare for the school day.
7:42	Class Begins : All students are in their classrooms and the school day begins
7:45	ALL DOORS LOCK AT 7:45 : If no duty teacher is present at the drop off and a student arrives at 7:45 or after, he/she must be walked into the elementary office lobby and must be signed in by an adult. Students are not allowed to enter the building after 7:44 without an adult. A reason must be provided, in writing, explaining the student's tardy. This information is entered into the state attendance database.
8:30-8:50	Preschool Breakfast : Breakfast is served in the preschool classrooms.
10:30-11:30	K-4 Lunch : Lunch is served (see schedule below).
11:30-12:00	PreK Lunch : Lunch is served in the preschool classrooms.
12:30-12:45	Early Preschool Pickup : Students leaving early must be picked up in the auditorium lobby.
2:30 - 2:45	PC PreK End of Day Pickup : Students are to be picked up from the auditorium lobby.
2:45	Car lines can begin to form for K-4 pickup.
3:00	Load the K-3 Back Car Line (behind the gym) 4th Grade Car Line: Circle Car Line (behind the high school)
3:05	Elementary Students Load Buses.
3:08	Walkers Leave Campus : Walkers are allowed to leave or walk to meet HS siblings in the hall.
3:10	Buses Leave Campus.
3:10 - 3:30	PLC/Grade Level Meetings, After School Interventions, Faculty Meetings.

Lunch Schedule

10:30 - 11:30	Kindergarten (10:55 - 11:25), 1st Grade (11:00 - 11:30) , 2nd Grade (10:40 - 11:10), Third Grade (10:30 - 11:00), Fourth Grade (10:45 - 11:15) , PreK (11:15 - 11:45)

MIDDLE SCHOOL BELL SCHEDULE

Regular Day Schedule (7 and 8)

1st	7:45 - 8:40
Breakfast	8:40 - 8:50
2nd	8:54 - 9:50
3rd	9:54 - 10:48
4th	10:52 - 11:46
Lunch	11:46- - 12:16
5th	12:18 - 1:10
6th	1:12 - 2:06
7th	2:10 - 3:05

Early Out Day Schedule - 7 and 8

1st	7:45 - 8:27
Breakfast	8:27 - 8:37
2nd	8:37 - 9:18
3rd	9:22 - 10:04
4th	10:08 - 10:50
5th	10:54 - 11:36
Lunch	11:36- 11:58
6th	12:02 - 12:44
7th	12:48 - 1:30

5th and 6th Grade Schedule

1st Bell	7:41
Homeroom/LW	7:45-8:20
RTI	8:20-8:50
Activity	8:54-9:40
1st Block	9:40-11:24
Bathroom/Wash Hands	11:24-11:29
Lunch	11:29-12:05
2nd Block	12:10-1:35
3rd Block	1:35-3:00
Dismiss to Car/Bus	3:00

Early Out Day Schedule 5th and 6th

1st Bell	7:41
1st Block	7:45-8:37
Activity	8:37-9:18
2nd Block	9:22-10:22
3rd Block	10:22-11:22
Bathroom	11:22-11:29
Lunch	11:29-12:05
RTI/LW	12:10-1:25
Dismiss to Car	1:30

High School Bell Schedules
2026 -2027

Regular Day Schedule - 172 Days

1st	7:45 - 8:40	(55 min)
	8:40 for 10th-12th breakfast	
	8:45 for 7th-9th breakfast	
2nd	8:50 - 9:45	(55 min)
3rd	9:49 - 10:43	(54 min)
4th	10:47 - 11:41	(54 min)
	11:30 for vo-tech	
5th	11:45 - 12:39	(54 min)
Lunch	12:39 - 1:10	
6th	1:13 - 2:05	(54 min
7th	2:09 - 3:05	(54 min)

Total Instructional Minutes **380 min**

Early Out Day Schedule - 3 days (10/2, 12/18, 5/21)

1st	7:45 - 8:27	(42 min)
Breakfast	8:27 - 8:32	(10th -12th grades)
Breakfast	8:32 - 8 :37	(7th - 9th grades)
2nd	8:37 - 9:18	(42 min)
3rd	9:22 - 10:04	(42 min)
4th	10:08 - 10:50	(42 min)
5th	10:54 - 11:36	(42 min)
6th	11:40 - 12:22	(42 min)
Lunch	12:22 - 12:45	
7th	12:48 - 1:30	(42 min)

Total Instructional Minutes **294 min**

PARKERS CHAPEL DISCIPLINE POLICIES AND PROCEDURES

STUDENT CODE OF CONDUCT

Teachers, principals, administrators, and security officers have the authority to take customary and reasonable measures to maintain proper control and discipline among students placed 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. The teachers of Parkers Chapel are professional people who have been employed to help run the school. They are in charge of the campus as well as their classrooms. They will be allowed to make decisions based on their professional knowledge of all aspects of their duties. If a teacher observes a violation of school rules by any student under the jurisdiction of the school, the teacher's word will be the final word and action will be taken on that observation according to the student disciplinary policies. The teacher's decision shall not be overruled unless the situation warrants and is deemed necessary by an administrator. If needed, the student's account of the situation will be heard in the following order: (1) teacher, (2) assistant principal/principal, (3) discipline committee, and (4) superintendent.

Those in authority may use 24-hour audio/video surveillance available on campus. All classrooms, hallways, playgrounds, athletic facilities, and the cafeteria are equipped with audio/video surveillance cameras.

All students are expected to conduct themselves at all times in a manner that 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.

01. Discipline will consist of a minimum verbal reprimand to a maximum of suspension or expulsion from school and will be used when there is a violation of a rule, and will occur whether the misconduct takes place on the school grounds at any time, off the school grounds at a school activity, function, or event, or en route to and from school on school transportation.
02. In all discipline cases the student will be provided an opportunity to hear the charges against him/her and respond.
03. In discipline cases where the offense is serious enough to warrant, parents will be notified and hearings scheduled at the time and place agreed upon by both parties, if desired.
04. A student handbook including all discipline policies will be provided to each parent/guardian in print or electronically. A signature receipt will be the school's documentation that parents/guardians were provided with all policies. Failure to return this receipt by the designated time will result in discipline/suspension.

05. A student shall not occupy any school building or school property with the intent to deprive others of its use or where the effect thereof is to deprive others of its use.
06. A student shall not block the doorway or corridor of any school building or property so as to deprive others of access thereto.
07. A student shall not prevent or attempt to prevent, the convening or continued functioning of any school class, activity, or lawful meeting or assembly on the school campus.
08. A student shall not prevent other students from attending a class or school activity.
09. A student shall not block normal pedestrian or vehicular traffic on the school campus or adjacent grounds unless under the direction of a school administrator.
10. A student shall not continuously and intentionally make noise or act in any other manner so as to interfere seriously with the teacher's ability to conduct classroom instruction or any other school activity.
11. A student shall not, in any manner, by the use of violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful process or function of the school or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful process or function.
12. A student shall not refuse to identify himself/herself at the request of any teacher, principal, superintendent, school bus driver, school security officer, or other school personnel.
13. A student shall not disrupt a class by making unnecessary noise, talking without permission, keeping other students from doing assigned class work, refusing to do assigned class work, sleeping, refusing to keep his/her head up off the desktop, refusing to pay proper attention to the teacher, or eating food without permission, or any action that will distract from a learning atmosphere in the classroom.
14. Eating in classrooms is prohibited without administration approval. Water is the only beverage that students are allowed to possess and consume during and in between class time. Water brought to school by students must be contained in a resealable container.
15. A student shall not engage in social media postings or electronic communications that cause a disruption to the learning environment in the classroom or campus atmosphere or compromise campus safety.
16. A student shall not encourage other students to violate any rule or school board policy.

STUDENT DISCIPLINE

DISCIPLINE OF DISABLED STUDENTS

Disabled students who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as the treatment does not abridge the right to free appropriate public education. Guidelines outlined in Act 104 of the 1983 Special Session will be followed. Students identified as ID under IDEA guidelines may not receive corporal punishment.

DISCIPLINARY RECORD

A student and/or the student's parent may question any part of the student's disciplinary record maintained by the school district on the grounds that it is an inaccurate record, or that the conduct did not warrant the discipline assessed. The principal will receive any evidence tendered on behalf of the student on the issue and will make other necessary investigations. If the record is found to be inaccurate, it will be corrected. If it is found that the student's conduct did not warrant the discipline assessed, the record will be amended to reflect that finding.

Disciplinary actions will not be entered on the student's permanent record card except for expulsions. Individual records shall be treated as confidential and disclosed only with permission of the student if he or she is an adult, or the student's parent if the student is a minor, or under court order to public authorities requesting information in the course and scope of their legal duties.

Individual student disciplinary actions are reported to the State. Acts of violence and/or bullying are reported to local authorities, as required by law.

DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY

A student shall not cause or attempt to cause damage to school property, steal, or attempt to steal school 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 the parents, may be liable for damages caused by said minor in an amount not in excess of $1,000.

THEFT, DAMAGE, OR DESTRUCTION OF PRIVATE OR PUBLIC PROPERTY

A student shall not cause or attempt to cause damage, steal, or attempt to steal private or public property. Theft of property shall be dealt with at the discretion of the principal. The proper authorities will be notified if deemed necessary.

ASSAULT AND ABUSE OF STUDENTS AND STAFF MEMBERS

Students are to keep their hands to themselves and treat teachers and fellow students with respect and courtesy. Horseplay and physical teasing, as well as shoving, striking, fighting, or threatening others with physical injury, etc., constitute **battery and/or assault** and are strictly forbidden. Profanity, putting others up to abuse whether verbal or by action, and/or rude and abusive language directed at others is considered abuse, and this is also strictly forbidden. Violation of this policy will result in disciplinary action, and may also constitute a criminal offense. ***By law, local law enforcement must be notified whenever a felony or an act of violence has been committed on campus.***

DEFINITIONS

"Assault" is the willful attempt to inflict injury upon the person of another, coupled with the apparent present ability to do so. Any display of force that would give the victim reason to fear bodily harm is assault, even if touching or striking does not occur.

"Battery" is similar to assault but requires unexcused physical touching or injury.**"Abuse"** means to wrong in speech, reproach coarsely, disparage, revile, or malign. The use of profanity or vulgar expressions directed at another person is considered abuse.

"Fighting" is defined as physical abuse by two or more people. A person has a choice when involved in a conflict. The person can walk away or involve themselves in the physical aspect of the fight. If involved, the person will face discipline. The person who instigates the fight *can* face more discipline than the other person(s) involved in the fight. Automatic suspension from school *can* apply.

"Verbal Threat" is any threat, written or verbal, to injure/damage persons or property at Parkers Chapel Schools. Threats will be taken seriously. This action will result in the immediate removal of the student from the school and all school functions until the teachers, counselors, administration, and parents have had an opportunity to meet and assess the situation. ***Local law enforcement will be notified of the threat.***

NARCOTICS, BEVERAGES CONTAINING ALCOHOL, AND DRUGS

The Parkers Chapel Public Schools recognizes that the problem of use, possession, and sale of illegal drugs and alcohol by children and youth does extend to the schools and requires both attention and action by the Board of Education and the school staff.

It is the express policy of the Parkers Chapel Schools to make parents and students aware of the prohibition against the use, possession, and sale of illegal drugs, alcoholic beverages, unauthorized inhalants, or other materials expressly prohibited by federal, state, or local laws, or of any non-prescribed mind-altering substance, or any other material claimed to be a controlled or otherwise illegal substance by students at school, on school property, or at any school-sponsored event, either on school property or elsewhere. The schools shall include in the curriculum information about the effects and dangers relating to drug and alcohol abuse situations.

A student found to be in the possession of, or under the influence of, alcoholic beverages, illegal drugs, other materials expressly prohibited by statute, or of any mind-altering non-prescribed substance while on school property or at school events, either on or off the campus, shall be disciplined at the discretion of the principal. The proper law enforcement officials shall be contacted if necessary.

A student guilty of selling alcoholic beverages, controlled substances, or other materials claimed to be a controlled substance will be recommended for long-term suspension or expulsion depending on the circumstances surrounding the sale episode. The student shall be reported to proper law enforcement officials.

Act 567 of the Legislative Session of 1995 fully addresses this issue.

Possession or use of TOBACCO products and/or any products designed for nicotine delivery such as e-cigarettes and/or e-cigars, etc. by students on the school campus is prohibited. Covered in Acts 1331 and 1555 of the 1999 legislative session, said product(s) will be confiscated and destroyed immediately. This is to include extra-curricular activities.

CLASSROOM DISRUPTIONS

- **First Offense -** A warning from the teacher.
- **Second Offense -** Parents will be contacted by the teacher (note, phone call, text, or email).
- **Third Offense -** The student will be removed from class and will be referred to a counselor and the principal will be notified or may be referred to the office for discipline as determined by the principal.
- **Fourth Offense -** The student will be removed from class and will be referred to the office for discipline as determined by the principal.

INSUBORDINATION

A student shall not fail to comply with directions or commands of teachers, student teachers, paraprofessionals, substitute teachers, principals, administrative personnel, superintendents, school bus drivers, school security officers, or other authorized school personnel. This rule is not limited to the confines of a classroom setting and includes students on school-sponsored trips. **This is considered a very serious offense and the student will be sent to the office IMMEDIATELY for discipline as determined by the principal.**

WEAPONS, DANGEROUS INSTRUMENTS, AND CONTRABAND

A person commits the offense of carrying a weapon if he/she possesses a handgun, knife, club, or any other contraband considered to be a weapon, on or about his person, in a vehicle occupied by him, or otherwise readily available for use by him, with a purpose to employ it as a weapon against another person or himself. Handgun means any firearm with a barrel length of less than twelve inches that is designed, made, or adapted to be fired with one hand.

Arkansas Law § 5-73-119 specifies that no person under the age of 18 shall possess a handgun which is punishable by a Class A misdemeanor. The law also states that no person in this state shall possess a firearm:

- (A) Upon the developed property of a public or private school, kindergarten through grade twelve (K-12);
- (B) In or upon any school bus; or
- (C) At a designated bus stop as identified on the route list published by a school district each year.

A knife is any bladed hand instrument that is capable of inflicting serious physical injury or death by cutting or stabbing. It includes a dirk, shank, shiv, sword, spear, razor, ice pick, throwing star, switchblade, butterfly knife, or any other object capable of cutting or puncturing. Club means any instrument that is specially designed, made, or adapted for the purpose of inflicting serious physical injury or death by striking, including a blackjack, billie and sap. Any student found in possession of any of these items is subject to disciplinary action including expulsion

CONTRABAND ITEMS NOT ALLOWED ON THE PARKERS CHAPEL CAMPUS Act 1408 of the 1999 legislative session strictly prohibits persons under the age of 18 to be in the possession of a **laser pointer**, unless supervised by a parent or teacher. Laser pointers will be confiscated and **<u>will not be returned</u>** to the student.

Other CONTRABAND items not allowed on the campus include, but are not limited to

- Weapons, guns, knives, explosive materials (fireworks)
- Tobacco products and E-cigarettes, e-cigars, or any vapor smoking device
- Beepers, pagers
- Personal computer software/diskettes
- Radios, CD players, headsets, MP3 players, IPods
- Video games
- Caps and bandannas
- Lighters
- Any item that is deemed to be disruptive to the educational process.

FIREWORKS

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

FIRE ALARM OR BOMB THREAT

This is a serious offense. Students who turn in or cause a false fire alarm or bomb threat will face expulsion and/or criminal charges for turning in a false alarm.

IMMORALITY

A student shall abstain from indecent and immoral acts. Violation of this rule is up to a five (5) day out-of-school suspension.

Public display of affection (PDA) is not allowed on campus. The principal will determine the punishment.

CHEATING

- **First Offense -** Students will get a "0" on the work being done and parents will be notified by the teacher.
- **Second Offense -** The student will get a “0” on the work being done and a parent conference will be held with the parent, teacher, and principal.
- **Third Offense –** The student will get a “0” on the work being done, and the student will be suspended from school.

GAMBLING

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

UNACCEPTABLE LANGUAGE OR GESTURES

Students shall not use vulgar language or gestures (written or expressed). Punishment for the use of vulgar language or gestures will be determined by the principal.

OBSCENE MATERIAL

Students shall not possess and/or distribute obscene materials. Punishment for violation of this rule shall be determined by the principal.

GANGS AND GANG ACTIVITY

Any student participating in a gang, secret society, or other similar groups, whether organized in the community or in other settings, is strictly prohibited from being present on the school grounds and campus, or at any school-sponsored activity. Students who are arrested for gang-related offenses, regardless of where the offense may have occurred, are subject to this rule. Gang-related activities include but are not limited to such activities as wearing apparel associated with gangs, displaying gang insignia, throwing signs, or using other verbal/nonverbal language associated with gangs, intimidation, and/or threats. The severity of the offense will determine the punishment. Punishment is to be determined by the principal or designee.

TARDIES

Promptness is expected of all students. A pupil who is not in his/her proper place when the tardy bell rings (7:45 a.m.) will be considered tardy. Students must be in class on time and have the materials needed for that class. This means the proper textbook, paper, pencil, and other items designated by the teacher. The following addresses tardies. **Class begins at 7:45. Students must be in their classrooms and ready to begin at this time.**

ELEMENTARY TARDIES

Elementary students should report to their classrooms daily before 7:40 a.m.

Arkansas' Compulsory School Attendance Law requires attendance for all students. Absence from instruction is considered a violation of this law. A child arriving on campus **at** 7:45 is considered tardy and will not be allowed to enter the building without an adult. Students arriving at 7:45 or after must report to the main office with a parent or adult. The parent or adult dropping off the student must provide a written reason for the tardy. The reason for the tardy is entered into the state department's attendance database. The student will receive a printed tardy slip and then will be allowed to enter the hallway/classroom.

AM tardies are assigned to any student arriving between 7:45 – 9:45 a.m.; arrival after 9:45 a.m. is considered a half-day a.m. absence. PM tardies are assigned when students are checked out in the afternoon between 1:05 - 3:05 p.m. A half-day p.m. absence is assigned when a student is signed out after lunch (11:30), but before 1:05 p.m. Tardies are accumulated each semester. The principal will determine if a tardy is classified as excused or unexcused based on the following list:

An Excused Absence/Tardy Includes:

- Documented illness or injury with a medical note (following absence policy)
- Family emergency or family death - Principal approval
- Court appearance with documentation

An Unexcused Absence/Tardy May Include But Is Not Limited To:

- Missed bus
- Woke up late
- Traffic
- Chronic absences, tardies, and dismissals not documented by a professional
- Non-emergency situations
- Family vacations

ELEMENTARY UNEXCUSED TARDY CONSEQUENCES:

- Tardy 1 - Warning
- Tardy 2 - Warning
- Tardy 3 - Counselor Meets with Student and Calls Parent
- Tardy 4 - Parent / Principal Meeting - Student AM Detention 30 minutes.
- Tardy 5 - Parent / Principal Meeting - Student assigned two days AM Detention 30 minutes
- Tardy 6 - Parent / Principal Meeting - 1 Day ISS
- Tardy 7 - Principal Discretion, including but not limited to: FINS Petition, ISS, Saturday School
- Additional tardy discipline will be determined by Principal

MIDDLE SCHOOL AND HIGH SCHOOL TARDIES

Upon late arrival to school, students will be given tardy slips to be admitted to class. If a student is tardy for class, they will have to go to the office to get a tardy slip in order to be admitted to class. The following will apply:

MIDDLE SCHOOL / HIGH SCHOOL TARDY CONSEQUENCES

- Tardy #4: Detention will be assigned.
- Tardy #5: Detention will be assigned.
- Tardy #6 and beyond: ISS will be assigned by the principal.

Tardy counts will begin anew at the beginning of the second semester.

Not every situation can be covered concerning tardiness or absences. There will be extenuating circumstances. The principal reserves the right to deal with each tardy issue on an individual basis.

4.47— POSSESSION AND USE OF PERSONAL ELECTRONIC DEVICES

Definitions

“Emergency” means a serious, unexpected, and dangerous situation that requires immediate action, including without limitation:

- An active fire;
- An active tornado or earthquake;
- An active shooter;
- An evacuation of school grounds; or
- A medical emergency

“Personal electronic device” means without limitation a:

- Cellular telephone;
- Paging device;
- Beeper;
- Mobile telephone that offers advanced computing and internet accessibility;
- Digital media player;
- Portable game console;
- Tablet, notebook, or laptop computer;
- Digital camera;
- Digital video or audio recorder;
- Smart watch; and
- Any device that can connect and transmit data through Bluetooth technology.

“School day” means from the time students are required to be at school until the time students are dismissed from school.

Possession of Personal Electronic Device

Except as permitted under this policy, a student shall not be in possession of a personal electronic device during the school day. A student may possess a personal electronic device during the school day if:

- The personal electronic device is required by the student’s individual education plan (IEP), 504 Plan, or Individual Health Plan for health reasons;
- The possession of the personal electronic device is during an emergency as defined by this policy;
- The personal electronic device is issued by the District for the student’s use during the school day; or
- The possession of the personal electronic device is during a special event during the school day.

A student shall be deemed to not be in possession of a personal electronic device if:

- **The electronic device is stored in a district approved storage location.**

Use Of Personal Electronic Device

Except as permitted by this policy, a student shall not use a personal electronic device during the school day. A student may use a personal electronic device during the school day if:

- The personal electronic device is required by the student’s individual education plan (IEP), 504 Plan, or Individual Health Plan for health reasons;
- The use of the personal electronic device is during an emergency as defined by this policy;
- The personal electronic device is issued by the District for the student’s use during the school day; or
- The use of the personal electronic device is during a special event during the school day.

A student may possess and use a personal electronic device at a special school event for the purpose of taking photographs. The District shall inform the students and students’ parents, legal guardians, persons having lawful control of the student, and persons standing in loco parentis the following before a special school event takes place:

- When and where the special school event will take place;
- Whether or not personal electronic devices shall be allowed at the special school event; and
- Where personal electronic devices may be used at the special school event.

The use of personal electronic devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

Misuse of Personal Electronic Devices

Even if a student is allowed to possess or use a personal electronic device under this policy, the misuse of a personal electronic device is prohibited. Misuse of personal electronic devices includes, but is not limited to:

01. Using personal electronic devices issued by the District during class time in any manner other than specifically permitted by the classroom instructor
02. Permitting any audible sound to come from the personal electronic device when not being used for reason #1 above;
03. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
04. Using the personal electronic device to record audio or video or to take photographs in areas where a general expectation of personal privacy exists, including but not limited to locker rooms and bathrooms;
05. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person regardless of whether the image is real or created through the use of artificial intelligence;
06. Using a personal electronic device issued by the District in a manner that violates the Electronic Device and Internet Use Agreement regardless of whether the violation occurred on or off campus;
07. Using a personal electronic device at an event during the school day that was not designated as a special school event or in a manner or location that was not authorized as part of the special school event;
08. Using personal electronic devices issued by the District while driving any vehicle at any time; or
09. Using a personal electronic device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle that is in motion and on school property.

Discipline

A student may have a personal electronic device confiscated if:

- The student is found to possess or use a personal electronic device when the use or possession is not authorized by this policy and the personal electronic device was not issued by the District;
- The student misuses a personal electronic device as defined by this policy; or
- The student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis uses the remote recording or listening capabilities of a personal electronic device, either through an app installed on the personal electronic device or the built-in capacity of the personal electronic device, except when authorized by the District.

Confiscated personal electronic devices may be picked up at the school's main office by the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis. Students have no right of privacy as to the content contained on any personal electronic devices that have been confiscated. A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy 4.32—SEARCH, SEIZURE, AND INTERROGATIONS.

A student and the student's parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis expressly assume any risk associated with a student's possession or use of a student's personal electronic device that is not issued by the District. The District shall not be liable for a personal electronic device that is confiscated if the personal electronic device is lost, stolen, or damaged.

In addition to the confiscation of a personal electronic device for a violation of this policy, a student may be subject to the following discipline:

ELEMENTARY CELL PHONE VIOLATION - PROGRESSION

1st Offense: The device will be turned into the front office, and must be picked up by a parent or guardian.

2nd Offense: The device will be turned into the front office, pay a $15.00 fine, and must be picked up by a parent or guardian. The student will also be assigned In-School Suspension (1 day).

3rd Offense: The device will be turned into the front office, pay a $15.00 fine, and must be picked up by a parent or guardian. The student will also be assigned In-School Suspension (3 days).

4th Offense: The device will be turned into the front office, pay a $15.00 fine, and must be picked up by a parent or guardian. The student will lose the privilege of having an electronic device on campus. A warning in writing will be issued stating that if a device is brought to school after the 4th offense, a recommendation for expulsion will be presented to the school board for repeated and deliberate insubordination, or refusal to abide by school rules.

MIDDLE SCHOOL AND HIGH SCHOOL CELL PHONE VIOLATION - PROGRESSION

1st Offense: The device will be turned in to the front office and must be picked up by a parent or guardian.

2nd Offense: The device will be turned in to the front office, pay a $15.00 fine, and must be picked up by a parent or guardian. The student will also be assigned In-School Suspension (1 day).

3rd Offense: The device will be turned in to the front office, pay a $15.00 fine, and must be picked up by a parent or guardian. The student will also be assigned In-School Suspension (3 days).

4th Offense: The device will be turned in to the front office, pay a $15.00 fine, and must be picked up by a parent or guardian. The student will also be assigned Out of School Suspension (2 days).

To protect the integrity of the administration of the assessments under the Arkansas Educational Support and Accountability Act, a student who is found to be in possession of or to use a personal electronic device during the administration of a statewide assessment that is not required by the student's IEP, 504 Plan, or issued by the District shall have the discipline the student is subject to increased by an additional level.

INTERNET POLICY – ACT 801 OF 1997

Students may have the opportunity to use a variety of technologies at school, including computers and the internet. Students are to use this technology as directed by the staff in conformity with the school curriculum. Students who use any technology in an inappropriate manner and/or not as directed by the school are in violation of school policies and subject to discipline, up to and including the loss of the right to use the technology. Elementary: Students opening multiple internet tabs without permission will be referred to the principal and may receive disciplinary actions at the discretion of the principal.

DRESS CODE

The Parkers Chapel Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the Parkers Chapel School District has a responsibility to promote an environment conducive to student learning. This requires limitations to student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, unsafe, could cause property damage, or are offensive to common standards of decency.

Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female. This prohibition does not apply, however, to a costume or uniform worn by a student while participating in a school-sponsored activity or event.

Student dress, grooming, and appearance should be the responsibility of the individual and his or her parents, guardian, or *loco parentis* under the following guidelines:

01. Students' dress and grooming should be clean and in keeping with health and sanitary practices.
02. Students may not wear clothing or hairstyles that can be hazardous to them in their educational activities such as lab work, physical education, art, or on-the-job training.
03. Clothing should be modest and not revealing.
04. Students' dress and grooming should not substantially disrupt the educational process.
05. Students shall not wear or use emblems, insignias, badges, or other symbols that cause substantial disruption or interference with the operation of the school. Alcohol or tobacco-related advertisements or sexually suggestive messages will not be allowed. Example: "Hooters" T-Shirts will not be allowed.

06. Students shall not wear tank tops, halter tops, or halter-like upper garments. (Elementary students may wear tank tops with at least 2" wide straps and as long as they are appropriately covered as deemed appropriate by the teacher or principal.)
07. Students shall not wear clothing if it reveals cleavage or the midriff when arms are raised.
08. Students' dresses, skorts/skirts, and shorts lengths must be longer than the student's fingertips when his/her arms hang at the student's sides. (Elementary student's shorts not be measured [meet the fingertip rule] but are required to well cover the student while sitting, squatting, and bending). Students will be sent home to change clothing that is too short, as determined by the teacher or principal. Second-time offenders will not be allowed to wear the offending garment for the remainder of the semester.
09. Students' sunglasses must be removed upon entering the building.
10. Students' leggings/tights must be covered by a proper outer garment.
11. Students shall not wear running shorts (shorts with a side v cut out/slit).
12. Students' pants shall be worn at the waist. If necessary, a belt shall be worn and buckled. Overalls will have the straps buckled.
13. Gang-related attire; bandannas on the head or hanging from the pocket will not be permitted. Chains dangling from the belt are not allowed. Insignias that can be inflammatory will not be allowed on campus even during ball games or at school functions.
14. Students shall not wear hats, hoods, or caps on campus during the school day. Toboggans can be worn outside when the temperature is extremely cold. Caps may be worn by baseball/softball teams during practice on the ball fields. No other type of headwear is permitted unless approved by the principal.
15. Students shall not wear house shoes, sleep pants, blankets, and/or pajamas.
16. Students shall not wear P.E./Athletic practice gear to class; PE/Athletic practice gear can only be worn at practice and during P.E. class.
17. Students' athletic uniforms, worn in the classrooms, must follow the dress code.
18. Students' pants or shorts cannot have holes in them that can be seen through above the knee, higher than the fingertip rule. Any hole above the knee, higher than the ends of the fingertips, **must** have cloth or a patch sewn in underneath.

Any student, who is inappropriately dressed, according to the above guidelines, will be asked to correct his/her attire immediately. The procedure may include sending the student home to change the articles of clothing in question. **Absences due to this will be counted as unexcused absences**.

Dress code violations should be addressed first thing in the morning. However, addressing dress code violations may be done at any time during the day. The principal reserves the right to determine if a student's dress is appropriate or inappropriate and may deal with dress code violations individually.

SEARCH OF PROPERTY AND STUDENTS

Students are entitled to the guarantees of the fourth amendment, and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of students and school property when there is reasonable cause to believe that students may be in possession of drugs, weapons, alcohol, and other materials (contraband) in violation of school policy or state law. Students who bring contraband onto school grounds may be searched in order to secure the school environment so learning can take place and to protect other students from any potentially harmful effects stemming from the contraband. School property shall remain under the control of school officials, and shall be subject to search. The administration may utilize canines and metal detectors (magnetometers) as provided in the Administrative Procedures.

Definition of terms used specifically in the "search" section of the handbook:

CONTRABAND - all substances or materials, the presence of which is prohibited by school policy or state law, including but not limited to, controlled substances, drugs, alcohol, or alcoholic beverages, abuse of glue, aerosol paint, or any other substance that may cause a euphoric feeling, guns, knives, weapons, and incendiary devices.

REASONABLE CAUSE - is the standard for search on school property or at school-related events which is based on the school official's specific reasonable inferences which he or she is entitled to draw from the facts in light of the school official's experience. Specific reasonable inferences may be drawn from instances including but not limited to, a tip from a reliable student, suspicious behavior which suggests that contraband is present, a smell indicating the presence of the contraband or a bulge in a pocket, etc. Reasonable cause should not be based on a mere hunch.

SCHOOL PROPERTY - refers to student lockers, desks, and other such property owned by the school. The school exercises exclusive control over the school property, and students should not expect privacy regarding items placed on school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school. At no time will a student occupy more than one locker.

AUTOMOBILES

Automobiles on school property are subject to search by a school official if a school official has reasonable cause to believe that contraband is in or on the automobile.

THE PERSON

Students and their effects are subject to being searched by school officials if a school official has reasonable cause to believe that the student is in possession of contraband.

If a search of the student is conducted:

- An adult witness shall be present when the search is conducted, and
- A pat down search of a student's person will be done by a school official of the same sex.

SUGGESTED PROCEDURES

If a school official has reasonable cause to believe that contraband is present, he or she may institute a search. Although the following procedures for a search are suggested, they are not mandated.

01. The student should ordinarily be required to be present and asked to consent to the search.
02. If after being informed of the basis for the school official's reason to search the student does not consent and the circumstances permit, the student's parent or guardian should be called and informed of the circumstances.
03. If the parent or guardian will not consent to the search, the school official may proceed with the search, contact security, or if necessary call law enforcement authorities.
04. Ordinarily, and if circumstances permit, the search of a person or his effects should be conducted out of the presence of other students.

The principal or designee will assess the situation and determine the most appropriate action to take.

USE OF CANINES

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

USE OF METAL DETECTORS (MAGNETOMETERS)

Weapons of any nature on school property or at school functions are prohibited by school policy and state law. When the Administration has reasonable cause to believe that weapons are in the possession of unidentified students, when there has been a pattern of weapons found at school, or when violence involving weapons has occurred at a school, the Administration is authorized to use stationary or mobile metal detectors.

If a metal detector is to be used in a particular school the students will be notified via the loudspeaker, at an assembly, or by similar means of its use. On the day of its use signs will be posted to warn students that each student will be required to submit to a screening for metal as a condition of entering or continuing attendance at school.

When a metal detector is being used, students will be allowed to use only the entries designated. If a metal detector activates on a student, the student should be asked to remove metal objects from his or her person and walk through or be scanned again. If, after the removal of other metal objects, there is a third activation by the metal detector on the student, the student should be taken to a room out of view from the other students where the procedures suggested for a search would be applicable.

DISCIPLINARY ACTIONS

DETENTION

Elementary students assigned to detention must report to the principal or designated teacher during physical activity time, lunch, activity time, or after school as determined by the teacher and/or the principal. Saturday detention may be assigned.

Middle School and High School students may be assigned to report to detention. Students will be confined to detention hall by the principal or his designee. If the student is tardy for detention it will not count as being served.

Failure to attend detention will result in further discipline as determined by the principal.

SUSPENSION

A teacher may dismiss for disciplinary reasons any student from class. The teacher shall, when feasible, accompany the student to the office of the principal or designee and shall, as soon as practical, file with the principal a written statement of the reason or reasons for the student's dismissal from class. The principal or designee shall determine whether to reinstate the student in class, reassign him or her, or take other disciplinary action(s)**.**

The principal of any school or designee is authorized to suspend students from school for disciplinary reasons for up to ten days, including the day upon which the suspension was initially imposed. Prior to such suspension, the principal or designee shall inform the student either orally or in writing what the student is accused of doing and what the basis of the accusation is. If the student denies the charges or accusations against him/her, the principal shall explain to him/her the evidence that forms the basis of the charges and shall permit the student to present his/her side of the story. If the principal considers that suspension is proper, he shall send the student home with a suspension notice. The principal or designee may require the attendance of the parent and/or student involved at a conference as a condition for considering reinstatement.

Parents may appeal suspensions which can be up to ten days to the superintendent of schools. Only suspensions of more than ten days can be appealed to the school board. When a student has been notified that he/she is suspended from school, he/she shall remain away from school premises/property and school activities until the principal reinstates him/her. This is to include ball games, both home or away. A suspended student may return to the school premises when accompanied by his/her parent or guardian for a student-parent-principal conference. If in the conference, no decision is reached by the principal, for reinstatement of the student, or if any suspended student or his parent or guardian (when the student is a minor), requests a hearing before the superintendent or the school board on the suspension, then the principal or designee shall extend the suspension of the student and shall furnish the superintendent of schools with a full report on the suspension within a period of five days from the request. The superintendent of schools or designee shall have the authority to revoke, terminate, or otherwise modify the suspension and will notify the principal, parents, and the school board of his actions within five days from receiving the principal's report. If the superintendent or designee agrees with the suspension or modifies the suspension imposed by the principal and if the student or his parent so requests, a hearing shall be scheduled before the school board within five days after the superintendent has notified the parent or student of his/her action. The board may revoke, terminate, alter or modify the suspension.

A suspended student will be readmitted to school after being suspended for ten school days including the day upon which the suspension was initially imposed, even if the appeal process has not been completed.

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

The school shall offer to the expelled/suspended student digital learning courses or other alternative educational courses for which the student may receive academic credit that is at least equal to the credit the expelled student may have received if he or she was still enrolled immediately before he or she was expelled/suspended.

LONG-TERM SUSPENSION

A suspension, not amounting to expulsion for the remainder of the term but being more than ten days, is authorized. This long-term suspension, however, shall come only after the student has been afforded notice, the opportunity for a hearing, and the same procedural right as for expulsion.

EMERGENCY SUSPENSION

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

EXPULSION

The principal of a school may recommend that a student be expelled from school and shall make said recommendation to the superintendent in writing which will include a written statement of the charge or charges against the student. If the superintendent concurs with the recommendation, he/she shall schedule a hearing before the school board. The school board may expel a student for the remainder of the semester, for the remainder of the school year, or permanently for conduct it (the board) deems to be of such seriousness as to make a suspension inappropriate, or where it finds that the student's continued attendance at school would be unacceptably disruptive to the educational program, or would be attended with unreasonable danger to other students, and faculty members. Permanent expulsion is appropriate only for those instances in which serious bodily harm occurred or reasonably could have been expected to occur to another person. The superintendent or designee shall give written notice, mailed within five calendar days from the alleged incident causing the expulsion recommendation, to the parent if the student is a minor, or to the student if he/she is an adult.

Such hearings will be conducted not earlier than three calendar days or more than seven calendar days following the date of the notice except that the superintendent and the student and the student's parent may agree in writing to a date not conforming to this limitation. The notice will also state the charge against the student in clear and concise terms.

In every case of a hearing held by a school board regarding the expulsion of a student, the president of the board, or, in his/her absence, another member selected by the board shall preside at the hearing. The student shall be entitled to representation by a lawyer or lay counsel. The superintendent or designee shall present evidence and may present witnesses or statements of those persons having personal knowledge of the events or circumstances giving rise to the expulsion recommendation at the hearing. The student or representative may then present witnesses or statements by witnesses with personal knowledge of events or circumstances relevant to the issue. Opportunity shall be afforded for the student to observe all evidence offered against him. Members of the board may question any witness.

At the conclusion of the hearing, the board may discuss the matter and will dispose of it by vote. If the board does not expel the pupil, they may impose less severe disciplinary actions such as long-term suspensions. The board shall briefly state its findings in writing within ten days after the hearing.

The school administration has the responsibility to present the evidence to the board and the administration is entitled to open and conclude. The president of the board or the presiding officer has the authority to limit unproductively long or irrelevant questioning by non-board members.

The school shall offer to the expelled/suspended student digital learning courses or other alternative educational courses for which the student may receive academic credit that is at least equal to the credit the expelled student may have received if he or she was still enrolled immediately before he or she was expelled/suspended.

GROUP HEARING FOR SUSPENSION OR EXPULSION

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

01. A single hearing will not likely result in a conclusion.
02. No student will have his/her interest substantially prejudiced by group hearing.

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

CORPORAL PUNISHMENT

Reasonable discipline may include the administration of corporal punishment to a student in the exercise of sound discretion by a certified employee, provided that corporal punishment shall not be excessive or unduly severe.

Corporal punishment will be administered according to the following requirements:

01. Act 333 amends the Arkansas Code 6-18-503 to clarify procedures for the administration of corporal punishment by allowing the punishment to be administered in the presence of a school administrator or his/her designee. The designee must be a teacher or administrator employed by the district. It will be administered in the presence of at least one certified employee in addition to the person dispensing it.

02. It will not be administered in the presence of other students nor in a spirit of malice or anger, nor will it be excessive.

03. Before corporal punishment is administered, the student shall be advised of the rule and infraction for which the student is being punished in the presence of the witness. If the student claims innocence, the certified employee will permit the student to state his/her position which shall be considered prior to punishment.

04. Refusal to take corporal punishment may result in suspension or other disciplinary measures.

05. The principal or designee at the school will administer corporal punishment.

IN-SCHOOL SUSPENSION

All students assigned to In-School Suspension (ISS) are subject to all Parkers Chapel High School (PCHS) rules as set forth in the discipline guidelines outlined in the student handbook as well as the ISS rules. Any student found to be in violation of school or ISS rules while in ISS will be subject to additional punishment in addition to the current ISS assignment. While in ISS a student is excluded from attending or participating in any and all extracurricular activities, including assemblies, practices, fundraisers, and games. Attendance and participation in extracurricular activities may resume following the student's completion of his/her ISS assignment. Upon arrival to ISS, students will receive a detailed student orientation to clearly communicate the ISS guidelines and consequences for non-compliance, and establish clear expectations.

DISCIPLINE COMPLAINTS AND GRIEVANCES

If a student and/or the parent of a student involved in a disciplinary ruling wish to contest a disciplinary ruling, they must state their complaint in writing to the school principal, asking that the ruling be changed. If the complaint is not satisfactorily resolved by the principal, an appeal is plausible to the discipline committee, then the superintendent, then to the School Board.

SEXUAL HARASSMENT AND BULLYING

STUDENT SEXUAL HARASSMENT

The Parkers Chapel School District is committed to having an academic environment in which all students are treated with respect and dignity. Student achievement is best attained in an atmosphere of equal educational opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated.

Believing that prevention is the best policy, the District will each year inform students and employees about the nature of sexual harassment, the procedures for registering a complaint, and the possible consequences that are available. The information will stress that the district does not tolerate sexual harassment and that the student can report inappropriate behavior of a sexual nature without fear of adverse consequences. The information will take into account and will be appropriate to the age of the students.

Any student, after investigation, to be in violation of this policy will be subject to disciplinary action.

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature made by someone under any of the following conditions:

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

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include but are not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, or name-calling; teasing related to sexual characteristics; and spreading rumors related to a person's alleged sexual activities.

Students who believe they have been subjected to sexual harassment, or parents of a student who believes their child has been subjected to sexual harassment, are encouraged to file a complaint by contacting any district staff member including a teacher, counselor, the Title IX Coordinator, or administrator. If the person receiving the complaint or report is not the Title IX Coordinator, he/she will contact the Title IX Coordinator at 209 Parkers Chapel Rd.; 870-862-4641, ext 102, who will then assist them in the complaint process. Under no

circumstances shall a student be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment.

To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form.

Students who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion.

Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion.

Sexual harassment is sex discrimination under Title IX. This school's policy is to maintain a learning and working environment free from sex discrimination, including sexual harassment. It shall be a violation of this policy for any member of the district staff to harass a student through conduct, or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students or members of the district staff through conduct or communications of a sexual nature as defined below. Steps will be taken to prevent the recurrence of any harassment and to correct its discriminatory effects on the complainant and others if appropriate.

DEFINITIONS

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

01. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s education;

02. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or

03. Such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile, or offensive academic environment.

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

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Suggesting or demanding sexual involvement accompanied by implied or explicit words or actions
- Threats concerning one's grades, job, etc.
- Inappropriate patting or pinching
- Intentional brushing against a student's or an employee's body
- Any sexually motivated unwelcome touching

PROCEDURES

Any student or employee who alleges sex discrimination or sexual harassment by any staff member or student may file a complaint by contacting the principals or the school counselors. The person receiving the report will contact the Title IX Coordinator at 209 Parkers Chapel Rd.; 870-862-4641 ext 102, who will then assist them in the complaint process. Filing a complaint or otherwise reporting sexual harassment or sex discrimination will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

BULLYING

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of their dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Administration or 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; while traveling to or from school, during a school activity, in a school vehicle or school bus, or at designated school bus stops.

A school principal or his or her designee who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation. A parent or legal guardian of a student who is a party to an investigation of an incident of bullying will receive information about the investigation within five (5) school days of the completion of the investigation. "No Bullying" signs will be visible in each classroom, in hallways, restrooms, and all entrances.

DEFINITIONS

ATTRIBUTE - means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation;

BULLYING - means the REPEATED 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;

<u>Bullying is a PATTERN of behavior. It is NOT an isolated incident.</u>

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 communication device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment. Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, or 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;

HARASSMENT- means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; and

SUBSTANTIAL DISRUPTION - means without limitation that any one or more of the following occur as a result of the bullying:

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

Examples of “Bullying” may include but are not limited to a pattern of behavior involving one or more of the following:

01. Sarcastic comments or “compliments” about another student’s personal appearance or actual or perceived attributes,
02. Pointed questions intended to embarrass or humiliate,
03. Mocking, taunting, or belittling,
04. Non-verbal threats and/or intimidation such as “fronting” or “cheating” a person,
05. Demeaning humor relating to a student’s race, gender, ethnicity, or actual or perceived attributes,
06. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
07. Blocking access to school property or facilities,
08. Deliberate physical contact or injury to person or property,
09. Stealing or hiding books or belongings, and/or
10. Threats of harm to student(s), possessions, or others,
11. Sexual harassment, as governed by policy 4.27, is also a form of bullying,
12. Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles (Example: “Slut”) or conduct or is homosexual, regardless of whether the student self identifies as homosexual (Examples: “You are so gay.” “Fag” “Queer”).

Students are encouraged to report behavior they consider to be bullying, including a single action that, if allowed to continue, would constitute bullying, to their teacher, counselor, or the building principal. The report may be made anonymously and can be made through the reporting form on the school website. 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 counselor and the principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

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

Students violating 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.

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice.

Copies of this policy shall be available upon request.

ATTENDANCE

ATTENDANCE LAW

The District will enforce Arkansas Code 6-18-201 as follows:

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

The public schools of any school district in the state shall be open and free through completion of the secondary program to all persons in this state between the ages of five (5) and twenty-one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the school district and to all persons between those ages who have been legally transferred to the district for educational purposes.

Any parent, guardian, or other person residing within the state and having custody or charge of any child or children may elect for the child or children not to attend kindergarten if the child or children will not be age six (6) on August 1 of that particular school year. If such an election is made, the parent, guardian, or other person having custody or charge of the child must file a signed kindergarten waiver form with the local district administrative office. Such a form shall be prescribed by regulation of the State Department of Education. On filing the kindergarten waiver form, the child or children shall not be required to attend kindergarten in that school year, but will attend kindergarten the following school year.

01. Students aged five and through seventeen must be enrolled in school as required by Act 292 of 1991. However, a student may attend up to age 21.

02. It is the responsibility of the **parent** to see that the student is in attendance at school. The **parent** is to notify the school principal's office when the student is absent. Parents are to call the office at 870-862-4641 ext 130 (elementary), ext. 120 (middle school), or ext 110 (high school) to notify the office that their student will be absent and state the reason for documentation. An email notification to the principal's office will also be accepted. If the office is not notified, the student's absence will be entered as unexcused.

03. Act 831 of 1991 requires that every application for an instruction permit or for an operator's or chauffeur's license by a person less than eighteen years old on October 1st of any year, shall be accompanied by proof of receipt of enrollment and regular attendance in a public, private, or parochial school. Also, proof is needed for those students who are being provided schooling at home.

04. Act 876 of 1991 requires that each public, private, or parochial school shall notify the Department of Finance and Administration whenever a student fourteen years of age or older is no longer in school.

ABSENCE POLICY

If any student's Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence.

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept the responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement.

EXCUSED ABSENCES

Excused absences are those due to one of the following reasons:

1. Death or serious illness in the student's immediate family (principal must be contacted);
2. Observance of recognized holidays observed by the student's faith (principal must be contacted);
3. Attendance at an appointment with a government agency (agency excuse must be provided);
4. Attendance at a medical appointment (agency excuse must be provided);
5. Exceptional circumstances (prior approval of the principal);
6. Participation in an FFA, FHA, or 4-H sanctioned activity (prior agency excuse must be provided);
7. Participation in the election poll workers program for high school students (principal must be contacted);
8. Absences are granted to allow a student to visit his/her parent or legal guardian who is a member of the military and has been called to active duty, or who is on leave from active duty or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee;
9. For purposes such as visiting prospective colleges or obeying a subpoena (prior approval of the principal);
10. Absence due to the student having been sent home from school due to illness; the nurse will notify the office;
11. Absences are granted at the Superintendent's discretion to seventeen (17)- year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and twelve (12).
12. Parental Discretion - Three (3) parental discretion absences are granted each semester. These are for absences that do not fall under any of the circumstances listed in #1-11 above and are excused with a phone call, email, or a note from the parent stating the reason for and the date of the absence.

<u>Unless prior approval is required (see #5,6,&9), the office must receive agency documentation or parent contact within 24 hours of the student's return to school.</u>

If documentation is not provided within the 24-hour period, it will be considered a #12 - Parent Discretion Absence. If all three parent discretion absences have been used, the absence will be unexcused.

<u>Regardless of the reason and even if all parental discretion absences have been used, the parent/guardian must contact the school any time the student is absent to confirm the student has not been truant.</u>

Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school on the day they serve as a page.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Excessive absences may, however, be the basis for the denial of course credit, promotion, or graduation.

UNEXCUSED ABSENCES

Absences not defined above, in the EXCUSED ABSENCES section, shall be considered unexcused absences. Students with six (6) unexcused absences in a course in a semester shall not receive credit for that course. At the discretion of the principal, after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for the expulsion or dismissal of a student.

When a student has three (3) **unexcused absences**, in one semester, his/her parents, guardians, or persons in loco parentis shall be notified.

The District shall notify the prosecuting authority after the sixth (6^{th}) **unexcused absence** per the semester, and the parent, guardian, or persons in loco parentis, shall be subject to a civil penalty as prescribed by law.

At any time when a student exceeds the number of unexcused absences permitted by this policy, the student or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee.

Students who attend in-school suspension shall not be counted absent for those days.

The District shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and Administration is required to suspend the former student's operator's license unless he/she meets certain requirements specified in the statute.

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in a school shall present proof of a "C" average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record.

STATE PLAYOFF GAME ATTENDANCE

- The parent must contact the school office **before** a student is checked out.
- The office will assign a check-out time.
- The student cannot leave campus with another student.
- The student must sign in at the ballgame with the principal or designee for the absence to be excused and to be allowed to make up missed work.
- The absence does not count against exemptions.

The principal reserves the right to deal with extenuating circumstances regarding attendance issues.

MAKE-UP WORK

Students who miss school due to an absence shall be allowed to make up the work they missed during their absence(s) under the following rules.

01. Students are responsible for contacting the teachers of the classes they missed and inquiring about the assignments they need to make up.
02. Teachers are responsible for providing the missed assignments when asked by a returning student.
03. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
04. Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
05. Students shall have one class day to make up their work for each class day they were absent beginning the FIRST day they return to school.
06. Make-up work that is not turned in within the make-up schedule, for the assignment, shall receive credit based on the makeup/ late work policy.
07. Students are responsible for turning in their make-up work without the teacher having to ask for the make-up assignment.
08. Students who are absent on the day their make-up work is due must turn in their work on the day they return to school, whether or not the class for which the work is due meets the day of their return.

Work may not be made up for credit for absences in excess of the number of allowable absences in a semester **unless** the absences are part of a signed agreement as permitted by policy 4.7 – ABSENCES

LATE WORK POLICY:

Work turned in on time shall be subject to full credit based on completion and correctness of the assignment.

Work that is **one day late** beyond the DUE DATE shall be subject to a MAXIMUM credit of 75% of the original value.

01. Work that is **two days late** beyond the DUE DATE shall be subject to a MAXIMUM credit of 50% of the original value.

02. Work that is **three days late** beyond the DUE DATE shall be subject to a MAXIMUM credit of 25% of the original value.

03. Work **more than three days late** beyond the DUE DATE may still be required for completion of the course but shall not receive more than 10% credit unless there is an extenuating circumstance to be approved by the teacher and/or principal.

CHECKING IN AND OUT OF SCHOOL / TRANSPORTATION HOME

School begins at 7:45 a.m. and ends at 3:05 p.m. Students are expected to be in school during those hours. Parkers Chapel School is a “Closed Campus”. **Students may only check out with the intent to return from a doctor’s appointment, a legal appointment, or an emergency situation that has been approved by the principal. Upon returning, the student shall present proof of the reason for being checked out. Parent phone calls for checking students out will only be accepted for one of the above reasons. All other reasons for checking out must be done by a parent in the office and the student will not be allowed to return.** For the absence to be excused, it should follow the same guidelines for excused absences. Only persons on the student emergency card/contact list may check a student out from class/school. Students may only be checked out of school up to 2:00 p.m. each day. Phone calls changing the way a student is to go home are only allowed in the event there is an emergency and they will not be allowed after 1:30 p.m. Teachers should receive a written note if a student’s transportation schedule is to be changed. Students may not ride “other” buses for visiting purposes. A student may only ride the bus home they are assigned to ride. Any variation to this must be approved by the principal. Riding a bus to a friend’s house will not be allowed.

RESIDENCY

RESIDENCY REQUIREMENTS

(Board policy 4.1 – Residence Requirements)

"RESIDE" - means to be physically present and to maintain a permanent place of abode for an average of no fewer than four (4) calendar days and nights per week for a primary purpose other than school attendance.

"**RESIDENT**" - means a student whose parents, legal guardians, persons having legal, lawful control of the student under a court order of a court, or persons standing in loco parentis reside in the school district.

"**RESIDENTIAL ADDRESS**" - means the physical location where the student's parents, legal guardians, persons having legal, lawful control of the student under order of a court, or persons standing in loco parentis reside. A student may use the residential address of a legal guardian, a person having legal lawful control of the student under the order of a court, or a person standing in loco parentis only if the student resides at the same residential address and if the guardianship or other legal authority is not granted solely for educational needs or school attendance purposes.

The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty-one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the District and to all persons between those ages who have been legally transferred to the District for educational purposes.

Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parents or guardians for school attendance purposes.

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District's schools separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance. However, a student previously enrolled in the district who is placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools. A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District may continue to remain enrolled in his/her current school unless the presiding court rules otherwise.

Under instances prescribed in A.C.A. § 6-18-203, a child or ward of an employee of the district or of the education coop to which the district belongs may enroll in the district even though the employee and his/her child or ward reside outside the district.

A copy of the policy (Board policy 4.1) may be received from the superintendent's office.

Act 663 of the 1999 Legislative session established penalties for parents that unlawfully enroll their children in a nonresident school district by knowingly giving a false address. This is a misdemeanor fineable by up to $500.

A parent/guardian who changes a mailing address, phone number, or email address after enrollment shall report the change to the principal's office immediately. If the school district becomes aware of a change of address without notification, the parent may be required to show proof of residency again.

ADMISSION REQUIREMENTS

Act 574 of 1995 states:

Prior to a child's admission to an Arkansas public school, a school district will request the parent, guardian, or another responsible person to furnish the child's social security number and will inform the parent, guardian, or another responsible person that, in the alternative, they may request that the school district assign the child a nine (9) digit number designated by the Department of Education.

Prior to a child's admission to an Arkansas public school, the parent, guardian, or responsible person will provide the school district with one (1) of the following documents indicating the child's age:

- A birth certificate;
- A statement by the local registrar or a county recorder certifying the child's date of birth;
- An attested baptismal certificate;
- A passport;
- An affidavit of the date and place of birth by the child's parent or guardian;
- Previous school records; or
- A United States military identification.

Prior to a child's admission to an Arkansas public school, the parent or guardian will indicate on school registration forms whether the child has been expelled from school in any other school district or was a party to an expulsion proceeding.

TRANSFERS

The Parkers Chapel School Board has a written policy that sets forth the provisions by which a

student may transfer to or from another school district. This policy is available upon request in the office of the principal.

STUDENT INFORMATION

STUDENT PARTICIPATION IN SURVEYS

Protection of Pupil Rights Amendment (PPRA):

Section I - No student shall be required to submit to a survey, analysis, or evaluation that is administered or distributed by a school, and is funded in whole or in part by any program administered by the U.S. Department of Education without the prior written consent of the parent/guardian that reveals information concerning the following:

01. Political affiliations;
02. Mental and psychological problems potentially embarrassing to the student or his family;
03. Sex behavior and attitudes;
04. Illegal, anti-social, self-incriminating, and demeaning behavior;
05. Critical appraisals of other individuals with whom respondents have close family relationships;
06. Legally recognized, privileged, or analogous relationships, such as those of lawyers, physicians, and ministers;
07. Religious practices, affiliations, or beliefs of the student or student's parent; or
08. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Section II - No surveys shall be administered without the prior approval of the school principal. Any survey created by a third party, or funded, in whole or in part, as part of any US Department of Education, administered program, containing one or more of the eight categories listed above shall be available to be inspected by a student's parent/guardian before the survey is administered or distributed by a school to a student.

Parents/guardians shall have the right to deny permission for their child to participate in the taking of the survey. The school shall not penalize students whose parents/guardians exercise this option. The school shall take reasonable precautions to protect students' privacy during their participation in the administration of any survey, analysis, or evaluation containing one or more of the eight categories listed above.

Section III - Parents or guardians wishing to inspect a survey, analysis, or evaluation shall be able to do so in the administrative office of the administering school where the surveys

shall be available for inspection for a period of ten (10) days (regular school days when school is in session) after the notice of intent to administer the survey is sent. Included in the notice shall be information regarding how the survey or questionnaire will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey or questionnaire. Parents may refuse to allow their student to participate before or after reviewing the survey or questionnaire.

The requirements of sections one, two, and three of this policy do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

Section IV - Prior written parental permission is required before any survey or questionnaire (not including tests mandated by state or federal law or regulation and standardized scholastic achievement tests) is administered to a student the responses to which are to be provided to a person or entity other than another pubic school, school district, or any branch of the Federal Government and which requests or requires a student to provide any of the eight (8) categories of information listed above and/or the following;

01. A student's name;
02. The name of the student's parent or member of the student's family;
03. The address, telephone number, or email address of a student or a member of a student's family;
04. A personal identification number, such as a social security number, driver's license number, or student identification number of a student or a member of the student's family;
05. Any information, the disclosure of which is regulated, or prohibited by any other state or federal law or regulation.

The rights provided to parents under this policy transfer to the student when he/she turns 18 years old. Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

PRIVACY OF STUDENTS' RECORDS INFORMATION

Family Educational Rights and Privacy Act (FERPA)

All students' educational records are available for inspection and copying by the parents of any student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student.

For purposes of this policy, the Parkers Chapel School District does not distinguish between a custodial and noncustodial parent with respect to gaining access to a student's records. The fact of a person's status as a parent or guardian, alone, enables that parent or guardian to review and copy his child's records.

If there is a court order which directs that a parent not have access to a student or his records, the parent or guardian must present a file-marked copy of such order to the building principal and the Superintendent. The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys, and the court which issued the order.

A parent or guardian does not have the right to remove any material from a student's records, but such a parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student file must be initiated with the building principal, with an appeal available to the Superintendent or his designee. Any appeal above that level will be to an independent hearing officer and must be consistent with the purposes of the Federal Family Educational Rights and Privacy Act.

Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, directory information about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date, and place of birth, classes in which he/she is enrolled, his/her placement on the honor roll (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. A student's name when associated with their physical address, email address, telephone number, or photograph will only be displayed on the district or school's web page after receiving the written permission of the student's parent or student if over the age of 18.

Form #FERPA-1 for objecting to making directory information available is located in the front of the student handbook and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year. Failure to file an objection by that time is considered a specific

grant of permission.

MARKETING OF PERSONAL INFORMATION

The Parkers Chapel School District shall not collect, disclose, or use personal information for the purpose of marketing or for selling that information or to otherwise provide that information to others for that purpose.

Personal information is defined, for the purposes of this policy only, as individually identifiable information including:

01. Student or parent's first and last name;
02. Home or other physical address (including street name and the name of the city or town);
03. Telephone number; and
04. Social security identification number.

The District may collect, disclose, or use personal information that is collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions such as the following:

01. College or other postsecondary education recruitment, or military recruitment;
02. Book clubs, magazines, and programs providing access to low-cost literary products;
03. Curriculum and instructional materials used by elementary schools and secondary schools;
04. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
05. The sale by students of products or services to raise funds for school-related or education-related activities; and
06. Student recognition programs.

DISTRIBUTION OF LITERATURE

Subject to the approval of the principal, students shall have the right to distribute and possess

any form of literature including, but not limited to, newspapers, magazines, leaflets, and pamphlets, except that the principal may prohibit a specific issue of a specific publication if there is a substantial, factual basis for believing its possession or distribution will cause or is causing substantial disruption with school activities. The right of distribution shall extend to school grounds and buildings.

The time, place, and manner of student distribution of literature may be reasonably regulated by the principal provided such regulations:

01. Are uniformly applied to all forms of literature;
02. Do not prohibit distribution at times or places either inside or outside the school building for which no factual basis exist to conclude that any interference with school activities would occur;
03. Are specific as to places and times where distribution is prohibited; and
04. Do not inhibit a person's right to accept or reject any literature distributed in accordance with the rules.

EXTRACURRICULAR ACTIVITIES

CLUBS AND ORGANIZATIONS

All clubs and organizations shall have, in the principal's office, a copy of their charter, by-laws, rules and regulations, and any other pertinent information concerning club membership

HIGH SCHOOL CLASS OFFICE AND ELECTION PROCESS

If two candidates are running for the same office, a simple fifty percent of the votes cast will determine the winner. If more than two are running for the same office and no single candidate receives more than fifty percent (50%) of the votes cast, a runoff between the two candidates with the most votes will be held. Candidates for the class office must sign up in the principal's office before they will be placed on the voting ballot. Candidates for class office must meet the same qualifications that the Arkansas Activities Association has stated for participation in extracurricular activities. Elections will be held as early in the semester as possible. All students eligible to vote and present on the day of voting will be provided an opportunity to vote.

STUDENT COUNCIL

The Student Council has bylaws and a constitution that is on file in the principal's office. Candidates for office and membership should read this before declaring their candidacy. Elections will be held as early as possible.

CHEERLEADING

Selection of cheerleaders will take place in the spring semester. The cheerleader coach will have a document listing qualifications and expectations of cheerleaders. A copy of the document is also on file in the office of the principal.

SCHOOL TRIPS

All school trips must have the approval of the principal. This includes the purpose of the trip, time of leaving and approximate time of return. Students will be provided with a field trip consent form at the first of the school year that will cover all school trips.

School groups or organizations making out-of-town trips must have a faculty advisor and a sufficient number of adult chaperones. Requests for making out-of-town trips should be submitted to the principal in ample time before the event and prior to any commitments being made.
All students going on school-sponsored trips will be expected to go and return according to the guidelines and rules set by the coaches, director, sponsor, or by the administration.

TRAVEL TO EXTRACURRICULAR ACTIVITIES

Students are required to use school-provided transportation when traveling to any extracurricular event. Following the event, only the parent/guardian is allowed to sign the student out, making the parent/guardian responsible for the student's return travel.

ABSENCES AND EXTRACURRICULAR PARTICIPATION

To participate in an extracurricular event, the student must be in attendance at school on the day of the event. Preapproval must be received by the principal for any missed periods on the day of an extracurricular event before participation in the event is permitted.

Any of the following may keep a student from participating in field trips:

- **Excessive or severe discipline problems, to be determined by the principal;**
- **A negative balance of more than ten ($10) dollars with the cafeteria;**
- **Non- payment of supply, technology, or activity fees**

FREEDOM OF EXPRESSION AND ASSEMBLY

Students shall have the right to express themselves by speaking, writing, wearing or displaying symbols of ethnic, cultural, or political values, such as buttons, badges, emblems, and armbands or through any mode of dress or grooming style or through any other medium or form of expression;

except that the principal may regulate expression provided there is a factual basis for believing a specific form of expression by a specific student will cause or is causing substantial disruption of school activities. Students shall also have the right to refrain from expressing themselves. Students may belong to any existing organization or club if they meet the membership criteria. New clubs or organizations may be started with permission from the principal and superintendent.

ELEMENTARY

CLUBS AND SPONSORS / ELEMENTARY PROGRAMS

Below is a list of clubs/activities available at Parkers Chapel Elementary. As these activities/clubs begin, written notices will be sent home to parents.

Elementary Honors Club……Mrs. R. Frisby, Mrs. W. Shocklee, Mrs. H. Coody, Mrs. R. Smith, and Mrs. C. Midyett

The Elementary Honors Club is made up of students who excel in the classroom. Students who make A's and B's on their report cards each grading period will be recognized as being part of the Elementary Honors Club. Club members will be published at the end of each grading period.

PCES Morning News ……..……..**Ms. Gafford, Mrs. Pepper, Mrs. Books**

The morning news team is responsible for delivering the morning news (mission statement, weather, recognitions, and announcements) for the school. 2nd, 3rd, and 4th grade students are selected to be part of the morning news team weekly. The students chosen for the Morning News are students who demonstrate behaviors of socially responsible citizens.

Safety Patrol Team ……**Mrs. Burson, Mrs. Barnes, Mr. Hoover**

Our school safety patrol team will consist of fourth grade students, nominated by teachers and paraprofessionals, who, under the leadership of adult supervisors, will assist with all safety drills and will serve as the elementary fire marshalls. Their daily responsibility will be to assist children going to and from the car line to the cafeteria and classrooms in the mornings and hall monitoring. These students are chosen for this responsibility during their third grade year based upon leadership qualities, good conduct, and grades.

Campus Kids After-School Program…… **Mrs. C. Graves, Mrs. J. Griffin, and Mrs. R. Dison**
Campus Kids, which is the after-school program, is available from 3:00 p.m. to 5:30 p.m. The program follows the school calendar. For more information, please call Mrs. Burson at 870-862-4641 ext. 130 or email Mrs. Graves at gravesc@parkerschapelschool.com. An application is available at the elementary office or can be picked up at Open House from your child's homeroom teacher. Space is limited. Priority will be given to returning students.

Accelerated Reader……..……**Ms. Gafford, Mrs. Coody, Mrs. R. Smith, and Mrs. C. Graves**

Accelerated Reader (A.R.) is an incentive program designed to stimulate student interest in

reading. A.R. books are library books that are color-coded according to a particular level of reading and they are accompanied by a 5 to 10-question assessment that checks comprehension. Students check out books on an individual reading level, which has been predetermined by the STAR assessment. After reading the book, students take a computerized test. The computer immediately gives the student a percentage score on the number of questions correct. The purpose of the assessment is to make the student accountable for his/her reading. The teacher can set goals for individual students or for the whole class. Students that meet the goals set are rewarded.

Students in Kindergarten and First Grade are allowed to have parents read books and quizzes to them at home and assist with the test-taking process. The goal is to help students become independent A.R. test takers before they reach the second grade. Kindergarten and first grade students are required to listen to books being read to them in class and at home. Parents are encouraged to stop and discuss the story and any unfamiliar words to help develop their child's vocabulary.

Students in Second Grade through Fourth Grade are required to read and test independently and may only test on campus. Students in Second through Fourth Grades may take A.R. tests in the morning before school begins. Testing time is 7:20-7:40 and the locations are: (1) the library, (2) the computer lab, and (3) teacher classrooms with permission. Students taking tests in the library and computer lab must have read the book at home or school and be familiar with the book before testing. Students in second through fourth grade will not be allowed to take tests at home. There will be AR Family Reading Nights scheduled throughout the school year.

No more than three tests can be taken each day by individual students. If more than three tests are taken, they will be deleted and the student will not be allowed to retake the deleted tests.

Parents may use the website www.arbookfind.com to check books they have at home to determine the reading level and point value.

Any student involved in cheating on AR tests will be disciplined at the principal's discretion and may be banned from field trips and parties associated with AR.

DRUG TESTING

DRUG TESTING – ATHLETICS/CLUB MEMBERSHIP

The Parkers Chapel School Board adopted a policy of drug testing for all students at Parkers Chapel High School who participate in athletics or clubs sponsored by the school. A form will be sent home with each student for parental consent for drug testing. If your son/daughter participates in athletics, is a member of any club or organization sponsored by the school, or drives themselves to school he/she must return this form signed by the student and parent and it will be kept on file in the office. Failure to have this form on file will result in the student not being allowed to participate in athletics or extracurricular club activities. Random drug tests will be conducted at least four (4) times a school year. Consequences for a positive drug test result are described below:

Consequences for first positive drug test:

- The student is suspended from all extra-curricular activities or driving on campus for 30 calendar days.
- The student may return to practice after 15 calendar days following the completion of one-half of their substance abuse counseling sessions.
- The student must attend a minimum of four substance abuse counseling sessions; counseling will be at the expense of the parent. All counseling sessions must be completed before reinstatement.
- Before reinstatement, the student must pass a drug test administered by a medical technologist; testing will be at the expense of the parent. Results must be presented to the principal.
- The student must participate in mandatory drug testing, which will be at the parent's expense, each time the school has random drug testing for one calendar year (4 times).
- The student will not be allowed to drive on campus during their 30-day suspension.
- The student cannot attend any extra-curricular activities during their suspension.

Consequences for second positive drug test:

- The student is suspended from all extra-curricular activities or driving on campus for 180 calendar days.

- The student must participate in mandatory drug testing, at the parent's expense, each time the school has random drug testing for the remainder of their school career.

- The student must attend a minimum of four (4) substance abuse counseling sessions at the expense of the parent.

- The student will not be allowed to drive on the school campus for 180 days.

- The student cannot attend any extra-curricular activities during their suspension.

Consequences for a third positive drug test:

- Complete removal of the student from all extra-curricular activities for the duration of the student's career.

- The student will not be allowed to drive on the school campus for 180 days.

ON CAMPUS STUDENT INFORMATION

PERSONAL VEHICLES

The use of personal vehicles is permitted to students who can legally operate a vehicle with the understanding that the vehicle can not be moved or occupied during the school day without permission from the principal. The legal speed limit in a school zone is 25 miles per hour on the highway in front of the school. When driving off the highway, on the school grounds, and in the parking lot, a very minimum speed is required (5-10 mph). Violation of traffic laws will result in the student losing the privilege of bringing their vehicle on campus.

Students may not drive to Vo-Tech classes unless the parent contacts the building principal directly via email, in-person, or by phone.

Any student who operates a motor vehicle on campus will be required to provide a copy of a valid driver's license to the principal. All vehicles driven onto campus must be street legal. Three-wheelers and four-wheelers are not permitted on campus.

All students driving to school must complete the proper paperwork and provide proof of current insurance that covers them as a driver. Students will be assigned parking

areas. Vehicles should always display car tags if parked in the school parking lot.

LOITERING IN THE PARKING LOT

Students driving cars or motorcycles must, after parking, enter the school yard and remain until time to go home. No one will be permitted to sit in parked cars, loiter outside the fence, around cars, or play any music system. No vehicle will be visited during the school day without the permission of the principal.

LOCKERS

Lockers are assigned and there is no fee. Lockers must be kept neat and well-organized. Students may not apply stickers to the lockers. Students are to keep their materials in only their assigned locker. **Locks are available upon request in the office**. **Students are responsible for the contents inside their lockers**. Students will only occupy their assigned locker. **No loitering at lockers**.

BUS TRANSPORTATION AND RULES

Eligibility for bus transportation is based on providing the best service for the greatest number of students. Riding privileges may be revoked if proper conduct is not observed.

BUS RULES WILL BE READ AND POSTED

- **First Offense:** Warning/copy sent to the parents.
- **Second Offense:** Parent conference or suspension from bus until a conference is held with the parent/
- **Third Offense:** Three days suspended bus privileges.
- **Fourth Offense:** Total loss of bus riding privileges.

The principal will determine appropriate levels of discipline. Bus drivers will send discipline reports to the principal daily. Principals will make all decisions regarding the discipline of the student. Principals will have the authority to treat each bus incident individually and make appropriate discipline decisions based on their investigation of the reported incident.

ILT - SLT - STUDY HALL

Students who are assigned to Independent Learning Time (ILT) or Study Hall must remain in their assigned room at all times unless given a pass from an ILT/ Study Hall teacher. Students who are in the hallway must have a hall pass. Students may not lie down on school furniture or the floor. Students should be in an upright position while sitting. For students to go to

another teacher's room, the teacher must come to get the student from the ILT room. Failure to follow the rules during ILT will result in disciplinary action assigned by the principal or dean of students and the possible removal of ILT from the student's schedule.

TELEPHONE USE

The phone in the office may be used for emergency calls if permission is granted by a teacher or administrator. Students will not be called from class to the telephone, except in emergencies.

CAFETERIA INFORMATION

NON-DISCRIMINATION STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint - Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

01. Mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

02. Fax:
(833) 256-1665 or (202) 690-7442; or

03. Email:
program.intake@usda.gov

This institution is an equal opportunity provider.

CAFETERIA POLICY

All students are expected to eat in the cafeteria. Students may purchase a lunch for $3.00 ($.40 for reduced), or they may bring a packed lunch. A free/reduced lunch application is given to each student at the beginning of the school year. To be considered for benefits, these applications must be filled out completely and returned to school as soon as possible. Parents will be notified when their application is approved or rejected, or it may be returned for more information. Until approved, students are required to pay full price for meals. Parents have the right to send a packed lunch to school with students. **If a lunch is brought to the student, it must be delivered by the student's parent, before the start of the student's lunch period. The food must also be brought to the appropriate office for the student.** No third party delivery services will be allowed to bring food to campus. **After the lunch period has started, no deliveries will be accepted.**

Students eating breakfast in the cafeteria are to do so between 7:20 a.m. and 7:40 a.m., before the school day begins. Students eating breakfast in the cafeteria should arrive no later than 7:30 a.m.

***Extra milk may be purchased for $.55 per carton. *Extra juice may be purchased for $.45 per carton. * Second option entree may be added to a tray for $2.00. *Second trays may be purchased for $5.25. Money must be paid at the time of purchase for second options or second trays. A la carte items (serving line or vending items) may not be purchased if the student has a negative lunch balance. Students must check with the cashier before taking an item from the vending boxes. Any money presented to the cashier will go toward negative balances before items may be purchased a la carte.**

CAFETERIA PAYMENT POLICY

All students or parents are to pay for lunch in advance. These fees may be paid daily, weekly, monthly, or yearly.

Elementary students are to turn lunch money into their homeroom teachers. Money should be placed in

the lunch envelope provided by the school, or should be sent in a sealed envelope that is clearly labeled.

All high school fees are to be given to the principal's secretary. Any money collected in the cafeteria serving line will be credited to the student's account. No change will be returned.

Money may also be paid through the EZ SchoolPay online system (https://www.ezschoolpay.com/Login.aspx). There is a fee per transaction for use of EZ SchoolPay by the company.. Contact your principal for account information. There is not a fee for utilizing an EZ School Pay account to track the student's account, deposits, and purchases. A fee is assessed only when an online deposit is made to a student's account. Parents will be notified by phone, email, or a school note when their child's account gets below two dollars ($2). When a student's account gets below negative ten dollars (-$10), the parents will be notified by letter and/or email using the addresses on file.

VISITORS AT LUNCH

Students are not allowed to bring visitors to the school. Students cannot have visitors at lunch unless the principal gives permission. Visitors will be required to eat in an alternate location with their child. Students may not meet someone outside to bring them lunch.

Elementary: Lunches brought to the office must be in a lunch box in order to be left for the student with office personnel. Restaurant or fast food items must be handed off to the child in person at the time of their lunch period.

BIRTHDAY PARTIES / INVITATIONS

No student will be allowed to have a birthday party, birthday cupcakes, birthday cookies, etc. at school. If a parent/guardian wishes to distribute birthday party invitations at school, then each child in the **grade** must receive an invitation. A healthy pre-packaged snack may be provided to the entire grade as a birthday treat if the parent obtains prior approval from the teachers in the grade.

NUTRITION IMPACT / HEALTH AND WELLNESS

All food and beverages sold to students on school campus during the school day by school administrators or school non-licensed or licensed staff (principals, coaches, teachers, club sponsors, etc.); students or student groups; parents or parent groups; or another person, company, or organization associated with the school shall meet the Federal Smart Snacks requirements and Arkansas Nutrition Standards at a minimum. These restrictions include, but

are not limited to food and beverages sold in vending venues (machines, ice chests, cabinets) in school stores or as part of school fundraisers.

All food and beverages provided, but not sold, to students on the school campus during the school day by school administrators or school non-licensed or licensed staff (principals, coaches, teachers, club sponsors, etc.); students or student groups; parents or parent groups;

or another person, company, or organization associated with the school shall meet the Federal Smart Snacks requirements and Arkansas Nutrition Standards at a minimum. These restrictions include, but are not limited to, food and beverages provided in vending venues (machines, ice chests, cabinets) in school stores or as part of school fundraisers.

Up to a maximum of nine (9) times per school year, school administration may schedule school wide events where food and beverages provided to students are not required to meet the Federal Smart Snacks standards during the scheduled time. The schedule of the events shall be by school and will be approved by the principals.

Food and beverages outside of the District's food service programs may not be sold, served, or provided to students in the District's food service areas during meal times. Elementary students shall not have in-school access to vending machines. The District does not place nutrition restrictions on food or beverages brought from home that are intended for personal consumption only.

Advertising in accordance with the USDA regulations, oral, written, or graphic statements made for the purpose of promoting the sale of food or beverage products that are made by the producer, manufacturer, seller, or any other entity with a commercial interest in the product shall only be permitted on school campus during the school day if they meet or exceed the Federal Smart Snacks standards. This restriction does not apply to:

- Materials used for educational purposes in the classroom, including, but not limited to:
    - The use of advertisements as a media education tool; or
    - Designing and implementing the health or nutrition curriculum;
    - Clothing, apparel, or other personal items used by students and staff;
    - The packaging of products brought from home for personal consumption; and
    - Currently existing advertisements on school property, including but not limited to, the exterior of vending machines, posters, menu boards, coolers, trash cans, cups used for beverage dispensing, and other food service equipment; however, all future contracts and replacement items shall meet the Federal Smart Snacks standards.

Community Engagement: To enhance the district's efforts to improve the health of our students, a Health and Wellness Committee has been formed to:

01. Encourage participation in extracurricular programs that support physical activity, such as walk-to-school programs, biking clubs, after-school walking etc.;

02. Encourage the implementation of developmentally appropriate physical activity in after-school childcare programs for participating children;

03. Promote the reduction of time youth spend engaged in sedentary activities such as watching television and playing video games; and

04. Encourage the development of and participation in family-oriented community-based physical activity programs.

ACADEMIC INFORMATION

GRADING

HIgh School Semester averages will be calculated as follows:

Each Nine Weeks Grade—40%
Semester Exam Grade------20%

If a student is exempt from the semester exam, then only the nine week / quarter grade will be used to calculate the semester average unless the student chooses to take the exam to improve their grade. In such cases, the exam grade will not be used if it causes a reduction in the grade.

In accordance with Arkansas 1993 Standards, the following grading scale will be used by all public schools in Arkansas: Grades shall reflect the student's achievement on the academic objectives of the course.

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

Elementary Grades of E, S, N, and U may also be used.

E = Excellent S = Satisfactory N = Needs Improvement U = Unsatisfactory

TRANSFER STUDENTS MUST MEET THE SAME QUALIFICATIONS FOR GRADUATION AS LIFELONG RESIDENTS OF PARKERS CHAPEL SCHOOLS.

Audio and video recordings may be used in the classroom for student assessments. These assessments are confidential and are not shared with anyone that does not have direct contact with the student's education. These assessment resources will be held in a digital file for no more than two years.

HOMEWORK POLICY

It shall be the policy of the Board of Education to delegate the responsibility of assigning homework for students to the professional staff in accordance with the following principles and guidelines:

Homework in grades K-12:

01. Assignments will be assigned to provide either massed practice for a skill/concept recently learned or distributive practice for a skill/concept which was learned earlier, but a review is needed to maximize retention.

02. Massed practice of a new skill/concept is essential to achieve a high degree of mastery.

03. Distributive practice (review) of previously learned skills/concepts is essential to promote maximum retention and recall.

04. Homework practice is most effective if it is provided in short frequent sessions.

05. Guided practice under the supervision of a teacher, prior to independent practice, is essential to ensure that the learner practices the skill/concept correctly.

06. The more specific the linkage of practice to the skill/concept being taught for mastery or review, the more likely positive results will be achieved.

07. The level of difficulty and complexity of practice must be at or below the level at which the learner may proceed without supervision and guidance.

08. Increased meaningfulness of the practice increases the probability of effectiveness.

09. Practice of specific and small bits of learning is most effective as long as the meaning is not compromised.

10. The more immediate the results of the practice are made known to the learner, the higher the probability of effectiveness.

EXAMS

Comprehensive exams are to be given at the end of the fall and spring semesters (18-week period). Any exception to this must be approved by the principal.

EXEMPTION FROM EXAMS

This policy is enacted to reward students with high levels of attendance and academic performance. The semester test exemption is a reward and is in no way part of the Parkers Chapel Attendance Policy.

Students will be eligible for exemption from semester exams at the end of the first and second semester of the school year. For this policy, an absence is defined as any class period where the student is absent for half of the scheduled class time. Absences resulting from a student being sent home by the school nurse are included. Absences resulting from participation in school-sponsored events are excluded from this total. Guidelines for exemptions are:

- Students who have at least a 90% average and no more than **four (4) absences are exempt.**
- Students who have at least an 80% average with no more than **three (3) absences are exempt**.
- Students who have at least a 70% average with no more than **two (2) absences are exempt.**
- Students with five **(5) or more absences** must take the semester exam regardless of their final average.
- Students with any suspensions or three (3) or more discipline referrals are not eligible for any semester test exemptions.
- Students must be enrolled in Parkers Chapel on or before the first day of the semester to be eligible for exemption.
- Exemptions are on a class-by-class basis.

  It is the responsibility of the student to communicate with his/her teachers to confirm which, if any, exams he/she may be exempt from being required to take.

REPORT CARDS

Report cards will be made available to parents or guardians each of the four grading periods or quarters (approximately every eight (8) or nine (9) weeks through the HAC online system. Progress reports will be available approximately every four (4) to five (5) weeks. Grades are based on percentages. Grades will be updated on a regular basis. Parents shall use their HAC login to view their child's grades online. Parents may obtain a copy of their child's report card from the office upon request.

RETENTION POLICY

ELEMENTARY

Any student receiving an “F” on his/her report card in a core subject area (reading, math, language, or science) will be required to receive remediation and may be recommended for retention. A review committee consisting of the following will determine final grade placement:

- Parent/guardian
- All teachers, at that grade level, that have taught the student
- A teacher above or below that grade level if deemed necessary
- Counselor
- Principal

ELEMENTARY AFTERSCHOOL AND SUMMER SCHOOL REMEDIATION

Any student not performing at the state expected level on standardized tests or receiving a below average or failing grade on a report card may be required to attend after school remediation or summer school. Any student that has a D or F grade average at any time during the school year, may be required to attend during school or after-school remediation at the teacher/principal’s discretion.

MIDDLE SCHOOL REMEDIATION

Any student not performing at the state expected level on standardized testing or receiving a below average or failing grade on a report card may be required to attend after-school remediation or summer school. Any middle school student in grades five (5) through the eighth (8th) grade, with a grade average below 70%, at any time during the grading quarter, may be required to attend RTI during the school day at the discretion of the teacher or principal.

RETENTION AND/OR PROMOTION WILL BE BASED ON THE FOLLOWING FACTORS

01. Reading and math levels
02. Attendance
03. Student performance
04. Teacher observations and recommendations
05. Standardized test scores
06. Criterion-referenced test scores
07. Counselor observations and recommendations
08. Principal observations and recommendations

A notation will be entered on the student’s printed report card if the student is in a below-level (BL) class or a below-level (BL) group. This shall indicate to parents that their child is not performing on grade level and may be retained at the end of the school year, regardless of

grades. Parents of students working below grade level will be notified in writing and a parent signature of notice will be required. A parent's refusal to acknowledge below-grade level instruction will result in the student receiving on-grade level work while receiving only standard or typical assistance. Students are graded based on their performance at their present level, which may or may not be above or below grade level.

HIGH SCHOOL

CREDIT RECOVERY

Students in grades 9th - 12th who do not receive credit for any course required for graduation will have the opportunity for "credit recovery" by retaking the course the following year or by attending summer school. The following numbers of credits are used to determine promotion to the next grade level. The principal has final authority for the credit recovery plan.

- Sophomores: receive six (6) credits
- Juniors: receive eleven (11) credits
- Seniors: receive sixteen (16) credits

GRADUATION REQUIREMENTS

4.45—GRADUATION REQUIREMENTS FOR THE CLASS OF 2026

Graduation requirements will be sent home with students prior to their enrolling in seventh (7th) grade, or when a seventh (7th) through twelfth (12th) grade student enrolls in the district for the first time. This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. All students are required to fulfill the Core curriculum or the Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians as part of the creation of the student's Student Success Plan.

This policy and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district strategic plan development process to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or the superintendent's designee, shall select the composition of the review panel.

Sufficient information relating to the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding; this shall be accomplished through holding an informational meeting for parents, legal guardians, or persons standing in loco parentis to

students enrolled in grades six through twelve (6-12) with the school counselor and may be accomplished through any or all of the additional following means:

- Inclusion in the student handbook of the graduation requirements;
- Discussion of the graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter; and/or distribution of a newsletter(s) to parents or guardians of the district's students.
- Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children and the Arkansas Military Child School Transitions Act of 2021 for all students who meet the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation. The additional required units may be taken from any electives offered by the district. Accelerated learning courses or career education courses that are determined by DESE to be eligible for use in the place of a listed course may be substituted for the course as designated by DESE.

All students must receive a passing score on the Arkansas Civics Exam in order to graduate.

Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators in order to graduate.

Personal and Family Finance

All students shall receive credit in a course covering the Personal and Family Finance Standards in order to graduate.

Computer Science

All students shall earn one (1) unit of credit in a computer science or computer science related career and technical education course in order to graduate.

English: four (4) units – 9th, 10th, 11th, and 12th

Oral Communications: one-half (½) unit

Mathematics: four (4) units

- 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 accelerated learning courses may be substituted where applicable)
- A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry.

* A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science: three (3) units

- DESE approved biology – 1 credit;
- DESE approved physical science – 1 credit; and
- A third unit that is either:
    - An additional science credit approved by DESE; or
    - A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half (½) unit
- World history, one (1) unit
- American History, one (1) unit
- Other social studies – one-half (½) unit

Physical Education: one-half (½) unit

Note: While one-half (½) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (½) unit

Economics: one half (½) unit

Depending upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

Fine Arts: one-half (½) unit

Career Focus: six (6) units

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other

similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

a student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

4.45.1—**GRADUATION REQUIREMENTS FOR THE CLASS OF 2027 AND THEREAFTER**

Graduation requirements will be sent home with students prior to their enrolling in seventh (7th) grade, or when a seventh (7th) through twelfth (12th) grade student enrolls in the district for the first time. This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. All students are required to fulfill the Core curriculum or the Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians as part of the creation of the student's Student Success Plan.

This policy and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district strategic plan development process to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or the superintendent's designee, shall select the composition of the review panel.

Sufficient information relating to the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding; this shall be accomplished through holding an informational meeting for parents, legal guardians, or persons standing in loco parentis to students enrolled in grades six through twelve (6-12) with the school counselor and may be accomplished through any or all of the additional following means:
Inclusion in the student handbook of the graduation requirements;
Discussion of the graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter; and/or
Distribution of a newsletter(s) to parents or guardians of the district's students.

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children and the Arkansas Military Child School Transitions Act of 2021 for all students who meet the

definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation. Accelerated learning courses or career education courses that are determined by DESE to be eligible for use in the place of a listed course may be substituted for the course as designated by DESE.

All students must receive a passing score on the Arkansas Civics Exam in order to graduate.

Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators in order to graduate.

Personal and Family Finance

All students shall receive credit in a course covering the Personal and Family Finance Standards in order to graduate.

Computer Science

All students shall earn one (1) unit of credit in a computer science or computer science related career and technical education course in order to graduate.

Community Service

Except as otherwise provided by this policy or the student's IEP, each student must receive seventy-five (75) clock hours of community service that is certified by the service agency or organization where the student volunteers or the student's parent. The community service must be in programs or activities, either in Arkansas or outside of Arkansas, that meet the requirements established by the State Board and the District Board of Directors and include preparation, action, and reflection components. A student who transfers into the District after ninth (9th) grade must receive at least the following documented clock hours of community service each year:

- Fifteen (15) hours for students in grade nine (9);
- Twenty (20) hours for students in grade ten (10);
- Twenty (20) hours for students in grade eleven (11); and
- Twenty (20) hours for students in grade twelve (12).

Students transferring into the District after grade nine (9) or students who are graduating early may receive a diploma provided that the minimum requirement for each year the student attends the District is met. The District Board of Directors may grant a waiver of the community service requirement for extenuating circumstances on a case-by-case basis, which

may include without limitation:
A major illness associated with a student or a family member of a student;
Student homelessness or housing insecurity; and

Notice to the public school district board of directors if the student is a major contributor to family income.

English: four (4) units – 9th, 10th, 11th, and 12th

Oral Communications: one-half (½) unit

Mathematics: four (4) units
- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit
- math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable accelerated learning courses may be substituted where applicable)
- A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry.

* A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science: three (3) units
- DESE approved biology – 1 credit;
- DESE approved physical science – 1 credit; and
- A third unit that is either:
    - An additional science credit approved by DESE; or
    - A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units
- Civics one-half (½) unit
- World history, one (1) unit
- American History, one (1) unit
- Other social studies – one-half (½) unit

Physical Education: one-half (½) unit

Note: While one-half (½) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (½) unit

Economics: one half (½) unit

Dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

Fine Arts: one-half (½) unit

Career Focus: six (6) units

All career focus unit requirements shall be established through guidance and counseling based

on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

EIGHTH GRADE COURSEWORK

ALGEBRA I

To be eligible to take Algebra I during the 8th grade, students must:

01. Have at least an A/B average for the year in 7th Grade Math, AND
02. Score at the Exceeding Level on the 7th Grade ATLAS Exam, OR
03. Teacher Recommendation for students with at least one of the above based on an Algebra prognosis assessment that is built into the 7th grade math curriculum.

Once enrolled, the student must maintain at least an 80% average each nine week / quarter grading period. If unable to do so, the student will be dropped from Algebra I and placed into the 8th Grade Math course for the remainder of the year.

PHYSICAL SCIENCE

To be eligible to take Physical Science during the 8th grade, students must:

01. Be taking Algebra I in the 8th grade, AND
02. Have at least an A/B average for the year in the 7th Grade Science AND
03. Score at the Proficient or Exceeding Level on the 7th Grade ATLAS Exam, OR
04. Be taking Algebra I in the 8th grade, AND
05. Teacher Recommendation for students with at least one of #2 or #3 above.

Once enrolled, the student must maintain at least an 80% average each nine week / quarter grading period. If unable to do so, the student will be dropped from Physical Science and placed into the 8th Grade Science course for the remainder of the year.

FOREIGN LANGUAGE - Spanish I Taken in 9th Grade

To be eligible to take Spanish I during the 9th grade, the student must:

01. Have passed 8th grade English with an “A” average, OR
02. Have an English Teacher Recommendation for students with at least a “B” average.

VALEDICTORIAN AND SALUTATORIAN

VALEDICTORIAN AND SALUTATORIAN FOR THE CLASS OF 2027 AND BEYOND

For the graduating class of 2027 and beyond, a total of quality points will be used to determine the valedictorian and salutatorian. Criteria for valedictorian and salutatorian are as follows:

- Be enrolled in Parkers Chapel for the entirety of the student’s senior year.
- Fulfill the Arkansas state requirements for graduation.
- Take 2 years of the same foreign language.
- Pass one advanced placement (AP) course in each of the 4 major subject areas: ELA, Math, Science, and Social Studies.
- Quality points are defined as follows:
    - Only course work completed during the regular school year (August-May) will be calculated in the total.
    - All courses taken in grades 9 - 12 are included in the total. Assignments such as ILT, Study Hall, and Community Service are not included in the total.
    - All AP and concurrent credit courses are on a 5 point (weighted) scale. (A = 5 B = 4 C = 3 D = 2 F = 0) Pre AP courses are not included.
    - All other courses are on a 4 point scale. (A = 4 B = 3 C = 2 D = 1 F = 0)
    - If Algebra 1 and/or Physical Science are completed in the 8th grade, they are counted.

The valedictorian will be the student with the highest total of quality points having satisfied all requirements listed above. The Salutatorian will be the student with the next highest total of quality points having satisfied the requirements above. In the case of a tie, multiple valedictorians and/or salutatorians will be honored.

HONOR GRADUATE REQUIREMENTS

PC Honor Graduate**

- Complete a success-ready pathway with three sequential courses

- 3.50 GPA based on 8 semesters
- Completion of 2 years of the same world language
- Pass an AP or concurrent class in English, Math, Science, AND Social Studies

PC Honor Graduate with Merit**

- Meets requirements of a PC Honor Graduate
- Completes three (3) AP credits*

PC Honor Graduate with Distinction**

- Meets requirements of a PC Honor Graduate and completes one of the following:
- Graduate with an associate's degree or
- Graduate as an AP Scholar with Distinction (3.5+ average score on the AP exams and earn a score of three (3) or higher on five (5) or more AP exams)

*Each semester of a concurrent credit course will count as 0.5 AP credit.
**Honor graduate status earns a gold stole to wear at graduation.

HONOR MEDALS

English

- Earns an A in AP Language and Composition and takes the AP Language and Composition Exam
- Earns an A in AP Literature and Composition and takes the AP Literature and Composition Exam
- Earns an A in concurrent credit Composition I and II (Taught on campus).

American History

- Earns an A in AP American History and takes the AP American History exam
- Earns an A in concurrent credit US history I/II (Taught on campus)

World History

- Earns an A in AP World History and takes the AP World History Exam

Math

- Earns an A in AP Calculus and take the AP Calculus Exam
- Earns an A in College Algebra (taught on campus)

Science

- Earns an A in AP Chemistry and take the AP Chemistry Exam
- Earns an A in AP Biology and takes the AP Biology Exam

Art History

- Earn an A in AP Art History and takes the AP Art History Exam.

Psychology

- Earns an A in concurrent credit psychology (Taught on campus).

BAND/ATHLETIC CREDIT

- Will be given to band and choir - 1 credit per year
- Athletics will count as a P.E. credit one time for a ½ credit

SCHEDULE CHANGES

Student schedules are set during the summer. Students can request a schedule change up to two weeks after registration. No changes will be made to student schedules after that time unless placed in an improper course by staff. Changes can be requested at the end of the first semester. Changes may be made if room allows.

AP COURSE CHANGES

Students are allowed to drop an AP course without penalty during the first two weeks of school. Students that choose to drop an AP course after this two-week grace period will be charged the cost of the end of course exam.

STUDENT RECORDS

A transcript of student records will be sent only by written request of the student if 18 years old or the written request of the parent or guardian if less than 18 years old. Under Act 355 of 1991, a student's permanent record must contain but is not limited to, a birth certificate and the student's social security number.

NURSE INFORMATION

MEDICATION

Written parental consent is required for the school to administer any medication. Prescription and non-prescription medication must be brought to the school nurse in the original container with the dosage and method of administration clearly indicated. All medication will be kept in a secure place in the nurse's office.

PHYSICAL EXAMINATIONS OR SCREENINGS

The Parkers Chapel School District may provide, from time to time, the administration of physical exams or screenings of its students. The intent of the exams or screenings shall be to detect contagious or infectious diseases or defects in the hearing, vision, or other elements of health that would adversely affect the student's ability to achieve his/her full academic potential. The District shall notify parents, at least annually, of the specific or approximate dates of any non-emergency examination, invasive physical examination, or screening that is:

01. Required as a condition of attendance;
02. Administered by the school and scheduled by the school in advance;
03. Not necessary to protect the immediate health and safety of the student, or of other students.

For the purposes of this policy, "Invasive Physical Examination" is defined as any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

Except in instances where a student is suspected of having a contagious or infectious disease, parents shall have the right to opt their student out of the exams or screenings by using Form #4.41F or by providing certification from a physician that he/she has recently examined the student. The form is available in the principal's office.

A student may be required to pass a physical exam before being allowed to participate in certain extracurricular activities to help ensure they are physically capable of withstanding the rigors of the activity. It is understood that students who refuse to take such an exam will not be allowed to participate in the desired activity.

The rights provided to parents under this policy transfer to the student when he/she turns 18 years old.

PERSONAL HYGIENE

A student is expected to maintain good personal hygiene. If a student's hygiene is offensive to others a parent will be notified and the notification will be documented. Anytime thereafter the student will be removed. The student will be allowed to come back to school when his/her hygiene is no longer offensive. The principal will determine if hygiene is offensive.

HEAD LICE PROCEDURE:

When a student is suspected of having head lice, he/she is sent to the nurse for her to inspect. If lice are found then the entire class is also checked. All siblings are checked. Any student who we believe may have been in contact with someone who has head lice may also be checked. Anyone who is found with live lice or nits will be sent home as soon as possible. The parent must provide proof that their child has been treated with medicated shampoo by either sending the receipt or the box and the student must be rechecked by the nurse or principal before their child is allowed to return to school. If we have several cases of head lice in a particular area of the building then all classes are checked in that building. The individual classrooms are also treated if necessary. Students are rechecked in seven to ten (7-10) days after we have reported cases.

A note will be sent home to parents stating that a case of head lice has been confirmed in their child's classroom and advising them to check their child for the next few weeks. Parents are asked to report any cases to the school so that proper steps can be taken to help in the control of any outbreaks. If a parent reports that their child has had head lice then we use the same procedure as stated above.

STUDENT ILLNESS / COMMUNICABLE DISEASES

If a student feels ill while at school, they will report to the school nurse for an evaluation. At the discretion of the nurse, the student may be sent home. Students must be at least twenty-four (24) hours free from fever without the use of fever-reducing medications before returning. If the student presents with symptoms of COVID, they will be sent home and won't be allowed to return until the school nurse approves their return following Arkansas Department of Health POC guidelines. The date of possible return and options allowing the student's return will be discussed with the parent when the school nurse notifies the parent of illness/symptoms. If a student is given a COVID-19 test, they are not allowed to return to school without proof of a negative result.

If a student is given a COVID-19 test, they are not allowed to return to school without proof of a negative result.

COMMUNICABLE DISEASES AND PARASITES

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others.

Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian.

Specific examples include, but are not limited to:

- Varicella (chicken pox),
- Measles,
- Scabies,
- Conjunctivitis (Pink Eye),
- Impetigo/MRSA (Methicillin-resistant Staphylococcus aureus),
- Streptococcal and staphylococcal infections,
- Ringworm,
- Mononucleosis,
- Hepatitis A, B, or C,
- Mumps,
- Vomiting,
- Diarrhea,
- Fever (100.4 F when taken orally).

A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

PARENT INFORMATION

PARENT INVOLVEMENT

- **June Wells - District Parental Involvement**
- **Mona Williams - Elementary School**
- **Mila Burns - High School**

Parkers Chapel School District will inform parents and parental organizations of the existence of and purpose of the Parental Information and Resource Center in the state and will carry out activities to involve our parents. Those activities include inviting parents to Parent Involvement meetings, asking parents to participate in surveys for improvement, including parents in each school's improvement planning meetings, as well as conducting an Annual Report to the Public.

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities. Parents play an integral role in assisting their child's learning and are encouraged to be actively involved. Parkers Chapel School District considers that parents are full partners in their child's education

and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

Parents may contact their child's administrator to receive the full content of the Parkers Chapel School District Parent Involvement Plan, or locate the plan on the District's website.

PARENT CONFERENCES

Two formal Parent – Teacher Conferences are scheduled on the district calendar. Information will be sent home or will be posted on the school's website prior to those conferences. Teachers or parents may request other conferences any time that there are concerns about academic progress, well-being, or behavioral issues.

EMPLOYEE EMAILS

Employees check emails during their conference period. They may also check periodically throughout the day, as time permits. Employee emails are in the format of: **last name and first initial with no spacing @parkerschapelschool.com**

Important Contact Information Is Listed On The Next Page

IMPORTANT CONTACTS ON CAMPUS

Jana Young, Superintendent
youngj@parkerschapelschool.com

June Wells, Federal Programs,
District Curriculum Supervisor, & District Parent Involvement Coordinator
wellsj@parkerschapelschool.com

Carrie Burson: Elementary Principal (PreK-4)
bursonc@parkerschapelschool.com

Susan Barnes: Elementary Admin Assistant
barness@parkerschapelschool.com

Ruby (Tori) Frisby: Elementary Counselor (K-6)
frisbyr@parkerschapelschool.com

Dallas Hall: Elementary Nurse
halld@parkerschapelschool.com

Steven Bates: Middle School Principal (5-8)
batess@parkerschapelschool.com

Gina Barnes: Middle School Admin Assistant
barnesg@parkerschapelschool.com

Robby Frizzell: High School Principal (9-12)
frizzellr@parkerschapelschool.com

Jennifer McNabb: High School Admin Assistant
mcnabbj@parkerschapelschool.com

Patricia Murray: High School Counselor (7-12)
murrayp@parkerschapelschool.com

Lindsay Morris: High School Nurse
morrisl@parkerschapelschool.com

Mark Looney: Athletic Director
looneym@parkerschapelschool.com

Teressa Jackson: Food Services / Cafeteria Manager
jacksont@parkerschapelschool.com

COMMUNICATION

Communication is a key component of relationships between parents, students, and teachers. Various modes of communication are used to provide important information. Parents and students are encouraged to check the school and district websites for important information and updates. Another method of receiving communication or notifications from the school is to download the school app link located at the bottom of the District's website and enable push notifications from both the District page and your child's School's page. We urge you to connect with your child's teacher through their Remind app, if they provide you with a code. Watch for information on the District and School's Facebook pages and on the marquee sign at the football field. You may also connect your google calendar to any school's public calendar to have events added directly to your private calendar. Teachers often communicate through email or provide valuable information through group Facebook pages or weekly newsletters. The District requests that parents respect teachers' privacy and refrain from Facebook messaging a teacher's private account or private text messaging. To ensure that important messages concerning a student are received during the school day, these messages are to be called into the office from parents and not sent directly to teachers. All messages for the day should be received prior to 1:30 p.m. For additional information and communications, login to the Home Access Center (HAC) for updated grades, attendance, and announcements. If you are unable to access your child's grades online, reach out to the building counselor or principal.

Listen to important calls or check voicemail messages from the School and District.

COMPLIANCE AND FACILITIES

ASBESTOS

The Asbestos Management Plan is available at the superintendent's office upon request. For more information contact John Gross at 862-4641.

EQUITY COMPLIANCE

In compliance with the Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, the Parkers Chapel School District assures that no person shall, on the basis of race, color, national origin, age, sex, religion or qualified handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination through any sponsored program or activity. Charges of sexual harassment will be promptly investigated regardless of the sex of the charging party. Anyone having questions about these general

guidelines, or anyone believing these guidelines have not been applied fairly, is urged to contact the Equity Coordinator at 870-862-4641, ext 102 or by mailing grievances to Parker Chapel School District, Attn: Equity Coordinator, 209 Parkers Chapel Rd., El Dorado, AR 71730.

SCHOOL FACILITIES / PROPERTY

Proper maintenance and appearance can be achieved if all concerned follow these rules:

01. Throw all refuse in trash barrels provided.
02. Keep feet off walls and classroom seats.
03. Proper shoes must be worn when playing/walking on the gym floor.
04. Do not mark on any property such as desks and buildings.
05. Littering will be punished by having the student clean up the campus.

The principal reserves the right to deal with the destruction of school facilities/property on an individual basis.

Uniforms, books, chromebooks, and other school property are in the form of a loan and must be treated as you would want property borrowed from you to be treated. Assessments shall be made for abuse of borrowed property (see detailed technology device information below).

TECHNOLOGY / CHROMEBOOKS / INSURANCE

Devices are an integral part of student learning. Students in grades K-12 use chromebooks each school day. Students in grades K-12 will have devices in the classroom or be assigned a chromebook to use for daily instruction. Students are expected to ensure that devices remain in the best condition possible. Students that are assigned a device to use at home are expected to bring the charged device to school each day. Any issues with the device should be reported to the teacher immediately. Technology usage fees / insurance fees are used to repair / replace accidental damage. Damage that is not accidental will require a $400 fee to replace the device. Any student that does not pay the Chromebook usage / insurance fee will be responsible for any and all damage or repairs to their assigned device, up to and including full replacement cost..

“Not every situation which comes up during a school year can be addressed within the confines of a handbook. Parkers Chapel Elementary, Middle School, and High School will address these situations as they arise, keeping the focus on the students’ safety and academic successes.”