8. CODE OF CONDUCT

8.1 STUDENT CONDUCT

Freedom is a constitutional right, but it does not mean the absence of reasonable rules and regulations which serve to guide the actions of individuals. Along with freedom comes the responsibility to act in such a manner as to ensure that all participants may enjoy the same freedom. To obtain the greatest possible benefit to the students, teachers, administrators, parents, Board of Education, and the entire community, it is essential that all work together to ensure that all persons are treated equally and with dignity in respect to their rights and responsibilities.

8.2 STUDENTS

Students have the responsibility to pursue their education in the Rose Bud School in a manner that shows respect for other students, faculty members, parents and other citizens. Students should be aware that they have a responsibility to cooperate with and assist the school staff in the orderly and efficient conduct of the schools by abiding by rules and regulations established by the Board of Education and the school of attendance, and implemented by teachers and school administrators. Each student is responsible for his/her own conduct at all times.

8.3 TEACHERS

All teachers are responsible for the supervision of the behavior of all the students in the school. This includes not only the students who are regularly assigned to the teacher, but all other students with whom the teacher comes in contact. Each teacher is expected to maintain the kind of atmosphere and decorum which will promote the learning process, and to utilize sound techniques which seem appropriate. These techniques include conferences with students and parents, referral to counselors at the school, or referral to other supportive service personnel of the district (nurse or community mental health providers). The teacher is authorized to administer corporal punishment according to guidelines established by district policy. When the teacher is unable to assist the student to maintain proper controls of his/her behavior, the student is to be referred to the appropriate administrator in the school.

8.4 AUTHORITY FOR STUDENT DISCIPLINE

In accordance with act 742 0f 1997, a student may be suspended or expelled for immorality, refractory conduct, insubordination, infectious disease, habitual uncleanliness, or other conduct that would impair the discipline of the school or harm other pupils, regardless of whether the student's conduct occurs on or off campus and during or between school terms and regardless of whether a specific prohibition of the conduct is contained in this student handbook.

Teachers, coaches, counselors, paraprofessionals, principals, and administrators, have the authority to take customary and reasonable measures to maintain proper control and discipline among students in the Rose Bud School System. Such measures may include the use of reasonable force in the exercise of lawful authority to restrain or correct pupils and maintain order. Bus drivers have the authority to use appropriate measures to maintain discipline among students who ride school buses.

The school will not attempt to exert authority unless the welfare of the pupil, other pupils, or the school is endangered.

The school will have full authority over all pupils who represent it or accompany

representative groups on all athletic trips or any activity or trips in which school personnel are involved. All rules of safety and good conduct are to be observed.

8.5 SCHOOL-WIDE DISCIPLINE

We believe all students can behave appropriately while at school. We will allow no student to stop the teacher from teaching or prevent other students from learning.

Each classroom establishes rules, rewards, and consequences under the supervision of the principal. Each classroom teacher will provide written documentation of their discipline policies and procedures during the first few days of school. The letter will be sent home to parents and a copy will be signed and sent back to keep on record. There are also guidelines for out- of-class behavior; in the halls, bathrooms, cafeteria and on the playground. The choice of behavior is the students. Appropriate behavior will be rewarded. Students may receive praise, special activities or positive phone calls to parents.

8.6 GENERAL BEHAVIOR GUIDELINES

- Follow directions the first time they are given.
- Keep hands, feet, and objects to yourself at all times.
- Walk at all times while inside the school building.
- No name calling, cursing, or teasing.
- No Bullying
- No Fighting will be tolerated during the school day or at any school activity. Students involved in such conduct will receive immediate suspension at the principal's discretion. Students who are found to be the aggressor are subject to more severe disciplinary action.

Students who do not follow the general guidelines outside of their classroom will be corrected immediately by the observing staff member. Students are expected to respond with respect, referring to the 1st guideline.

A student who displays insubordinate, bullying, violent, profane, obscene, threatening, insulting, or extremely disruptive actions or remarks will be sent directly to the office. For these types of severe offenses, the student will automatically receive appropriate disciplinary actions. In this case, the principal may administer any one of the above consequences on the first offense based on his or her discretion. Students who make threats to other students, teachers, administrators, employees of Rose Bud School District, or volunteers will be disciplined using any of the appropriate consequences listed above under referral consequences as deemed necessary by the building principal depending on the severity of the intent, including suspension or expulsion. This may include usage of weapons, dangerous instruments, or contraband and/or verbal threats. Any student threatening to kill another student may receive a three day suspension. The suspension may also be given to the student who is acting like they are stabbing another person, acting like they are shooting another person, or by using their fingers to represent a gun shooting someone. Repeated offenses will cause additional disciplinary action. It is in the best interest of elementary students that home and school work together for the child's education. We will be in close contact with parents concerning the progress of their children in school.

8.7 PROHIBITED CONDUCT

Students and staff require a safe and orderly learning environment that is conducive

to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the Board. Prohibited behaviors include, but shall not be limited to the following.

1) Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2) Disruptive behavior that interferes with orderly school operations;
3) Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4) Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5) Possession or use of tobacco in any form on any property owned or leased by any public school
6) Willfully or intentionally damaging, destroying, or stealing school property;
7) Possession of any paging device, beeper, or similar electronic communication devices, cameras, MP 3 players, Ipods, and other portable music devices on the school campus during normal school hours (unless stored in silent mode in the student's locker or vehicle) unless specifically exempted by the administration for health or other compelling reasons;
8) Inappropriate public displays of affection;
9) Cheating, copying, or claiming another person's work to be his/her own;
10) Gambling;
11) Inappropriate student dress;
12) Use of vulgar, profane, or obscene language or gestures;
13) Truancy;
14) Excessive tardiness;
15) Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
16) Hazing, or aiding in the hazing of another student;
17) Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
18) Sexual harassment;
19) Bullying.
20) Bringing items to school to sell.
21) Violations not covered in the handbook.

8.8 THREATENING BEHAVIOR

Threats of physical harm to any person will not be tolerated. Insinuations of death or harm to another are prohibited. Threats may be considered as criminal acts in which law-enforcement involvement will occur. Appropriate action will be taken upon reports of all threats. This includes oral, written, physical or electronic communication (phone, Internet, etc.). Any person who communicates an intention of bringing a weapon to school to inflict harm to another will be immediately referred to the appropriate law enforcement agency. Violation of this policy will result in consequences ranging from conference to expulsion.

8.9 NO TOLERANCE

- **ALCOHOL-** Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug. First offense- 5 day Suspension, Second offense- Recommendation for Expulsion
- **WEAPONS, DANGEROUS INSTRUMENTS, AND CONTRABAND** Act 567 of 1995 requires expulsion for a period of not less than one year for possession of any firearms or other weapon prohibited upon the school campus by law, however, the superintendent shall have discretion to modify such expulsion requirement for a student on a case-to-case basis. A student shall not possess, handle, or transmit a knife, razor, ice pick, explosive, pistol, rifle, shotgun, pellet gun, or any other object that might reasonably be considered a weapon or dangerous instrument or any contraband materials. Students violating this rule shall be subject to action including, but not limited to suspension or expulsion.
- **SMOKING AND SMOKELESS TOBACCO**
  Students are not permitted to smoke, use, or have in possession any tobacco product (including cigarettes, e-cigarettes, cigars, smokeless tobacco, vapes, nicotine gum and like products) on campus, school buses, or at any school activity. Violation of this rule will result in disciplinary actions that range from In-School Suspension to Out-of-School Suspension.
    - **First Offense:** 1. A parent or guardian will be notified. 2. A ticket will be issued 3.Two (2) days of early detention, students must complete a school provided assignment on the dangers of tobacco. 4. Students and parents will be provided information about available cessation programs.
    - **Second Offense:** 1. The parent or guardian will be notified. 2. A ticket will be issued 3.Three (3) days of Out-Of-School Suspension. 4.A parent-principal conference must be held before the student is allowed to return to class. 5.Students and parents will be provided information about available cessation programs.
    - **Third Offense**: 1.The parent or guardian will be notified. 2.A ticket will be issued 3.Four (4) days of Out-Of-School Suspension. 4.A parent-principal conference must be held before the student is allowed to return to class. 5.Students and parents will be provided information about available cessation ‘ programs. Violators of this rule will be reported to law enforcement authorities.
- **DAMAGE, DESTRUCTION OR THEFT OF SCHOOL PROPERTY**

A student shall not cause or attempt to cause damage to school property or 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 $2,000.00. Depending on the severity of the offense any of the following could be imposed:

●Suspension (5 days plus payment of replacement cost and placed on probation)
●Suspension (10 days plus payment of replacement cost and placed on probation)
●Rose Bud School reserves the right to bring criminal charges against the student in addition to other discipline.

8.10 ABUSE OF A STUDENT OR STAFF MEMBER

- **PHYSICAL ABUSE**

shall include but not be limited to a student: using any weapon against an employee, striking or pushing an employee, tripping, restraining an employee against his or her will, throwing at an employee, etc.
Threats which involve the possibility of the loss of life may result in immediate suspension. When monetary damages are involved, restitution shall be one of the measures taken.The police may be called and civil charges filed when circumstances seem to warrant. Evaluation by a mental health professional may be required before readmission to school.

- **ASSAULT**

Willfully and intentionally assaulting or threatening to assault or abuse any student or teacher, principal, superintendent, or other employee of the RBHS School System will result in minimum of suspension to a maximum of expulsion. Seriously threatening a school employee or other student, or threatening damage to a school structure is a class C felony (Act 1046). ACA 5-17-101 Threats which involve the possibility of the loss of life may result in immediate suspension. Evaluation by a mental health professional may be required before readmission to school. Proper law enforcement authorities will be notified.

8.11 BEHAVIOR NOT COVERED ABOVE

The Rose Bud School District reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in the schools even though such behavior is not specified in the preceding written rules.

8.12 OFFICE REFERRAL

When a child is sent to the office for disciplinary consequences, it is regarded as a serious matter. There will be a record of the student's visit made by the school administration. The parents may be notified by phone and should receive a copy of the office referral. The notice is to be signed and returned to the school. Parents may request a copy of the referral be sent home for their records. If not returned the student may spend recess time walking instead of playing with peers, or in-school suspension as determined by administration.

8.13 CONSEQUENCES FOR MISBEHAVIOR

The following consequences will apply, however this list may be added to, deleted from, and amended as circumstances dictate:

- 1st Referral – School Administration will have a conference with the student to counsel about behavior and the student will have corporal punishment OR 1 day lunch detention (Grades 3-6). Time out consistent with age/developmental stage (K-2)
- 2nd Referral – Corporal punishment (if not used with 1st referral) OR 2 days Lunch Detention (Grades 3-6) or Time out consistent with age/developmental stage (K-2).
- 3rd Referral – Early morning detention (7:30-7:50) and Lunch Detention OR Corporal Punishment (if not used with 1st or 2nd referral) OR Out of School Suspension for Remainder of Day
- 4th Referral –2 days of Early morning detention (7:30-7:50) and Lunch Detention OR Corporal Punishment (if not used with 1st, 2nd, or 3rd referral) OR Out of

School Suspension for Remainder of Day

- 5th Referral – 1 Full Day OSS OR 1 Full Day In School Suspension, Before returning, parent and student will meet with the principal to counsel about behavior
- 6th Referral – 2 day OSS OR 2 Full Day In School Suspension (during this time, parents and administration will meet to conference about student behavior and create a plan to address behavioral issues)

8.14 STUDENT AND/OR PARENT COMPLAINTS

If a student and/or parent of a student involved in a disciplinary ruling wish to contest a disciplinary ruling or a condition or circumstance imposed by a teacher or school administrator, the procedure which follows should be used by the person filing the complaint. Normally, the complaint is oral; however, any party to a complaint may at any time request that a complaint be made in writing.

- 1. The complaint must be directed to the person who originally took the action upon which the complaint is based. The person shall reconsider his/her action and give his/her decision to the complainant.
- 2. If the complainant is not satisfied with the decision, the complaint must be directed to the immediate supervisor of the person who took the original action. If the complaint is directed to a teacher, the immediate supervisor would be the principal. If the complaint is directed toward the principal and involves either an academic problem or disciplinary action, the immediate supervisor would be the superintendent. The principal shall review the original action which was taken and render a decision or suggest a solution which might be mutually satisfactory to all parties. If either party is not satisfied with the decision, the complaint may be directed to the superintendent.
- 3. The superintendent shall review the complaint and shall issue a decision regarding the complaint.

Note: Only the board of education may expel a student from school on concurrence of the superintendent with the principal's recommendation and only through due process proceedings. The board of education may expel a student for the remainder of the semester or for the remainder of the school year or permanently.

8.15 CORPORAL PUNISHMENT

The school district reserves the right to punish behavior which is subversive to good order and discipline in the schools. Reasonable discipline may include the administration of corporal punishment to a student by an administrator, but should follow the guidelines below:

- a) This method should be used only after attempts to modify student behavior by other alternatives have failed, or in unusual circumstances.
- (b) It shall not be administered in the presence of other students, shall not be issued in a spirit of malice or anger, and shall not be excessive.
- (c) Corporal Punishment will only be administered when 2 certified employees (one of which must be an administrator) are present.
- (d) The student shall be advised of the infraction he/she is being punished for before administering. If the student claims innocence, the administrator will permit the student to state his/her position, which shall be considered prior to punishment.

- (e) Corporal punishment should be administered to the posterior only.
- (f) Refusal to take corporal punishment will result in suspension or possible expulsion from school.
- (g) A written report of corporal punishment should be filed in the principal's office. (h) School officials are not required to conduct formal hearings prior to corporal punishment.
- (i) Parents may choose an option whether their child is given corporal punishment.

8.16 SUSPENSION - AUTHORITY AND PROCEDURES

Students cannot benefit from the educational opportunities the school environment affords when they are not in school. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days, including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school-sponsored function, activity, or event; going to and from school or a school activity. A student may be suspended for behavior including, but not limited to that which:

1. Is in violation of school policies, rules, or regulations;
2. Substantially interferes with the safe and orderly educational environment;
3. School administrators believe will result in the substantial interference with the safe and orderly educational environment; and/or
4. Is insubordinate, incorrigible, violent, or involves moral turpitude.

The school principal or designee shall proceed as follows in deciding whether to suspend a student:

1. The student shall be given written notice or advised orally of the charges against him/her;
2. If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts;
3. If the principal finds the student guilty of misconduct, he/she may be suspended.

When possible, notice of the suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent(s),legal guardian(s), person(s) with lawful control of the student, person(s) standing in loco parentis prior to the suspension. Such notice shall be handed to the parent(s),legal guardian(s), person(s) having lawful control of the student, person(s) standing in loco parentis or mailed to the last address reflected in the records of the school district.

Generally, notice and hearing should precede the student's removal from school, but if prior notice and hearing are not feasible, as where the student's presence endangers persons 37 or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as possible.

It is the responsibility of a student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis to provide current contact

information to the district which the school shall use to immediately notify the parent,legal guardian, person having lawful control of a student, or person standing in loco parentis upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority:

- A primary call number (contact may be by voice, voice mail or text message);
- An email address;
- A first class letter to the last known mailing address.

The district shall keep a log of contacts attempted and made to the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis`.

During the period of suspension, students shall not be permitted on any school campus except to attend a student/parent/administrator conference arranged in advance with the principal.

Students assigned to in-school suspension may participate in school sponsored activities as approved by the principal.

Suspensions initiated by the principal or his/her designee may be appealed to the Superintendent or his/her designee, but not to the Board. Suspension appeals to the Superintendent/designee must be submitted in writing to the Principal. Information included in the appeal must list the reason(s) for the appeal, along with the actions taken by the appellant to remedy the situation prior to the appeal. Each of the organizational levels within the district must be addressed in the appeal.

Suspension initiated by the Superintendent may be appealed to the Board. Suspension appeals to the school board must be submitted in writing to the Superintendent. Information included in the appeal must list the reason(s) for the appeal, along with the actions taken by the appellant to remedy the situation prior to the appeal. Each of the organizational levels within the district must be addressed in the appeal.

Out-of-school suspension (OSS) shall not be used to discipline a student in kindergarten through fifth (5th) grade unless the student's behavior:

- Poses a physical risk to himself or herself or to others;
- Causes a serious disruption that cannot be addressed through other means; or
- Is the act of bringing a firearm on the school campus.

Make-up work for credit will be allowed on the first out of school suspension. However, with each concurrent out of school suspension student work will result in loss of credit and given a zero (0) grade equivalency.

8.17 EXPULSION

The board of education is authorized to expel a student for the remainder of the semester, the remainder of the year, or permanently, for conduct it deems 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. The superintendent shall give written notice to the parent or guardian (mailed to the address reflected on the school district records) that he has recommended to the board of education that a student be expelled for the balance of the school year, and notice shall contain a statement of reasons for this recommendation. Arkansas statute 80-1516 provides that the director of a school district may exclude students for immorality, refractory conduct,

insubordination, infectious disease, habitual uncleanliness or other conduct that would tend to impair the discipline of the school, or harm the other pupils.

CLOSING REMARKS

This handbook is not intended to be all inclusive. It does not and cannot contain all of the rules, regulations and procedures that are needed for the efficient and effective function of Rose Bud Elementary School as an educational institution. New information will be given and new rules will be made to fit each new situation that might occur. It is our wish that each student at this school conduct himself/herself in a way that will be acceptable to all concerned. We are all here for one purpose and that is to see that each student receives an education that will allow them to develop to their fullest potential and insure mental and physical growth, which in turn, will insure future happiness.