

Rivercrest Elementary
Student Handbook 2016-2017



Home of the Colts
1704 West State Hwy. 14
Wilson, Ar. 72395

Gloria Phillips, Principal

Dixie Baker, Principal

PK-2

3-6

Rivercrest Elementary

DETACH, SIGN, AND RETURN TO SCHOOL

I have received the Rivercrest Elementary Handbook. I have received rules, regulations, discipline and homework policies set by Rivercrest Elementary and Rivercrest School District #57.

I also give my permission for my child to be taken on educational field trips by bus or on foot to places of interest.

I have received the policy on the Gun Free School Act and will abide by it in the event that my child should disregard this policy.

From time to time it may be necessary to video tape your child for educational purposes. Please sign below if you give permission for your child to be videotaped.

Student's Printed Name _____

Student Sign _____

Parent Sign _____

I have received and accept the terms of the computer use policy.

Student Sign _____

Parent Sign _____

I give permission for my child _____ to receive corporal punishment (paddling).

I DO NOT give permission for my child _____ to receive corporal punishment (paddling). Please send my child home when corporal punishment becomes necessary.

Date _____ 2016

Parent Sign _____

I give my child permission to use Google Apps at school.

Parent/guardian Name: _____

Parent/guardian Signature: _____

Receipt of Parent Involvement Policy
(Please detach and return to school promptly)

On page 3 of the school handbook is the Parent/Community/Involvement Policy. The policy outlines guidelines to enhance parent and community involvement. The signatures below indicate a copy of the policy has been received.

Student's Name _____

Parent Signature _____

Date _____

**Rivercrest Elementary
School/Parent Compact**

It is the mission of Rivercrest Elementary to develop each student's potential for intellectual, emotional, and physical growth. In order to achieve this goal, the home and school must be willing to recognize and agree upon the responsibilities of each party in the learning process.

AS A STUDENT, I WILL PROMISE TO:

1. Come to school on time and be prepared to work.
2. Respect the rights of others to learn without distractions or disruptions.
3. Show respect for students and all adults and property by not using profanity, stealing, or vandalizing.
4. Practice safety by not running, pushing, or fighting on campus.
5. Complete all assignments to the best of my ability.
6. Spend time at home reading or doing assigned homework.

Student's Signature

AS A PARENT, I PROMISE TO:

1. Monitor my child's activities in and out of school.
2. Strive to provide a safe, loving, and nurturing home environment for my child.
3. Be supportive in whatever my child's goals and dreams are.
4. Read to my child and listen to my child read.
5. Communicate with my child's teacher in various forms including attend Parent Teacher Conferences
6. Monitor my child's TV viewing.
7. Encourage my child to do his or her best work.
8. Make sure that all homework is completed.

Parent's Signature

AS A TEACHER, I PROMISE TO:

1. Provide an atmosphere conducive to academic and character building learning
2. Be clear with expectations and instructions to the children regarding their academic learning and challenges that they may face.
3. Monitor students' progress and keep parents informed (every 5 weeks) of their progress in meeting school achievement requirements. This includes absences, incomplete homework/schoolwork and breaking school rules.
4. Organize instruction to provide higher learning activities at suitable levels for "all" students in my class.
5. Implement school's grade level skills by meeting with parents, informing them of their responsibilities, and discussing the program in detail. These skills will be provided to parents/students early in the year to meet these requirements.
6. Promote grade level skills by using performance based assessment in the areas of reading and math.
7. Treat all students and fellow workers with dignity and respect.
8. Reinforce the practices/skills shown in curriculum mapping to make sure that all students are given equal opportunities to achieve skills for each grade level.

Teacher's Signature

AS A PRINCIPAL, I PROMISE TO:

1. Maintain a positive and safe environment.
2. Provide an atmosphere between parents and staff for listening to one another regarding students' physical needs and academic performance.
3. Establish communication with parents and students' regarding the school's goals, philosophy, achievements, programs, and available services.
4. Strive to encourage and motivate students and staff toward the goal of achieving EXCELLENCE in and out of school.
5. Strive to improve standardized test scores of Rivercrest Elementary students.

Principal's Signature

**Rivercrest Elementary
Handbook
Grades PreK-6
2016-2017**

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Letter to Parents

Dear parents:

We want to welcome you and your child to Rivercrest Elementary. We look forward to working with you in providing a quality education for your child.

We encourage all parents to become involved in the educational activities of Rivercrest Elementary. Combining an excellent teaching staff with strong parental involvement and a cooperative student body provides the ingredients necessary for a great school year. It is our desire to blend these ingredients with hard work and a strong desire to excel along with a mutual respect for others to provide the reward of success for all.

We hope this handbook will give you a better understanding of the expectations, procedures, and frameworks of the school. Please read the information and discuss it with your child. If any part of the handbook is unclear, please feel free to contact the office.

To indicate your receipt of the information in the handbook and your commitment to work with us in this joint effort of educating children, please sign and return the attached form.

Thank you for your support. We look forward to serving the parents and children of Rivercrest School District.

Sincerely,

Gloria Phillips, Principal

PK-2

Dixie Baker, Principal

3-6

August 8-10	Professional Development (3 Days)
August 15	First Day of Classes
September 5	Labor Day Holiday (No Classes)
October 14	End 1st Quarter (44 Days)
October 17	Start of 2nd Quarter
October 18	Parent Teacher Conferences 2:00-8:00
October 21	Professional Development (No Classes)
November 23-25	Thanksgiving Holidays
December 20	End 2nd Quarter (43 Days)
December 21-January 2	Christmas Holiday
January 3*	Professional Development
January 4	Start of 2nd Semester
January 16*	Martin Luther King Jr. Holiday
February 20*	Presidents Day Holiday
March 10	End 3rd Quarter (46 Days)
March 13	Start of 4th Quarter
March 16	Parent Teacher Conference 2:00-8:00
March 17	Professional Development
March 20-24	Spring Break
April 14*	Good Friday
May 23	End of 4th Quarter (45 Days)
May 24*	Professional Development
STUDENTS 178 DAYS	TEACHERS 190 DAYS

Parental Involvement...

RIVERCREST ELEMENTARY SCHOOL PARENTAL INVOLVEMENT PLAN

Rivercrest Elementary School understands the importance of parental involvement in promoting higher student achievement and general good will between the school and those it serves. Therefore, Rivercrest Elementary School will strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and community. To achieve such goals, the school will work to:

1. Remove all barriers to positive parental involvement.

- A. The school will pay attention to the policies that affect students and parents who are economically disadvantaged, disabled, limited English proficient, limited literacy, or who are of a racial or ethnic minority.
- B. School policies will be reviewed and revised if necessary.

2. Welcome parents into the school and seek parental support and assistance.

- A. The school should not have any school policies that would discourage a parent from visiting the school or from visiting a child's classroom. For the safety and education of the students and staff, parents must follow established rules for visiting the school or classroom.
- B. The school staff should be encouraged to use volunteer surveys to compile a volunteer resource book which:
 - a. Lists the interests and availability of volunteers;
 - b. Determines how frequently a volunteer would like to participate, including the option of just one (1) time per year;
 - c. Includes options for those who are available to help at home; and
 - d. Helps to match school needs with volunteers' interests.

The volunteer brochure sent home in student packets addresses these requirements.

3. Recognize that communication between home and school should be regular, two-way, and meaningful.

- A. The school shall prepare an informational packet to be distributed annually to the parents of each child in school (appropriate for the age and grade of the child), describing and including:
 - a. The Parental Involvement Program;
 - b. The recommended role of the parent, student, teacher, and school;
 - c. Ways for the parent to become involved in the school and in his/her child's education;
 - d. A survey for the parent regarding his/her interests concerning volunteering at the school;
 - e. Some of the activities planned throughout the year designed to encourage parental involvement, including but not limited to:

- Open House
- Parent Teacher Conferences
- Parenting Classes
- Parent meetings
- Chaperones for trips

Math and Science Night
Literacy Night
Awards Assemblies
Honors Banquets

f. A system to allow the parents and teachers to communicate in a regular, meaningful, and two-way manner, including but not limited to:

Report cards;
Progress reports
School and district website
Home Access Center (HAC)
Office notes
Calendars
Handbook meetings
Parent / Teacher meetings
Teacher correspondence (letters sent home)
E-mail
Remind 101
School phone system and
School Messenger.

B. Develop with parents a student/parent/school/compact outlining:

- a. How parents, staff and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve;
- b. How the school will provide high-quality curriculum in a supportive and effective learning environment that will enable the children to meet the school's achievement standards; and
- c. How each parent will be responsible for supporting their child's learning and participating, as appropriate, in decisions relating to the education of their children and positive extracurricular time.

C. The school may plan and implement other activities (determined by the school) to be beneficial to encourage communication with parents.

4. Recognize that a parent is a full partner in the decisions that affect his or her child and family:

A. To encourage parents to participate as a full partner, the school shall provide:

- a. At least two parent teacher conferences;
- b. Frequent reports, including progress reports and report cards, to parents on their child's progress (the complete list will be reviewed and revised throughout the year.);
- c. School and district website with the Home Access Center (HAC);
- d. E-mail;
- e. School Messenger;
- f. Reasonable access to staff, including E-mail, phone calls, and individual conferences;
- g. Opportunities to volunteer and participate in their child's education, including in the following activities:

Math and Science Night
Literacy Night
Awards Assemblies
Monthly Prek Activities

Honors Banquets
Grandparents' Day;
Open House;
Parent Teacher conferences; and
Veteran's Day assembly.

- B. Include in the school's policy handbook, the school process for resolving parental concerns, including:
 - a. How to define the problem;
 - b. Who to approach first; and
 - c. How to develop solutions.
- C. Engage in other activities that will encourage parents to participate as full partners (as determined by the school).

5. Promote and support responsible parenting.

- A. To promote and support responsible parenting, the school shall, as funds are available:
 - a. Purchase parenting books, magazines, and other informative materials regarding reasonable parenting through the library, advertise the selections, and give parents an opportunity to borrow materials for review;
 - b. Create parent centers;
 - c. Purchase parenting CDs and DVDs
 - d. Purchase parenting books and magazines.

6. Acknowledge that parents play an integral role in assisting student learning. To help the parent in assisting students, the school shall (the complete list will be reviewed and revised throughout the year):

- A. Schedule an annual parental involvement meeting at which each parent is given a report on the state of the school.
- B. Schedule other meetings at which parents are given overview of:
 - a. What students will be learning;
 - b. How students will be assessed;
 - c. What parents should expect for their child's education; and
 - d. How a parent can assist and make a difference in his/her child's education.
- C. Engage in other activities that (as the school determines) will help parents assist in student learning.

7. To undertake efforts to ensure that Parental Involvement is recognized as an asset to the school.

- A. The Superintendent will designate for each school one certified staff member who is willing to serve as a parent facilitator to:
 - a. Help organize meaningful training for staff and parents;
 - b. Promote and encourage a welcoming atmosphere to foster parental involvement in the school; and
 - c. Undertake efforts to ensure that parental participation is recognized as an asset to the school.

The certified staff member serving as a parental involvement facilitator shall receive supplemental pay for the duties as required by law.

- B. Engage in other activities that (as the school determines) will ensure that parental involvement is an asset to the school.

8. Recognize that community resources strengthen school programs, family practices, and student learning. To take advantage of community resources the school shall:

- A. Consider recruiting alumni from the school to serve on committees to provide advice and guidance for school improvement, including an Alumni Association, Business Leaders, the school Parent Advisory Committee, and a Parental Involvement ACSIP

Committee.

- B. Enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school. The school will consider using leaders of this organization as a resource when making appropriate decisions affecting children and families.

9. The school will conduct an annual review of Parental Involvement policies to examine their effect on promoting higher student achievement. This will be done by a committee consisting of parents, community members, certified staff, and administration.

10. This policy shall be part of the Rivercrest Elementary School's Title I plan and shall be distributed to the district's parents and provided, to the extent possible, in a language that parents can understand.

Mission Statement

The mission of the Rivercrest School District is to create an environment of high expectations and intensive supports in which each student is able to achieve.

School Arrival and Dismissal

Please be courteous to others by taking care of items such as notes and lunch money prior to unloading so the other parents and students are not delayed.

Arrival

School begins with breakfast at 7:40 A.M. Students in grades 3-6 will go directly to the cafeteria upon entering school. K-2 students will go to the gym upon arrival. **There will be no teachers on duty before 7:30 A.M. so students should not arrive before that time.**

Dismissal

Buses will be dismissed at 3:00 each day unless otherwise notified. All car riders will be dismissed at 3:00. **All car riders will be picked up under the awning at the east side of the building. There will be no exceptions.** Students must leave the school grounds as soon as they are dismissed from school. Arrangements to pick up students must be the responsibility of the parents. If there is to be a change in arrangements, please send **WRITTEN** notification to the office and to the teacher telling exactly how your child is to get home. Please be sure that the office has at least two phone numbers for contacting you if necessary.

Unless **WRITTEN** communication from the parent is received, bus students will be put on the bus each day. Just telling the child of the change is not sufficient. The safety of your child is our primary concern, so proper communication must be utilized.

Check-Out Procedure During School Hours

Any student who plans to check out of school before the end of the school day must have a parent or guardian come to the school office and sign the check out log. **Please do not check students out early unless it is absolutely necessary.** No student is allowed to leave the school grounds without permission of the office.

Residence Requirements

Definitions:

“Reside” means to be physically present and to maintain a permanent placement 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 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, person having legal, lawful control of the student under order of a court, or person standing in loco parentis only if the student resides at the same residential address and if the guardianship of 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 prescribes 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.

Attendance 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 that students receive in their courses, important as that is, students' regular attendance at school is essential to their social and cultural development and helps them accept responsibility they will face as adults. Attendance is compulsory for children between the ages of 5 and 17. Interactions with other student 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 where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement to the principal or designee upon his/her returns to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will **not** be accepted.

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal; or
7. Participation in an FFA, FHA, or 4-H sanctioned activity;

8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, 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.
10. Absences 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 (12).

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 for the day the student is serving 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 or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with 10 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 expulsion or dismissal of a student.

When a student has 5 unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds 9 unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

At any time prior to 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.

Days missed due to out-of-school suspension or expulsion shall be unexcused absences.

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 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.

Tardiness

Students are encouraged to arrive at school before classes begin. A student's work and the work of classmates may be affected by his/her late arrival. Any student arriving at school after classes have begun must report to the principal's office.

Perfect Attendance

"Perfect Attendance" shall be defined and observed as no absences, no tardies, and no early dismissals from school. Exceptions will be bus tardies or school sponsored field trips. Students checked out early will be considered absent.

Truancy

A student is considered truant when he/she is absent from school without knowledge or consent of parents and school officials. Parents and guardians must accompany such pupils to the principal's office following this infraction.

Transfer Policy

Any student transferring from a school accredited by the Department of Education to Rivercrest Elementary shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Any student transferring to Rivercrest Elementary from home school or a school that is not accredited by the Department of Education shall be evaluated by the staff to determine the student's proper placement.

Entrance Requirements

To enroll in a school in the District, the child must be a resident of the District as defined in District policy, meet the criteria outlined in policy 4.40-HOMELESS STUDENTS or in policy 4.52-STUDENTS WHO ARE FOSTER CHILDREN, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option.

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

A child may enroll in a prekindergarten program for children four (4) years of age if they will attain the age of four (4) before August 1.

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

Any child may enter first grade in a District school if the child will attain the age of six (6) years during the school year in which the child is seeking enrollment and the child has successfully completed a kindergarten program in a public school in Arkansas.

Any child who has been enrolled in the first grade in a state-accredited or state-approved school in another state for a period of at least sixty (60) days, who will become age six (6) years during the school year in which he/she is enrolled in grade one (1), and who meets the basic residency requirements for school attendance may be enrolled in the first grade. The district shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment.

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

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
 - a. A birth certificate
 - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
 - c. An attested baptismal certificate;
 - d. A passport;
 - e. An affidavit of the date and place of birth by the child's parent or guardian;
 - f. United States military identification; or
 - g. Previous school records.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.
4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubella) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age.

A student enrolled in the District who has an immunization exemption may be removed from school during an outbreak of the disease for which the student is not vaccinated at the discretion of the Arkansas Department of Health. The student may not return to the school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health.

Uniformed Service Member's Children

This policy applies to children of: active duty members of the uniformed services; members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and

members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.

An eligible child as defined in this policy shall:

1. be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;
2. be eligible for enrollment in the next highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;
3. enter the District's school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;
4. be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to extent that space is available. This does not permit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses/and/or programs;
5. be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
6. make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
7. be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;
8. be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

School Choice

Rivercrest School District participates in School Choice.

Application Process

The student's parent shall submit a school choice application on a form approved by the ADE to both the student's resident district and to this district which must be postmarked or hand delivered on or before the May 1 proceeding the fall semester the applicant would begin school in the District. The District shall date and time stamp all applications as they

are received in the District's central office. Applications postmarked or hand delivered on or after May 2 will not be accepted. Statutorily, preference is required to be given to siblings of students who are already enrolled in the District. Therefore, siblings whose

applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

The superintendent will consider all properly submitted applications for School Choice. By August 1, the superintendent shall notify the parent and student's resident district, in writing, of the decision to accept or reject the application. Any further questions concerning School Choice policies should be directed to the superintendent.

Parent-Teacher Conferences

One of the best ways to learn about a child's progress is by talking with the teacher. A parent teacher conference early in the year helps to set the plans for a child's school year. Do not wait until problems develop. Please call the school office to make arrangements for a conference. School wide parent-teacher conferences are scheduled in October and March.

Grading System

During each nine weeks grades will be given that reflect only educational objectives and are consistent with the laws and regulations.

Report cards will be issued to parents during a scheduled parent-teacher conference. Report cards will be sent home by the student the second and fourth nine week terms.

Grading Scale Grades K-6

A=90-100

B=80-89

C=70-79

D=60-69

F=59 and below

DIBELS

(Dynamic Indicators of Basic Early Literacy Skills)

Dibels are a set of procedures and measures for assessing early literacy skills from kindergarten through sixth grade. They are designed to be short (one minute) fluency measures used to regularly monitor the development of early literacy and early reading skills. These assessments include: Letter Naming Fluency (LNF) naming letters of the alphabet in random order; Phoneme Segmentation Fluency (PSF) breaking words apart to make letter sounds; Nonsense Word Fluency (NWF) reading nonsense words, Word Use

Fluency (WUF) orally making sentences using given words; and Oral Reading Fluency (ORF) reading passages (stories). These assessments are given three times during the school year: Beginning of the Year (BOY), Middle of the Year (MOY), and End of the Year (EOY).

Kindergarten

Beginning of the year-Letter Naming Fluency (LNF), and Word Use Fluency (WUF)
Middle of the year-Letter Naming Fluency (LNF), Phoneme Segmentation Fluency (PSF), and Nonsense Word Fluency (NWF), and Word Use Fluency (WUF)
End of the year- Assessment is the same as the middle of the year. Expected level for promotion: LNF 40, NWF 25, PSF 35, WUF 45, Reading Level C3-D4

First Grade

Beginning of the year- Letter Naming Fluency (LNF), Phoneme Segmentation Fluency (PSF), Nonsense Word Fluency (NWF), and Word Use Fluency (WUF)
Middle and end of the year assessments are the same as the beginning of the year with the exception of Letter Naming Fluency. Expected level for promotion: NWF 45, ORF 35 PSF 35, Reading Level I-16

Second Grade

Beginning of the year-Nonsense Word Fluency (NWF), Oral Reading Fluency (ORF), and Word Use Fluency (WUF). Middle and end of the year assessments are the same as the beginning of the year with the exception of Nonsense Word Fluency. Expected level for promotion: ORF 70, Reading Level M-28 or above.

Third and Fourth Grade

Beginning, middle, and end of the year testing include Oral Reading Fluency (ORF), and Word Use Fluency (WUF).

Promotion and Retention

The Board of Education recognized that the process of making decisions as to placement, promotion, or retention of students should involve consideration of a variety of factors including academic progress, age, maturity, and capacity for learning. The administrator in collaboration with the classroom teachers will make the final decision regarding promotion and retention.

Academic Improvement Plans (AIP)

Each student shall participate in the statewide program of educational assessment required in 6-15-149 and 6-15-433 by the State Board of Education.

Students in grades three through eight (3-8) shall participate in those benchmark assessments required in 6-15-149 and 6-15-433 as established by the State Board of Education.

Each student identified as not meeting the satisfactory pass levels in the immediate previously administered benchmark assessment shall participate in his or her remediation activities as required in his or her individualized academic improvement plan beginning in the school year the assessment results were reported.

If a student with disabilities identified under the Individual with Disabilities Education Act, 20 U.S.C. 1400, et seq., has an individualized education program, it meets the requirement of an academic improvement plan under this section.

Beginning with the 2005-2006 school year, student in grades three through eight (3-8) identified as not passing a benchmark assessment and who fail to participate in the subsequent academic improvement plan shall be retained and shall not be promoted to the next grade until:

- (A) The student is deemed to have participated in an academic improvement plan
or
- (B) The student passes the benchmark assessment for the current grade level in which the student is retained.

Smart Core Curriculum and Graduation Requirements

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent records. This policy is to be included in student handbooks for grades 6-12 and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum **providing** they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means.

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and 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;
- Discussions held by the school's counselors with students and their parents; and/or
- Distribution of a newsletter(s) to parents or guardians of the district's students.

The first year of this policy's implementation all employees required to be licensed as a condition of their employment shall receive training regarding this policy so that they will be able to help successfully implement it. In subsequent years, 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.

GRADUATION REQUIREMENTS

The number of unit's students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, the district requires an additional 2 units to graduate for a total of 24 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

SMART CORE: Sixteen (16) units

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

Oral Communications: one-half (1/2) unit

Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)

- Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9
- Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10

*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the **graduation** requirement, but only serve as one unit each toward fulfilling the **Smart Core** requirement.

- Algebra II
- Beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses

(Comparable concurrent credit college courses may be substituted where applicable)

Natural Science: a total of three (3) units with lab experience chosen from

One unit of Biology; and

Two units chosen from the following three categories (there are acceptable options listed by the ADE for each)

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

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World History - one unit

- American History - one unit

Physical Education: one-half (1/2) unit

Note: While one-half (1/2) 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 (1/2) 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 (1/2) 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.

The Smart Core and career focus units must total at least twenty-two (22) units to graduate. Additionally, the district requires 2 units for a total of 24 units to graduate which may be taken from any electives offered by the district.

CORE: Sixteen (16) units

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

Oral Communications: one-half (1/2) 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 concurrent credit college courses may be substituted where applicable)

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

Science: three (3) units

- at least one (1) unit of biology or its equivalent
- one (1) unit of a physical science

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World history, one (1) unit
- American History, one (1) unit

Physical Education: one-half (1/2) unit

Note: While one-half (1/2) 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 (1/2) unit

Economics – one half (1/2) 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 (1/2) 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.

The Core and career focus units must total at least twenty-two (22) units to graduate. Additionally, the district requires 2 units for a total of 24 units to graduate which may be taken from any electives offered by the district.

Extracurricular Activities

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the Board believes that a student's participation in extracurricular activities cannot come at the expense of his or her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed more than one per week per extracurricular activity (tournaments or other similar events with the approval of the Superintendent).

Homework

The home is an important learning environment and homework is a beneficial adjunct to the school's instructional program. Certain aspects of the home environment are related to school achievement. These aspects of the home include the extent to which parents create learning situations, and parental expectations for intellectual achievement. The student is responsible for completing and returning homework to the teacher. Failure to do so may result in loss of classroom privileges and may hinder academic progress.

Make-up Work

Students who miss school due to an excused absence shall be allowed to make up the work they missed under following rules.

1. Students are responsible for asking the teacher of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed work.
3. Students must ask for assignments on their first day back at school.
4. Make up tests are to be scheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work.
5. Students shall have one class day to make up their work for each day they are absent.
6. Students are responsible for turning in their makeup work without the teacher having to ask for it.
7. Students who are absent on the day their makeup work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.

Emergency Procedures

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than three (3) times per year with at least one each in the months of September, January, and February. Students who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.

For school-year 2013-14, an annual active shooter drill and school safety assessment may be conducted for all District schools in collaboration, when possible, with local law enforcement and emergency management personnel. Students will be included in the drills to the extent that is developmentally appropriate to the age of both the students and grade configuration of the school.

Drills may be conducted during the instructional day or during non-instructional time periods. Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event of an earthquake or terrorist attack that might include the use of biological or chemical agents. Students shall be included in the drills to the extent practicable.

Weather Alerts

On days of stormy or icy weather, please be considerate of the school and other students. Every precaution will be taken to protect your child. Keeping the students calm and under control is vitally important. Please do not call the school during these times so the lines can be kept open for needed information on weather conditions and needed emergency procedures.

Snow Days

In case of snow, please be sure the student has full instructions as to what to do if school is dismissed early. For information about school closings, tune to local radio (Osceola or Blytheville) and TV station (Jonesboro and Memphis). Please do not call school personnel for this information.

Bus Transportation

School bus drivers are required to observe state laws and numerous regulations to safeguard the lives of the pupils they transport. Bus drivers are in charge of the students riding on their buses. The law gives the bus drivers the authority to keep order on their buses and holds them responsible. Parental support is imperative to help ensure student discipline is maintained. The law also indicates that "students who behave may ride." Students who continuously misbehave on the school bus are subject to being deprived of the privilege to ride the school bus. Schools have the right to refuse to transport any pupil guilty of misconduct. The following policies must be followed.

School Bus Policy

All drivers will assign seats to students who ride his/her bus. All students will be required to follow this procedure.

1. Be at the bus stop at the scheduled time. Stand back ten feet from the bus stop and wait until the door is open before moving closer to the bus. Do not play on the highway or road.
2. While waiting for the bus, pupils must remain in a safe place away from traffic. If you miss the bus, do not attempt to hitch-hike a ride or walk to school. Notify the office once back at home.
3. If you must cross the road or highway to enter the bus, always try to be on the right side of the road waiting for the bus. If you should arrive at the stop just as the bus approaches the stop, wait until the bus has come to a complete stop and the driver has signaled for you to cross in front of the bus. Students should cross at least ten feet in front of the bus.
4. Respect the property rights of others while waiting for the bus. Don't gather under carports, or porches, or on lawns without permission.
5. While loading or unloading, enter or leave the bus orderly and quickly.
6. While riding the bus, students are under the supervision of the driver and must obey the driver at all times.
7. Students are expected to conduct themselves in a manner such that they will not distract the attention of the driver or disturb other riders on the bus (which includes keeping your hands to yourself, attend to you own materials; leave other students alone, and be reasonably quiet).
8. No knives or sharp objects of any kind, firearms, clubs or pets are allowed.
9. Eating or drinking; smoking; scuffling or fighting; playing radios; tape players etc; throwing objects on the floor or out of windows; putting hands or heads out windows; tampering with any bus safety devices; defacing any part of the bus is not allowed.
10. Do not ask the driver to let you off anywhere except at your regular stop unless you have permission from the principal or office.
11. Pupils who must cross the road after leaving the bus in the afternoon must go to a point on the shoulder of the road (10) feet in front of the bus. Cross the road after the driver has signaled you to do so.
12. This is not intended to cover all of the "dos" and "don'ts" but it is a guide.

Possible Actions for Misconduct on the Bus

- Conference and warning with students
- 1 day suspension from riding all buses
- 3 day suspension from riding all buses

- 5 day suspension from riding all buses
- 10 day suspension from riding all buses
- 15 day suspension from riding all buses
- Suspension from all buses for the remainder of the year.

Note: A bus incident report will be sent home with the students on each occurrence.

The transportation department for the district, may be contacted at (870)655-8261 for information about routes, drivers, etc.

Field Trips

Field trip should be of an academic nature to enhance the instructional program. A teacher planning a field trip will adhere to the policies of the school district.

Before a student may participate in a field trip activity, parents must sign and return the permission form from this handbook. The form is then placed on file in the office.

Phone Calls

Students are not called out of class for phone calls. The phone in the office may be used by students only with permission.

Teachers are available to receive phone calls only during their conference period. The office phone number is (870)655-8621.

Possession and Use of Cell Phones, Beepers, Etc.

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.

To protect the security of state originated tests that are administered as part of the Arkansas Comprehensive, Testing, Assessment and Accountability Program (ACTAAP), no electronic, device as defined in this policy shall be accessible by a student at any time during test administration unless specifically permitted by a student's IEP or individual health plan. This means that when a student is taking an ACTAAP assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions.

As used in this policy, “electronic devices” means anything that can be used to transmit or capture images, sound, or data.

Misuse of electronic devices includes, but is not limited to:

1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the device when not being used for reason #1 above;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to take photographs in locker rooms or bathrooms;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

Use of an electronic device is permitted to the extent it is approved in a student’s individualized education program (IEP) or it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Before and after normal school hours, possession of electronic devices is permitted on the school campus. The use of such 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.

The student and/or the student’s parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school’s administration office by the student’s parents or guardians.² Students have no right of privacy as to the content contained on any electronic devices that have been confiscated.³

Students who use a school issued cell phones and/or computers for non-school purposes, except as permitted by the district’s Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. Students are forbidden from using school issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including expulsion.

If the student fails to abide by this policy the following actions will be taken:

1. First offense-Students phone or device will be kept in office and returned to student at the end of the day
2. Subsequent offenses-Parent will have to pick up phone or device and student will be punished in accordance with discipline policies.

Dress Code

South Mississippi County School District reserves the right to send home any student who comes to school dressed or groomed improperly or whose personal appearance is below the standards adopted by the school.

1. Boys will not be allowed to wear earrings at school or school sponsored events.
2. Sagging pants are not to be worn.
3. Hats, caps or gloves will not be worn in the building.
4. Students will not be allowed to wear facial rings of any kind (nose, lip, and eyebrow).
5. Shoes will be worn at all times. No house shoes.
6. No under garments will be worn as outer garments.
7. No pajamas.
8. Sunglasses are not to be worn in the building, except for medical reasons.
9. Students will not be allowed to wear pants with holes above the knees.
10. Shorts should not be shorter than fingertips when arms are extended by their side.
11. The rebel flag should not be worn.

In the event that the dress code is violated parents will be contacted to provide appropriate attire. In the event inappropriate jewelry is worn the parents will be contacted to come and remove it.

Appropriate Conduct

In order to maintain an effective instructional program, it is essential that a condition of mutual respect exist between a teacher and a student. To maintain order and to direct the learning activities of the classroom is it essential that all students display appropriate conduct. Students, teachers, and parents must work together to foster respect and to maximize the opportunity for all students to learn. Students who persist in being disciplinary problems interfere in the democratic right of other students to a quality education. Students at Rivercrest Elementary are expected to conduct themselves in an orderly and respectful manner at all time.

Infractions to Avoid

The following activities are considered major infractions of proper conduct and will subject the student to disciplinary action including, but not limited to, corporal punishment, suspension or expulsion from school, and/or notification of law enforcement officials. The violation of a rule will occur whether the conduct takes place on the school grounds at any time, off the school grounds at a school supervised activity, function, or event, or en route to and from school.

Below each rule is a standardized list of disciplinary actions to be taken. Normally this list will be adhered to in order after each occurrence; however, the administration may exercise more extreme action in severe situations or in situations which a student has been involved in other infractions. **The consequences for any disciplinary infractions may range from a minimum of a warning to a maximum of expulsion. Students will be entitled to due process in the event of expulsion.**

(A) Disobedience Towards A School Official of Disregard of Directions or Commands (Insubordination)

1. Student/Teacher Conference
2. Loss of Privileges
3. Parent/Teacher/Student Conference
4. Teacher/Principal/Student Conference
5. Corporal Punishment/Suspension from school

(B) Truancy

A student shall not be absent from school without parent and/or school authorities prior knowledge and consent. After arrival on campus, a student absent from his/her assigned station without permission from school authorities shall be considered a truant. (Ark. 80-1509, 80-1512).

1. Student/Teacher Conference
2. Loss of privileges
3. Teacher/Student/Parent Conference
4. Teacher/Student/Principal Conference
5. Three day suspension from school
6. Five day suspension from school
7. Recommendation for expulsion with loss of credit for the semester

(C) Weapons and Dangerous Instruments

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity,

enroute to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event. Military personnel, such as ROTC cadets, acting in the course of their official duties are accepted.

A weapon is defined as any firearm, knife, razor, ice pick, dirk, box cutter, numchucks, pepper spray or other noxious spray, explosive, or any other instrument or substance capable of causing bodily harm. For the purposes of this policy, "firearm" means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

Possession means having a weapon, as defined in this policy, on the student's body or in an area under his/her control. If, prior to any questioning or search by any school personnel, a student discovers that he/she has accidentally brought a weapon, other than a firearm, to school including a weapon, other than a firearm, that is in a vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon unless it is a firearm. The weapon shall be confiscated and held in the office until such time as the student's parent/legal guardian shall pick up the weapon from the school's office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of not less than one year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property.

The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The mandatory expulsion requirement for possession of a firearm does not apply to a firearm brought to school for the purpose of participating in activities approved and authorized by the district that include the use of firearms. Such activities may include ROTC programs, hunting safety or military education, or before or after-school hunting or rifle clubs. Firearms brought to school for such purposes shall be brought to the school employee designated to receive such firearms. The designated employee shall store the firearms in a secure location until they are removed for use in the approved activity.

The district shall report any student who brings a firearm to school to the criminal justice system or juvenile delinquency system by notifying local law enforcement.

1. Suspension
2. Expulsion from school for remainder of semester with loss of credits.
3. Student may be expelled for one calendar year.

(D) Student Under the Influence of or Having Possession of Alcoholic Beverages, Tobacco, Controlled Substance and Other Prohibited Materials During the Regular School Day

Student under the influence of or having possession of alcoholic beverages, tobacco, controlled substances (illegal drugs), materials expressly prohibited by federal, state, or local laws or any non-prescribed substance which alters behavior on school property, at school functions, at the visited school, during the regular school day, shall be recommended for suspension or expulsion.

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff) in or on any real property owned or leased by a District school, including school buses owned or leased by the District, is prohibited. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures. With the exception of recognized tobacco cessation products, this policy's prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pips, or under any other name or descriptor. Furthermore, the student may be prosecuted. (Ark. Stat. 41-2014, 41-1963, 80-1916, 80-1917)

1. Suspension
2. Expulsion from school for remainder of semester with loss of credits.
3. Student may be expelled for one calendar year.

(E) Student Involved in the Sale of Alcoholic Beverages, Tobacco, Controlled Substances, or Other Material

A student who is determined to be involved in the sale of alcoholic beverages, tobacco, controlled substances, or other material expressly prohibited by federal, state, or local laws on school property, at school functions, at the home or at the visitor school may be recommended for expulsion. Furthermore, the student may be prosecuted according to Act 590 of 1971 of the State of Arkansas as amended. Arkansas law prohibits the sale or attempted sale of any substance which the person selling or attempting to sell claims to be a controlled substance whether the claim is valid or not. (Ark. Stat. 82-1115) Act 612 of 1989 provided the sentences for the sale of controlled substances within 1000 feet of public or private schools or colleges shall be enhanced by two years and fined of no less than \$1,000.

1. Suspension
2. Expulsion from school for remainder of semester with loss of credits.
3. Student may be expelled for one calendar year.

(F) Physical Abuse of Assault by a Student on a School Employee

A student who commits assault and/or battery upon a member of the faculty or staff of the South Mississippi County School District shall be expelled from the South Mississippi County School District for the remainder of the school year with loss of credit. (Ark Stat. 41-1601, 41-3104, 80-1905)

1. Student/Teacher Conference
2. Loss of Privileges
3. Teacher/Principal/Student Conference
4. Teacher/Principal/Parent Conference
5. Three day suspension from school
6. Five day suspension from school
7. Recommendation for expulsion with loss of credits for semester.

(G) Indecent Exposure and Sexual Advances

A student shall not deliberately commit indecent exposure in school nor shall a student make improper sexual advances toward another person. (Ark Stat. 41-1811, 41-1812)

1. Student/Teacher Conference
2. Loss of Privileges
3. Teacher/Principal/Student Conference
4. Teacher/Principal/Parent Conference
5. Three day suspension from school
6. Five day suspension from school
7. Recommendation for expulsion with loss of credits for semester.

(H) Bomb Threat

A student who calls in a bomb threat and/or any other threat to the health and safety of students and employees will be referred to the legal authorities and will be recommended for expulsion. (Ark. Stat. 41-2911, 49-2919)

1. Recommendation for expulsion from school for the remainder of the school year with loss of credits.
2. Recommendation for expulsion from school for one calendar year from the date of the infraction with loss of credits.

(I) Fighting

When students fight, it may be difficult to determine who is at fault. When a cooling off period is needed, both students may be immediately suspended until an effort to determine fault is made. Alternate punishment may be applied with regard to actual involvement. Assault on another student is included. (Ark. Stat. 4108)

1. Corporal Punishment/Suspension
2. Three day suspension from school
3. Five day suspension from school
4. Recommendation for expulsion

(J) Disorderly Conduct

A student shall not engage in behavior which produces situations in which instruction or activities of other students are adversely affected (Ark. Stat. 41-2969).

1. Student/Teacher Conference
2. Loss of Privileges
3. Teacher/Principal/Student Conference
4. Teacher/Principal/Parent Conference
5. Corporal Punishment
6. Three day suspension from school
7. Five day suspension from school
8. Recommendation for expulsion with loss of credits for the semester

(K) Profanity-Verbal Abuse, Obscene Gestures

A student shall not use profane, violent, vulgar abusive or insulting language at any time. A student shall not use physical gestures that convey a connotation of obscene or highly disrespectful acts, infringe upon the rights of others, or cause or begin an overt or immediate disruption of the educational process (Ark. 41-2908, 41-2910, 41-2922, and 41-2923).

1. Student/Teacher Conference
2. Loss of Privileges
3. Teacher/Student/Principal Conference
4. Teacher/Principal/Parent Conference

5. Corporal Punishment
6. Three Day Suspension from school
7. Five Day Suspension from school
8. Recommendation for expulsion with loss of credits for the semester

(L) Cafeteria Regulation

Courtesy is always commendable, and we need to be courteous in our cafeteria. We would appreciate your cooperation by complying with the following rules:

1. Stay in line and do not break, push or run.
2. Be polite to fellow students and especially to cafeteria workers.
3. Once we get seated with trays we do not move around to different seating areas.
4. Remove trays and milk cartons from your table.
5. Food is to be eaten in the cafeteria. No food is to be carried out.
6. After finishing your meal, a student should leave eating area clean, and leave in a quiet orderly manner.
 - A. Student/Teacher Conference
 - B. Loss of Privileges
 - C. Teacher/Principal/Student Conference

(M) Cheating on Tests

A student shall not cheat on tests or assignments nor shall a student aid other students in cheating on tests.

1. Student/Teacher Conference
2. Loss of privileges
3. Teacher/Principal/Student Conference
4. Teacher/Principal/Parent Conference
5. Student receives zero

(N) Overt Affection

A student shall not make physical contact such as hugging, kissing, petting, or holding hands with another student that convey a connotation that can be judged as sexually explicit during the regular school day, school functions, at home and away, and during extracurricular activities.

1. Student/Teacher Conference
2. Loss of Privileges
3. Teacher/Principal/Student Conference
4. Teacher/Principal/Parent Conference
5. Three Day Suspension from school
6. Five Day Suspension from school
7. Recommendation for expulsion with loss of credits for the semester

(O) Theft or Destruction/Defamation of Property

1. Student/Teacher Conference
2. Loss of Privileges
3. Teacher/Principal/Student Conference
4. Teacher/Principal/Parent Conference
5. Three Day Suspension from school
6. Five Day Suspension from school
7. Recommendation for expulsion with loss of credits for the semester

(P) Rules for Assemblies

Students should show pride in themselves and in their school by being courteous at all times, not whistling, talking, writing notes, horseplay, and applauding only when required. Students are assigned an area and are expected to enter and exit from a designated entry. Reports of misconduct will be sent to the office and are subject to disciplinary consequences or exclusion from future assemblies.

1. Student/Teacher Conference
2. Loss of privileges
3. Teacher/Principal/Student Conference
4. Teacher/Principal/Parent Conference
5. Three day suspension from school
6. Five day suspension from school
7. Recommendation for expulsion with loss of credits for the semester

Medical Information

A nurse is assigned to each school. She keeps health records, does vision and hearing screening, and serves as a health resource person. **It is vitally important that the teacher, nurse, and principal be made aware of any specific health problems of a student.**

Medication/Health Policies

The District will make reasonable accommodations for students who have special health care needs in order that they may attend school.

Student Medications

Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse.

Unless authorized to self-administer, students are not allowed to carry any medications, including over-the-counter medications or any perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent or legal guardian shall bring the student's medication to the school nurse. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity of the medication(s). If the medications are brought by a student, the school nurse shall ask another school employee to verify, in the presence of the student the quantity of the medication(s). Each person present shall sign a form verifying the quantity of the medication(s).

Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double locked cabinet.

Students with an individualized health plan (IHP) may be given over-the-counter medications to the extent giving such medications are included in the student's IHP.

Students taking Schedule II medications methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse)¹ shall be allowed to attend school.

Students taking Schedule II medications not included in the previous sentence¹ shall be allowed to bring them to school under the provisions of this policy and shall be permitted to attend and participate in classes **only** to the extent the student's doctor has specifically authorized such attendance and participation. A doctor's prescription for a student's Schedule II medication is **not** an authorization. Attendance authorization shall specifically state the degree and potential danger of physical exertion the student is permitted to undertake in the student's classes and extracurricular activities. Without a doctor's written authorization, a student taking Schedule II medications, other than those specifically authorized in this policy, shall **not** be eligible to attend classes, but shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

The district's supervising registered nurse shall be responsible for creating both on campus and off campus procedures for administering medications.

Students who have written permission from their parent or guardian and a licensed health care practitioner to self-administer either an rescue inhaler or auto-injectable epinephrine, or both and who have a current consent form on file shall be allowed to carry and self-administer such medication while in school, at an on-site school sponsored activity, while traveling to or from school, or at an off-site school sponsored activity. Students are prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry an rescue inhaler or auto-injectable epinephrine, or both does not require him/her to have such on his/her person. The parent or guardian of a student who qualifies under this policy to self-carry a rescue inhaler or auto-injectable epinephrine, or both on his/her person shall provide the school with the appropriate medication which shall be immediately available to the student in an emergency.

Students may be administered Glucagon in emergency situations by the school nurse or, in the absence of the school nurse, a trained volunteer school employee designated as a care provider, provided the student has:

1. an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of Glucagon in emergency situations; and
2. a current, valid consent form on file from their parent or guardian.

Emergency Administration of Epinephrine

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to students who have an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of an epinephrine auto-injector in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee certified to administer auto-injector epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction.

Students with an order from and a licensed health care provider to self-administer auto-injectable epinephrine and who have written permission from their parent or guardian shall provide the school nurse an epinephrine auto-injector. This epinephrine will be used in the event the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes the student is having a life-threatening anaphylactic reaction and the student is either not self-carrying his/her /epinephrine auto-injector or the nurse is unable to locate it.

The school nurse for each District school shall keep epinephrine auto-injectors on hand that are suitable for the students the school serves. The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician may administer auto-injector epinephrine to those students who the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be disposed of by the school nurse in accordance with current law and regulations.

Rivercrest School District has a no-nit policy pertaining to head lice. This policy will be strictly observed. Parents are asked to keep children at home if they have a communicable disease or a fever. Please be sure the office has current phone numbers available so we will be able to contact you if your child is ill.

Books

Students are expected to properly maintain all school books, both textbooks and library books. Students who deface, destroy or lose a book will be required to pay for the book.

Guidance Program

A school counselor is available daily for service to students, teachers, and parents. The counselor maintains student records and provides counseling and guidance sessions for individuals, as well as groups. Parents can request a meeting with the counselor by contacting the office.

Special Programs

For those students who qualify, Special Education and Gifted/Talented programs are available. Students may be referred for services by these programs by the parent or a teacher. After evaluation, parents are notified of their child's eligibility for these services.

School Parties

School parties should be scheduled to limit interruption of instructional time. During these activities, the teacher(s) and principal shall have full control.

Parents and Visitors

All parents and visitors are requested to honor the signs posted at entrance doors and check in at the office.

Parents and visitors who wish to go to a classroom must obtain a pass at the office before entering a classroom. Teachers have been instructed not to allow anyone access to their classroom without a pass. This is for the safety and security of all students.

Children not enrolled in this school are not permitted to attend school with brothers, sisters, or friends.

Parent Resource Center

The Rivercrest School District Parent/Teacher Resource Center in the front of the Rivercrest Elementary building is open daily for parents and teachers. Parents may check out books and tapes for students or use materials in the center to assist students with projects or learning activities. The cost of consumable materials is minimal and the center is open to all parents of students in South Mississippi County School District during these hours: **Monday, Wednesday, Thursday, Friday 9:00 A.M. to 5:00 P.M. Tuesday 10:00A.M. to 5:00 P.M.**

Cafeteria Program

The school cafeteria serves nutritious meals every day. Free/reduced lunch applications are available to all students. All food is to be consumed in the dining area whether served in the cafeteria or brought from home. All breakfast and lunch money should be paid weekly. If paying by check, make checks payable to Centralized Cafeteria for the exact amount with a separate check for each child. Regular daily price for breakfast is \$1.00; reduced price is 30 cents. Regular daily price for lunch is \$2.35; reduced price is 40 cents. Visitors and staff may also purchase breakfast for \$1.00 and lunch for \$3.40.

Summer School

In accordance with state law, a summer school may be provided for selected grades of students determined to be below grade level in reading and/or math.

Supplies

Each student is responsible for having the supplies he/she needs to do his/her school work.

Money or Valuable Items

Students are asked not to bring large amounts of money to school. Toys and/or games are not to be brought to school since they disrupt the educational environment. The school will not be held responsible for item brought to school. This will include all technology items such as cell phones, and ipods.

Physical Activity

All students will be expected to go out for recess when the weather permits. Please dress your child appropriately for outdoor play. The duty teachers will be in charge of supervision of the children during recess.

RIVERCREST SCHOOL DISTRICT:

ANTI-BULLYING POLICY:

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

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.

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 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;

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

Cyberbullying of School Employees is expressly prohibited and includes, but is not limited to:

- a. Building a fake profile or website of the employee;
- b. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;

- c. Posting an original or edited image of the school employee on the Internet;
- d. Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee; making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
- e. Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;
- f. Signing up a school employee for a pornographic Internet site; or
- g. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

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

1. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
5. Demeaning humor relating to a student's race, gender, ethnicity or actual or perceived attributes,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,

8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings,
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, and/or
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 which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the 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 behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.¹

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.

Notes: Different consequences are permitted depending on the age or grade of the bullying student.

1. Student/Teacher Conference
2. Loss of Privileges
3. Teacher/Principal/Student Conference
4. Teacher/Principal/Parent Conference
5. Three Day Suspension from school
6. Five Day Suspension from school
7. Recommendation for expulsion with loss of credits for the semester

Discipline: Students With Disabilities as Defined by Individuals with Disabilities Education Act (IDEA)

The Board of Education recognized that there are some students attending school in the South Mississippi County School District that have observable and/or diagnosed disabling conditions that require special considerations that are not necessary for non-disabled students.

The Board of Education accepts the definition of a student with a disability as any school aged student, ages 5-21, who possesses a disability which causes an adverse effect on educational performance as determined by the IDEA referral, assessment, programming and placement procedures. More specifically, these disabling conditions include the following: mental retardation, hearing impairment, speech/language impairment, visual impairments, emotional disturbance, orthopedic impairments, other health impairments, specific learning disability, deaf-blindness, multiple disabilities, autism, and traumatic brain injury.

The Board of Education also recognized that there are times that a student with a disability will need to be disciplined as a result of undesirable and/or unpredicted behavior which hinders his/her personal and/or educational welfare or the welfare of other persons. The Board of Education has provided the following procedures for determining the discipline of students with disabilities:

A student with a disability who engages in incidents of misconduct and disciplinary infractions is subject to normal school disciplinary rules and procedures if indicated in their Individual Education Program (IEP), so long as such treatment does not abridge the right to a free appropriate public education.

The IEP team for the student with a disability will consider on a case by case basis whether a change in placement consistent with federal and state requirements is appropriate for a student who violates a code of student conduct.

The IEP team for a student with a disability will consider the educational setting of the student; determine if a behavior Intervention Plan is needed and if the behavior is a manifestation of the disability.

Students with disabilities may be placed in an interim alternative educational setting in the case of a weapon, drugs or inflicting serious bodily injury upon another.

During the interim alternative placement, the student's IEP team will determine if the current IEP and placement were appropriate, if supplementary aids and services were provided if needed, and if behavioral intervention were provided.

Parents of students with a disability are to be informed of the district's policy and procedures regarding the discipline of students with a disability through the student handbook. Appropriate staff members in the school building shall be made aware of which student are identified as IDEA students.

In disciplining a student with a disability, it is a requirement that due process procedures as mandated by current federal and state regulations be followed.

4.29F-Student Internet Use Agreement

Student's Name (Please Print) _____ Grade Level _____

School _____ Date _____

The **Rivercrest School** District agrees to allow the student identified above ("Student") to use the district's technology to access the Internet under the following terms and conditions:

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

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

3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action.

1. Student/Teacher Conference
2. Loss of Privileges
3. Teacher/Principal/Student Conference
4. Teacher/Principal/Parent Conference
5. Three Day Suspension from school
6. Five Day Suspension from school
7. Recommendation for expulsion with loss of credits for the semester

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

- a. using the Internet for other than educational purposes;
- b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
- c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
- d. making unauthorized copies of computer software;
- e. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
- f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
- g. posting anonymous messages on the system;

- h. using encryption software;
- i. wasteful use of limited resources provided by the school include paper;
- j. causing congestion of the network through lengthy downloads of files;
- k. vandalizing data of another user;
- l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- m. gaining or attempting to gain unauthorized access to resources or files;
- n. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
- o. invading the privacy of individuals;
- p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email. Personally identifying information includes full names, address, and phone number.
- r. theft of vandalism of data, equipment, or intellectual property;
- s. attempting to gain access or gaining access to student records, grades, or files;
- t. introducing a virus to, or otherwise improperly tampering with the system;
- u. degrading or disrupting equipment or system performance;
- v. creating a web page or associating a web page with the school or school district without proper authorization;
- w. provides access to the District's Internet Access to unauthorized individuals;
- x. failing to obey school or classroom Internet use rules; or
- y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
- z. Installing or downloading software on district computers without prior approval of technology director or his/her designee.

5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or the Internet including penalties for copyright violations.

6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.

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

South Mississippi County School District
Google Apps for Education Parent Consent Form
(Students Under 13)



Rivercrest School District is excited to be a “Google Apps for Education” district. Students in grades 4-12 will have Google Education accounts to use for educational purposes.

What are “Google Apps for Edu” and how will we use them?

See next page.

Students need to know:

Students will follow our acceptable use policy for appropriate use when using Google Apps. These services are considered an extension of the school’s network. Students have no expectation of privacy in their use at school, and service administrators have the right to monitor user accounts for policy and security enforcement.

Parents need to know:

South Mississippi County School District’s Acceptable Use Policy will be enforced. School staff will monitor student use of applications when students are at school. Parents are responsible for monitoring their child’s use of applications when accessing programs from home. Students are responsible for their behavior at all times.

Access to and use of Apps for Education is considered a privilege given at the discretion of South Mississippi County School District. SMCSO maintains the right to withdraw access and use when there is a reason to believe violations of law or District policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and account restoration, suspension or termination.

What are Google Apps for Edu and how will we use them?

Google Apps for Education are free, web-based tools that allow students to create, edit and share files and resources for school-related projects using a web browser like Chrome, Firefox, Internet Explorer or Safari. Since documents are all stored safely on Google servers, we don't have to worry about losing data from a hard drive crash or a computer glitch.

Google Apps for Education will allow our students to collaborate on reports, spreadsheets and presentations, and then e-mail the final product to their teachers. This cloud-based application provides an infrastructure that allows students to collaborate and communicate electronically at no cost to the district.

Some of the apps available include:

Google Mail – Students will not be using email in the traditional sense. Students will only be able to send and receive email from teachers and other students for educational purposes. **All outside email is blocked unless communicating with an outside user will enhance the learning process. If communication with an outside user is requested by the teacher, the teacher will monitor use during the educational process.** An individual email account will be assigned and managed by Rivercrest School District. The student email address will be firstname.lastname@smccolts.com. Students will be able to check email from any location.

Google Drive – Students will have access to a word processing, spreadsheet, drawing, presentation toolset that is very similar to Microsoft Office. Students can access these files from any computer and collaborate with other students and teachers. The ease of access and the ability to collaborate will remove some of the barriers to learning that currently exist.

Google Sites – Students will have the opportunity to create individual and/or collaborative websites.

Google Calendar – Students will have an individualized calendar to help them organize schedules, daily activities, and assignments.

Technology use in the Rivercrest School District is governed by federal laws including:

Children’s Internet Protection Act (CIPA) – The school district is required by CIPA to have technology measures and policies in place which protect students from harmful materials including obscene and pornographic materials.

Children’s Online Privacy Protection Act (COPPA) – COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for SMCSD’s presence in Google Apps for Education. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school’s use of student information is solely for educational purposes.

Family Educational Rights and Privacy Act (FERPA) – FERPA protects the privacy of student education records and gives parents the rights to review student records. The school will not publish confidential education records for public viewing on the Internet. Parents have the right at any time to investigate the contents of their student’s email account and Apps for Education files.

Rivercrest Elementary
1704 West State Hwy. 14
Wilson, Arkansas 72395
Phone PK-6 (870)655-8621
School Board Members
Russell Lane-President
Johnny Worsham-Secretary

Gene Bennett
Mark Fincher
Freddie Ware
Darrell Gist
Clarence Williams
Administration

Superintendent.....Mike Smith
Assistant Superintendent.....Renella Clemons
Special Education Supervisor.....Dorothy Johnson
Principals.....Gloria Phillips, Dixie Baker

Faculty

Counselors.....Ashley Winford, Christy Stewart
Literacy Coach PK-2.....Thelma Benson
Literacy Coach 3-6.....Miriam Carlton
Secretaries.....Tina Russell, Brenda Love
PreK.....Jennifer Spence, Kaci Jones
PreK Aides.....Angela Elliot, Pam Garey
**Kindergarten.....Tracy Coppedge/Lynette Lewis/LouAnn
Mofield/Haley Hale/Nancy Duncan**
**First Grade.....Margaret Bailey/Ella Pugh
/Michelle Goodwin/Shirley Smith**
**Second Grade.....Michelle Eden/ Donna Ruiz/Sarah
Imler/Victoria Ross**
**Third Grade.....Amber Weldon/Crystal Barclay/Felicia
Hoy-Williams/Morgan Barnes**
**Fourth Grade.....Penny Cook/Alexx Ritchey/Tammy
Wood/ Anna Echols**
**Fifth Grade.....Eva Griffin/Ruth Light
Rhonda Ford/Sondra Arnold**
**Sixth Grade.....Ana Williams/Aleatrice McGuire/ Spring
Holt/Kim Stuart**
Librarians.....Henrietta Chipman/Ronna Robinson
Art.....Merideth Elder
Physical Education.....B.J. Chipman/Kristy Latham
Music.....Candace Hawkins
**Special Education.....Paula Wiley, Dina Stephens/Tracy
Longino**
Special Education Aides.....Joy Washington, Opal Loven
Computer Lab.....Tammyla Richmond
Nurses.....LeighAnn Williams, Angie Cullom

Gifted & Talented.....Jennifer White
MigrantAmber Chipman
Social Worker.....Debbie Girdley
Interventions.....Tonya Allen/Latoya Williams/Amy
Castling/Deborah Hutcheson/Dianne Bagley/Samantha Tacker/Tracy Towery/Krista Smith/Cherce
Reynolds/Lashana Span
Parent Coordinator & Director of Parent/Teacher Center.....Portia Routan
Cafeteria Manager.....Dee Brister
Cafeteria Workers.....Ann Randolph/Amanda
Atchley/Doris Barnes/Dorothy Facon/Melinda Akins/Tracy Atchley/Annie Clark
Custodians.....Matilda Love/Stella Thomas
Terry Person/Joe Robinson/Annette Dority/Ereca Williams/Carolyn Jackson/Gail Wilson
School Resource Officers.....Perry Jennings/Jim Creecy