

Lawrence County School District  
Walnut Ridge Elementary School  
K-6th Grades



2024-2025  
Student Handbook

Approved for use by the Board of Education

# **LAWRENCE COUNTY SCHOOLS DISTRICT**

Superintendent - Terry Belcher

## **Walnut Ridge Elementary School**

508 East Free Street  
Walnut Ridge, Arkansas 72476

Principal - Lea Andra Foster  
Assistant Principal - Jason Belcher

### **MISSION STATEMENT**

The mission of the Walnut Ridge Elementary School is to educate all students in a safe, non-threatening environment conducive to learning. We are committed to facilitating challenging educational opportunities and exemplary social behavior in order to prepare each student to be productive and responsible students. It is also the mission of the Walnut Ridge Elementary School to develop the abilities of each student by motivating, challenging, and fostering independent learning within a safe, positive, environment so learning can be continued beyond the educational setting.

### **Vision Statement**

The vision of the Lawrence County School District is to provide an excellent learning community:

With a safe, caring and positive environment

With a curriculum aligned with state and national standards, incorporating research-based, effective instructional strategies, valid assessments, and meaningful learning activities

Where instruction is differentiated to meet learning needs, and interventions are provided when students struggle to meet academic goals

Where all students become proficient readers, writers, and mathematical problem solvers

Where students learn to appreciate the arts, utilize technology value a healthy lifestyle, and grow in knowledge about the world through study of all academic areas

Where respect and responsibility are modeled by staff members and demonstrated by students toward classmates, adult, and the learning environment

Where staff members continue their own learning as they study best practices in current research and analyze student data to raise achievement

Where high expectations are held for all students and staff members

Where all staff members strive to improve communication, cooperation, and collaboration with one another, students, parents, and community in order to help all students succeed

Dear Parents and Guardians,

The faculty and staff are proud to partner with you in the education of your child. You are very important to the success of the educational experience. We are committed to the belief that all children can learn and acknowledge that all of us – teachers, administrator, and parents – working together can make a positive difference in student achievement.

The school will provide an optimum learning experience and environment in which students will experience success and achieve excellence in learning. To support the learning experience, parents and guardians are encourage to:

- ✓ ensure your child attends school regularly.
- ✓ ask what your child learned today.
- ✓ check the orange communication folder (K-4) each day.
- ✓ provide a period of uninterrupted time at home devoted to homework.
- ✓ make sure homework assignments are completed and returned each day.
- ✓ remind your child of the necessity of self-discipline, especially during instructional time.
- ✓ stay in contact with your child's teachers.
- ✓ join WRES social media groups (Facebook, Remind) to receive information and reminders.
- ✓ notify the WRES office if your contact information changes.
- ✓ contact the Parent Center (886-9158) for developmental learning activites at home.

The purpose of the Student Handbook is to give you and your child an understanding of the general rules and guidelines established by the administration which support and promote the Walnut Ridge Elementary School Mission and Vision statements. Please read the Student Handbook carefully, discuss the information with your child, and keep it in a safe location for future reference. Feel free to contact school staff when questions or concerns arise.

All students, parents, and guardians must sign stating you have received the Walnut Ridge Elementary School Student handbook and are aware of the procedures and policies set forth by the Lawrence County school district. The Acknowledgment and Permission form is due within one week after the student receives it.

Sincerely,

Lea Andra Foster, Principal  
(870) 886-3482  
leaandra.foster@bobcats.k12.ar.us

Jason Belcher, Assistant Principal  
(870) 886-6697  
jason.belcher@bobcats.k12.ar.us

## **Lawrence County School District Parent Involvement Policy**

The Lawrence County School District will involve parents in regular, two-way and meaningful communication addressing student achievement and ensuring:

- that parents play an integral role in assisting their child's learning
- that parents are encouraged to be actively involved in their child's education
- that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

In compliance with Section 1118(a)(2), of the Elementary and Secondary Education Act (ESEA), the Lawrence County School District agrees to implement required statutory requirements to:

- Involve parents in the joint planning and development of the district's Title I plan through representation on the district ESEA team
- Involve parents in an Annual Local Review of the Title I Program and use the results of the Annual Review to address any identified barriers to parental participation
- Involve parents in the development, implementation, and review of Parent-School Compacts
- Involve parents in the planning and development of effective parent involvement activities through representation on each building's Title I Needs Assessment/Evaluation Committee or Schoolwide Committee
- Build the schools' and parents' capacity for parent involvement by providing parents with information on state standards, assessments, requirements of Title I, monitoring their child's progress, and working with educators
  - providing materials, resources and training to help parents work with their children to improve academic achievement
  - implementing a two-way communication system with parents that provides information in clear and understandable terms
  - coordinating parent involvement activities with other initiatives including HeadStart, after school programs, etc.

The Lawrence County School District Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I programs as evidenced by meeting minutes. If you would like more information about the Parent Involvement Policy or the Parent Center, contact Dyan Heard (870) 819-0441 or Lindsey Romine (870) 819-0443 at the WR campus.

## Table of Contents

Equity	Page 1
Civil Rights	Page 1
Foreword	Page 1
Parental Concerns	Page 1
Time Schedule	Page 2
School Closing	Page 2
Closed Campus	Page 2
Health Services	Page 2
School Nurse	Page 2
Medical Alert	Page 2
Policy for Dispensing Medications	Page 3
Accidents & Illnesses	Page 4
Immunization Policy	Page 5
Communicable Diseases and Parasites	Page 6
Parking	Page 6
Smoking	Page 6
Guidance Department	Page 7
Child Abuse	Page 7
School Nutrition	Page 7
Enrollment Requirements	Page 8
Compulsory Attendance Policy	Page 9
Legal Names	Page 9
Legal Custody	Page 9
Transfer Student Placement	Page 10
Student Leaving District	Page 10
Student School Records	Page 10
Leaving Campus	Page 10
Emergency Procedures	Page 11
Emergency Drills	Page 11
Active Shooter Drill	Page 11
Textbooks	Page 11
Library	Page 11
Grading Scale	Page 12
Midterm Progress Reports	Page 12
Parent/Teacher Conferences	Page 12
Academic Improvement Plans	Page 12
Honors	Page 12
Promotion Policy	Page 13
Student Dress Code	Page 13
Bicycles	Page 13
Toys	Page 14
Cell Phones	Page 14
Extra-Curricular Activities	Page 14
Attendance Policy	Page 15
Student Discipline	Page 16
Due Process	Page 16
Personal Search	Page 16
Search and Seizure	Page 17
Corporal Punishment	Page 17
Administrative Response	Page 17
Suspension	Page 18
Expulsion Procedure	Page 18
Anti-Bullying Policy	Page 18
Internet Policy	Page 18

Responsibility of Administrators	Page 18
Police Drug Dog	Page 19
Distribution of Literature	Page 19
Discipline for Handicapped	Page 19
Standards of Conduct	Page 19
Lawrence County School District Rules of Behaviors	Page 20
Academic Dishonesty	Page 21
Bomb Threats	Page 21
Bullying	Page 21
Cyber Bullying	Page 22
Communication Devices	Page 22
Damage or Destruction of School Property	Page 22
Disregard of Directions	Page 23
Disruption or Interferences	Page 23
Fighting	Page 23
Fireworks	Page 23
Gambling	Page 23
Immorality	Page 24
Loitering by Suspended Student	Page 24
Physical Abuse or Assault of School Staff/Student	Page 24
Possession of Firearm or Other Weapon	Page 24
Profanity	Page 25
Public Display of Affection	Page 25
Sexual Harassment	Page 25
Theft	Page 26
Tobacco	Page 26
Truancy	Page 26
Alcoholic Beverages or Illegal Drugs	Page 26
Verbal Abuse	Page 26
Persistent Disregard for School Rules	Page 27
Behavior Not Covered	Page 27
Rules of Conduct	Page 27
School Rules	Page 27
Playground Rules	Page 27
Lunchroom Rules	Page 28
Homework Policy	Page 28
Rules for Assemblies	Page 28
Transportation Changes	Page 29
Bus Regulations and Rules	Page 29
Bus Discipline Procedures	Page 31
General Information for Parents	Page 31
Visitors	Page 31
Student Visitors	Page 31
Lost and Found	Page 31
Graduation Requirements	Page 32
SmartCore and Core Requirements	Page 33
Special Education	Page 35
Video Surveillance	Page 35
School Choice	Page 36
Meal Charge Policy	Page 37
Internet Access	Page 38
Acceptable Use and Internet Safety Policy for the computer Network	Page 39
FERPA	Page 44
Medicaid	Page 45

## **EQUITY**

In compliance with federal nondiscrimination laws, the Lawrence County School District will provide equal opportunities without regard to race, color national origin, gender, age, disability, or to veterans in its educational programs and activities.

This includes, but is not limited to, admission, educational services, financial aid, and employment.

## **OFFICE OF CIVIL RIGHTS (OCR) GRIEVANCE PROCEDURE**

1. The complainant should initiate the grievance procedure by submitting in writing the nature of the grievance to the coordinator for Title VI, Title IX, or Section 504.
2. In the event the complainant feels that the coordinator has not satisfactorily resolved the grievance, the complainant may appeal his decision or action to the superintendent of the school district.
3. If the complainant feels that the discrimination still remains after having appealed to the superintendent, a further appeal may be made to the board of directors.
4. After utilizing the above procedure, the complainant may appeal to the Office of Civil Rights (OCR) if the procedure previously listed has not relieved the complainant of any and all discriminatory acts based on race, color, national origin, sex, or handicap. The current address of the OCR may be obtained from the coordinator.
5. The OCR recommends that complainants use the outlined procedure to make known their grievance. The complainant may, however, appeal directly to the OCR. Generally, the complaint should be made to OCR in writing within 180 days of the date of the alleged discrimination.

Coordinator  
Walnut Ridge Elementary  
Amy Privett  
886-3482

## **FOREWORD**

In order to be effective in meeting the needs of its student population, a school system must have principles, policies, and regulations to guide its activities.

These regulations and policies are designed to be a guide to teachers, students, and parents. The regulations and policies are a result of many years of study, planning, and use on the part of students, teachers, administrators, and board members. It is hoped that they will be an asset to the students and staff as they work together and plan for the educational opportunities of students.

Students who are in attendance in the Lawrence County Elementary School may find helpful information in this book. Every student shall receive his or her copy at registration. Please read it so that you may profit by having a better understanding of the school policies and what is expected of you as a student.

## **PARENTAL CONCERNS (ACT 307)**

The procedure which follows should be used by any person who has a parental concern:

1. The concern must be directed to the person who originally took the action upon which the concern is based. The person shall reconsider his/her action and give his/her decision to the concern.
2. If the person is not satisfied with the decision, the concern must be directed to the principal. The principal shall review the original action which was taken and render a decision or suggest a solution which might be mutually satisfactory to all parties. If either party is not satisfied with the decision of the principal, the concern may be directed to the assistant superintendent or superintendent.

3. The assistant superintendent or superintendent shall review the concern and shall issue a decision. Any further appeal must be made to the Board of Education through regular procedures for appearing before the board.

#### **TIME SCHEDULE**

1. School begins at 8:00 A.M. The school day ends at 3:22 P.M.
2. Students should arrive no earlier than 7:40 A.M.
3. Walnut Ridge Elementary K-4 students arriving by bus are to report to the cafeteria.
4. The building should be quiet and ready for work at 8 am.
5. Office Hours: 7:30 am – 4 pm daily. Parents may make an appointment for times other than regular office hours.

#### **SCHOOL CLOSING**

In the event that inclement weather, other emergencies, or special events should necessitate closing or altering the regular day schedule, announcements will be made on KAIT-8 and/or the Remind Information App. If no announcement is made, buses will run their regular routes at the regular time. If school dismisses early, Paw Patch (after school child care) will not be available.

#### **CLOSED CAMPUS**

The Walnut Ridge Elementary School operates a closed campus. Students must stay on the school grounds from arrival time until the completion of the scheduled day. If at any time during the school day it becomes necessary for a student to leave school, the student must report to the office and must have permission from a school official and from his/her parent or guardian. The parent or guardian must sign the checkout sheet.

#### **NOTICE**

Some of the buildings in each of the county school districts contain asbestos, however it is non-friable and each district has a Management Plan to safely control the asbestos. This plan can be reviewed at the Administrative Office of each school during normal school hours. The schools included in this notice are Hoxie, Hillcrest, Sloan-Hendrix, and Walnut Ridge.

#### **HEALTH SERVICES SCHOOL NURSE**

Walnut Ridge Elementary School has the services of a licensed school nurse. Any student who feels ill at school will be required to see the nurse for a determination to be made of appropriate action. The school nurse is also required to see that all immunizations and health records are up to date and will conduct screenings of students for scoliosis, vision, hearing problems, and BMI. (Body Mass Index [BMI], which is height and weight, will be done by the school nurse as mandated by Act 1220.) Parents may request in writing for their child not to be screened.

#### **MEDICAL ALERT**

Parents must inform school officials and the school nurse of any medical conditions, which might require immediate and special medical attention. Examples would be severe allergies, diabetes, epilepsy, seizures, asthma, etc.



## **SCHOOL POLICY FOR DISPENSING MEDICATIONS**

It is the policy of the Lawrence County Elementary School that no drug or medicinal preparation, except for medicines or medications approved for first-aid by the Arkansas School First-Aid Guidelines, will be administered to a student on any school premises by school personnel unless the student requires the medications to attend school and unless a current, valid doctor's prescription and instructions, as well as a written request from the child's parents, are received by the school.

In the event the parent or guardian deems it necessary that a non-prescription medicine be given at school, said medicine should be brought to school in its original container with specific written instructions for administering. It will also be necessary that a medicine request form be completed by the parent. This policy should be adhered to for short-term illnesses such as cold, cough, toothache, flu-like symptoms, etc.

No non-prescription drug will be given on the school premises without the above guidelines being followed.

### **GUIDELINES FOR DISPENSING MEDICATIONS**

#### I. Requirements

- A. Physicians or pharmacists should provide written orders and/or labels on prescription bottles, stating the name of the drug, the dosage and time to be given, and the recommended interval between doses.
- B. A Medication Administration Release Form to be signed by parents should be used. This form should include: request for medication to be given, student's name, grade, medication and dosage, plus time to be given; what the medication is for; and emergency numbers in case child has a reaction to the medication.
- C. All medication should be in the original container, with child's name on label. (Pharmacists should provide second container to send to school upon request.) Drugs should not be mixed in a container.
- D. Prescriptions for long-term health problems should be updated at the beginning of each semester. The nurse should communicate with the physician regularly regarding students on long-term medications that would have an effect on the student's educational progress, such as medication for hyperactivity, epilepsy, etc.
- E. Medication request forms will be in the school offices.
- F. No non-prescription drugs will be given at school, as school personnel (excluding the licensed nurse) are not trained to determine when medications are needed and as this is a form of prescribing. The exception being if a parent/ guardian brings said non-prescription medicine in the original container to school with specific written directions for administering medicine.

#### II. Security

- A. Prescription medicine not requiring refrigeration will be stored in a locked container in the health office or elementary principal's office.
- B. Medication requiring refrigeration will be stored in the refrigerator in the health office.

#### III. Dispensing of Medications

- A. The school nurse will administer all prescription medication.
- B. Medicines will be dispensed in the health office or by the nurse. Asthmatic children will be allowed to use their inhalers according to physician's directions but will be monitored to prevent overuse. Any medicine (examples: antibiotics) prescribed to be given 3 times a day or less should not be sent to school but be scheduled to be given at home.
- C. All medications administered by the school nurse will be recorded on the student medications form.
- D. All medications received by the school nurse will be counted in the presence of the person bringing the medication.
- E. Parent/guardian is required to deliver medication to the school nurse.

- F. During field trips and extra-curricular activities, a parent must designate a person to give medication and document it on the student medication form.
- G. If an error is made in administering a medication, the school nurse should (1) immediately notify the prescribing physician and follow his/her directions for possible antidote; (2) fill out the Medication Error Form (see attached form) and provide copies for the student's file, the principal, and parents; and (3) notify the parent.
- H. If the medication error is made by a non-licensed person, the school nurse should be notified immediately. She/he will follow the procedure in Section G.

#### IV. Emergency Medications

- A. Under imminent threat or danger, certain good faith measures may be taken to lessen or remove the immediate threat to life, health, and safety. Emergency procedures for Arkansas School First-Aid Guidelines (1986) should be followed.
- B. ACT 1694 (B) (i) – The parent or guardian of a student who needs to carry an asthma inhaler or auto-injectable epinephrine, or both, shall provide the school with written authorization for the student to carry an asthma inhaler or autoinjectable epinephrine, or both, on his or her person for use while in school, at an on-site school-sponsored activity, or at an off-site school-sponsored activity.
  - a. Evidence must show they have been prescribed by a health care practitioner with prescriptive privileges;
  - b. Evidence that the student needs to carry the asthma inhaler or auto-injectable epinephrine, or both, on his or her person due to a medical condition, and
  - c. a copy of an individualized health care plan for the student, prepared in accordance with 6-18-1005.
- C. They shall be supplied by the student's parent or guardian and shall be stored and transported in its original prescription-labeled container.
- D. A student is prohibited from sharing, transferring, or in any way diverting his or her own medication to any other person.

#### V. Liability

- A. A student should not be in possession of any drug, prescription or non-prescription, at any time. Some over-the counter medications might be considered as illegal drugs for adolescents. Students should not be in possession of any such items.

### **ACCIDENTS AND ILLNESSES AT SCHOOL**

Illnesses or accidents on school grounds or in the buildings should be reported at once to the principal or school nurse so that first-aid treatment may be given. If the nature of the accident or illness appears to be serious, the family will be notified. The school will not assume financial responsibility for treatment. Students who are injured or become ill at school are to be taken home. In emergencies, they may be taken to the doctor or hospital and the family informed.

## IMMUNIZATION POLICY

**No child will be admitted to a public or private school of this state, irrespective of grade or transfer, who has not been immunized in accordance with the Arkansas Department of Health immunization schedule.**

Responsibility for enforcement of requirements rests equally with each school district of this state and the parent or guardian of the student and each shall be separately and individually liable for permitting any violation of these acts.

### Requirements for immunizations:

#### Kindergarten:

<b>DTP</b>	4 Doses	One dose on or after 4 <sup>th</sup> birthday
<b>Polio</b>	3 Doses	One dose on or after 4 <sup>th</sup> birthday
<b>MMR</b>	2 Doses	One dose on or after 1 <sup>st</sup> birthday
<b>Hepatitis B</b>	3 Doses	
<b>Varicella</b>	2 Doses	One dose on or after 1 <sup>st</sup> birthday
<b>Hepatitis A</b>	1 Dose	One dose on or after 1 <sup>st</sup> birthday

#### Grades 1 thru 12<sup>th</sup>

<b>DTP</b>	4 Doses	One dose on or after 4 <sup>th</sup> birthday
<b>Tdap</b>	1 Dose	One dose for ages 11 years (as of September 1 <sup>st</sup> each years) and older
<b>Polio</b>	4 Doses	One dose on or after 4 <sup>th</sup> birthday
<b>MMR</b>	2 Doses	One dose on or after 1 <sup>st</sup> birthday
<b>Hepatitis B</b>	3 Doses	
<b>Meningococcal</b>	1 Dose	Students entering 7 <sup>th</sup> grade regardless of age. At age 16 a second dose is required. (One dose if the first dose was given at age 16 or after.)

#### Students age 16:

<b>Varicella (chicken pox)</b>	2 Doses	One dose after 1 <sup>st</sup> birthday. A medical professional history of disease may be accepted.
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The following exemptions may be made to the Immunization Law:

#### 1. Medical

- A. A certificate issued by the Director, Arkansas Department of Health, that the vaccine would be detrimental to the health of the child. Statement from private physicians should not be accepted by the school or child care facility without this certificate.
- B. A child who has had a particular disease, as documented by an attending physician, should not be required to have the vaccine for that disease. However, re-immunizing because of disease uncertainty or lost records will not harm the child.
- C. Any exemptions authorized by the Arkansas Department of Health School Immunization Schedule.

#### 2. Religious

- A. The Arkansas Department of Health standard immunization form for religious exemptions must be submitted to the school. The form is available from the Arkansas Department of Health upon request. A statement is required from a pastor or church official that the parent or guardians are members or adherents of a recognized church or religious denomination whose tenets are opposed to immunizations.

## **COMMUNICABLE DISEASES AND PARASITES**

**FAILURE TO COMPLY WITH RECOMMENDATION OF SCHOOL HEALTH OFFICIALS TOWARD THE CONTROL OF INFECTIOUS DISEASE** will result in the student being suspended from school until the disease is controlled.

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: chicken pox, measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA, streptococcal and staphylococcal infections, ringworms, mononucleosis, Hepatitis B or C, mumps, vomiting, diarrhea, and fever (100.4 when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted at the discretion of the school nurse when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

To help control the possible spread of communicable diseases, school personnel shall follow the District's exposure control plan when dealing with any blood borne, foodborne, and airborne pathogens exposures. Standard precautions shall be followed relating to the handling, disposal, and cleanup of blood and other potentially infectious materials such as all body fluids, secretions and excretions (except sweat).

A student enrolled in the District who has an immunization exemption may be removed from school at the discretion of the Arkansas Department of Health during an outbreak of the disease for which the student is not vaccinated. 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.

The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment will be asked to pick their child up at the end of the school day. The parents or legal guardians will be given information concerning the eradication and control of human host parasites. A student may be readmitted after the school nurse has determined the student no longer has live human host parasites that are transmittable in a school environment.

Each school may conduct screenings of students for human host parasites that are transmittable in school environment as needed. The screenings shall be conducted in a manner that respects the privacy and confidentiality of each student.

### **PARKING**

1. DO NOT park in the space designated for the buses.
2. DO NOT park and block any handicap ramp or handicapped parking area.
3. DO NOT block traffic in the morning or afternoon in front of the buildings by leaving your vehicle. Please park in designated areas.
4. NO parking on the right side of the lanes.

### **NON-SMOKING POLICY**

All smoking is prohibited on school property. Parents and visitors are not allowed to smoke on school property for any reason.

## **GUIDANCE DEPARTMENT**

The guidance office is open to all students in grades K-6. It is a place where students may express their feelings and opinions freely, knowing that all information will be regarded as confidential. The counselor is prepared to help students with educational and vocational planning and social and personal adjustment. Information on occupations, vocational schools, colleges, etc., is available in the guidance office.

### **Contact**

Cameron Priest  
886-3482  
K-4

Jennifer Roark  
886-6697  
5-8

## **CHILD ABUSE**

As mandated reporters, the faculty and staff of the Lawrence County School District will report all cases of suspected child abuse (sexual abuse, physical abuse, neglect). The following procedural steps will be used:

1. Child Abuse Hotline will be contacted
2. Teacher-Counselor consultation
3. Notify Principal

After consultation, the proper social services agency will be notified if deemed appropriate. Arkansas Statutes 42-807 through 42-818 provide that personnel from Arkansas Social Services interview the child in cases of suspected child abuse, sexual abuse, child neglect, or exploitation. Agency personnel are not required by law to obtain parental consent prior to conducting the interview with the child in keeping with Arkansas Law. Lawrence County Elementary Schools will allow personnel from Arkansas Social Services to conduct interviews with students when appropriate.

## **SCHOOL NUTRITION PROGRAM**

The Walnut Ridge Elementary School will meet all the requirements of the Child Nutrition Reauthorization Act of 2004-Public Law: 108-265 Section 204. The school has set goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness. Nutritional guidelines have been set for available food on each school campus with the objective of promoting student health and reducing childhood obesity. Each school will follow the guidelines for reimbursable school meals as set forth in the law. A plan has been developed for measuring implementation of the local wellness policy and will be carried out through the School Nutrition and Physical Activity Advisory Committee. The make-up of the committee meets the requirements of Act 1220 of 2003 and Section 4 of PL 108-265, June 30, 2004.

Data from the School Health Index Evaluation (SHI) required by Act 1220 and from the Body Mass Index (BMI) will be used by each school to set ACSIP goals and objectives.

Nutrition Standards and Physical Activity Standards developed by the ADE will be adhered to by each school.

\*\*Parents have the right to provide for their own child's lunch or snacks. Parents may provide foods with minimal nutritional value or candy items for their own child's consumption, but they may not provide restricted items to other children at school.

\*\*The school will set the 9 different events when students may be given any food and/or beverage item. These items may not be given during meal times in the areas where school meals are being served or consumed. All food items brought to school for these events must be prepared in a commercial food service establishment. AR Food Code: 3-201.11. A letter will be sent home notifying parents what 9 special events are selected by the school. Treats for birthday celebrations are allowed only on the 9 Special Treat Day events.

## ENROLLMENT REQUIREMENTS

All children admitted to the public schools must show proof of age by either a birth certificate or previous school records. Each child shall either furnish his social security number or request the district assign him a nine-digit number. AR Cod Ann.6-18-208 (Real 1993).

All students admitted to Walnut Ridge Elementary School must meet the state immunization requirements; Social Security Number; and provide the school with one of the following documents, indicating the child's age:

1. Birth Certificate
2. A statement by the local registrar or a county recorder certifying the child's date of birth
3. An attested baptismal certificate
4. A passport
5. An affidavit of the date and place of birth by the child's parents or guardian; or
6. Previous school records; or
7. United States military identification

Prior to a child's admission to an Arkansas public school, the parent/guardian, or other responsible person, shall indicate on school registration forms whether the child has been expelled from school in any other district or is a party to an expulsion proceeding. AR Code Ann. 6-18-208 (Repl. 1993), as amended by Act 574 of 1995.

Acts 244 and 633 of Arkansas State Law requires all students to have complete immunization shot records in order to register for the current school year.

Students entering kindergarten must have a physical and have reached the age of 5 on or before August 1. A parent or guardian shall sign a waiver if they elect not to enroll a child in kindergarten at age 5. Any six-year-old who has not completed a state accredited kindergarten program prior to public school enrollment shall be evaluated by the school to determine whether placement for the child shall be in kindergarten or the first grade.

Act 1255 of 2005 requires schools to "immediately" enroll foster children whether or not they can produce "required records."

Three proofs of residency are required for enrollment in the Lawrence County School District. All proofs must be current (in the past 30 days).

### One of the Following:

- Lease Agreement
- Rent Receipt
- Mortgage Statement

### Two of the Following:

- Utility Bill (or deposit receipt)
- Cable Bill (or deposit receipt)
- Copy of Driver's License with correct address
- Proof of Voter Registration at current address
- Assessed Property in Lawrence County School District
- Insurance of property in Lawrence County School District

## ENROLLMENT OF HOME-SCHOOLED OR PRIVATE SCHOOL STUDENTS

Any Home-School or Private School student wishing to attend Walnut Ridge High School to enroll in certain academic classes may do so under the following circumstances:

- Student must be a legal resident of the Lawrence County School District (see enrollment policy)
- Student must meet certain academic or grade-level requirements such as attendance, testing, coursework, grades and conduct.
- Parents agree to provide transportation for the students at any time in which busing is not provided by the district.

## **KINDERGARTEN ENROLLMENT REQUIREMENTS**

According to Ark. Code Ann. § 6-18-207 concerning the enrollment age for kindergarten for the 2021-2022 school year, students may enter kindergarten in the public schools of this state if the student will attain the age of five (5) years on or before August 01, of the upcoming school year.

If you have any questions concerning the enrollment requirements, please contact the Department of Human Services Division of Child Care and Early Childhood Education Office at 501-682-4888.

## **COMPULSORY ATTENDANCE REQUIREMENTS**

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

1. The child is enrolled in private or parochial school.
2. The child is being home-schooled and the conditions of policy (HOME SCHOOLING) have been met.
3. The child will not be age six (6) on or before August 1st of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

## **AGE FOR ATTENDING PUBLIC SCHOOLS**

A student has a legal right to attend school inclusively through 21 years of age or until he/she graduates.

## **LEGAL NAMES**

Students must use their legal birth names for all official school documents. Name changes will only be accepted upon receipt of a court order.

## **LEGAL CUSTODY**

Act 660 of 1993 indicates that in order to avoid continuing child custody controversies from involving public school personnel and to avoid disruptions to the educational atmosphere in the school, the transfer of a child between the child's custodial parent and non-custodial parent...when both parents are present...is prohibited from taking place on the real property of an elementary school on normal school days during normal hours of school operation. The provisions of this policy shall not prohibit one parent (custodial or non-custodial) from transporting the child to school and the other parent (custodial or non-custodial) from picking the child up from school at prearranged times on prearranged days if prior approval had been made with the school's principal.

When the non-custodial parent is to be denied access to the student, the custodial parent must provide the principal with:

1. A copy of the court order giving the custodial right to the parent, and;
2. A copy of the court order denying the non-custodial parent access to the student, and;
3. A written statement to the principal that such denial is approved by the custodial parent.

### **TRANSFER STUDENT PLACEMENT**

Any student transferring from an accredited school to the Walnut Ridge Elementary School will be placed in the grade he or she is in or in the grade following the one he or she has just satisfactorily completed. Any student transferring from home school or a non-accredited school shall be tested by staff using placement exams to determine the student's proper grade placement in the Walnut Ridge Elementary School. The evaluation may consist of the following criteria:

1. Age of student
2. Student's background and training
3. Student's performance in non-accredited school/Home School
4. Student testing (appropriate reading and math tests)
5. Parent recommendation

\* The final decision on placement will be decided by the building principal, who will consider recommendations of the counselor/teacher.

### **STUDENT LEAVING DISTRICT**

When a student plans to withdraw from school, the principal should be notified in advance so that copies of the student's records can be prepared to send to the receiving school. On the last day that the student will be in attendance, he/she should make sure that lunch charges and breakfast charges are paid. Textbooks and library books must be returned.

Any student transferring out of the district shall pay all outstanding fines to the district before consideration of transfer.

### **STUDENT SCHOOL RECORDS AND EDUCATIONAL RECORDS**

The Family Education Rights and Privacy Act of 1974 states in part that "All academic and personal records pertaining to individual students are confidential and can only be inspected by students, parents, and school officials." Parents of students have the right to view their child's records and challenge any record that may be misleading, inaccurate, or otherwise inappropriate. Walnut Ridge School will not release personally identifiable data from a student's records without the written consent from the parents of the student or from the student if he or she has reached the age of 18, except:

1. Other school officials within the same school may request and receive a student's record.
2. Officials of other schools or school systems in which the student has enrolled may request and receive a student's record.
3. Students, parents, or guardians who wish to view their student's files or correct records they believe may be inaccurate, misleading, or inappropriate should contact the school principal.

### **LEAVING CAMPUS**

No student will be allowed to leave the school grounds without permission from the office. Leaving the campus without permission will be considered truancy. Permission will only be given to those students whose parent/guardian comes to school and signs out the student. The only exception to this procedure would be if the principal determined the student's need to leave to be an emergency situation.

As a safety precaution, students are not to leave school at any time with a person not registered on the student's information card. A student may be permitted to leave with a non-registered person



only after the parent is notified and permission has been granted. This regulation is in force from the time the student arrives at school until he/she officially leaves the school. Students leaving the school without permission are considered truant and the proper authorities will be notified.

## **EMERGENCY PROCEDURES**

Act 258 of the State Laws of Arkansas requires that each school has an efficient operating fire program. In accordance with this regulation, Walnut Ridge Elementary School will conduct fire drills once a month under the direction of the building principal and counselor, Tornado, and terrorist attack drills are also conducted each year. Instructions are posted in each room and directions discussed with the students for emergency evacuations. In case of a terrorist attack, students will follow the response plan. School will be dismissed and students will be taken home. School personnel have been trained to care for students should a disaster occur. Parents are urged to use discretion in coming to school or calling so that school personnel can properly care for students without loss of time. School personnel have also been trained in crisis intervention techniques and appropriate measures will be taken should a crisis occur.

### **EMERGENCY DRILLS**

A tornado safety drill will be conducted at all public schools not less than three times per year. All schools shall conduct fire drills at least monthly.

### **ACTIVE SHOOTER DRILL**

The district shall annually conduct an active shooter drill. A 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 student and grade configuration of the school.

## **TEXTBOOKS**

The Lawrence County School District furnishes textbooks to all students and provides access to library books and other media materials. If loss, damage, or destruction of books or other school issued materials should occur, parents or guardians will be charged for replacement cost or fined for damages. The books must be returned at the end of the school year or at the time of withdrawal from school or at other times announced.

## **LIBRARY**

Fines are not charged for overdue materials; however, overdue materials must be checked in before additional materials may be checked out. All materials must be checked in before the closing of school or withdrawal from the school. Book replacement fees will be charged for lost library books.

## **PARENT COMMUNICATION**

The Parent communication policy requires teachers to communicate with the parent(s) or guardian(s) of students to discuss the student's progress. This will be done through conferences, progress reports, and parent teacher conferences. Extra conferences will be provided for students not performing at the level expected for their grade on an individual basis or as needed. Additional information and reminders are available through our schoolwide Remind messaging system. Each teacher has a classroom Remind group. Each building has a separate Remind group, too. Parents need to enroll in each group to stay informed. Parents can receive messages through the Remind App or through text messages. Parents receiving Remind message through texts will need to re-enroll if their phone number changes.

## GRADING SCALE

Act 1070 OF 1991 provides for a uniform grading scale for all public schools in the state of Arkansas. Advanced placement classes will be on a five-point scale. K-1 will be standards based and grades two through six will be on a four-point scale.

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 and below

S = Satisfactory, N = Needs Improvement, U = Unsatisfactory

S, N, U grades are used for Social Studies and Science (2<sup>nd</sup> grade only) and Conduct (K-2) Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved in the expressed academic objectives of the course.

## MID-TERM PROGRESS REPORTS

The Walnut Ridge Elementary School prepares grade reports for each nine-weeks grading period. In addition, reports are sent home midway through the grading period (either with the students or in the mail). The students are to take these mid-nine-weeks progress reports home for their parents to sign. It is hoped that this mid-nine-weeks report will inform the parent of their child's progress.

## PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are scheduled twice a year, during the first and third nine-weeks grading periods. Report cards will be given to those parents who attend the conference. Students whose parents do not pick up their report cards will receive their report cards the next school day following the Parent/Teacher Conferences. Elementary School Teachers shall meet with parents or guardians of each student at least once per semester through a school conference, telephone conference, or a home visit.

## ACADEMIC IMPROVEMENT PLANS

Academic Improvement Plans (Ark. Code Ann. 6-15 2004): Any student who exhibits a substantial deficiency in reading based upon statewide assessments in grades kindergarten through grade 2 or teacher observation shall be given Intensive Reading Instruction (IRI) based on the science of reading.

## HONORS

### K-4 HONORS

Honors recognized each month:

- Student of the Month: A student from each classroom will be selected based on the character trait for the month.

Honors received at the end of each semester and school year include:

- Perfect Attendance (K – 4): no absences or tardies (early dismissals)
- Student Engagement (K-4): Students with no more than 9 excused absences or tardies combined.
- All A Honor Roll (3 – 4): Students achieving all A's on grade level in all academic subjects
- A/B Honor Roll (3 – 4): Students achieving all A's and/or B's on grade level in all academic subjects
- K-2 will be standards based and grades three through six will be on a four-point scale

Additional Honors recognized at the end of the school year include:

- Citizenship (K – 4): awarded to one boy and one girl from each classroom.
- Academic Achievement Awards

## **5 – 6 HONORS**

Honors recognized at the end of the school year include:

- All A Honor Roll: Students achieving all A's on grade level in all subjects
- A/B Honor Roll: Students achieving all A's and/or B's on grade level in all subjects
- Perfect Attendance: no absences or tardies (early dismissals)
- Student Engagement (5-6): Students with no more than 9 excused absences or tardies combined.
- Top 5: Top five students with highest grade in each subject per grade level
- Most Valuable Attitude: two students (boy and girl) per grade level.
- Student of the Year: one student per grade level

According to Act 390 (3)(A), any parent or student who does not want to be identified as an honor student or listed on the Honor Roll shall submit a written request to the principal requesting not to be identified.

## **PROMOTION POLICY**

A student is promoted to the next grade if his work indicates that he has progressed satisfactorily at his grade level. If, in the opinion of a designated committee (teacher(s) and principal), reinforcement is necessary to master certain basic skills, the student will continue at that grade level for another year. There are several factors considered in retention: grades, attendance, emotional, social development, and grade level mastery.

## **STUDENT DRESS CODE ACT 835**

It is important that schools have some regulations concerning dress and appearance of students. The dress and appearance of students should in no way disrupt and impede the maintenance of a proper educational atmosphere in the classroom or on the campus. It should never be of such a nature as to result in distraction of other students.

Specific regulations that should be observed are as follows:

1. Wearing clothing that expose underwear, buttocks, or breasts of females are prohibited.
2. Shirts and tops should meet at the waist of pants and skirts.
3. Clothing should not expose underwear, navels, or any private part of the body.
4. Articles of clothing that have inappropriate language or suggestive markings are not permitted.
5. Girls are not to wear strapless tops or dresses, spaghetti straps, or halter tops.
6. Hats and caps will not be worn in the building. Doo-rags or bandanas are not allowed.
7. Sunglasses are not to be worn in the building, except for medical reasons.
8. Shorts are to be mid-thigh length.
9. Shoe skates are not allowed.
10. Pants that are excessively baggy will not be allowed. Hip huggers are not allowed.

If in the judgment of the administration a student's attire is a health hazard or a distraction to the educational atmosphere of the school, the student will be asked to make proper adjustments. The building principal shall be the final determinant in situations where the propriety of clothing is questionable.

Any supplies, backpacks, folders, etc., used in school or in school-related activities should not advertise tobacco, illegal substances, drug paraphernalia, nor portray or exhibit profanity, nudity, or suggestive comments.

Failure to comply can result in disciplinary action:

1. Warning – He/she will be told not to wear that particular item again.
2. Students wearing unacceptable attire will be sent home to change or the parents may bring suitable clothing to school.

## **BICYCLES**

**BICYCLES MAY BE RIDDEN TO SCHOOL. THEY MUST BE PARKED IN DESIGNATED PLACES.** If a problem arises due to a bicycle, the student will not be allowed to ride his/her bike to school.

## **TOYS**

Toys are to be left at home (examples include: skateboards, skates, cards, collectible items, games, remote controlled cars, iPods, hard bats, baseballs, knives, dangerous toys, sharp objects, etc.) If toys are brought to school, the following consequences will occur:

1. The teacher will take the toy and return it at the end of the school day for the student to take home.
2. The second time a toy is taken; the toy will be kept until the end of the school year, unless a parent picks the toy up.
3. WRES will not be responsible for items that are lost, stolen, damaged, or traded. Under no circumstance are items to be bought, sold, or traded at school.

## **CELL PHONES**

Cell phones must remain in the student's backpack during school hours. The phone must be turned off. Any use of a cell phone during school hours must have prior approval by the principal. Students not adhering to the above rules will be subject to the following:

First Offense - The teacher will confiscate the cell phone until the end of the day.

Second Offense - The cell phone will be confiscated and will be returned only to the parent.

- Principal reserves the right to suspend use of cell phone on campus.
- The school is not responsible for any cell phone that is broken or stolen.

## **EXTRA-CURRICULAR ACTIVITIES**

### **School Parties**

1. Walnut Ridge Elementary School will designate 3 parties per year: Christmas, Valentine's Day and end of the school year.
2. Birthdays
  - a. Invitations are not to be passed out at school.
  - b. Students are not to ride the bus for birthday parties.
  - c. Treats for birthday celebrations are limited to the monthly Special Treat Day events throughout the school year.

### **Lawrence County Elementary Extra-Curricular Activity**

The Lawrence County Elementary Schools, in an attempt to decrease interruptions in instructional time, shall implement measures to limit class-time scheduling of extra-curricular activities.

Walnut Ridge Elementary School must sometimes schedule activities during the school day. Otherwise, student participation would be very limited. Steps to decrease loss of instructional time shall include:

1. Advance notice to teachers of any special activities that might involve instructional time.
2. Student will be held accountable for missed work when participating in special activities.

3. Students who have excessive absences and are behind in academics may be excluded from extra-curricular activities.

### **Field Trips**

It is a privilege for a student to be able to attend Field Trips. School behavior reflects greatly on the reputation of the school. All school rules carry the same consequences as they would if they were to occur at school. In the case of serious breach of school rules at a school-sponsored activity away from school, it may be necessary to send a student home. In this situation, parents will be contacted and will be expected to pick up the student from the activity or to provide transportation for the student home at their own expenses. Consequences for violation of the rules, including suspension and/or expulsion, will be considered by the principal upon return.

Any student whom the faculty or administrator feels will prohibit the safety of the trip will not be allowed to attend. Students who have excessive absences and are behind in academics may be excluded from field trips.

\* Decision to be made by Principal and Teacher(s).

### **Sporting Events**

1. Students must maintain a conduct grade of N (70%) or better to participate in Elementary sports.
2. No student will be allowed to participate in an extra-curricular activity if he/she is absent one-half day or more unless approved by the Principal.
3. Students who have excessive absences and are behind in academics may be suspended from sporting events by the Administration.

### **Rules for Sporting Events**

1. No running in the gym or lobby.
2. Cheer for our team, not against the opposing team.
3. Stay out of the gymnasium lobby, except when going to the concession stand or the restroom.
4. Students are not to leave the building for any reason.
5. Students leaving the gymnasium before the conclusion of the game will be denied readmission.
6. Students are not to go under the bleachers.
7. Students are not to go in the dressing rooms.
8. Students are not to be running back and forth to the lobby excessively.
9. Students/children are not to be on the court for any reason during ballgames.
10. Students/children are not to be throwing objects for any reason.
11. Students/children are not to be on the equipment that is located in the gym area.
12. Students/children are to stay behind the rails. Students/children are not to be on the rails.

\* Ticket person(s), teachers, coaches, parents, etc., have the right to turn a student into the office for his/her behavior at ballgames.

\*\* Students may be asked to sit with parents if he/she is misbehaving.

Your purpose for attending sporting events is to support and cheer for your team. This is accomplished by sitting in the bleachers, not by loitering in the gymnasium, lobby, or concession area.

## **ATTENDANCE POLICY**

In accordance with Act 104 of 1983 and Act 1322 of 2013 Legislative Special Session, the Lawrence County School Board has approved the following concerning school attendance.

Three absences per semester may be excused with a note from the student's parent or guardian indicating the parent or guardian was aware of the student's absence. The note must be signed and include a phone number so that the parent or guardian can be contacted for verification. Subsequent absences will be unexcused unless one of the following reasons is properly documented as indicated:

- Personal illness or medical appointments: doctor's note

- Death or serious illness of a family member: parent or guardian phone call to principal
  - Court appearance: note from court official
1. The student, upon return to class, should initiate make-up work. One day will be allowed for each day absent.
  2. **Students shall not be absent more than ten days (excused and unexcused combined) in a semester.** The parent(s) will be contacted by letter when a student has been absent 5 days and again after a total of 9 days. The student's parent or guardian will be allowed to petition the school or district administration for additional absences. The petition **must be made before** the student accumulates the maximum number of 10 absences allowed under the policy. When a student has been absent for a total of 10 days, the principal will contact the parent to determine whether a referral should be made to the legal authorities.
  3. A student arriving at school after an absence during part of the school day must be checked in through the office. Even when a parent has checked out a student, a note will still be needed upon the student's return to school in order to keep a record of student attendance.
  4. Students will only be permitted to leave with someone authorized by the custodial parent. In a case where students have a custodial and a non-custodial parent, the student will not be permitted to leave with the non-custodial parent without the express permission of the custodial parent.
  5. **Tardies:** A K – 4 student arriving between 8 – 10 am or leaving after 1 pm (early dismissal) will be counted tardy. A K-4 Parent/Guardian must sign the sign-in/sign-out book in the Office. Tardiness to school in the morning is disruptive to the learning process. When excessive tardiness is a problem, a conference will be scheduled with the parent and student to develop a plan to alleviate the problem.

Act 1223 of 2011 does not prohibit students from missing school for medical or dental treatment. If a student's treatment will require excessive absences, the student may petition for additional absences or may request a 504 plan. Exceptions will be made as necessary to satisfy Individualized Education Program (IEP) or 504 plans.

### **STUDENT DISCIPLINE DUE PROCESS**

Every student is entitled to due process in every instance of disciplinary action for which the student may be subject to penalties of suspension. (See Ark. Stat. Ann. 80-1516.) Due process is afforded to students in disciplinary cases of some magnitude, such as:

- suspension
- expulsion
- statements removed from student's record
- clearing one's reputation

Prior to any suspension, the school principal or his/her designee shall advise the pupil in question of the particular misconduct of which he or she is accused as well as the basis for such accusation.

The pupil shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his/her designee.

If a student is suspended, parents/legal guardians will be notified immediately. Parents will be notified by mail (regular and certified) regarding their entitlement to a hearing. Requests must be made within 3 days of receipt of the letter.

## **PERSONAL SEARCH**

A search of a student's person should be limited to a situation in which the administration has reasonable suspicion that the search would produce evidence indicating the student has violated the law or school rules.

Dangerous items (such as firearms, knives, and other weapons), controlled substances, and other items which may be used to substantially disrupt the education process will be removed from the student's possession and will be reported to the proper authorities. Parents will be notified. Students should be asked for their consent prior to a search. A search warrant should be obtained, unless there is probable cause to believe that a dangerous weapon or illegal drugs are being concealed. An adult witness will be present when a personal search is conducted.

A pat-down search of a student's person should be done by a school official of the same sex.

A search must be based on a reasonable suspicion that the student has violated the law or school rules, and the scope of the search must be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and nature of the infraction.

## **SEARCH AND SEIZURE**

School personnel may legally search lockers, vehicles, and students. A search may be conducted upon receipt of information that the search would produce evidence indicating the student has violated the law or school rules.

## **CORPORAL PUNISHMENT**

Reasonable corporal punishment is permitted by the legal system and by school policy. Before corporal punishment is administered, the student will be advised of the rule and infraction for which the student is being punished. The student will be allowed time to respond before the punishment is administered. Corporal punishment will not be administered in the presence of other students, with malice or anger, or in excess. It will be administered by an administrator and witnessed by a licensed staff member. Refusal of corporal punishment may result in suspension or other disciplinary measures.

Parents may request that a student not be subject to corporal punishment. Such a request should be made in writing and delivered to the school administrator by the second week of school. (Ark. Code Ann. 6-18-503 (Repl. 1993) as amended by Act 33 of 1995)

## **ADMINISTRATIVE RESPONSE SUSPENSION AND EXPULSION**

State laws allow local school officials to suspend or expel students who are unwilling to behave in an acceptable manner and fail to follow school rules. Due process must be provided.

The principal of any school or designee is authorized to suspend students from school for disciplinary reasons up to 10 school days, including the day upon which the suspension was initially imposed. Prior to such suspension, the principal or designee shall inform the student and parent of the misconduct or infraction of which he/she is accused as well as the basis of the accusation. The student shall be given an opportunity to explain his/her version of the facts to the school official or his/her designee. When the principal considers that a suspension is proper, he/she shall notify the parent, guardian, or caretaker and send the student home with a suspension notice requesting a student-parent-principal conference within 24 hours, if possible.

Additionally, the parent will be mailed a copy of the suspension, its duration, the manner in which the student may be readmitted to school and the procedure for review of the suspension. Days missed due to out of school suspension or expulsion shall be unexcused absences.

A suspended student will be readmitted to school after being suspended for 10 school days, including the day upon which the suspension was initially imposed, even if the appeal process has not been completed. A suspension that does not amount to an expulsion for the remainder of the

semester, but is more than 10 days, shall come only after the student has been afforded notice, and opportunity for a hearing, the same procedural rights as for expulsion.

### **SUSPENSION (ACT 159)**

Parent(s) or legal guardian will be notified immediately when a student has been suspended. Parents are to provide a primary call number or e-mail address if they do not have a telephone, or a current mailing address if they do not have an email address or a primary call number.

### **EXPULSION PROCEDURE**

The principal may recommend students be expelled with the loss of credit for the current semester or for one year where the infraction involves a weapon. Expulsion should be used rarely and in those instances in which serious bodily harm occurred or could have occurred to another person or when the student possesses drugs or weapons.

Lawrence County School District shall offer any expelled student the opportunity to receive credit through digital learning that is at least equal to the credit had the student remained enrolled.

### **ANTI-BULLYING POLICY**

The Walnut Ridge Elementary School is committed to providing a safe learning environment for each of its students. Student achievement is best attained in an atmosphere that is free from the fear of emotional and physical intimidations and threats. Bullying is a destructive behavior that will erode the foundational principles on which a school is built. This school will not tolerate any behavior that is classified under the definition of bullying and will take steps needed to eliminate such behavior.

Bullying is defined as any written or verbal expression of physical act or gesture, or a pattern thereof, that is intended to cause distress or fear upon one or more students. A student will be found violating this policy if his/her conduct has been found to have the effect of humiliation or embarrassment on a student, and is sufficiently severe, persistent, or pervasive that it limits the student's ability to participate in, or benefit from, an educational program or activity.

*A copy of the Lawrence County School District Bullying Policy is available upon request.*

### **POLICIES FOR SCHOOL INTERNET USE**

The Internet has become an effective educational tool. A school policy has been implemented to assure proper use. A copy of policy rules and regulations regarding Internet use at school is included in the Student Handbook. A copy of the Internet consent form, signed by both parent/guardian and the student must be on file before the student will be allowed to utilize the Internet.

### **RESPONSIBILITY OF ADMINISTRATORS TO REPORT CERTAIN VIOLATIONS**

Acts 888 of 1997 and 1243 of 1997 require that school officials report to local law enforcement agencies the occurrence of a felony or crime of violence that happens on school property or during a school-supervised activity. This could include, but is not restricted to, fighting, theft, possession of weapons, possession, use or selling of alcoholic beverages or controlled substance prohibited by Federal, State or local laws, vandalism, etc.

Other acts which may be reported include criminal mischief, vandalism, theft, tampering with fire alarms or fire extinguishers, and any other acts which may be in violation of local or state laws or which could lead to such violations.

In accordance with Act 1415-(b)(1), the principal or principal's designee shall make a reasonable, good faith effort to notify the student's parent, legal guardian, or other person having lawful control of the student by court order or person acting in loco parentis listed on student



enrollment forms of the occurrence of: (1) A report to any law enforcement agency concerning student misconduct; (2) Grants law enforcement personnel access to a student; or (3) – Knows that the student has been taken into custody by law enforcement personnel during the school day or while under school supervision.

Notification is not required if school personnel make a report or file a complaint based on suspected child maltreatment as required under 12-12-507 or if a law enforcement officer or Department of Human Services investigator or personnel member interviews a student during the course of an investigation of suspected child maltreatment.

### **POLICE DRUG DOG**

The Lawrence County School Administration has access to a drug dog. It is a gentle dog used for the purpose of sniffing out drugs. The dog may be used at school from time to time when deemed appropriate by the administration. Students found in possession or whose property contains illegal drugs are subject to discipline policies of the school, as well as the local, state and federal authorities. "Sniffing" by trained dogs in public hallways or autos in public lots is not a search. (The fourth amendment requirements do apply.)

### **DISTRIBUTION OF LITERATURE**

Students shall have the right to distribute and possess literature including, but not limited to, newspapers, magazines, leaflets and pamphlets, except that the district may prohibit specific issues of a specific publication if there is substantial, factual basis to believe its possession or distribution will cause, or is causing, substantial disruption of school activities. The time, place, and the manner of student distribution of literature may be reasonably regulated by the district provided such regulations:

1. Are uniformly applied to all forms of literature.
2. Allow distribution at times and places where no interference with school activities will occur.
3. Are specific as to places where and time where distribution is prohibited.
4. Do not inhibit a person's right to accept or reject any literature distributed in accordance with the rules.

All petitions shall be free of obscenities, libelous statements, and personal attack and shall be within the bounds of reasonable conduct. Petitions must be submitted to and approved by the principal before circulation. Noncompliance with the stated policy will result in disciplinary action. Students signing such petitions shall be free from recrimination or retribution from members of the staff and administration.

Minimum – oral reprimand

Maximum – suspension and/or expulsion

### **DISCIPLINE FOR HANDICAPPED**

Handicapped students who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to free appropriate public education.

The individual education plan (IEP) team for a handicapped student would consider whether particular discipline procedures should be adopted for that student and included in his/her IEP.

Handicapped students may be excluded from school only in emergencies and only for the duration of the emergency. In no case should a handicapped student be excluded for more than 10 days in a school year.

After an emergency suspension is imposed on a handicapped student, an immediate meeting of the student's IEP team should be held to determine the cause and effect of the suspension with a view toward assessing the effectiveness and appropriateness of the student's placement and toward minimizing the harm resulting from exclusion. The suspended student should be offered alternative education programming for the duration of exclusion.

## **STANDARDS OF CONDUCT**

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school and not infringe on the rights of others. School staffs have the authority and the responsibility to take customary and reasonable measures to maintain proper control and discipline among students placed under their case and supervision. Such measures may include the use of reasonable force in the exercise of lawful authority to restrain or correct students and maintain order.

## **LAWRENCE COUNTY SCHOOL DISTRICT RULES OF BEHAVIOR**

The following activities are considered major infractions of proper conduct and will subject the student to disciplinary action, including, but not limited to, 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 ENROUTE TO AND FROM SCHOOL.

### **WHO IS RESPONSIBLE FOR STUDENT CONDUCT**

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

### **STUDENTS**

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

### **PARENTS OR GUARDIANS**

Parents or guardians are responsible for exercising the required controls so that their children's behavior at school will be conducive to their own progress and not disruptive to the school's educational program. They are responsible for contacting school personnel when they have reason to believe that their children are experiencing difficulties at school or at home and that, by actively soliciting the help of the school, behavior standards may be maintained.

### **TEACHERS**

All teachers are responsible for the supervision of the behavior of all the students in the school. This includes not only the students who are regularly assigned to the teacher but the other students with whom the teacher comes in contact. Each teacher is expected to maintain the kind of atmosphere and decorum which will promote the learning process and to utilize sound techniques which seem appropriate. These techniques include conferences with students and parents, referral to counselors at the school, or referral to the nurse or other services. When the teacher is unable to assist the student to maintain proper controls of his/her behavior, the student is to be referred to the appropriate administrator in the school.

## **PRINCIPAL**

The principal of each school is expected to disseminate the rules and regulations currently in effect for that school to all students at the beginning of the school year and to each new student upon registration. In developing rules and regulations, the principal is expected to involve representatives of the teaching staff, the student body, and patrons of the school. The principal of each school is responsible for conducting continued in-service education for all personnel on a regular basis to interpret and implement established policies. The principal is expected to inform the parents or guardians to any student whose behavior is in serious conflict with established laws, rules, and procedures.

## **SUPERINTENDENT**

The superintendent is responsible for exercising leadership in establishing all necessary procedures, rules, and regulations to make effective the board of education policies relating to standards of student behavior.

## **STUDENT CONDUCT AND DISCIPLINE**

At all times, students are expected to behave in a proper and satisfactory manner. Teachers and other school personnel have the authority to give reasonable instructions to any student.

Depending on the severity and/or frequency of the misconduct, the discipline consequences may range from a minimum of verbal warning to a maximum of expulsion. However, at the discretion of the principal other consequences may occur between minimum and maximum as listed below:

1. Verbal warning
2. Conference with the student/Counseling
3. Loss of privileges/Corrective actions
4. Written or oral communication/conference with parents
5. Detention
6. Corporal punishment
7. Saturday School
8. Suspension (both in-school and out-of-school)
9. Expulsion

## **ACADEMIC DISHONESTY; FALSIFICATION OF INFORMATION**

A student will not cheat on tests, aid others in cheating on tests, complete assignments for others, sign or write notes falsifying information or signatures, complete disciplinary assignments for others, or have others do any of the above for them. Should such actions occur, students will be disciplined.

Minimum: Loss of grade and/or detention/conference and/or parents notification

Maximum: Loss of grade and suspension

## **BOMB THREATS**

Any student who calls in a bomb threat and/or any other threat related to the health and safety of students and employees will be referred to the legal authorities and will be recommended for expulsion.

## **BULLYING**

A student shall not threaten another student (AR Statute 5-13-301, ACA 6-18-514). A student shall not intimidate, treat abusively, or bully another student. Bullying is prohibited by state law and school policy according to Act 681 of 2003.

The Lawrence County School District is committed to eradication of bullying in the school, on school property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.

Bullying is defined as any repeated behavior that teases, frightens or hurts another person. Bullying conduct includes, but is not limited to, any written, verbal or physical act that harasses and causes distress, anxiety or harm. Bullying also includes unacceptable behavior identified in this policy which is electronically transmitted. School employees, volunteers, and students are encouraged to report any instances of bullying without fear of consequences and will not be subject to retaliation or reprisal in any form. Any report will take into account the age of the offending student, the level of seriousness of the behavior, and whether or not the offending student has developed a habit of engaging in bullying behavior.

If a student feels that he/she is being bullied, the following steps should be taken without fear of retaliation:

1. Inform a teacher, counselor, or administrator.
2. Write a detailed account of the incident, including the date, time, place and witnesses if any.
3. If a teacher or school employee witnesses or has reliable information that a pupil has been a victim of bullying, as defined by the district, he/she should notify the principal immediately. After completing an investigation of the reported incident, a student who has been found guilty of participating in bullying behavior will be subject to disciplinary action that is appropriate to the degree of seriousness of the bullying behavior, which may include:

If it is determined by the principal or building level administrator, that a student has been a victim of bullying, the school shall provide the parents notification within five (5) days of the incident. The principal or designee will provide the parents of the victim details of the incident(s) and what measures may be taken. The administrator may recommend the incident to the school counselor if needed. Please note, to protect the rights of minor students, the school shall not report to the victim or parents of the victim any disciplinary measures taken upon the students(s) found to be guilty of bullying. Failure to comply can result in disciplinary action:

Minimum: Conference with student/Counseling

Maximum: Recommendation for expulsion

### **CYBER BULLYING (ACT 115)**

Cyber bullying is defined as any means of communication or image transmitted by means of an electronic device, including telephone, cell phone, wireless communication device, computer, or pager. Act 115 applies to any electronic act whether or not it 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. After completing an investigation of the incident, a student who has been found guilty of participating in cyber bullying will be subject to disciplinary action that is appropriate to the degree of seriousness of the bullying behavior.

Failure to comply can result in disciplinary action:

Minimum: Conference with student/Counseling

Maximum: Recommendation for expulsion

### **COMMUNICATION DEVICES**

A student shall not use an electronic form of communication on the school campus. Students requiring the use of such a device for health or other compelling reasons must provide appropriate documentation to the school officials.

Failure to comply can result in disciplinary action:

Minimum: Written/oral communication with parent/guardian

Maximum: Expulsion

Act 1408 of 1999 prohibits anyone less than 18 years of age to possess a hand-held laser pointer without the supervision of a parent, guardian, or teacher. The hand-held laser pointer shall be seized by school personnel. Parents will be contacted.

## **DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY**

A student shall not cause or attempt to cause damage to property or steal or attempt to steal school property. The school district will recover damages from the student destroying school property. Compliance is expected at all times.

Failure to comply can result in disciplinary action:

Minimum: Conference with student/Counseling

Maximum: Expulsion

Parents of any minor student under the age of 18 shall be liable for damages caused by said minor in an amount not in excess of \$2,000.

## **DISREGARD OF DIRECTIONS (Insubordination):**

A student shall comply with reasonable direction or commands of teachers, student teachers, substitute teachers, teacher's aides, principals, administrative personnel, superintendents, school bus drivers, or other authorized personnel.

Failure to comply can result in disciplinary action:

Minimum: Conference with student/Counseling

Maximum: Expulsion

## **DISRUPTION AND INTERFERENCE**

No student shall:

1. Use violence, force, noise, coercion, threat, profanity, intimidation, harassment, fear, passive resistance, or any other conduct intentionally to cause disruption.
2. Refuse to identify himself/herself on request.
3. Encourage other students to violate any rule or school board policy.

Failure to comply can result in disciplinary action:

Minimum: Conference with student/Counseling

Maximum: Expulsion

## **FIGHTING**

Threats of violence by one student upon another or extremely provocative remarks or slurs by one student to another to encourage an act of physical violence are not justification for a physical response. Making threats or provocative remarks or slurs to another student will not be permitted. A student has the right to defend himself in clear cases where the student is the target of a physical attack which he did not provoke and doesn't have an opportunity to avoid. However, this will be done at the risk of punishment. However, the students must be able to justify the action to the satisfaction of school authorities. If a student is being harassed at school or school functions, he/she should report to the nearest faculty member.

Failure to comply can result in disciplinary action:

Minimum: Conference/Counseling

Maximum: Expulsion

## **FIREWORKS**

A student shall not possess, handle or store firecrackers, smoke bombs, cherry bombs, or any other kind of fireworks that reasonably could be of danger to themselves or other students that could cause damage to school property, or that could be disruptive to the learning climate of the school.

Failure to comply can result in disciplinary action:

Minimum: Written/oral communication with parent/guardian

Maximum: Expulsion

## **GAMBLING**

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

Failure to comply can result in disciplinary action:

Minimum: Written/oral communication with parent/guardian/Counseling

Maximum: Expulsion

## **IMMORALITY**

1. A student shall abstain from indecent and immoral acts.
2. A student shall not have in their possession any written, audio, or visual obscene or pornographic materials.

Failure to comply can result in disciplinary action:

Minimum: Written/oral communication with parent/guardian/Counseling

Maximum: Expulsion

## **LOITERING BY SUSPENDED STUDENT**

A student who has been suspended from school for a specified period of time is prohibited from being in a school building, on the school grounds, or at a school activity during the period of suspension.

Failure to comply can result in disciplinary action:

Minimum: Warning and ordered off campus – Parent Notification

Maximum: Students shall be arrested and charged in accordance with Arkansas Law.

## **PHYSICAL ABUSE OR ASSAULT OF SCHOOL STAFF/STUDENT**

A student shall not cause or attempt to cause physical injury to a school employee, fellow student, or any other individual.

Failure to comply can result in disciplinary action:

Minimum: Suspension

Maximum: Expulsion

## **THE POSSESSION OF ANY FIREARM IS PROHIBITED ON SCHOOL PROPERTY**

Act 567 of 1995 requires expulsion for a period of not less than one year for the possession of any firearm or other weapon prohibited upon the school campus by law. The superintendent shall have the discretion to modify such expulsion requirement for a student on a case-to-case basis. In accordance with this law, all cases shall be referred to the criminal justice or juvenile delinquency system of any student who brings a weapon to school. A student shall not possess, handle, or transmit a pistol, rifle, shotgun, pellet gun, or any other object that can be considered a weapon or dangerous instrument.

Failure to observe any of these will result in:

Minimum: Suspension

Maximum: Expulsion

In pursuant of Act 1149, Section 2, if the parent of a minor knows that the minor is in illegal possession of a firearm in or upon the premises of a school and the parent or guardian fails to prevent the possession or fails to report the possession to the appropriate school or law enforcement officials, the parent is guilty of a Class B misdemeanor.

In pursuant of Act 1282 of 1999 (a):

1. No person in this state under the age of 18 years shall possess a handgun. Violation of this section shall be a Class A misdemeanor.
2. No person in this state shall possess a firearm upon the school property or in or upon any school bus or at a designated bus stop. (B) Violation of this shall be a Class D felony.

3. (a) A “handgun” is a firearm capable of firing rim fire ammunition or center fire ammunition, and which is designed or constructed to be fired with one hand.

### **POSSESSION OF WEAPON (NON FIREARM)**

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 a school sponsored activity, in route to or from a school-sponsored activity, or at any bus stop.

A weapon is defined as any firearm (see firearm policy), knife, razor, ice pick, box cutter, taser, pepper spray or other noxious spray, or explosive. Possession means having a weapon, as defined in this policy, on the student’s body or in an area under his/her control. If a student discovers prior to any questioning or search by school personnel that he/she accidentally brought a weapon, other than a firearm, to school on his/her person, in a backpack, purse, or 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 a parent or legal guardian can pick up the weapon from the school office. Repeated offenses are unacceptable and shall be grounds for disciplinary action.

All incidents of students being found in possession of a weapon as defined in the policy shall be reported to the School Resource Officer (SRO) for further review.

Failure to comply can result in disciplinary action:

Minimum – warning

Maximum – recommended expulsion

### **PROFANITY**

A student shall not use abusive, vulgar, disrespectful, or irreverent language on the school campus, at school functions, or on school buses. Use includes verbal or written use and also applies to gestures. This includes comments of a racial, sexual, or religious nature, as well as those related to national origin.

Failure to comply can result in disciplinary action:

Minimum: Written/oral communication with parent/guardian/Counseling

Maximum: Expulsion

### **PUBLIC DISPLAY OF AFFECTION**

A public display of affection is inappropriate behavior for school. This can include holding hands, hugging, cuddling, kissing, etc. Failure to comply with reasonable expectations of school staff will lead to disciplinary action.

Failure to comply can result in disciplinary action:

Minimum: Warning/reprimand and/or parental notification

Maximum: Suspension

### **SEXUAL HARASSMENT**

Sexual harassment is defined as unwelcome sexual behavior that makes a student feel uncomfortable or unsafe. It includes any behaviors or actions that are offensive to another or which violates his/her right to personal privacy. Included are annoying or touching in a sexual manner, calling out obscene names, passing “dirty” notes or pictures, telling “dirty” stories, writing graffiti or starting rumors about someone’s sexual behavior or orientation, shaking, or bumping into.

Failure to comply can result in disciplinary action:

Minimum: Conference with student/Counseling

Maximum: Expulsion

## **THEFT**

A student shall not steal or attempt to steal property belonging to the school or public or private property while under the jurisdiction of the school. Legal authorities will be notified of loss if over \$200. Continued stealing will result in disciplinary action.

Failure to comply can result in disciplinary action:

Minimum: Conference with student/Counseling

Maximum: Suspension

## **TOBACCO**

Students are not permitted to possess tobacco, to smoke, to possess or use smokeless tobacco, or to have any smoking-related items (lighters, matches, pipes, E-Cigarettes, etc.) on school grounds, at school-related activities, both home and away, or on school buses.

(Arkansas Law 6-21-609, 20-27-701, 20-27-702, 20-27-703).

Failure to comply can result in disciplinary action:

Minimum: Written/oral communication with parent/guardian/Counseling

Maximum: Expulsion

## **TRUANCY**

Students are expected to attend school and all assigned classes or activities. A student absent from school without the knowledge of parents or school authorities shall be considered truant. After arriving on campus, any student leaving campus without following proper procedures will be considered truant. In addition, any student absent from his/her assigned learning station or area will be considered truant. Truancy in any form is not permitted and will lead to disciplinary action.

Failure to comply with these regulations will result in:

Minimum: Conference with student/Counseling

Maximum: Expulsion

## **USING, OFFERING FOR SALE, OR SELLING BEER, ALCOHOLIC BEVERAGE OR OTHER ILLEGAL DRUGS BY STUDENTS ON SCHOOL PROPERTY IS PROHIBITED**

A student shall not possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or other controlled substance, as defined in Act 590 of 1971 of the State of Arkansas as amended, or beverage containing alcohol or intoxicant of any kind. A student shall not sell or transmit any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or other controlled substance, as defined in Act 590 of 1971 of the State of Arkansas as amended, or beverage containing alcohol or intoxicant of any kind.

Failure to comply can result in disciplinary action:

Minimum: Suspension

Maximum: Expulsion

## **VERBAL ABUSE**

The use of violent, abusive, obscene or profane language addressed to a teacher or member of the staff will result in disciplinary action. (Arkansas Code of 1987 Annotated 6-17-106-insult or abuse of teacher) In addition to local school action, charges may be filed with local law officials, with results as indicated below:

1. Any person who shall abuse or insult a public school teacher while that teacher is performing normal, regular, or assigned school responsibilities shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than \$100 and not more than \$1,500.
2. Each school district shall report to the Department of Education any prosecutions within the school district under this section.

Failure to comply can result in disciplinary action:

Minimum: Suspension

Maximum: Recommended expulsion



## **PERSISTENT DISREGARD FOR SCHOOL RULES**

A student who persists in acts of misconduct after reasonable efforts have been made by the school to secure the student's adherence to the established rules can be recommended for expulsion. Efforts toward behavior modification and/or recommendations for alternative schooling opportunities will be made prior to this recommendation.

## **BEHAVIOR NOT COVERED**

Lawrence County administration, faculty, and staff reserve the right to pursue actions or interventions for behavior which is subversive to good order, discipline, and student safety even though such behavior is not specified in the preceding written rules.

**PRINCIPAL MAY ALTER THE SEVERITY OF THE PUNISHMENT BASED ON CIRCUMSTANCES, SEVERITY OF THE INFRACTION, AND OTHER CONDITIONS.**

## **RULES OF CONDUCT**

### **SCHOOL RULES**

The administration and faculty have the responsibility of maintaining a safe environment which is beneficial to learning. All students in elementary school are expected to follow these general rules:

1. Follow handbook rules and Faculty/Staff directions.
2. Respect the rights and property of others.
3. No profanity, teasing, put-downs, or rude gestures.
4. Have necessary materials for class.
5. Keep feet, hands, and objects to yourself.
6. Walk while in the building.

### **PLAYGROUND RULES**

Care is taken to instruct students in the proper use of playground equipment and in the necessity for caution and care for others when playing on the playground equipment.

1. WRES will not be responsible for items that are lost, stolen, or damaged. Under no circumstances are items to be bought, sold, or traded on school property.
2. Follow the direction of all duty person(s).
3. Stay within playground boundaries.
4. Do not climb on fences
5. Use equipment properly
  - a. Sit on bottoms going down the slide, one person at a time.
  - b. Teeter-totter, only one on each end.
  - c. Do not sit on top of monkey bar, swings, tables, satellite climber, and orange equipment.
  - d. Students are not to jump from the platform of any playground equipment.
6. Hard baseballs are not allowed.
7. No fighting or inciting a fight.
8. No play fighting, wrestling, karate kicking, or tackle football.
9. No abusive or obscene language.
10. No contact games that involve excessive roughness.
11. No playing near heating or cooling units.
12. Do not throw rocks, dirt, or sticks.
13. The following items are prohibited:

Skateboards, roller blades, skates, collectible items, hand-held games, remote control cars, iPods, phones, hard bats, baseballs, knives, dangerous toys, and sharp objects.

Students should not be in the fall zones on any playground equipment.

**\*\*Reminder:** All students should display respect for one another. Anyone wishing to take part in a game should be allowed to do so.

### **LUNCHROOM RULES**

1. Walk at all times.
2. Use proper table manners.
3. Do not throw food.
4. When in line, do not bump your neighbor.
5. Obey the person(s) on duty.
6. Use low whisper voices.

### **HOMEWORK POLICY**

Homework is a valuable aid in helping students make the most of their experience in school. Homework is useful in reinforcing what has been learned in class, prepares students for upcoming lessons, extends and generalizes concepts, teaches responsibility, and helps students develop positive study habits. Students will be given one day for every day they are absent to complete work.

#### **Primary Grades (K-2)**

There will be occasional homework assignments in these grades. When work is sent home, it will practice a skill that has been taught in class. Enrichment activities may also be assigned periodically.

#### **Grades 3-4**

During the third and fourth grades, students may be given homework assignments more frequently. These assignments should not last any longer than 30 minutes. Enrichment activities may also be assigned periodically.

#### **Grades 5-6**

Homework may be given throughout the week if necessary. Assignments should be done within a 45-minute time period. Enrichment activities and studying for tests will be optional.

Students will be given periods of time at school to work on their daily work. If this is not finished, it will become homework. Therefore, the above time frame may be a longer period of time. If your child is taking longer than the above times, please check with the teacher to find out if there is a possible problem.

**We feel that parents are the key to making homework a positive experience for their children. Therefore, we ask that parents make homework a top priority, provide necessary supplies and a quiet homework environment, set a daily homework time, provide praise and support, not let children avoid homework, and contact the teacher if you notice a problem.**

### **RULES FOR ASSEMBLIES**

Students should show pride in themselves and in their school by being courteous at all times, by not whistling, talking, reading books, chewing gum, writing notes, combing one's hair, and by applauding only when required. Students are assigned to homeroom sections and are expected to go to the assembly with their homeroom teacher. Reports of misconduct will be sent to the office and are subject to discipline consequences or exclusion from future assemblies.

Failure to comply can result in disciplinary action:

Minimum: Exclusion from the next assembly

Maximum: Exclusion from assemblies for the remainder of the semester/school year

## **TRANSPORTATION CHANGES**

1. Transportation changes require a written note or phone call by the parent or guardian before 2 pm.
2. When you call the WRES Office at (870) 886-3482, speak directly with a staff member. Please do not leave a voice mail message or email the teacher.
3. Bus change: Be prepared to provide the street address and name of resident if the student is being dropped off at an alternate location.
4. Students cannot request or submit a transportation change for themselves or another student.

## **INFORMATION FOR PARENTS AND DRIVERS**

1. For the safety of our students, please do not pass other cars in the car line and watch for students.
2. Please keep drop-off and pick-up lanes clear until drop-off and pick-up begins.
3. Morning drop-off begins at 7:40 am.
4. Afternoon pick-up starts after busses have pulled away from building.
5. After school starts, parents need to come to the WRES Office to sign-in their child.
6. K-4 parents not in the car line should park and walk to the appropriate drop-off and pick-up locations. The Transportation Director asks that parents and student do not walk between the busses.
7. For safety reasons, a Pick-Up ID Card is required to pick up a student without showing your photo ID in the WRES Office. Parents will be issued two Pick-Up ID Cards to use or share with an authorized adult.
8. Drivers are asked to stay in the car and wait for a car duty staff member to open the car door.
9. Student drop-off and pick-up are no cell phone zones.

## **SCHOOL BUS TRANSPORTATION**

The Lawrence County School District takes bus safety very seriously. Bus riders must follow all bus policies so the driver can focus on driving to keep all students safe. Students who become disorderly put the safety of all students in jeopardy. Riding the school bus is a privilege. Students and parents should appreciate this service. It is imperative that the parents and students strive to see that all students obey the rules of the school bus and the bus driver.

During the first week of the school term, the bus driver and the school transportation supervisor will determine the exact time and place each transported student is to meet his/her bus each morning. Busses will leave campus after WRHS students have loaded the busses unless held for some school activity.

The bus driver, the Director of Transportation, the principal, and the Superintendent of Schools expect all children to obey all rules. This is for the safety of everyone concerned, and with the help of the parents, this can be done.

Consequences for bus discipline can range from a warning to removal from the bus for the remainder of the school year. Any incident of misconduct or disobedience to any of the bus rules will be reported by the bus driver to the Director of Transportation and principal. After sufficient warning, the student will be denied the privilege of riding the bus until the student and his parents have met with the principal and Director of Transportation and have agreed that there will be no further misconduct.

It would also be a great help if the parents would notify the bus driver if their children will not be riding the bus, especially if they live where a bus must travel several miles to pick them up or if it is necessary to make a turnaround.

Any help of this kind would be greatly appreciated at any time, but of course, it would be even more valuable in bad weather when progress is necessarily slowed by bad weather. By helping in this way, it will enable the school busses to make the most efficient and safest transportation system possible.

### **SCHOOL BUS SAFETY RULES**

State transportation regulations must be observed at all times. In addition, because of dangers or inconveniences involved, the following local regulations are in effect:

1. Be at the bus stop at least 5 minutes before the scheduled pick-up time. Stand back about ten feet from the bus and wait until the door is opened before moving closer to the bus. Do not play on or near the road.
2. If a student must cross the road to enter the bus, he or she must should be on the right side of the road while waiting on the bus.
3. While loading or unloading, enter or leave the bus orderly and quickly without running or pushing.
4. While riding the bus, students are under the supervision of the driver and must obey the driver, or bus aide, at all times.
5. Students are expected to conduct themselves in a manner so as not to distract the driver or disturb other riders. Expected behaviors include: keeping their hands and feet to themselves, leaving others alone, staying reasonably quiet, remain seated in the assigned seat, and keep the aisle clear (no backpacks, coats, feet, etc).
6. Students tampering with any of the safety devices (door latches, fire extinguishers, cameras, etc), defacing the bus or any school property, writing on the bus, or damaging the seats will be held liable for the cost of those damages.
7. Students must not put any object or part of their body out of the window or yell at anyone outside the bus.
8. Students should not eat on the bus. Paper, food, or other objects should not be thrown.
9. All talking should cease while approaching and crossing railroad tracks.
10. When getting off the bus, wait for the driver to motion you across the street and walk 10-15 feet in front of the bus.
11. Act 813 makes it a misdemeanor for students or adults to threaten, curse, or use abusive language to a school bus driver, or bus aide, in the presence of students.
12. Students are not allowed to bring other children on the bus for birthday parties, sleepovers, etc.
13. This is not intended to cover all of the "do's" and "don'ts" bus is a very specific guide. The driver may find it necessary to interpret these policies in light of his or her own bus needs.

### **SCHOOL BUS TRIPS**

School events may require off-campus and/or out-of-town transportation. All trips must have approved adult supervisors or sponsors who will secure the use of school transportation to and from the event. Students will return by the same transportation unless signed out by a parent on the designated sign-out form the sponsor will have at the event.

## **BUS DISCIPLINE**

Consequences for bus discipline can range from a warning to removal from the bus for the remainder of the school year. Any incident of misconduct or disobedience to any of the bus rules will be reported by the bus driver to the Director of Transportation and principal. After sufficient warning, the student will be denied the privilege of riding the bus until the student and his parents have met with the principal and Director of Transportation and have agreed that there will be no further misconduct.

### **ACT 718**

**If a driver of a school bus observes a motorist illegally passing a school bus, they shall report the license plate number (and state), along with a brief description of the vehicle, to the superintendent within two hours after the end of the driver's shift. Within 48 hours, the superintendent shall provide the information to the local prosecuting attorney.**

**Riding the bus is a privilege. Students and parents should appreciate this service. It is imperative that the parents and students strive to see that all students obey the rules of the school and the bus driver.**

## **GENERAL INFORMATION FOR PARENTS**

The Walnut Ridge Elementary School is committed to the belief that all children can learn and acknowledge that all of us – teachers, administrators, and parents – working together can make a positive difference in student achievement. The school district will provide an optimum learning environment in which students will experience success and achieve excellence in learning.

Lawrence County School District acknowledges that parents play an integral role in assisting student learning. To help parents in assisting students, the school shall schedule regular parent involvement meetings through our Parent Teacher Organization. The parent center is also available to provide instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment.

## **VISITORS**

All visitors must check in through the office before entering a building. Care should be made to avoid disturbing a classroom. Parents are to receive an admit slip through the office. Items that were left at home must be brought to the office and personnel will see that the items are delivered to the student.

## **STUDENT VISITORS**

The Walnut Ridge Elementary students are not allowed to bring visitor(s) to school. This practice can easily result in disruptions to the normal educational process. Any visitor coming to the school must report to the principal's office for permission to access the classrooms, cafeteria, library, etc. Former students must receive prior permission to visit during the school day periodically.

## **LOST AND FOUND**

Lost articles should be reported to the office immediately. Found articles should be brought to the office and placed in the lost and found. Students should come to the office to check for lost articles. Labeling items will help in locating lost items. Unclaimed articles will be donated at the end of the school year.

## SMART CORE AND CORE CURRICULUM GUIDELINES

In order to ensure that every student has access to a rigorous curriculum, beginning with the 7th Grade Class of 2004-2005, the Smart Core/Core Curriculum is a standard component of the course of study at the Lawrence County Schools. All students will participate in the Smart Core Curriculum, unless the parent or guardian waives a student's right to participate. In the case of a waiver, the student will be required to participate in Core Curriculum.

- Parents of 6th grade students will be notified of the Smart Core/Core Program by a Parent Meeting held by the school counselor.
- Parents will sign the Smart Core/Core Informed Consent Form at this time.
- Parents of students enrolling after the Parent Meeting will be informed of the curriculum at the time of enrollment.
- Each year at the beginning of school, parents will be reminded of the Smart Core/Core Curriculum and be given the opportunity to reverse the informed consent document.
- Reversal of the agreement can only be done as long as the new course of study can be completed by the end of the senior year.
- The Smart Core/Core consent form becomes part of the student's permanent record and will be sent along with other records should a student leave the district.

## GRADUATION REQUIREMENTS

Twenty-four (24) units are required for graduation. Sixteen specific units are required. Please see courses below for graduation requirements:

English	4.0 units	Students may not take 11 <sup>th</sup> grade English until successfully passing both 9 <sup>th</sup> & 10 <sup>th</sup> grade English courses, unless the student receives special permission from the principal.
Social Studies	3.0 units	The social studies units must include World History, American History, Civics, and Economics (1/2 unit).
Mathematics	4.0 units	One unit of algebra or its equivalent and one unit of geometry or its equivalent, and Algebra II.
Computer Science	1.0 unit	
Science	3.0 units	A minimum of one (1) unit must be a physical science and one (1) unit of biology or its equivalent.
Oral Communications or Debate	0.5 unit	
Fine Arts	0.5 unit	
Physical Education	0.5 unit	There may be no activity or assignment substitute for this. Physical Education may be taken for only one (1) unit of credit for graduation.
Health Education	0.5 unit	

Electives 7.0 units

**Total 24.0 units**

The required twenty-four (24) units shall be taken from the “Smart Core” curriculum or from the “Core” curriculum. All students will participate in the Smart Core curriculum unless the parent or guardian waives the student’s right to participate. In such case of a waiver, the student will be required to participate in Core. The required twenty-four units are to be taken from the Smart Core or Core as follows:

### **EARLY GRADUATION**

In order for a student to graduate early, he she must meet the following requirements:

- Have a GPA of 3.0 or higher
- Submit an intent for early graduation letter to the principal by the end of the sophomore year signed by both the parent and student
- Have completed junior English or its equivalent and have earned the necessary 16 credits prior to the start of the junior year
- Forfeit the right to be considered Valedictorian/Salutatorian; may still be granted honor graduate status

### **SMARTCORE AND CORE REQUIREMENTS SMART CORE CURRICULUM**

#### **English – 4 units**

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

**Mathematics – 4 units** (or 3 units of math and 1 unit of Computer Science\*) At least one MATH unit must be taken in Grade 11 or Grade 12.

- Algebra I
- Geometry
- Algebra II
- fourth math - Advanced Topics and Modeling in Mathematics, Algebra III, Calculus, Computer Science Quantitative Literacy, Pre Calculus, AP Calculus, College Algebra.

**Science – 3 units with lab experience** (or 2 units with lab experience and 1 unit of Computer Science\*)

- Physical Science– 1 units
- Biology – 1 unit

#### **Social Studies – 3 units**

- Civics – 1/2 unit/ Economics –1/2 unit
- World History - 1 unit
- U.S. History - 1 unit

**Oral Communications – 1/2 unit**

**Physical Education – 1/2 unit**

**Health and Safety – 1/2 unit**

**Fine Arts – 1/2 unit**

**Career Focus – 6 units**

**\*Computer Science – (optional)** A flex unit of Computer Science and Mathematics, Essentials of Computer Programming, AP Computer Science, or IB Computer Science may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the computer science courses listed above may replace the 4th math requirement and the 3rd science requirement. If the 4th math requirement and the 3rd science requirement have been met through other coursework, any of the computer science courses listed above may be used for career focus credit.

## **CORE CURRICULUM**

**English – 4 units**

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

**Mathematics – 4 units** (or 3 units of math and 1 unit of Computer Science\*)

- Algebra I (or Algebra A & Algebra B - each may be counted as one unit of the 4 unit requirement)
  - Geometry
- (All math units must build on the base of algebra and geometry knowledge and skills.)

**Science – 3 units** (or 2 units with lab experience and 1 unit of Computer Science\*)

- Science
- Physical Science, or Physics – at least 1 unit
- Biology - 1 unit
- other ADE approved science

**Social Studies – 3 units**

- Civics – 1/2 unit / Economics – 1/2 unit
- World History - 1 unit
- U.S. History - 1 unit
- other social studies – 1/2 unit

**Oral Communications – 1/2 unit**

**Physical Education – 1/2 unit**

**Health and Safety – 1/2 unit**

**Economics – 1/2 unit** (may be counted toward Social Studies or Career Focus)

**Financial Literacy – 1/2 unit**

**\*Computer Science – (optional)** A flex unit of Computer Science and Mathematics, Essentials of Computer Programming, AP Computer Science, or IB Computer

Science may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the computer science courses listed above may replace the 4th math requirement and the 3rd science requirement. If the 4th math requirement and the 3<sup>rd</sup> science requirement have been met through other coursework, any of the computer science courses listed above may be used for career focus credit.

(Comparable concurrent credit may be substituted where applicable.)



**Each high school student shall be required to take at least one digital learning course for credit to graduate. (Act 1280 of 2013)**

**Students will be required to pass with a minimum score of 60%, the civics portion of the Naturalization test used by the United States Citizenship and Immigration Services.**

### **DIGITAL LEARNING ACT**

Per Act 1280 of the 2013 Arkansas Legislative Session, the District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format. In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

### **SPECIAL EDUCATION**

For a student with disabilities, the Individualized Education Program (IEP) serves as the students' "graduation plan." Beginning not later than age 14, or earlier if determined by a student's IEP Team, transition planning must be initiated to prepare a student for exit from a secondary education program to post-secondary life. This includes planning for the student's exit from school due to graduation. For a student with disabilities, fulfillment of the requirements set forth in the student's IEP constitutes the basis for graduation from high school.

### **VIDEO SURVEILLANCE**

The Board of Directors has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras, automatic identification technology, data compilation devices, and technology capable of tracking the physical location of district equipment, students, and/or personnel.

The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of bodily privacy is reasonable and customary.

Signs shall be posted on campus buildings and in district vehicles to notify students, staff, and visitors that video cameras may be in use. Students will be held responsible for any violations of school discipline rules caught by the cameras and other technologies authorized in this policy.

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording. Other than video recordings being retained under the provisions of this policy's following paragraph, the district's video recordings may be erased any time greater than after they were created.

Videos, automatic identification, or data compilations containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or student handbook; any release or viewing of such records shall be in accordance with current law.

Students who vandalize, damage, disable, or render inoperable (temporarily or permanently) surveillance cameras and equipment, automatic identification, or data compilation devices shall be subject to appropriate disciplinary action and referral to appropriate law enforcement.

## Policy for Acceptance and Rejection of School Choice Non-Resident Students

If a non-resident student seeks to attend school in Lawrence County School District, the student's parent shall submit an application to the Lawrence County School District Office on the Nonresident Student Transfer Form (location reference for form), postmarked no later than May 1 of the year in which the student seeks to begin the fall semester. A student seeking transfer must also submit the form to his or her resident school district by May 1. Lawrence County School District will respond in writing no later than August 1 to notify the student's parent(s) or guardian(s) of whether the application has been accepted or denied.

A student's application may be denied by the Lawrence County School District for any of the following reasons, as established by the Lawrence County School District's Board of Directors:

1. Lack of capacity in a program, class, grade level, or school building; or
2. A conflict between the provisions of a district's desegregation plan or court order and the provisions of the Public School Choice Act; or
3. An exemption from the Public School Choice Act declared by the Lawrence County School District's Board of Directors due to:
  - a. An enforceable desegregation court order; or
  - b. Lawrence County School District's court-approved desegregation plan.

A student's application may not be denied based on the student applicant's athletic or extracurricular abilities, academic achievement, English proficiency level, gender, race, ethnicity, religion, national origin, or disability. An application may not be denied on the basis of previous disciplinary proceedings, except that an expulsion from another district may be considered.

Priority will be given to any applicant who has a sibling or stepsibling who resides in the same household and is already enrolled in Lawrence County School District by choice.

The Lawrence County School District is not required to accept any application that would cause it to add teachers, staff, or classrooms, or in any way exceed the requirements and standards established by law.

A student may transfer by choice to one nonresident school per year. A student who has transferred to our School District may return to his or her resident district at any time, but may only return to our School District by re-application and re-acceptance through the Public School Choice Act process. No student is allowed more than one school choice transfer per school year.

A present or future sibling of a student who continues enrollment in the school district under the Public School Choice Act may enroll in or continue enrollment in the Lawrence County School District until the sibling of the transfer student completes his or her secondary education, if the Lawrence County School District has the capacity to accept the sibling without adding teachers, staff, or classrooms or exceeding the regulations and standards established by law. Sibling admissions are exempt from the three percent (3%) cap limitation contained in the Public School Choice Act.

If a student is denied transfer to our School District due to limits on the number of student transfers imposed by the resident district, the student's resident district must give that student priority for a transfer the following school year. **Reference:** Act 1227 of 2013 (to be codified).

## FOOD ALLERGIES

Ensuring the safety and well-being of every student is our top priority. Accurate and up-to-date information about any food allergies your child may have is essential for us to take the necessary precautions and provide appropriate support.

If your child has any known food allergies or dietary restrictions, we kindly request that you provide us with details about these allergies as soon as possible. This information will enable us to:

1. Implement necessary precautions to prevent exposure to allergens.
2. Ensure that appropriate accommodations are made in our cafeteria and during school events.
3. Train staff members on how to recognize and respond to allergic reactions.
4. Develop an emergency action plan in case of an allergic reactions.

**Please request a form or provide signed documentation form your healthcare provider regarding your child's food allergies. The documentation must contain what to omit and what to substitute in place of Incomplete documents, will not be accepted.** If there have been any changes to your childn's allergies or medical condition since the last update, please make sure to inform us.

Rest assured that all information provided will be treated with the utmost confidentiality and shared only with staff members who need to be informed to ensure your child's safety.

Thank you in advance for your cooperation in this matter. If you have any questions or concerns, please feel free to contact us at (870) 886-6634.

## Meal Charge Policy

### I. Purpose

The goal of the Lawrence County School District is to provide student access to nutritious no- or low-cost meals each school day. However, unpaid charges place a large financial burden on our school. The purpose of this policy is to insure compliance with federal requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish procedures to address unpaid meal charges throughout the Lawrence County School District. The provisions of this policy pertain to regular priced school breakfast and lunch meals only. The Lawrence County School District provides this policy as a courtesy to those students in the event that they forget or lose their lunch money. Charging of items outside of the reimbursable meals (a la carte) items is prohibited.

### II. Policy

- Free Meal Benefit - Free eligible students will be allowed to receive a free breakfast and lunch each day. A la carte purchases must be paid/prepaid.
- Reduced Meal Benefit - Reduced eligible students will be allowed to charge a maximum of \$ meals to their account after the balance reaches zero. The charge meals offered to students will be reimbursable meals that are available to all students.
- Full Pay Students - Students will pay for meals at the school's published paid meal rate each day. If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists,

parents and families are encouraged to apply for free or reduced price lunches for their child if applicable. A student will be allowed to charge a maximum of \$100 meals to their account after the balance reaches zero. The charge meals offered to students will be reimbursable meals that are available to all students.

- Parents/Guardians are responsible for meal payment to the food service program. Discreet notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year.
- Students/Parents/Guardians may pay for meals in advance with cash sent in an envelope with the student's name or with a check payable to Walnut Ridge School. Further details are available on our webpage at bobcats.k12.ar.us. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student may/will be carried over to the next school year.
- Refunds for withdrawn, and graduating students; a written or e-mailed request for a refund of any money remaining in their account must be submitted. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request.
- Unclaimed Funds must be requested within one school year. Unclaimed funds will then become the property of the Lawrence County school District Food Service Program.
- Balances Owed collection of owed balances will follow the policies and procedures set by the school.

## **LAWRENCE COUNTY SCHOOL DISTRICT INTERNET ACCESS INFORMATION**

**Note to Parents:** Your student will have internet access using a **generic** login for the first three weeks of school. If you do not want to allow this, call the school and special arrangements will be made.

### **Initial Login**

Whether you are getting a new account or are returning from summer vacation, the login process is the same each year.

### **Username**

Your username is firstname.lastname (example: john.doe).

### **Password**

Your initial password will be NewuserEndingYear (example: Newuser2022).

You will be forced to change it at first login.

The password must be at least eight characters long (a mixture of uppercase, lowercase, numbers and punctuation).

The password cannot include your name or be any of the last five passwords used.

### **Login Messages**

Pay close attention to the messages when logging in and make note so you can communicate the message when requesting assistance.

- A. Account Disabled** – You have an account but your signed Use Agreement has not been processed.

- B. Password does not meet complexity requirements** – Refer to this document for password requirements.
- C. Username or password incorrect** – either you have no account (new user) or the username or password has been mistyped. Be careful of spaces and case.

**WARNING**

Deliberately bypassing the filter, or attempting to, will result in losing computer access which will be a detriment to your grades. UltraSurf or browser extensions used in any form for any reason is strictly prohibited.

**ACCEPTABLE USE AND INTERNET SAFETY POLICY  
FOR THE COMPUTER NETWORK OF THE  
Lawrence County School District**

The Lawrence County School District is pleased to make available to users access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the School District to be able to continue to make its computer network and Internet access available, all users must take responsibility for appropriate and lawful use of this access. Users must understand that one person's misuse of the network and Internet access may jeopardize the ability of all users to enjoy such access.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of the School District and the Data Acquisition Site that provides Internet access to the School District. Upon reviewing, signing, and returning this Policy as the users have been directed, each student or staff member will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The School District cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if under 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any user violates this Policy, the student's or staff members access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

**I. PERSONAL RESPONSIBILITY**

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

**II. TERM OF THE PERMITTED USE**

A student or staff member who submits to the School, as directed, a properly signed Use Agreement and follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Users will be asked to sign a new Policy each year during which they are students or staff members in the School District before they are given an access account.

### III. ACCEPTABLE USES

- A. Educational Purposes Only.** The School District is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.
- B. Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:
1. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
  2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
  3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
  4. Using the network for financial or commercial gain without district permission. (Although not prohibited, you should not give others private information about you, including credit card numbers and social security numbers). School related purchases can be done with approval of the administration.
  5. Uses that result in computer software being installed without permission. No user is permitted to install software without the consent of the Technology Coordinator. This consent will require proof of district ownership of the software. Software provided by the district through specialized district-provided installation menus are permitted to be installed by the user provided they have a right to use the software. Users are not permitted to reconfigure school-owned computers without prior permission from the Technology Coordinator unless such reconfiguration is available through specialized district-provided menu choices such as printer location selections.
  6. Giving your password, or anyone else's password to anyone or allowing others to use your password. Under normal circumstances no one has access to your password, not even the administrator. If you forget your password it can be reset to the default password that is given out for new accounts and then changed to the password of your choosing, so long as it meets the password complexity requirements.
  7. Defeating or attempting to defeat any software program or hardware device used to monitor, secure, filter or control a computer is a violation of this Use Agreement.

8. Using a proxy, circumventor, or any software, procedure, or activity to bypass internet filtering. Running UltraSurf or other similar programs will result in loss of your network account.
9. Wasteful use of limited resources provided by the school including paper.
10. Personal use of computers during instructional time

**C. Netiquette.** All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

**D. Prohibited.** Under no circumstances will any wireless access points be connected to the network without permission from the technology coordinator. This is by far the biggest threat to the internal network and will be strictly enforced with no tolerance.

#### **IV. INTERNET SAFETY**

**A. General Warning; Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.

**B. Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

**C. "Hacking" and Other Illegal Activities.** It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or

pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

- D. Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Arkansas law, for internal administrative purposes or approved educational projects and activities.

Personally identifiable information (PII) on mobile devices is at risk. Due to this risk, any mobile device that syncs with the district email server needs to be cleared of any PII that would put the district in jeopardy of legal action in the case of being lost or stolen. This process wipes the device back to factory settings.

- E. Active Restriction Measures.** The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of users, through direct observation and/or technological means, to ensure that users are not accessing such depictions or any other material which is inappropriate for minors. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older. The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

## **V. PRIVACY**

Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

## **VI. FAILURE TO FOLLOW POLICY**

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School District. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

## **VII. WARRANTIES / INDEMNIFICATION**

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this



Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's network.

#### **VIII. UPDATES**

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

#### **IX. LIABILITY FOR DEBTS**

Staff shall be liable for any and all costs (debts) incurred through their use of the District's computers or the Internet including penalties for copyright violations.

#### **X. LOGGING IN FOR THE FIRST TIME**

After your account is setup, you will log in with your username and the initial password which you will be forced to change at the first login. Your username is in the format of firstname.lastname. Your initial password is NewuserXXXX with the XXXX replaced with the ending calendar year of the school year. For example, for the 2022-2023 school year, your password will be Newuser2023. Your new and subsequent passwords must adhere to the following rules:

- A mixture of uppercase, lowercase, numbers, and punctuation.
- Cannot include your name
- Must be at least 8 characters long
- Cannot be any of your last five passwords.

#### **XI. DATA SECURITY AND PERSONAL DATA RESPONSIBILITIES**

There are federal laws protecting certain types of information especially "personally identifiable information". It is your responsibility to safeguard this information that is in your possession.

Personal files or files on the local machine are not backed up. This includes files on a take home laptop or other device with storage. Pictures, music, documents, etc. will be lost when the device is upgraded or maintenance is performed and it is the users' responsibility to ensure that backups, if desired, exist before the upgrade or maintenance.

Cellphones that are setup to sync email with the email server contains PII and a mandatory policy is in effect to enforce password protected access to any device being sync'd. This is not an extremely strong security measure. It is designed to give you time to remotely clean your device in case it is lost or stolen, at which point you are responsible. The remote clean is very easy to do and it is your responsibility to do or get assistance doing the remote clean before PII is compromised.

## **Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## MEDICAID

Signature of acceptance of Lawrence County School District Elementary School handbook ALSO allows the Lawrence County School District to access personally identifiable information/student education records to be disclosed to a Third Party Billing Agent for the purpose of billing Medicaid and/or private insurance in compliance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 123g; 34 CFR Part 99).

If you **DO NOT** want to give permission to the Lawrence County School District, you must notify the office in writing.

## Walnut Ridge School Telephone Numbers

Elementary Building	886-3482
Middle Level Building	886-6697
High School Building	886-6623
Superintendant Building	886-6634
Bus Shop	886-2571
Cafeteria	886-5121
Parent Center	819-0443

## 2024-2025 HANDBOOK COMMITTEE

Lea Andra Foster .....	Principal
Jason Belcher .....	Assistant Principal
Heather Dickson .....	Parent/Teacher
Hadleigh Dickson .....	Student
Natalie Ezell .....	Staff
Kristal Jones .....	Cafeteria
Jennifer Roark .....	Counselor
Jessica Light .....	Teacher
Amy Privett .....	Teacher

The purpose of this handbook committee is to approve additions and changes to the Lawrence County School District Elementary Handbook.