Partee Elementary School
2024-2025 Student Handbook
Growing & Reaching New Heights



Excellent Education
Where All Children Learn

Mrs. Donna Moore – Principal
Dr. Brenda Poole – Superintendent
400 West Lynn
Brinkley, AR 72021

Brinkley School District
C. B. Partee Elementary School

The statement below must be signed and returned to the C. B. Partee Elementary School office within one week of the student's receipt of the Student Handbook.

We have received the 2024-2025 C. B. Partee Elementary School Handbook including the Discipline Policy. Although we may not agree with all of the regulations, we understand that students must adhere to them while at school, on the bus, and in attendance at school sponsored activities.

_____ _____

Parent Signature Date:

_____ _____

Student Signature Date:

BRINKLEY SCHOOL DISTRICT
2024-2025 CALENDAR

August 5-9	Teacher In-Service
August 12	Students First Day
September 2	Labor Day
September 17	Parent/Teacher Conference
October 11	End of 1st 9 weeks (44 days)
October 21-25	Fall Break
November 25-29	Thanksgiving Holidays
December 23- January 3	Winter Break
January 10	End of 2nd 9 weeks (45 days)
January 20	Martin Luther King, Jr. Holiday
February 6	Parent/Teacher Conference
February 17	President's Day Holiday
March 14	End of 3rd 9 weeks (43 days)
March 17-21	Spring Break
April 18	Good Friday
May 23	End of 4th 9 weeks (44 days)
May 26	Memorial Day

Student Attendance – 176 Days
Faculty Attendance – 190 Days
In-service Days – 9 Days
Total Faculty Days – 190 Days

SCHOOL TELEPHONE NUMBERS

Partee Elementary Principal 734-5010

Partee Elementary Office 734-5010

Superintendent 734-5000

Special Education Supervisor 734-5129

Fax Line-Superintendent's Office 734-5002

Fax Line- Elementary Office 734-5014

WELCOME

We welcome you as a member of our school. In the spring of 1997 Partee Elementary School became a member of the North Central Association, an accrediting agency which sets high standards for its member schools. As a citizen of this school, we expect that you will uphold these standards by following the rules for the safety and welfare of the entire student body. Following the rules will help all students become better school citizens.

Be proud of our school. Take good care of it and feel free to make suggestions for improving it. As a school citizen, we expect that you behave appropriately and conduct yourself properly. You will learn necessary and useful skills for the future. New students may find some things unfamiliar at first, but you will soon become accustomed to them.

BRINKLEY SCHOOL DISTRICT MISSION STATEMENT

The Brinkley School Board of Education will use all of its resources to ensure that all students:

- Will have an appropriate educational environment to achieve competencies, knowledge, skills, and attitudes to meet the challenges and choices of the future;
- Will mature intellectually, emotionally, socially and physically;
- Will develop personal interests, community respect, and civic responsibility; and,
- Will develop a passion for lifelong learning.

PARTEE ELEMENTARY

OUR SCHOOL MISSION STATEMENT

At Partee Elementary School we provide an excellent education where all children learn, grow, and reach new heights.

SCHOOL HOURS

School begins at 7:50 each day. The tardy bell rings at 8:00. Duty teachers are not required to be on campus until 7:30. **If your child arrives before 7:30, they will not be allowed in the building and will be unsupervised until the duty teachers arrive.**

The bus bell officially ends the school day at 3:10 on Monday through Friday Tuesday, Wednesday, Thursday and Friday. Students who are picked up prior to this bell are missing vital instruction. Please consider this fact when early check out is necessary.

STUDENT HANDBOOK

It shall be the policy of the Brinkley School District that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this district. In the event that there is a conflict between the student handbook and a general board policy or policies, the more recently adopted language will be considered binding and controlling on the matter provided the parent of the student, or the student if 18 years of age or older have acknowledged receipt of the controlling language.

VIDEO SURVEILLANCE

The board 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 in any district building, on district property, and in district buses and vehicles. Video recorder placements shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view of other students, staff or visitors.

Signs shall be posted on campus buildings and in district vehicles to notify students, staff, and visitors that video cameras may be in use. Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school

vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras.

The district shall retain copies of video recordings for a minimum of two (2) weeks (storage permitting) before they are erased which may be accomplished by either deletion or copying over with a new recording. Parents wishing to view a video recording need to be aware that it may not be available after the two week period unless the video contains evidence of misconduct.

Video recordings shall be considered student education records and any release or viewing of such records shall be in accordance with current law. Videos containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct has been settled.

Students who vandalize, damage, disable, or render inoperable surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

The issues involved in parental rights to viewing videos are complicated, but the Family Policy Compliance Office (FPCO) of the Family Educational and Right Act (FERPA), has recently simplified the matter. A video of, for example, a fight between two (or even several) students in which other students happen to have been incidentally included in the background of the video generates the following viewing conditions:

a. Either or both of the students' parents may view the video without first having to receive permission from the other student's parent. None of the parents of the "incidental" students have to give their permission for the viewing of the video by the "involved" students' parents.

The district is not obligated to give a copy of the video to the parent or their lawyer.

ATTENDANCE POLICY

All children ages five (5) through seventeen (17) are required to be in school, but may attend until age 21. Currently a child must be five (5) on or before August 1 to attend kindergarten. A parent or guardian of a five (5) year old may obtain a waiver. The waiver must be filed in the elementary principal's office by August 1. Any six (6) year old child who has not completed a kindergarten program prior to public school enrollment shall be evaluated by the school district to determine whether placement for the child shall be in kindergarten or the first grade.

The purpose of this policy is to place responsibility for the attendance upon the student and parent. School personnel will work with the parents.

ABSENCES

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

Absences

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement to the principal or designee upon his/her return to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will **not** be accepted

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of nine (9) such days are allowed per semester unless the condition(s) causing such absences is a chronic or recurring nature and is medically documented.
2. Death or serious illness or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal; or
7. Participation in FFA, FHA, or 4H sanctioned activity;
8. Participation in the election poll workers program for high school students;
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
10. Absences granted, at the Superintendent's discretion, to seventeen (17) year old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and twelve (12).

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

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

Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has three (3) unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone by end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

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

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

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

Students who missed school due to out-of-school suspension or expulsion shall be counted absent.

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

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

CHECK IN AND CHECK OUT PROCEDURES

A student will be permitted to leave the school premises during the school day only if he/she has been signed out by a parent/guardian in the elementary principal's office. A student will not be permitted to leave school with a person other than a parent or legal guardian unless a written statement is received from the parent or guardian giving such permission. If an individual checks out a student during the school day, they may be asked to show proof of identification that includes a photo before a student may leave with them. No student may leave with a high school sibling or friend at any time. A student will not be permitted to go home with another student without written permission from the parent or guardian. A student will be counted absent one half day if they arrive after **9:30 in the morning** or check out before **1:30 in the afternoon**. If a student arrives at school any time after the tardy bell, they must come to the office for check in and receive a tardy slip.

BICYCLES

Students may ride bicycles to school. Upon arrival at school, bicycles should be parked at the bicycle fence. They are to be left there until the dismissal bell each day unless given permission by a teacher to move them for a specific reason. The school will not be held responsible for any stolen or damaged bicycles. Students may not ride mopeds or any other motor-driven cycle to school.

SCHOOL PARTIES

There will be two (2) scheduled school parties (Christmas and Valentine's Day). **Individual birthday parties in grades K-6 will not be allowed.** Students will not be allowed to distribute personal party invitations at school unless everyone in the class receives an invitation.

TELEPHONES

The school telephone is for business calls only. Students are not allowed to make phone calls, and are not called to the telephone except in case of an emergency. Please make arrangements for your children in advance in the event of an unexpected early closing of school. If you wish to speak to a teacher, leave your name and number, and he/she will return your call as soon as possible. The nurse will contact the parents when a child needs to go home because of illness.

LOST AND FOUND

All items lost or found should be brought to the office. The school cannot assume responsibility for a personal loss. Therefore, students should not bring large sums of money or valuables to school.

SCHOOL CLOSINGS

If for any reason school will not be in session, the superintendent will notify the Little Rock television stations and place a call to parents with the message system. We will broadcast these announcements as early as possible. However, predicting road conditions in advance is often impossible, so the decision on bus operation may have to be made shortly before regular departure time. Therefore, on days when weather conditions are severe, we ask that parents monitor these stations for information. Please do not call the school, or television stations.

If during the school day, weather conditions become severe enough to warrant school closing, buses may have to run earlier than the normal schedule. The superintendent will notify the Little Rock television stations when the decision is made to dismiss early. In such cases, parents should closely monitor the stations.

STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE

Student Publications

All publications that are supported financially by the school or by use of school facilities, or are produced in conjunction with a class shall be considered school-sponsored publications. School

publications do not provide a forum for public expression. Such publications, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial control of the District's administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations.

1. Advertising for publications that do not condone or promote products that are inappropriate for the age and maturity of the audience or endorse such things as tobacco, alcohol, or drugs.
2. Publications may be regulated to prohibit writings which are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
3. Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.
4. Prohibited publications include:
    a. Those that are obscene as to minors;
    b. Those that are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard for the truth;
    c. Those that constitute an unwarranted invasion of privacy as defined by state law,
    d. Publications that suggest or urge the commission of unlawful acts on the school premises;
    e. Publications which suggest or urge the violation of lawful school regulations;
    f. Hate literature that scurrilously attacks ethnic, religious, or racial groups.

Student Publications on School Web Pages

Student publications that are displayed on school web pages shall follow the same guidelines as listed above plus they shall:

1. Not contain any non-educational advertisements. Additionally, student web publications shall;
2. Not contain any personally identifying information, as defined by "Directory Information"(Privacy of Student Records), without the written permission of the parent of

the student.

3. State that the views expressed are not necessarily those of the School Board or the employees of the district.

Student Distribution of Non-school Literature, Publications, and Materials

A student or group of students who distribute ten (10) or fewer copies of the same non-school literature, publications, or materials shall do so in a time, place, and manner that does not cause a substantial disruption of the orderly education environment. A student or group of students wishing to distribute more than ten (10) copies of non-school materials shall have school authorities review their non-school materials at least three (3) school days in advance of their desired time of dissemination. The principal shall review the non-school materials, prior to their distribution and will bar from distribution those non-school materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial of distribution by the principal shall be heard by the superintendent, whose decision shall be final.

The school principal or designee shall establish reasonable regulations governing the time, place, and manner of student distribution of non-school materials.

The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of non-school materials;
3. Allow no interference with classes or school activities;
4. Specify times, places, and manner where distribution may or may not occur, and
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.

HOME -SCHOOL TESTING

Each local school district shall have authority to assess any home-schooled student who enrolls

or re-enrolls in the district in order to determine proper educational placement. The local district shall utilize, among other means of assessment, the norm-referenced test approved by the State Board of Education to assess the student and shall determine placement in the appropriate grade-level as indicated by the test results.

TRANSFER BETWEEN SCHOOLS

Any student transferring from a school accredited by the State Department of Education to another school accredited by the State Department of Education, shall be placed into the same grade the student would have been in had the student remained at the former school.

Any student transferring from a school that is not accredited by the State Department of Education to a school that is accredited by the State Department of Education, shall be evaluated by the staff of that accredited school to determine that student's proper placement in the accredited school.

EMERGENCY DRILLS

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted no fewer than four **(4)** times per year with at least one each in the months of **September, October, January, and February**. All students shall also participate in emergency bus evacuation drills at least twice each school year. Students who only ride buses occasionally, such as to go to and/or from a field trip will also have to participate in the evacuation drills. It is essential that when the first signal is given, everyone obeys orders promptly. Evacuation plans will be posted by the door of each classroom. The teacher in each classroom will give the students specific instructions.

Bell signals: A recorded response will be broadcast over the intercom signifying the type of drill so that students engage in the appropriate safety protocol for a fire or tornado.

EARTHQUAKE: If you are indoors, stay indoors. Take cover under sturdy furniture, doorways, or along inside walls. Do not rush for exits. If you are outdoors, move away from buildings and utility wires. The greatest danger is from falling debris just outside of doorways and close to outer walls. Get to an open area.

Teachers are to take responsibility and charge of students in their class. Once the initial shock has occurred, students should be moved to an open, outside location.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member.

HOMELESS CHILDREN AND YOUTH

The Brinkley School District recognizes that from time to time students who have been identified as homeless may be enrolled on one or more of its campuses. We have reviewed our school policy and believe that there are no barriers for the attendance of homeless children in our district.

DIRECTORY INFORMATION

Brinkley Public School does provide directory information to other organizations and institutions. This directory information includes student name, grade, and address. Parents should notify the school district in writing by October 1 if directory information is not to be given out.

BRINKLEY SCHOOL DISTRICT STUDENT DRUG-FREE SCHOOL/DRUG AND ALCOHOL POLICY

The Brinkley School District is strongly committed to providing a drug-free learning environment both for the health of its students and as an example to the community. In order to provide a safe school environment conducive to learning and to develop positive citizenship, Brinkley School District will develop a comprehensive discipline program to control student behavior. This discipline program may include established procedures as well as the use of electronic surveillance equipment and metal detection devices. A trained drug dog may also be used to prevent the use and/or possession of prohibited drugs or alcohol on school district property. The illegal manufacture, sale, offering, distribution, dispensation, possession or use of illicit drugs; alcohol;

or other mind-altering, non-prescription substances is prohibited on school premises or at any school-related activity.

No student shall attend school and/or school functions while under the influence of, or have in his/her possession, alcoholic beverages, or drugs or narcotics other than those legally prescribed by a medical doctor for that student. Any student who attends school and/or school functions while in possession of or under the influence of alcohol or illicit drugs will be assigned to the Alternative Classroom, suspended, or expelled, and will be referred to the police or juvenile authorities. "Under the influence' shall be deemed to mean that drugs or alcohol are detectable in any way. Any student who sells or attempts to sell alcoholic beverages or illicit drugs on school campus may be expelled and will be referred to the police or juvenile authorities. Any student thought to be under the influence of drugs will be detained in the principal's office while the parents are notified. Faculty members are to immediately report to the principal the presence of drugs, students suspected of possession of illegal drugs and/or substances that are represented to be or appear to be illegal drugs, or students suspected of being under the influence of drugs. Students are encouraged to seek treatment and/or counseling for alcohol and/or drug-related problems. However, the school district will not assume any responsibility for the expenses incurred in counseling or attendance of a drug/alcohol program. A list of suggested resource agencies is on file in the school counselors' offices. **Adopted 1146-**92, Act 706 of 1997

TITLE IX

It is the policy of Brinkley Public School not to discriminate on the basis of sex in its educational programs or activities as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to Sashunna Hudson or to the Director of the Office for Civil Rights, Department of Health, Education, and Welfare, Washington D.C. A copy of the Title IX grievance procedures may be obtained by contacting 734-5000.

SEXUAL HARASSMENT

Whereas it is the goal of Brinkley School District to provide a safe, positive environment conducive to learning, no actions by students, staff members, or other persons will be tolerated that would destroy that positive, supportive learning environment. Therefore, Brinkley School

District prohibits any form of sexual harassment against students by other students, by staff members, or by other persons on school property, at school activities, and upon school vehicles. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature where:

A. Submission to such conduct is made explicitly or implicitly a term or condition of obtaining an education;
B. Submission to or rejection of such conduct by an individual is used as a basis for educational decisions affecting the individual;
C. Such condition has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment shall include but not be limited to:

1. Verbal, sex-oriented kidding, insults, or subtle pressure for sexual activity
2. Unwelcome physical contact of any kind, such as hugging, patting, pinching, brushing against another person's body, or pulling at their personal clothing.
3. Demands for sexual favors accompanied by a threat of any kind.
4. Unsolicited letters or notes that are of a sexual nature.
5. Any inappropriate behavior of a sexual nature that interferes with the learning of students.

Students who wish to report an incident of sexual harassment shall first report the incident to their principal, who will fully investigate the complaint and take appropriate actions. The principal will file a written report of the incident with the superintendent. If a student filing a complaint feels that the disciplinary action was inappropriate, the parents or guardian of that student shall make arrangements for a conference with the superintendent regarding the complaint. The principal, parent or guardian, student filing the complaint and the superintendent should participate in the conference. The written letter of appeal requesting the conference should be sent to the superintendent within five (5) days. This written appeal shall list the specific details of the complaint, identify the participants, if known, and be signed by the student making the complaint. The written appeal should be mailed to:

Dr. Brenda Poole
200 Tiger Drive

After a formal complaint has been filed with the superintendent, the superintendent shall investigate the reported harassment and take appropriate disciplinary action if justified by the findings of the investigation. Students who initiate sexual harassment will be subject to disciplinary actions including suspension or expulsion.

MONEY AND VALUABLES

Students should never leave money or valuables in their desks. The school can assume no responsibility for money or valuables that are lost or stolen; this is the responsibility of the owner. However, we will do our utmost to assist the child in locating items.

FUNDRAISING

As per Act 525 of 1993 the following rules shall apply to door-to-door fundraising:

1. Student participation in fundraising programs is voluntary.
2. Students who do not participate will not forfeit any school privileges.
3. Students may not participate in a fundraising program without written parental permission returned to school authorities.
4. An elementary school student who sells fund-raising merchandise door-to-door must be accompanied by a parent or adult.
5. Parents must accept the duty of parental supervision.

VISITORS

Visitor parking is located on Partee Loop at the east side of the building directly in front of the office. This street is a one way street unless the playground gates are closed at which time it becomes a two way street from the gate to Lynn Street. **All visitors to Brinkley schools will first report to the building principal's office.** If the visitor needs to see a student, the principal will arrange for the parties involved to come to the office. Partee Elementary is equipped to provide only for its own students, not those from other schools or communities. Friends who are on vacation, not in school and other non-students will not be allowed to visit during school hours.

IMMUNIZATION

Act 633 of 1973 requires all students entering school in the State of Arkansas to be properly immunized before entering. Minimum immunization consists of:

4 doses DPT (Diphtheria-Pertussis-Tetanus), with the last dose after the 4th birthday

4 doses OPV (Polio), with the last dose after the 4th birthday

2 MMR (Measles, Mumps and Rubella) for all students K-12

2 Varicella (Chicken Pox) for all children entering kindergarten unless they have had the disease

3 Hepatitis B shots for all students who did not attend this school district last year.

Students who transfer from another school, either within the state or from out of state, will be conditionally admitted. Only a maximum of thirty (30) calendar days will be given for the student to produce documentation of immunization or be excluded from school. Immunization exemptions are for religious or medical reasons only and must be properly authenticated.

SOCIAL SECURITY NUMBER AND BIRTH CERTIFICATE

Act 633 of 1993 provides for some alternatives to the birth certificate and social security number enrollment requirements. Prior to a child's admission to an Arkansas public school, a school district shall request the parent, guardian or other responsible person to furnish the child's social security number and shall inform the parent, guardian or other responsible person that, as an alternative, they may request that the school district assign the child a nine (9) digit number designated by the Department of Education. Prior to a child's admission to an Arkansas public school, the parent, guardian or responsible person shall provide the school district with one (1) of the following documents indicating the child's age:

1. A birth certificate
2. A notarized document stating the child's date of birth
3. An attested baptism certificate
4. A passport
5. An affidavit of the date and place of birth by the child's parent or guardian

6. Previous school records
7. United States military identification (Act 63 of 2003)

RESIDENCY

A student entering Partee Elementary must live with a parent or guardian within the geographic limits of the Brinkley School District.

PARENT CONFERENCES

Parents are encouraged to become acquainted with the teachers and the school program. Two parent teacher conferences, one first semester and one second semester, will be scheduled each school year to provide parents and teachers with the opportunity to discuss student progress. Additional conferences may be scheduled and held during the regular school day by contacting the elementary office.

WITHDRAWAL FORMS

1. Parents will schedule a conference with the principal to notify the school that a student is to be withdrawn or transferred.
2. Parents must check with the homeroom teacher to verify that all books have been returned and to make certain all fees have been paid.
3. Final check out will be done in the elementary office. Parents will sign the appropriate withdrawal forms.
4. A copy of the withdrawal form will be provided for the parent.

TEXTBOOKS

Students will be furnished with free workbooks by the state. These workbooks will be issued to the student upon enrolling in each class. Students are responsible for proper care of these books. Students will be charged for lost or damaged books.

LIBRARY MEDIA CENTER

Our school library media center is well equipped and vital to the quality of our educational

program. Students are encouraged to use all materials and to check out books. In order to maintain an adequate collection, students, teachers and parents must cooperate to see that books are returned in good condition. If materials are not returned, a charge equal to the current replacement price is made.

ELECTRONIC GAMES, TOYS AND PETS

Apple watches, Airpods, electronic games, toys, and playing cards have no place at school. Students who bring them to school run the risk of confiscation, with return at the discretion of the teacher/principal. The teacher/principal will accept NO responsibility for confiscated articles. Personal items, such as toys and pets are not allowed at school unless approved or requested by the teachers and/or principal as being an essential part of the educational process.

REPORT CARDS

Report cards are issued every nine (9) weeks. They are to be signed by a parent or guardian and returned to the homeroom teacher. This does not mean that the parent approves or disapproves of the report, but that he has seen it. If a report card is lost, it should be reported by a note from the parent to the office. A duplicate card will be sent home for signing. A charge of $1.00 is made for each lost card.

CAFETERIA RULES

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch and breakfast are planned each day. The lunchroom management and your fellow students will appreciate your cooperation in:

1. Depositing all litter in wastebaskets
2. Returning all trays and utensils to the dishwashing area
3. Leaving the table and floor around your place in a clean condition for others
4. Not taking food from the cafeteria
5. Showing respect for fellow students by not running
6. Students will be allowed to **talk quietly**. A **no-talking lunch may be called at any time for disciplinary purposes at the discretion of the teacher or principal**.
7. Students may bring drinks from home in non-glass containers.

BUS RIDER RULES

1. Students should be on time at the designated school bus stops and should wait until the bus comes to a complete stop before attempting to enter.
2. Students should keep hands and heads inside the bus at all times. Loud talking and laughing is prohibited since these actions divert the driver's attention.
3. Horseplay of any type is not permitted on or around the school bus.
4. Bus riders should never tamper with the bus.
5. Students are not to leave books, lunches, or other articles on the bus.
6. Students are not to throw anything out of the bus windows.
7. Bus riders are **not permitted to leave their seats** while the bus is in motion.
8. Bus riders are to be **absolutely quiet** when the bus is approaching a railroad.
9. Bus riders are expected to be **courteous** to fellow students and to the bus driver.
10. Bus students are not allowed to get on or off the bus except at their designated stop unless written permission from a principal is presented to the bus driver beforehand.
11. The driver of a school bus shall not operate the bus until every passenger is seated.

BUS DISCIPLINE

When a student displays some form of disruptive behavior in route to or from school, he/she will receive a discipline referral form. All bus discipline will be done on a semester basis. The following action will be taken:

First Referral: The student will receive a **warning**.

Second Referral: The student will not be permitted to ride the bus for **(3) three days**.

Third Referral: The student will not be permitted to ride the bus for **(10) days**.

Fourth Referral: The student will not be permitted to ride the bus for the **rest of the semester**.

These actions apply to all bus riding privileges during the suspension period.

In the event that a bus infraction also violates a school regulation, appropriate disciplinary procedures will apply. In extreme disciplinary cases for chronic offenses, the administration reserves the right to permanently suspend the bus riding privileges of any student. In order to keep parents/guardians informed, they will receive a copy of each referral.

RULES FOR SCHOOL SPONSORED ACTIVITIES

All elementary children must be accompanied by a responsible adult at all school sponsored activities including sporting events, band concerts, etc. High school siblings do not qualify as a responsible adult.

PHYSICAL ACTIVITY RULES

Students should show courtesy to others at all times. In order to have a safe and organized recess time the following rules should be followed:

DO NOT

1. Push, shove or kick.
2. Throw rocks or other objects.
3. Participate in "play wrestling."
4. Hit others.
5. Tease or make fun of others.
6. Use playground equipment in an unsafe manner.
7. **Fight** or use **profanity (will not be tolerated).**

ACCESS TO SCHOOL RECORDS

The parent or legal guardian may have access to his/her child's records upon written request to the principal maintaining those records within the school system. If the student is eighteen (18) years old or older, only that student has the right to determine who, outside the school system, has access to his/her records. Parents and eligible students have a right to make reasonable requests for interpretations and explanations of records. If the parents or eligible student believe a record contains information that is inaccurate, misleading, or in violation of the student's right to privacy, the parent or eligible student may ask the educational agency to amend the record. The school must decide within a reasonable time whether it will amend the record. If the school decides not to amend the record, it must notify the parents or eligible student of his right to a hearing under

federal law.

Either parent will have access to his/her child's records unless a state statute or legally binding document for divorce, separation, or child custody prevents one parent from having access to educational records.

EXTRA –CURRICULAR ACTIVITIES

The staff at Partee Elementary understands the importance of student participation in extra-curricular and non-instructional activities. We are also committed to limiting and controlling interruptions of instructional time in the classroom and the number of absences for such activities. Any student is eligible who meets the requirements of a particular activity or organization and has appropriate behavior. Students in sixth grade who are trying out for a seventh grade activity must follow the Brinkley High School Student Handbook rules. **Such as students who are placed in ISS or are suspended from school will not attend or participate in any school functions if they are in ISS the day of the event. This includes the last day of ISS assignments. This also includes home events and out of town events.**

PROGRESS REPORTS

Reporting to parents shall be done on a regular basis. The fifth (5^{th}) week of each nine (9) weeks grading period, a progress report will be sent to parents. **The report shall be signed by the parent or guardian and returned to the student's homeroom teacher.**

RETENTION

Brinkley School Board Policy requires that students in grades K-6 acquire certain skills and subject knowledge in order to be promoted to the next grade. At the first parent conference, parents will be notified of the level of concern. Following the end of the 1st semester, a letter will be sent to the parent/guardian informing them of the possibility of retention. During the 4th nine weeks, a final decision to retain the student will be made. The parent/guardian will receive a letter informing them of the retention. The parent/guardian may call and schedule a conference to discuss the retention. **The final decision will be made by the principal.**

ACADEMIC IMPROVEMENT PLAN RETENTION (ACT 2243)

Any student in grades three through eight (3-8) identified as not passing a benchmark assessment and who fails to participate in the subsequent academic improvement plan shall be retained and shall not be promoted to the next appropriate grade until

(A) The student is deemed to have participated in an academic improvement plan; or

(B) The student passes the benchmark assessment for the current grade level in which the student is retained. (ACT 2243 of 2005)

GRADING

Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades that reflect other educational objectives such as the student learning expectations contained in the curriculum frameworks may also be given. Grades A, B, C, and D are passing. A indicates exceptionally fine work; B represents better than average work; C indicates average work; D indicates poor work. A grade of F indicates failure. The grade given at the end of the semester is a cumulative grade for that semester and is the one which is recorded on the permanent record. Students in grades 1-6 will be evaluated according to the following grading scale. Students in kindergarten will be evaluated with a checklist.

A=90-100

B =80-89

C=70-79

D=60-69

F=59 and below

Any nine (9) weeks or semester grade recorded as an I (incomplete) at the end of a grading period must be revised to a permanent grade within thirty (30) calendar days after the end of that grading period. Failure to earn a permanent grade by the deadline will result in a grade of F. After

school tutoring may be required for students who have a D or F average.

HOMEWORK POLICY

The Brinkley School District recognizes the importance of homework as a supportive activity designed to promote academic achievement, to reinforce or apply a skill previously taught, and to extend activities into the home. Therefore, meaningful homework assignments shall be made throughout the year.

In order to ensure meaningful homework, assignments should:

1. Be an outgrowth of classroom instruction.
2. Be clear and definite.
3. Be graded in line with a system that is understood by the class.

The implementation of this homework policy shall be the responsibility of each teacher and under the supervision and direction of the principal.

Check list for helping your son/daughter with homework:

Show that you think education and homework are important by:

1. Setting a regular time every day for homework to be done
2. Making sure that your child has paper, pencils, and books needed to do homework
3. Making sure that the study area is as quiet as possible with plenty of light
2. Setting a good example by reading and writing yourself

GUIDANCE AND COUNSELING SERVICES

The guidance program is an organized effort to help students who feel sad, angry, worried, afraid, or confused; students who are having trouble getting along with others; or students having trouble with school work. The counseling program emphasizes the importance of meeting the individual needs, interests, aptitudes, and abilities of students in achieving their maximum potential from their school experience. The counseling program attempts to help students to understand themselves better.

Students and parents are encouraged to consult the counselor's office. If the students or parents

would like an appointment, they may check by the counselor's office or call the elementary office and an appointment will be scheduled.

DRESS CODE

Students will wear appropriate clothing to school each day. (Loose fitting-not too tight)
Shorts and skirts must be two inches above the knee. (NO EXCEPTIONS)
Sandals must have a strap at the back.
Belts should be worn when needed.
When wearing leggings, tights, spandex, and jeggings, students must wear a top (blouse, shirt) long enough to cover their bottom.
Students must wear leggings underneath ripped pants.

NOT ALLOWED:
No flip-flops allowed.
No slides (shoes) allowed.
No caps/hats worn inside of the building or at physical activity times.
No vulgar or inappropriate language or images worn on clothing.
No cleavage will be shown.
No sagging pants.

FIELD TRIPS

Students who receive **three or more** discipline slips in a semester will not be allowed to attend reward field trips with their class.

DISCIPLINE POLICY

The minimum consequence for any discipline infraction will be a verbal reprimand. The maximum consequence for any infraction will be expulsion. When school personnel feel it is necessary, suspensions up to ten (10) days may be imposed. Students guilty of repeated serious offenses may

be recommended to the board for expulsion.

RULE 1: Tardies

A student shall be considered tardy to class if he/she is not in his/her designated area when the tardy bell rings. An excused tardy will carry no penalty. A student must have a note from the parent/guardian stating the reason for the tardy in order for the tardy to be excused. If a student arrives late for class, he/she must report to the school office for an admit slip. If a student has been detained in the office or by a teacher the student shall be issued a pass by the person who detained them before going to the next class. Any student who arrives late without an admit slip should be returned to the principal's office.

RULE 2: Truancy

After arrival on campus, a student absent from his/her assigned learning station without permission from school authorities shall be considered truant. (Ark. Stat. 6-18-201)

RULE 3: Leaving Campus or Designated Area Without Permission

After arrival on the school campus, a student shall not leave the campus or designated area without permission from school authorities. (Ark. Stat. 6-18-201)

RULE 4: Disregard of Directions or Command (Insubordination)

A student shall comply with reasonable directions or commands of teachers, substitute teachers, teacher aides, principals, administrative personnel, school bus drivers, or any other authorized personnel. (Ark Stat 5-60-112, 5-7b207, 5-71-226,5060-113)

RULE 5: Disorderly and Repetitious Misconduct

A student shall not engage in behavior which produces situations in which instruction or activities of other students are adversely affected. A student who persists in acts of misconduct, after reasonable efforts have been made by the school, will be recommended for expulsion. Efforts toward behavior modification will be made except where very serious offenses have been committed. (Ark. Stat. 5-71-207, 5-71-226, 5-60-112)

Every student is responsible to every teacher in the manner of conduct during the school day or during any school function whether on campus or off. When a student's behavior is so offensive that he/she must be disciplined by the administration, the incidence of his/her misconduct is noted on his/her record file.

RULE 6: Forgery of Passes and/or Falsification of General Information

A student shall not forge another person's name to any pass or student scheduling information,

nor falsify telephone numbers and addresses on general information forms.

RULE 7: Loitering by Suspended Students

A student who has been suspended for an act of misbehavior shall not enter any school buildings, be on any school grounds or attend any school sponsored event. (Ark. Stat. 6-21-6O7, 5-39-203)

RULE 8: Public Display of Affection

Public display of affection is not appropriate behavior at school. Failure to comply with reasonable expectations of school staff will lead to disciplinary action.

RULE 9: Food in the Elementary Building and Classrooms

A student will not bring to or consume in any teaching station or classroom food, candy, chewing gum, drinks, or other product which might be classified as food with minimal nutritional value (FMNV). Exceptions to this policy will include the nine different events each school year when students may be given any food and/or beverage items during the school day. These events will be determined and approved by school officials. Food that is prepared at home may not be brought to school for the nine special events. All food brought to school must be prepared in a commercial food service establishment.

RULE 10: Cheating on Test and Daily Homework

A student shall not cheat on tests and homework nor shall a student aid other students in cheating. Any student caught cheating will receive a "0" on the work or the test.

RULE 11: Hall Traffic

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. No running is permitted in the hall at any time.

RULE 12: Disruption, Causing a Riot and Interference with School

No student shall:

A. Occupy any school building or properties with intent to deprive others of its use or where the effect thereof is to deprive others of its use.
B. Block the doorway or corridor of any school building or property so as to deprive others of access thereto.
C. Prevent or attempt to prevent the convening or continued functioning of any school class, activity, or lawful meeting or assembly on the school campus.

D. Prevent students from attending a class or school activity.
E. Block normal pedestrian or vehicular traffic on the school campus or adjacent grounds unless under the direction of the school administrator.
F. In any manner by the use of violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance, or any other conduct intentionally cause the disruption of any lawful process or function of the school or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful process or function.
G. Encourage other students to violate any rule or school board policy.
H. A student shall not participate in a school walkout or boycott. (Ark. Stat. 5-71-207, 5-38-205, 5-71-203, 5-71-214, 5-71-201, 5-71-226)

RULE 13: Gambling

A student shall not engage in any game of chance on school premises at any time. (Ark. Stat. 5-66-106)

RULE 14: Profanity, Verbal Abuse, Obscene Gestures

A student shall not use profane, violent, vulgar, abusive or insulting language at any time. A student shall not use physical gestures that convey a connotation of obscene or highly disrespectful acts, infringe upon the rights of others, or cause or begin an overt and immediate disruption of the educational process. (Ark. Stat. 5-71-208)

MINIMUM: Verbal Reprimand

MAXIMUM: Expulsion

RULE 15: Damage, Destruction, Arson or Theft of School Property

A student shall not cause or attempt to cause damage, arson or theft of school property. (Ark. Stat. 5-17-216, 5-38-203 5-38-204, 5-38-301, 5-71-103, 5-39-301,5-39-202)

MINIMUM: Verbal Reprimand

MAXIMUM: Expulsion

RULE 16: Indecent Exposure and Sexual Advances

A student shall not deliberately commit indecent exposure in school, at school sponsored activities on or off campus, nor shall a student make improper sexual advances toward another person. (Ark. Stat. 5-14-111, 5-14-122)

MINIMUM: Out of School Suspension

MAXIMUM: Expulsion

RULE 17: Theft and Extortion

A student shall not cause or attempt to cause damage or steal or attempt to steal the property of another student or any other person, nor shall a student obtain or attempt to obtain anything from another person by either physical force or threat (illegal acts) (Ark. Stat. 5-41-203, 5-12-102, 5-12-103, 5-36-103)

MINIMUM: Verbal Reprimand

MAXIMUM: Expulsion

RULE 18: Threatening Another Student

A student shall not threaten another student. (Ark. Stat. 5-13-301)

MINIMUM: Reprimand

MAXIMUM: Expulsion

RULE 19: Fraternities, Sororities, Gangs or Other Secret Organizations or Societies

No student shall participate in, recruit for, or display the symbols of a fraternity, sorority, gang, or other secret organization or society.

Prohibited activities include (but are not limited to) the following:

1. Soliciting and/or recruiting others for membership.
2. Participating in and/or encourage physical violence.
3. Extorting or soliciting money and/or other services.
4. Coercing, harassing, and/or otherwise intimidating or threatening.
5. Wearing, possessing, raising, displaying in any manner, distributing, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other items commonly associated with membership in or affiliation with a gang.
6. Using any communication, verbal or non-verbal (gestures, handshakes, etc.) suggesting or showing membership in or affiliation with a gang.
7. Engaging in any activity intended to promote or further the interests of any gang or any gang-related activity including distributing literature, drawing or displaying unauthorized symbols on any surface, teaching others to “represent”, or acting like a member of a gang.

8. Engaging in any activity defined by the laws of Arkansas to be "HAZING". When there is a question as to whether or not possessions or clothes are gang related, determination will be made by the Brinkley School Administration.

MINIMUM: Reprimand

MAXIMUM: Expulsion

RULE 20: Fighting Among Students is Unacceptable Behavior

Students will not fight while at school, on buses, or at any school sponsored event regardless of where or when that event takes place. All students who choose to fight will be disciplined. (Ark. Stat. 5-71-226, 5-71-207)

MINIMUM: In-School Suspension (ISS)

MAXIMUM: Expulsion

In all cases the school is required to report all violent acts to the Brinkley Police Department.

RULE 21: Physical Abuse or Assault by a Student on Another Student

A student may not strike or beat another student, or intentionally attempt to cause another student to be injured. Notification to the proper authorities will be made. (Ark. Stat. 5-71-207, 5-71-208, 5-71-209)

MINIMUM: In-School Suspension (ISS)

MAXIMUM: Expulsion

RULE 22: Sexual Harassment by Lewd Remarks or Physical Contact

State law requires sexual harassment be reported to the proper authorities (Ark. Stat. 5-14-109, 5-14-107, 5-68-201) (See the sexual harassment policy.)

MINIMUM: In-School Suspension (ISS)

MAXIMUM: Expulsion

RULE 23: Direct Verbal Abuse of a School Employee

It is unlawful for any person to use profane, violent, vulgar, abusive or insulting language toward any public school employee during the course of his or her duties. (Ark. Stat. 5-71-208) (Act 1565 of 2001)

MINIMUM: Out of School Suspension (OSS)

MAXIMUM: Expulsion

RULE 24: Threatening, Physical Abuse or Assault of School Staff

State Law requires criminal charges be filed against anyone who threatens or physically abuses or assaults a school staff member.

MINIMUM: Out of School Suspension (OSS)

MAXIMUM: Expulsion

RULE 25: Possession and Use of Cell Phones, Apple Watches, ETC.

Use and misuse of cell phones has become a serious problem that threatens the ability of the district's schools to properly and efficiently operate its education program. The school board believes it is necessary to restrict student use and possession of cell phones, other electronic communication devices, cameras, Apple Watches, and other portable music devices so that the opportunity for learning in the district's schools may be enhanced.

For the purpose of this policy, the use of a cell phone or other communication device includes any incoming call, text message, message waiting, or any other audible sound coming from the phone or device.

The student and /or the student's parents or guardians expressly assume any risk associated with students owning or possessing technology equipment. Students have no right of privacy as to the content contained on any cell phones and other electronic communication devices that have been confiscated.

From the time he/she arrives on campus until he/she leaves campus, students are forbidden from having cameras, cell phones, Apple Watches, or any other portable music device.

Students will not be allowed to use cell phones or other portable music devices on campus and on the bus. If a student is caught using a cell phone or other portable music device, they will be confiscated. Confiscated cell phones and other electronic communication devices may be picked up at the school's administration office by the student's parents or guardians.

Students who use school issued cell phones and/or computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline.

MINIMUM: Confiscation of the device

MAXIMUM: Expulsion

RULE 26: Alcohol and/or Drug Use and Possession

Students will not be in the possession of, under the influence of, or in the act of using alcoholic beverages or any drug for which the student does not have a prescription from a duly recognized physician while at school, on school buses, at any school sponsored event which is on or off school

property and during or after regular school hours. State Law requires criminal charges be filed. (Ark. Stat. 5-64-401, 3-3-203, 5-71-212, 5-64-403)

MINIMUM: Out of school suspension

MAXIMUM: Expulsion

RULE 27: Use of Any Instrument that Could Be Used for a Weapon

The use of any instrument that can be used for a weapon that could cause severe injury is strictly prohibited. Notification to proper authorities will be made. (Ark. Stat. 5-13-202, 5-13-204, 5-73-104)

MINIMUM: Reprimand

MAXIMUM: Expulsion

RULE 28: Possession of a Weapon Other Than Firearms

These are defined as instruments that are generally prohibited by law and could cause a person harm and are not appropriate in a school setting. Criminal charges will be filed. (Ark. Stat. 5-73-120)

CONSEQUENCES: Required by United States Law and Arkansas State Law, expulsion for not less than one (1) year; however, the superintendent shall have discretion to modify such expulsion requirement for a student on a case-by-case basis.

RULE 29: Possession of a Firearm

No student shall be in possession of or use a firearm. Criminal charges will be filed. (Ark. Stat. 5-73-119) **CONSEQUENCES:** Required by United States Law and Arkansas State Law, expulsion for not less than one (1) year; however, the superintendent shall have discretion to modify such expulsion requirements for a student on a case-by-case basis.

RULE 30: Discipline for Students With Disabilities

Students with disabilities who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as such treatment is consistent with the Federal Individuals with Disabilities Education Act.

RULE 31: Communicating a Death Threat Concerning a School Employee or Student

No person shall communicate a death threat concerning a school employee or student. Criminal charges will be filed against any person making such a threat. (Act 1046 of 2001)

MINIMUM: Out of School Suspension (OSS)

MAXIMUM: Expulsion

RULE 32: Smoking

The use and/or possession of any form of tobacco including vapes by students or visitors is prohibited during school hours on school property or at any school function.

MINIMUM: In-School Suspension (ISS)

MAXIMUM: Suspension

RULE 33: Laser Pointers

It is unlawful for a person under eighteen (18) years of age to possess a hand-held laser pointer without adult supervision. Therefore, the use/and or possession of such a device by students is prohibited during school hours on school property.

MINIMUM: Confiscation of the device

MAXIMUM: Expulsion

RULE 34: Bullying

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

Bullying means the intentional harassment, intimidation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of:

- Physical harm to a public school employee or student or damage to the public school employee's or student's property;
- Substantial interference with a student's education or with a public school employee's role in education;
- A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or

- Substantial disruption of the orderly operation of the school or educational environment;

Electronic act means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.

Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose;

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

Substantial disruption means without limitation that any one or more of the following occur as a result to the bullying:

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

Examples of "Bullying" may include but are into limited to a pattern of behavior involving one or more of the following:

1. Sarcastic "compliments" about another student's personal appearance,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting person,
5. Demeaning humor relating to a student's race, gender, ethnicity or personal characteristics,

6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings, and/or
10. Threats of harm to student(s), possessions, or others.

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

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

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

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

This Act permits different consequences depending on the age or grade of the bully students. (Act 115 of 2007)

MINIMUM: Reprimand

MAXIMUM: Expulsion

RULE 35: Behavior not Covered Above

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

PARTEE ELEMENTARY IN SCHOOL SUSPENSION STUDENT GUIDELINES

1. Students must report to the alternative classroom upon entering the campus each morning. Students must be in their assigned seats before the tardy bell rings and will be dismissed at the end of the day by the alternative classroom supervisor. ADDITIONAL DAYS WILL BE ADDED IF THE STUDENT IS TARDY OR ABSENT.
2. Students may use school transportation or provide their own.
3. NO EATING, DRINKING, OR GUM CHEWING. Lunch will be scheduled in the alternative classroom.
4. Students will immediately and courteously obey the direct and reasonable requests of school employees.
5. Students will be responsible for bringing necessary materials to complete assignments.
6. Work areas will be kept according to the alternative school supervisor's specifications.
7. All assignments must be completed to the satisfaction of the classroom teacher and the alternative classroom supervisor. Make-up work will be permitted for a student who is in an alternative classroom.
8. Talking is not permitted in the alternative classroom. Communication in any form (talking, notes, etc.) with other students is prohibited unless otherwise directed by the alternative classroom supervisor.
9. Students who are placed in the alternative classroom will not attend or participate in any school functions.
10. NO SLEEPING IS ALLOWED. Do not put your head down.
11. Students attending the alternative classroom will follow the Partee Elementary School Handbook rules and guidelines. All dress codes and code of conduct will be strictly enforced.

12. Student's re-entry into the regular classroom will be based on their progress.
13. Failure to comply with rules and regulations of the alternative classroom or failure to comply with directions of the supervisor may result in extra days or recommendation for suspension or expulsion from school.

STUDENTS ASSIGNED TO THE ALTERNATIVE CLASSROOM WILL NOT BE PERMITTED TO PARTICIPATE IN ASSEMBLIES, ATHLETIC CONTESTS, OR ANY SCHOOL-SPONSORED ACTIVITY DURING THE TIME THAT THEY ARE ASSIGNED.

CLOSED CAMPUS

It is the policy of the Brinkley Board of Education to have a closed campus. This means NO ONE LEAVES FOR LUNCH.

CORPORAL PUNISHMENT

Teachers and administrators are authorized to administer corporal punishment (paddling) according to the following requirements:

1. Corporal punishment shall not be administered to any student until a witness, who shall be a certified employee, has been summoned and advised in the presence of the student the reason for the contemplated punishment and the student has been given the opportunity to explain the reason for his/her actions.
2. The administration of the corporal punishment shall be observed by the witness. A maximum of three (3) licks with a paddle will be administered. Corporal punishment will not be used more than once per day.
3. Corporal punishment shall never be administered in the presence of other students or in the spirit of malice or anger.
4. A written report signed by the employee administering the corporal punishment shall be filed in the principal's office immediately following the punishment. The report shall give the reason for the punishment.
5. A student who refuses to accept corporal punishment shall be suspended.
6. Any parent/guardian who objects to the administration of corporal punishment for their child must file written notice of the objection with the principal at the beginning

of each school year.

SHORT TERM SUSPENSION (TEN DAYS OR LESS)

Each principal is authorized to suspend students from school for a period of up to ten (10) days for disciplinary reasons. Unless the official imposing the suspension has personally witnessed the infraction, he/she will conduct such investigation into the matter, as he/she deems necessary, including an interview with the subject student. Before imposing a suspension the school official will, in an informal conference, advise the student orally or in writing of the nature of his misconduct. If he/she denies the misconduct, an explanation of the evidence the school authorities have will be presented, at which time the student shall have an opportunity to present his/her version of what happened as a means of defense or mitigation. The informal administrative conference normally will be held prior to the removal of the student from school, except where the student's conduct and presence pose danger to persons or property or a threat of material disruption to the educational process, in which case the student may be removed from the school immediately. In such case the administrative conference will be held as soon as practical. The school official suspending a student shall facilitate the notification of the custodial parent or guardian. **It is the parents' or legal guardians' responsibility to provide current contact information to the district which the school shall use to immediately notify the parent or legal guardian upon the suspension of a student.** The notification shall be by one of the following means, listed in order of priority:

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

The district shall keep a log of contacts attempted and made to the parent or legal guardian. The school official conducting the informal hearing or advising the student of his/her misconduct

and providing the student the opportunity to present his/her version of what happened shall prepare a brief written summary of the procedure to be kept in the school files. A student may be suspended if the student poses a physical risk to themselves, or to others; or causes a serious disruption that cannot be addressed through other means. An administrative conference will be held on the date of the student's return to school with the principal, parent, and student.

EXPULSION FROM SCHOOL

The principal of a school may recommend that a student be expelled from school with loss of credit and shall make said recommendation to the superintendent in writing which will include a written statement of the charge or charges against the student. If the superintendent concurs with the recommendation, he/she shall schedule a hearing before the School Board. The School Board may expel a student for the remainder of the semester, or for the remainder of the school year, or permanently for conduct it deems to be of such a serious nature as to make a suspension inappropriate, or where it finds that the student's continued attendance at school would be unacceptably disruptive to the educational program or would be attended with unreasonable danger to other students and faculty members. Permanent expulsion is appropriate only for those instances in which serious bodily harm has occurred or reasonably could have been expected to occur to another person.

The superintendent or designee shall give written notice of the alleged incident causing the expulsion recommendation, to the parent/guardian if the student is a minor or to the student if he or she is an adult. A hearing will be conducted within ten (10) days following the date of the notice except that the superintendent, the student and the student's parent may agree in writing to a date not conforming to this limitation. The notice will also state charges against the student in clear and concise terms.

In every case of a hearing held by a School Board regarding the expulsion of a student, the president of the board or, in his/her absence, another member selected by the board shall preside at the hearing. The student shall be entitled to representation by a lawyer or lay counsel. The superintendent or designee shall present evidence and may present witnesses or statements from those persons having personal knowledge of the events or circumstances giving rise to the expulsion recommendation at the hearing. The student or representative may then present

witnesses or statements by witnesses with personal knowledge of events or circumstances relevant to the issues. Normally, formal cross-examination will not be permitted. If, during the course of the hearing, the board determines that the credibility of any of the witnesses is in issue, then it will permit cross-examination by the student and the superintendent or their representatives of those witnesses whose credibility has become an issue. Such cross-examination should ordinarily be limited to the question or questions of which the credibility of the witness has become an issue. Opportunity shall be afforded for the student to observe all evidence offered against him. Members of the board may question any witness. At the conclusion of the hearing, the board may discuss the matter and will dispose of it by vote. If the board does not expel the pupil with loss of credit, they may impose less severe disciplinary actions such as long-term suspension, which may be with or without allowing him/her to make up schoolwork. The board shall briefly state its findings in writing within ten (10) days after the hearing.

The board shall make a record of the evidence taken at the proceedings by use of either a court reporter and/or tape recorder. If a student, so desires, the record will be transcribed and a copy furnished to the student. Copies of all statements used as evidence will be included with the record. An appeal shall be conducted in executive session if requested by the parent or guardian of the student provided that, after hearing all the testimony and debate, the School Board shall conclude the executive session and reconvene in public session to vote on such appeal. The president of the board or the presiding officer has the authority to limit unproductively long or irrelevant questioning by non-board members.

COMPLAINTS AND GRIEVANCES

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

1. The complaint must be directed to the person who originally took the action upon which the complaint is based on. The person shall reconsider his/her action and give his/her decision to the complaint.
2. If the complaint is not satisfied with the decision, the complainant 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 complaint may be directed to the superintendent.

3. The superintendent shall review the complaint and shall issue a decision regarding the complaint. Any further appeal must be made to the Board of Education through regular procedures (provided by the superintendent) for appearing before the board.

REFUSAL TO TAKE ANY DISCIPLINE PROCEDURE

Refusal to take any discipline procedure will result in the following

1. Parents will be notified.
2. The student may be suspended.
3. Upon returning to school, the student must be accompanied by a parent or guardian and be prepared to receive the original punishment.
4. No class work may be made up due to absences of this nature.

FACULTY MEMBERS WILL CORRECT MISCONDUCT ANYWHERE THEY SEE IT DURING SCHOOL HOURS OR SCHOOL ACTIVITIES.

SEARCH AND SEIZURE

In the assignment of school property (lockers, locks, desks, textbooks, etc.) to a student, the school retains ownership of such property and retains the right to inspect it or reclaim it at any time. The courts have provided a sound legal basis for conducting searches on school grounds. Searches of school property may be conducted at any time. Any principal who has reasonable cause may search a student, a student's belongings, student's vehicle on school property, or student's locker. Any contraband discovered will be seized and held by the principal until appropriate action can be taken.

Personal searches will be conducted if an administrator has reasonable suspicion that the search would produce evidence indicating that the student has violated the law, school rules or that personal safety has become an issue. An adult witness will be present when a search is conducted. The scope of the search will be "reasonable, related to the objective of the search and not be excessively intrusive in light of the age and gender of the student and the nature of the infraction".

HEALTH POLICIES AND PROCEDURES

The Brinkley School District Board of Directors shall cooperate with the state, county, and city health departments in providing health services for the sanitary inspection of the buildings and for the examination of all students to detect contagious and infectious diseases and physical defects. Specific policies and procedures regarding health problems shall be:

A. When necessary the school nurse shall administer first aid in accordance with established first aid procedures.
B. Students shall be excluded from school for health reasons through the principal's office or nurses office only.
C. Accidents to students on school grounds, in school buildings during school hours, or at school functions will be reported to the building principal.
D. Only first aid treatment will be given at school. If further treatment is needed, the child's family will be notified so that they can take the child to the family physician.
E. The school assumes no responsibility for financial obligations involved in the emergency treatment of students when parents cannot be reached.
F. When students are injured or become ill at school, their parents will be notified by the nurse or her designee and requested to take them home.
G. Students having a rash suspicious of scabies will be excluded from school. When this becomes necessary the parent will be notified by the principal or the school nurse. A doctor's statement must accompany the student stating that he/she is not contagious when he/she returns to school.
H. Students having pediculosis (head lice) shall be excluded from school. Before students may be readmitted, the school nurse or designee shall examine the student to make sure they are free of any lice and nits. The parent/guardian must bring proof of

treatment, such as a sales receipt showing product purchased or empty product container, and accompany their child to school for the recheck.

I. Students being habitually unclean will be provided the necessary assistance (soap, towel, clean clothes) to improve student's hygiene.

J. In cases of chickenpox, the student may return to school after all scabs are dry, usually six (6) days after onset of the first vesicles.

K. In cases of diseases such as mumps and rashes, students must be free from fever before returning to school.

L. If pink-eye is suspected, parents are to be notified to seek treatment for the child. A doctor's statement is required for readmission as long as there is redness in the eye.

M. Students will not be administered medication of any kind by school personnel without a note signed by the parent which specifies the name of the student, the medication dosage, and the time schedule for dosage.

N. The school or school nurse will not be held responsible for undesired reactions which occur as a result of medications administered at school.

O. All medications sent by parents must be in the original bottle. Any medication that is not sent in the original bottle will be discarded immediately.

P. In the absence of the school nurse, the responsibility for administering the medication will be delegated by the principal.

Q. If there is a need for giving medication on a long-term basis, a doctor's statement is required stating the necessity for giving the medication during the school day, the dosage and number of times needed at school, a diagnosis of the child's specific condition, and any reactions that might occur. In addition to the doctor's statement, the parent or guardian must also sign and file a medication request slip with the school nurse.

R. Absolutely no medication will be administered to a student at school if it is the first time the student has ever taken that particular medication. The first dose is to be administered at home under the parent's supervision.

S. Any medication to be taken three (3) times a day will not be administered at school. Neither will any medication ordered twice a day, unless specified by a physician.

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

U. The school shall not keep outdated medications or any medications past the end of the school year.

COMPUTER USE POLICY

The Brinkley School District makes computers and/or computer Internet access available to students, to permit students to perform research and to allow students to learn how to use computer technology. Use of district computers is for educational and/or instructional purposes only. It is the policy of this school district to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors. *** No student will be granted Internet access until and unless a computer-use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen (18) is on file.** The current version of the computer use agreement is incorporated by reference into board policy and is considered part of the student handbook.

Students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous. Students who misuse district-owned computers of Internet access in any way, including using computers except as directed or assigned by staff or teachers, using computers to violate any other policy or contrary to the computer use agreement, attempting to defeat or bypass Internet filtering software, or using

the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook and/or computer use agreement.

The following action will be taken for violations of this policy:

MINIMUM: Reprimand

MAXIMUM: Expulsion

*The designated District Technology Administrator or designee may authorize the disabling of the filter to enable access by an adult for a bona fide research or other lawful purpose.

Legal References: (Children's Internet Protection Act; PL 106-554)
20 USC 6777
47 USC 254(h)
A.C.A. 6-21-107
A.C.A. 6-21-111

***** Parents / guardians and students are responsible for instructional devices (Chromebooks and chargers) that are given to each student that are lost or damaged. *****

SELECTION OF INSTRUCTIONAL AND LIBRARY/MEDIA CENTER MATERIALS

Challenges

The parent of a student affected by a media selection, or a District employee, may formally challenge the appropriateness of a media center selection by following the procedure outlined in this policy. The challenged material shall remain available throughout the challenge process.

Before any formal challenge can be filed, the individual contesting (hereinafter complainant) the appropriateness of the specified item shall request a conference through the principal's office with a licensed media center employee. The complainant shall be given a copy of this policy and the *Request for Formal Reconsideration Form* prior to the conference. The meeting shall take place at

the earliest possible time of mutual convenience, but in no case later than five (5) working days from the date of the request unless it is by the choice of the complainant.

In the meeting, the media specialist shall explain the selection criteria and how the challenged material fits the criteria. The complainant shall explain his/her reasons for objecting to the selected material. If, at the completion of the meeting, the complainant wishes to make a formal challenge to the selected material, he/she may do so by completing the *Request for Formal Reconsideration Form* and submitting it to the principal's office.

To review the contested media, the principal shall select a committee of five (5) or seven (7) licensed personnel consisting of the principal as chair and at least one media specialist. The remaining committee members shall be personnel with curriculum knowledge appropriate for the material being contested and representative of diverse viewpoints. The task of the committee shall be to determine if the challenged material meets the criteria of selection. No material shall be withdrawn solely for the viewpoints expressed within it and shall be reviewed in its entirety and not selected portions taken out of context.

The principal shall convene a meeting after a reasonable time for the committee members to adequately review the contested material and the *Request for Formal Reconsideration Form* submitted by the complainant. The complainant shall be allowed to present the complaint to the committee after which time the committee shall meet privately to discuss the material. The committee shall vote by secret ballot to determine whether the contested material shall be removed from the media center's collection. A member from the voting majority shall write a summary of the reasons for their decision. A notice of the committee's decision and the summary shall be given (by hand or certified mail) to the complainant.

If the decision is to not remove the material, the complainant may appeal the committee's decision to the district Board of Directors by filing a written appeal to the Superintendent within 5 working days of the committee's decision or of written receipt of the decision. The Superintendent shall present the original complaint and the committee's decision along with the summary of its reasons for its position plus a recommendation of the administration, if so desired, to the Board within 15

days of the committee's decision. The Board shall review the material submitted to them by the Superintendent and make a decision within thirty (30) days of receipt of the information. The Board's decision is final.

Legal Reference: A.C.A. § 6-25-101 et seq.

Date Adopted: 1/27/03; 7/1/08