

VALLEY SPRINGS ELEMENTARY SCHOOL 2020-2021

ADMINISTRATION
Dr. Kyle Mallett, Superintendent
Lisa Sherrill, Principal



VALLEY SPRINGS ELEMENTARY SCHOOL

7349 School Street
Valley Springs, Arkansas 72682
Phone: (870) 302-3071
FAX: (855) 604-0968
Website: <http://valley.k12.ar.us>
Office Hours: 8:00 a.m. - 3:30 p.m.

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VISION

Valley Springs Elementary School strives to establish a community of responsible, productive, and respectful learners. We will provide a safe and caring learning environment supported by families and the community. By providing high expectations, students of ALL ability levels will be challenged and supported to achieve success academically, socially, and emotionally.



KINDERGARTEN

Shannon Burkeen
Rebecca Linn
Clarissa Mangrum
Miranda Ricketts

FIRST GRADE

Nina Acuff
Delora Roberts
Stormey Wheeler

SECOND GRADE

Cassie Lynch
Alma Scott
Brittany Yount

**THIRD/FOURTH
GRADE LITERACY**

Alyssa Farmer
Danielle Riggins
Cheryl Williams

**THIRD/FOURTH
GRADE MATH**

Tammie Cantrell
Karen Scott
Shawna Woehl

COUNSELOR

Mindi Phillips

SECRETARY

Tamara Moorehouse

NURSE

Janie Greenlee

INTERVENTIONIST

Christy Horn

SPECIAL EDUCATION

Nicole Racic
Tammi Smith

**GIFTED AND
TALENTED**

Samantha Snow
Deloris Smith

**PHYSICAL
EDUCATION**

Chris Jones

MEDIA SPECIALIST

Melissa McDonald

MUSIC

Barbara Livingston

ART

Deloris Smith

COMPUTER

Erica Nichols

PARAPROFESSIONALS

Lisa Brown
Shannon Cothran
Jennifer Graddy
Melissa Greenhaw
Crystal Hargrave
Teresa James

HANDBOOK COMMITTEE

Lisa Sherrill, Principal
Terra Fondriest, Parent
Amelia Fondriest, Student

Mindi Phillips, Counselor
Karen Scott, Teacher
Brittany Yount, Teacher

These policies were adopted for use by the Valley Springs Board on July 20, 2020.

Due to the current Covid-19 pandemic, the Valley Springs School district has received waivers from DESE to address areas such as digital learning, scheduling, attendance, and other policies. Those waivers supersede any current handbook policies. In addition, policies and procedures may change at any given time due to the current health crisis. COVID-19 mitigation procedures are outlined in the District's "Ready for Learning" Plan which is posted on the school website.



DISCRIMINATION/504 COMPLIANCE

No student in the Valley Springs School District shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District. The Valley Springs School District has a limited open forum granting equal access to the Boy Scouts of America and other youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Mindi Phillips, Counselor/District 504 Coordinator
Valley Springs Public Schools
7349 School Street
Valley Springs, AR 72682
(870) 302-3053

Inquiries on non-discrimination may be directed to the High School Counselor, Kelli Shanks, who may be reached at 870-302-3053, kshanks@valley.k12.ar.us, and/or P.O. Box 640, Valley Springs, AR 72682.

For further information on notice of non-discrimination or to file a complaint, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm>; for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Any person may report sex discrimination, including sexual harassment, to the Title IX Coordinator in person or by using the mailing address, telephone number, or email address provided above. A report may be made at any time, including during non-business hours, and may be on the individual's own behalf or on behalf of another individual who is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment.

504 CHILD FIND NOTICE

Pursuant to Section 504 of the Rehabilitation Act of 1973, the District has a duty to identify, refer, evaluate and if eligible, provide a free appropriate public education to disabled students. If a student or parent believes that they may qualify for services under Section 504, they are encouraged to contact the 504 Building Coordinator. For additional information about the rights of parents and eligible students, or for answers to any question you might have about identification, evaluation and placement into the Section 504 program, please contact the District 504 Coordinator, Becky Locke, at 870-302-3053.

1. Access To Student Information

Federal law permits the school district to disclose personally identifiable information in the student's education records to school officials with legitimate educational interests. School officials include persons employed by the district as an administrator, supervisor, teacher, or support staff member (including but not limited to transportation personnel) or a person, agency, or company with whom the District has contracted, or otherwise arranged to perform a special task or service. Such individuals have a legitimate educational interest if he/she needs to review an education record in order to fulfill his or her professional and/or official responsibility.

A legitimate educational interest also exists where the staff member or other individual works directly with students and needs to review education records to increase his/her awareness of steps necessary for the safety and welfare of students and staff members.

SECURITY

The following policies are in place for the safety of our students. We hope that you will appreciate the effort being made by the school to protect your children.

1. Video and Audio Surveillance

The Valley Springs School 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. 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 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. 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. Students, who vandalize, damage, disable, or render inoperable (temporarily or permanently) surveillance cameras and equipment shall be subject to the appropriate disciplinary action and referred to the appropriate law enforcement authorities.

2. Student Security Codes

For security reasons, a numerical code will be assigned to each student and given only to the parent or guardian of that child. If the parent needs to have someone other than those listed on the registration form pick up their child from school, that person will be required to give school officials the code for that student. Each student will have a different code. They will not be assigned a family code. The office will not give parents their code over the phone if they forget it. Parents will need to come in person to the office to get their code for security reasons and show photo identification.

3. Car Rider Policy

All vehicles in the car rider line will be required to have an official Valley Springs Elementary identification card displayed in the window in order to pick up a student. Each car rider will be given two cards at the beginning of the school year. **Any vehicle not displaying the card will be asked to park and go to the office and show identification or give the student's code to office personnel.**

ENROLLMENT

A statement will be required from students transferring from another school that they have not been expelled from that school.

The school provides hearing and vision screening every year at no cost.

Valley Springs will request the school records from the school that the student previously attended.

DIGITAL LEARNING PLAN

Due to the current health crisis, any student in 2nd-4th grade may choose to enroll in Virtual Valley in which case, all learning will occur off site. Those students are expected to be engaged with the curriculum each day. Students will only be allowed to switch from Virtual Valley to On-site instruction at the start of a new 9 weeks. Student progress will be evaluated mid-term. Those students who do not engage in the online curriculum for more than 3 days will be asked to return to onsite instruction at the beginning of the next 9 weeks, if at all possible. Students enrolled in on site instruction will use a blended instruction format, so that the instruction can occur from home, if a student is required to be quarantined, runs a fever, or school closes due to COVID-19. Students who do not engage with the curriculum and teacher daily, will be counted absent.

COMPULSORY ENROLLMENT

Every parent, legal guardian, person having lawful control of the child, or person standing in loco parentis of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides within the District shall enroll and send the child to a District school with the following exceptions: The child is enrolled in private or parochial school; the child is being home-schooled and the conditions of the Home Schooling policy have been met; the child will not be age six (6) on or before August 1 of that particular school year and the parent, legal guardian, person having lawful control of the child, or person standing in loco parentis of the child elects not to have him/her attend kindergarten. A kindergarten waver form prescribed by regulation of the Division of Elementary and Secondary Education must be signed and on file with the District administrative office; the child has received a high school diploma or its equivalent as determined by the State Board of Education; 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; the child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program.

KINDERGARTEN ENROLLMENT REQUIREMENTS

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

enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District. Any student who was enrolled in a state-accredited or state-approved kindergarten program in another state or in a kindergarten program equivalent in another country, becomes a resident of this state as a direct result of active military orders or a court-ordered change of custody, will become five (5) years of age during the year in which he or she is enrolled in kindergarten, and meets the basic residency requirement for school attendance may be enrolled in kindergarten upon a written request to the District.

Prior to a child's admission to a kindergarten class in Valley Springs Elementary School, the parent, guardian or responsible person shall provide the school district with four pieces of documentation.

1. Documentation of Age

Any of the following items will be accepted:

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

2. Social Security card or number

3. Physical

4. Immunization Record The required minimum immunizations are: 3 polio, 4 Dtap, 2 MMR, 3 Hep B and 2 Varicellas. One immunization for DPT and Varicellas must be dated after the child's 4th birthday. It is the parent's or guardian's responsibility to see that their child's immunization records are updated and on file with the Valley Springs School before enrolling. Any request for exemption from the required immunization, either for bonafide medical, religious or philosophical reasons, must be reviewed for approval by the director of the Arkansas Department of Health and not by the Valley Springs School.

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

IMMUNIZATIONS

The District shall maintain a copy of each student's immunization record and a list of individuals with exemptions from immunization which shall be education records as defined. An education record may be disclosed to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

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 school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health. For the complete policy, [click here](#).

GENERAL INFORMATION

School will begin at 7:55 a.m. and dismiss at 3:10 p.m. Students will be counted tardy at 8:00 a.m.

Children who walk to school, or are car riders, should not arrive before 7:30 a.m., at which time they should report directly to the school cafeteria.

A moment of silence will be observed every morning after the pledge.

Pets will not be allowed in the school area. Please try to keep pets from following the student to school.

Children are not allowed to leave school during school hours unless it is unavoidable. If the student must leave, the parent, guardian, or someone listed on that child's registration form, or someone with that child's security code, must come to the office and show proper



identification before signing the student out.

Toys, of any kind, are not to be brought to school. They will be taken up and kept in the office until the child's parent or guardian comes to pick them up. Items other than toys that could be taken up include, but are not limited to, items such as necklaces, bracelets, Germ-x, hair accessories, and anything else that distracts from learning.

Sports equipment **can** be brought to school for use at recess, with the exception of baseballs, baseball bats and any other item that the Principal deems is dangerous and could easily cause physical harm to the students. The school will not be responsible for damage or loss of the equipment.

Fighting, profanity, vulgarity, and disrespect will not be tolerated at school.

If both parents are to be out of town, please notify the school giving the name of the person to be called should your child become ill or be injured at school.

If your child needs to ride a different bus for any reason, please refer to Bus Transportation. Parents should make arrangements with their child before coming to school if they are to ride a different bus that day. Please try to call before 2:30 if you need to get a message to your child. **Please do not e-mail or text the teachers/office about a change in transportation. Many of the teachers do not have time to check their e-mail until school is out for the day. It is against school policy for the teachers to have their phones on when they are responsible for children, such as in the classroom or when they are on duty. Therefore, please do not text them and expect a response until after school has dismissed for the day.**

When you send money to school, it is strongly recommended that you put it in a sealed envelope with your child's name, teacher's name and what the money is for on the outside of the envelope.

All-terrain vehicles are prohibited on campus.

No student shall be permitted to use the telephone except for school business and emergency reasons. Students must have permission from the office to use the phone.

No gum chewing will be permitted at school unless it is a special activity designated by the teacher. This is a costly item each year since gum ends up either on the floor or under the student desks.

Balloons are not allowed at school or on the buses due to safety reasons. Exceptions to this rule would be for activities that did not involve the students transporting the balloons home on the bus.

Students shall not possess any hand held laser pointer while in school; on or about school property, before or after school; in attendance at school or any school-sponsored activity; on route to or from school or any school-sponsored activity; off the school grounds at any school bus stop or at any school-sponsored activity or event. School personnel shall seize any laser pointer from the student possessing it and the student may reclaim it at the close of the school year, or when the student is no longer enrolled in the District.

CELL PHONES

Use of cellular phones after school is permitted if the student has a letter from his/her parents requesting permission to have the phone at school. The letter must be signed by the Principal and kept on file in the Elementary office. Cell phones should be kept on silent and must remain in the student's backpack in their locker/cubbie during the school day.

Students caught using cell phones during the school day without permission, are subject to the following consequences:

- 1st Offense-Confiscation of the device until the parent picks it up at school.
- 2nd Offense-Confiscation of the device until the parent picks it up at school.
- 3rd Offense-Three days of in- school suspension and confiscation of the device until the parent picks it up at school.
- Any phones not picked up by the last day of school, will be donated for recycling.

ELECTRONIC EDUCATIONAL DEVICES

The students are allowed to use electronic educational devices that have been approved by their teacher.

HOME SCHOOLING

Parents or legal guardians desiring to provide a home school for their children shall give written notice to the Superintendent of their intent to homeschool. The notice shall be given:

1. At the beginning of each school year, but no later than August 15;
2. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter; or
3. Within thirty (30) calendar days of the parent or legal guardian establishing residency within the district during the school year.
4. Written notice of the parent or legal guardian's intent to home school shall be delivered to the Superintendent through any of the following methods:
 - Electronically, including without limitation by:
 - Use of the Division of Elementary and Secondary Education's (DESE) online system;
 - Email; or
 - Facsimile;
 - By mail; or
 - In person.

The notice shall include:

- a. The name, sex, date of birth, grade level, and the name and address of the school last attended, if any;
- b. The mailing address and telephone number of the home school;
- c. The name of the parent or legal guardian providing the home school;
- d. Indicate if the home-schooled student intends to participate in extracurricular activities during the school year;
- e. A statement of whether the home-schooled student plans to seek a high school equivalency diploma during the current school year;
- f. A statement that the parent or legal guardian agrees that the parent or legal guardian is responsible for the education of their children during the time the parents or legal guardians choose to homeschool; and
- g. A signature of the parent or legal guardian

A home-schooled student who wishes to enroll or re-enroll in a District school shall submit:

- A transcript listing all courses taken and semester grades from the home school;
- Score of at least the thirtieth percentile on a nationally recognized norm-referenced assessment taken in the past year; and
- A portfolio of indicators of the home-schooled student's academic progress, including without limitation:
 - Curricula used in the home school;
 - Tests taken and lessons completed by the home-schooled student; and
 - Other indicators of the home-schooled student's academic progress.

STUDENT TRANSFERS

The Valley Springs School District shall review and accept or reject requests for transfers, both into and out of the district, on a case by case basis at the regularly scheduled board meetings.

The District may reject a nonresident's application for admission if its acceptance would necessitate the addition of staff or classrooms, exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school. The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation.

Any student transferring from a school accredited by the Division of Elementary and Secondary Education (DESE) to a school in this district shall be placed into the same grade the student would have been in had the student remained at the former school. Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

Any student transferring from a school that is not accredited by the Division of Elementary and Secondary Education (DESE) to a District school shall be evaluated by District staff to determine the student's appropriate grade placement. Final grade placement will be determined by the administration.

Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the District. The Board reserves the right to not allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.

Except as otherwise required or permitted by law, the responsibility for transportation of any nonresident student admitted to a school in this district shall be borne by the student or the student's parents. The District and the resident district may enter into a written agreement with the student or student's parents to provide transportation to or from the District, or both.

STUDENTS WHO ARE FOSTER CHILDREN

The District will afford the same services and educational opportunities to foster children that are afforded other children and youth. The District shall work with the Department of Human Services, the Division of Elementary and Secondary Education, and individuals involved with each foster child to ensure that he/she is able to maintain his/her continuity of educational services to the fullest extent that is practical and reasonable.

The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for foster children and youth whose responsibilities shall include ensuring the timely school enrollment of each foster child and assisting foster children who transfer between schools by expediting the transfer of relevant educational records. That person will be Becky Locke, Counselor, Valley Springs Elementary School, 302-3053.

STUDENT PLACEMENT

The principal shall have the responsibility and final authority over the placement of students in each classroom. Requests for a specific teacher **will not** be accepted. If you deem your circumstance to require **special** consideration it must be put in writing to the principal for consideration by **JULY 1** prior to the school year in question.

STUDENT PROMOTION AND RETENTION

A disservice is done to students through social promotion and is prohibited by state law. The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis shall be kept informed concerning the progress of their student. Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success. At least once each semester, the parents, legal guardians, persons having lawful control of the student or persons acting in loco parentis and teacher(s) of a student in kindergarten through eighth (8th) grade shall be notified in writing of the student's independent grade-level-equivalency in reading.

A student in kindergarten through grade 4 must meet the minimum requirements for each grade level. If all of the minimum requirements are not met, a committee will be formed to assess the student's performance and determine grade placement. A variety of data will be used to assess the performance level of the student. The committee will consist of the student's teachers, the Principal, counselor, a 504/special education representative (if applicable), and the student's parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis, shall be held before a final decision is made. The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement, the final decision shall rest with the principal or the principal's designee.

The process of retaining a student is often misunderstood. Retention is for the student's own benefit and no other reason. A student will not be retained without prior written notification to the parents/guardian. A letter will be sent at the end of the third nine weeks indicating that the possibility of retention exists. This does not include those students enrolling late in the year or other special circumstances.

Regardless of the student having earned passing grades, a student who falls under one of the following categories shall be considered for retention. The student:

- does not take the State mandated assessment for the student's grade level or course within the time frame specified by the State;
- takes the State mandated assessment but does not put forth a good faith effort on the assessment as determined by the assessment administrator/proctor.

The Superintendent or designee may waive this provision when the student's failure was due to exceptional or extraordinary circumstances.

Promotion/retention or graduation of students with an IEP shall be based on their successful attainment of the goals set forth in their IEP.

GRADING SYSTEM



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 those contained in the learner outcomes and curriculum frameworks may also be given. Progress reports for all students will be sent home in the Monday folder during each nine (9) week grading period after the fifth (5th) week. Report cards will be distributed at the end of each nine (9) week grading period. They will be sent home with the students in their Monday folders or given out at Parent/Teacher Conferences.

GRADING SCALE FOR VALLEY SPRINGS ELEMENTARY

The Kindergarten report card is a standards based check list.

- + Meets or exceeds expectations
- Does not meet or exceed expectations

Grades 1-4 use a standards based grading scale and will generally use a combination of the following scales:

- | | | |
|---|-------------|---|
| 4 | Advanced | Consistently exceeds expectations relating to the standard |
| 3 | Proficient | Meets expectations related to the standard |
| 2 | Basic | Progressing toward meeting expectations related to the standard |
| 1 | Below Basic | Does not meet expectations related to the standard |

READING IMPROVEMENT PLAN

A student in kindergarten through grade three (K-3) who exhibits a reading deficiency, based upon local or statewide screening assessments, shall receive an individual reading improvement plan no later than thirty (30) days after the identification of the reading deficiency. The reading improvement plan shall: (1) be created by the student's teacher, principal, parent, and any other pertinent school personnel; (2) describe the research-based reading intervention services the student will receive to remedy the student's reading deficiency. A student under identified with a reading deficiency shall receive intensive reading intervention under the reading improvement plan until the student no longer has a reading deficiency.

PARENT/TEACHER CONFERENCES

Two Parent/Teacher Conference days will be held during the school year. We urge all parents to visit your child's teacher. You may call the office to schedule additional conferences with your child's teacher if you feel one is necessary.

You can help the school do a better job if you:

- Attend Parent/Teacher Conferences
- Communicate often with the teacher

- Know what your child is studying
- Take an interest in your child's school work
- See that your child follows rules and attends school regularly.

CONTACT BY NON-CUSTODIAL PARENTS

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or his/her designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact " or other restrictions regarding the non-custodial parent by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours and the prior approval of the school's principal. Unless prior arrangements have been made with the school's principal, Arkansas law provides that the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation. Schools will not be held responsible for keeping up with a visitation schedule and the release of a child to the correct party each weekday. If an adult is listed on the pickup list then the child may leave school with that person unless otherwise stated in court documentation.

CONTACT BY LAW ENFORCEMENT, SOCIAL SERVICES, OR BY COURT ORDER

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Division of Arkansas State Police may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Except as provided below, other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen (18) years of age), or in response to a subpoena or arrest warrant.

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis identified on student enrollment forms. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, legal guardian, person having lawful control of the student, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Division of Arkansas State Police, or an investigator or employee of the Department of Human Services.

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-hours telephone number.

PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION

Except when a court order regarding a student has been presented to the district to the contrary, all students' education records are available for inspection and copying by the parent of his/her student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. A student's parent or the student, if over the age of 18, requesting to review the student's education records will be allowed to do so within no more than forty-five (45) days of the request. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

The district shall receive written permission before releasing education records to any agency or individual not authorized by law to receive and/or view the education records without prior parental permission. The District shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of

personally identifiable information from the education records of each student. Disclosure of education records is authorized by law to school officials with legitimate educational interests. A personal record kept by a school staff member is not considered an education record if it meets the following tests:

- It is in the sole possession of the individual who made it;
- It is used only as a personal memory aid; and
- Information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute.

For the purpose of this policy, 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.

For the purposes of this policy, 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, contracted duty, or duty of elected office.

Schools may also disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendances. However, schools must tell parents and eligible students about directory information and allow parents or eligible student a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students of their rights under this law. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, call (202) 260-3887 or TDD (202) 260-8956, or contact:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605

MONDAY LETTERS

Parents will receive a Monday Letter each week outlining the week's activities. Folders will also be sent home that day with some of the student's work from the previous week, as well as any notes or announcements from the office. This measure is being taken in an attempt to keep parents informed of their child's work and activities at school.

STUDENT DISCIPLINE

The Valley Springs Board of Education has a responsibility to protect the health, safety, and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs:

- At any time on the school grounds;
- Off school grounds at a school sponsored function, activity, or event; and
- Going to and from school or a school activity.

We believe that good conduct is necessary before teaching begins. Any teacher in the Valley Springs School System has jurisdiction over all students enrolled in this school. Any teacher shall have the authority to correct any misconduct on the playground, in the cafeteria, or at school functions.

Penalties for violations of the student conduct rules or administration policies will range from verbal reprimands for minor offenses to expulsion for major offenses.

A variety of corrective measures are authorized for the breach of rules or obligations applicable to students. The corrective measure to be employed shall be determined in each case by the principal or her designee, the classroom teacher, or other appropriate educational staff member, except where school board action is required.

Minor infractions ordinarily will not justify the imposition of severe corrective measures. However, repeated minor infractions which are not amendable to correction by lesser measures may justify the use of more severe measures.

CORPORAL PUNISHMENT

The school authorizes the use of corporal punishment to be administered in accordance with this policy by the Superintendent or the superintendent's designated staff members who are required to have a state-issued license as a condition of their employment. Prior to the administration of corporal punishment, the student receiving the corporal punishment shall be given an explanation of the reasons for the punishment and be given an opportunity to refute the charges.

All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, shall not be excessive, or administered with malice, and shall be administered in the presence of another school administrator or designee who shall be a licensed staff member employed by the District. Corporal punishment shall not be used as a form of discipline for a student who is intellectually disabled, non-ambulatory, non-verbal, or autistic.

If you prefer for your child not to receive corporal punishment when deemed necessary by the Principal, you must make your request in writing to the Principal. Your letter will be placed in your child's file and will be taken into consideration. He/she may receive out-of-school suspension in place of corporal punishment, should the need arise. You may be notified to pick your child up from school when the incident occurs. In-school suspension will also be utilized for at-risk students when deemed necessary by the principal.

DISCIPLINE PLAN

Positive Behavioral Interventions and Support (PBIS) is a framework for improving school climate by changing behavior. It is a proactive and positive approach to discipline through teaching, modeling, and encouraging positive student behavior.

Behavioral Expectations:

P-Problem Solve

A-Act responsibly and respectfully

W-Wise choices

S-Safety

Students who display at-risk behavior and do not respond to prevention efforts will receive targeted interventions based on their individual needs. A committee will be formed consisting of the teacher, principal, counselor, and any other person deemed necessary in order to make informed decisions. Positive reinforcements may include, but are not limited to the following: individual recognition, group recognition, nine-week and/or semester celebrations, positive office referrals, etc.

If a student chooses to continue to demonstrate inappropriate behavior, possible consequences may include:

- Verbal warning
- Notification of parents
- Corporal punishment
- Out-of-school suspension
- Expulsion

When a student is sent to the office, the method of discipline shall be determined and assigned by the Principal or her designee.

PROHIBITED CONDUCT

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the Board. Prohibited behaviors include, but shall not be limited to the following:

- Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;

- Disruptive behavior that interferes with orderly school operations;
- Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
- Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
- Possession or use of tobacco in any form on any property owned or leased by any public school;
- Willfully or intentionally damaging, destroying, or stealing school property;
- Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
- Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
- Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
- Cheating, copying, or claiming another person's work to be his/her own;
- Gambling;
- Inappropriate student dress;
- Use of vulgar, profane, or obscene language or gestures;
- Truancy;
- Excessive tardiness;
- Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, sexual orientation, gender identity, or disability;
- Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
- Sexual harassment;
- Bullying;
- Operating a vehicle on school grounds while using a wireless communication device; and
- Theft of another individual's personal property.

No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing disruption or obstruction of any lawful mission, process, or function. Nor shall any student encourage any other student to engage in such activities.

Disorderly activities by any student or group of students that adversely affect the school's orderly educational environment shall not be tolerated at any time on school grounds. Teachers may remove from class and send to the principal or principal's designee office a student whose behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the students, the class, or with the ability of the student's classmates to learn. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration.

STUDENT ASSAULT OR BATTERY

A student shall not threaten, physically abuse, attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). Any gestures, vulgar, abusive, or insulting language; taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs.

Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common acceptance, is calculated to:

- Cause a breach of the peace;
- Materially and substantially interfere with the operation of the school; or
- Arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation.

Students guilty of such an offense may be subject to legal proceedings in addition to any student disciplinary measures.

BULLYING

“Bullying” means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

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

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.

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 building principal, or designee, as soon as possible. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the building principal, or designee. 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. In addition to any disciplinary actions, the District shall take appropriate steps to remedy the effects resulting from bullying.

DRUG POLICY

Any student of Valley Springs School who possesses, uses, sells, gives to others, or is under the influences of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substances, or beverage containing alcohol, or intoxicant of any kind, on the school campus, at school sponsored activities, or to and from school functions in vehicles dispatched by the district will be suspended or expelled from school.

Any student who is knowingly and intentionally present where the above substances are being used may be suspended or expelled.

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| <i>1st offense</i> | suspension and recommendation for expulsion for 10 days with mandatory parent conference before student may return to school. |
| <i>2nd offense</i> | suspension and recommendation for expulsion for one semester with mandatory parent conference before student may return to school. |

STUDENT MEDICATIONS

Prior to the administration of any medication, including any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse.

Unless authorized to self-administer or otherwise authorized by this policy, students are not allowed to carry any medications, including over-the-counter (OTC) medications or any perceived health remedy not regulated by the US Food

and Drug Administration, while at school. The parent or legal guardian shall bring the student's medication to the school nurse. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity of the medication(s). If the medications are brought by a student, the school nurse shall ask another school employee to verify, in the presence of the student, the quantity of the medication(s). Each person present shall sign a form verifying the quantity of the medication(s).

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

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

The district's supervising registered nurse is responsible for creating procedures for the administration of medications on and off campus. The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be disposed of by the school nurse in accordance with current law and rules.

Students who have written permission from their parent or guardian and a licensed health care practitioner on file with the District may: 1) Self-administer either a rescue inhaler or auto-injectable epinephrine; 2) Perform his/her own blood glucose checks; 3) Administer insulin through the insulin delivery system the student uses; 4) Treat the student's own hypoglycemia and hyperglycemia; or 5) Possess on his or her person: a) a rescue inhaler or auto-injectable epinephrine; or b) the necessary supplies and equipment to perform his/her own diabetes monitoring and treatment functions.

Students 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.

A student is prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry an rescue inhaler or auto-injectable epinephrine, or both does not require him/her to have such on his/her person. The parent or guardian of a student who qualifies under this policy to self-carry a rescue inhaler or auto-injectable epinephrine, or both on his/her person shall provide the school with the appropriate medication which shall be immediately available to the student in an emergency.

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

1. An IHP that provides for the administration of Glucagon, insulin, or both in emergency situations, and
2. A current, valid consent form on file from their parent or guardian.

When the nurse is unavailable, the trained volunteer school employee who is responsible for a student shall be released from other duties during:

- A. The time scheduled for a dose of insulin in the student's IHP; and
- B. Glucagon or non-scheduled insulin administration once other staff have relieved him/her from other duties until a parent, guardian, other responsible adult, or medical personnel has arrived.

A student shall have access to a private area to perform diabetes monitoring and treatment functions as outlined in the student's IHP.

Students may possess and use a topical sunscreen that is approved by the United States Food and Drug Administration for OTC use to avoid overexposure to the sun without written authorization from a parent, legal guardian, or healthcare professional while the student is on school property or at a school-related event or activity. The parent or guardian of a student may provide written documentation authorizing specifically named District employee(s), in addition to the school nurse, to assist a student in the application of sunscreen. The District employee(s) named in the parent or legal guardian's written authorization shall not be required to assist the student in the application of sunscreen.

EMERGENCY ADMINISTRATION OF EPINEPHRINE

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

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

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

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

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

SCHEDULE II MEDICATIONS

The only Schedule II medications that shall be allowed to be brought to the school are methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse).

For the student's safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication than permitted by this policy. Students who are taking Schedule II medications which are not allowed to be brought to school shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

GANGS AND GANG ACTIVITY

The school is committed to ensuring a safe school environment conducive to promoting a learning environment where students and staff can excel. An orderly environment cannot exist where unlawful acts occur causing fear, intimidation, or physical harm to students or school staff. Gangs and their activities create such an atmosphere and shall not be allowed on school grounds or at school functions.

The following actions are prohibited by students on school property or at school functions:

- Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang; engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang; recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or extorting payment from any individual in return for protection from harm from any gang.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion.

Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

INTERNET USAGE/ACCESS

The use of the Internet to access educational information can be a valuable tool for students. All internet activity will be closely supervised by the teacher. Students are to use Internet technology as directed by the instructor or face suspension or cancellation of accounts. Other disciplinary policies may apply as appropriate.



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SEXUAL HARASSMENT

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

The District believes the best policy to create an educational environment free from sexual harassment is prevention; therefore, the District shall provide informational materials and training to students, parents/legal guardians/other responsible adults, and employees on sexual harassment. The informational materials and training on sexual harassment shall be age appropriate and, when necessary, provided in a language other than English or in an accessible format. The informational materials and training shall include, but are not limited to:

- the nature of sexual harassment;
- The District's written procedures governing the formal complaint grievance process;
- The process for submitting a formal complaint of sexual harassment;
- That the district does not tolerate sexual harassment;
- That students can report inappropriate behavior of a sexual nature without fear of adverse consequences;
- The supports that are available to individuals suffering sexual harassment; and
- The potential discipline for perpetrating sexual harassment.

Supportive Measures

The District shall offer supportive measures to both the complainant and respondent that are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party before or after the filing of a formal complaint or where no formal complaint has been filed. The District shall provide the individualized supportive measures to the complainant unless declined in writing by the complainant and shall provide individualized supportive measures that are non-disciplinary and non-punitive to the respondent. A complainant who initially declined the District's offer of supportive measures may request supportive measures at a later time and the District shall provide individualized supportive measures based on the circumstances when the subsequent request is received.

In order to file a formal complaint of alleged sexual harassment, or you would like to read the Arkansas School Board Associations complete policy governing Sexual Harrassment, Policy 4.27 can be found at this [link](#).

TOBACCO, TOBACCO PRODUCTS AND E-CIGARETTES

Smoking tobacco, the use of tobacco or tobacco products, or the use of e-cigarettes is prohibited:

- (1) In or on real property owned or leased by a public school district, including a public charter school; or
- (2) In or on personal property, including without limitation school buses, owned or leased by a public school district, including a public charter school.

Students caught using or possessing tobacco in any form, or e-cigarettes is subject to the following consequences:

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| 1st offense | corporal punishment or parent conference. |
| 2nd offense | 3 days suspension with mandatory parent conference before student may return to school. |
| 3rd offense | 5 days suspension with mandatory parent conference before students may return to school. |
| 4th offense | 10 days suspension with recommendation for expulsion and mandatory parent conference |

before student may return to school.

WEAPONS

Weapon means any: firearm, knife, razor, ice pick, box cutter, Numchucks, pepper spray, mace, or other noxious spray; explosive, taser or other instrument that uses electrical current to cause neuromuscular incapacitation; or any other instrument or substance capable of causing bodily harm. No student, except for Military personnel (such as ROTC cadets) acting in the course of their official duties or as otherwise expressly permitted by this policy shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon before or after school while:

- In a school building;
- On or about school property;
- At any school sponsored activity or event;
- On route to or from school or any school sponsored activity; or
- Off the school grounds at any school bus stop.

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

Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of one (1) year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis.

SEARCH, SEIZURE, AND INTERROGATIONS

The District respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the District in order to promote an environment conducive to student learning. The Superintendent, principals, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable and individualized suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

School property shall include, but not be limited to, lockers, desks, and parking lots, as well as personal effects left there by students. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness, however, searches may be done at any time with or without notice or the student's consent. A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

SUSPENSION FROM SCHOOL

Students who are not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days including the day upon which the suspension is imposed. The suspension could be in- school or out- of- school (OSS).

A student may be suspended for behavior including, but not limited to, that:

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

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

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

OSS shall not be used to discipline a student for skipping class, excessive absences, or other forms of truancy.

The school principal or designee shall proceed as follows in deciding whether or not to suspend a student:

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

When possible, notice of the suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent(s), legal guardian(s), person(s) with lawful control of the student, person(s) standing in loco parentis, or to the student if age eighteen (18) or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), person(s) having lawful control of the student, person(s) standing in loco parentis, or to the student if age eighteen (18) or older or mailed to the last address reflected in the records of the school district.

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

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

- A primary call number;
 - 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, person having lawful control of the student, or person standing in loco parentis.

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of OSS. During the period of their suspension, students serving OSS are not permitted on campus except to attend a student/parent/administrator conference or when necessary as part of the District's engagement or access to education program. During the period of their suspension, students serving in-school suspension shall not attend or participate in any school-sponsored activities during the imposed suspension.

Suspensions initiated by the principal or his/her designee may be appealed to the Superintendent, but not to the Board. Suspensions initiated by the Superintendent may be appealed to the Board.

EXPULSION

The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct:

- Deemed to be of such gravity that suspension would be inappropriate;
- Where the student's continued attendance at school would disrupt the orderly learning environment; or
- Would pose an unreasonable danger to the welfare of other students or staff.

Expulsion shall not be used to discipline a student in kindergarten through fifth (5th) grade unless the student's behavior:

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

The Superintendent or his/her designee shall give written notice to the parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis (mailed to the address reflected on the District's records) that he/she will recommend to the Board of Education that the student be expelled for the specified length of time and state the reasons for the recommendation to expel. The notice shall give the date, hour, and place where the Board of Education will consider and dispose of the recommendation.

The hearing shall be conducted not later than ten (10) school days¹ following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation.

The President of the Board, Board attorney, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. Both the district administration and School Board also may be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, legal guardian, person having lawful control of the student, person standing in loco parentis, or student if age eighteen (18) or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

During the hearing, the Superintendent, or designee, or representative will present evidence, including the calling of witnesses, who gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted; however, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

Except as permitted by policy 4.22, the Superintendent shall recommend the expulsion of any student for a period of one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents, legal guardians, persons having lawful control of a student, or persons standing in loco parentis of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The Superintendent and the Board of Education shall complete the expulsion process of any student that was initiated because the student possessed a firearm or other prohibited weapon on school property regardless of the enrollment status of the student.

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of expulsion. The District's program shall include offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to credit the expelled student may have received from the District if the student had not been expelled.

DUE PROCESS

Every student is entitled to due process in every instance of disciplinary action for which the student may be subjected to penalties of suspension or expulsion. (See Ark. State. Ann. 80-1516).

1. Due Process is afforded to students in disciplinary causes of some magnitude such as:

- a. Suspension
- b. Expulsion
- c. Statements removed from student's records
- d. Clearing one's reputation

2. The United States Supreme Court ruled in 1975 that, for every suspension not exceeding ten days, the student has the right to be accorded the minimum requirements of the due process clause of the Fourteenth Amendment of the

constitution of the United States.

3. Due process procedures must be known to all students and must comply with all state and federal laws. A signed statement of receipt of the Student Handbook shall serve as notice of due process procedures.
4. The principal shall promptly send written notice of the facts warranting a request for expulsion to the superintendent, the parent/guardian, the student, and each member of the School Board. The superintendent shall notify the parent or legally responsible adult and the student of their right to a hearing before the School Board in a written notice delivered to them at least five days before such a hearing. (For reasonable cause parents may request of the superintendent an extension of the date of the hearing, in no case to exceed ten days.) Included in the notification shall be the following:
 - a. The time and place of the hearing, the basis for the expulsion request, the substance of the evidence to be presented, and the procedures to be followed.
 - b. That the student may be represented by parent(s) or other legally responsible adult(s).
 - c. That evidence and testimony shall be permitted.
 - d. That written decision of the School Board shall be sent to the parent(s) or other responsible adult(s) and to the student within three days of the hearing.
5. Where parent(s) notify the School Board, in writing, that they do not desire a hearing, they may so waive their right, and the expulsion may precede. However, the failure of the student or the representative(s) to attend or participate in the hearing shall not prevent the conduct of the hearing.
6. Students may present complaints to teachers or administrative officials. Teachers and administrators shall make themselves available to hear those complaints.
 - a. Any student who feels that conditions of the school and/or decisions made by staff members are not in his/her best interest is, at his/her request, to be afforded a meeting with the principal or her designee. The principal's decision is binding, unless overruled.
 - b. If the student is not satisfied that the complaint has been resolved satisfactorily, the student or his/her parent(s) may schedule a meeting involving parent, student, and principal. A letter summarizing the results of this meeting and all subsequent meetings at levels c and e (following) shall be provided the parent(s) by the appropriate school authority.
 - c. If the parent(s) or the student is not satisfied that the complaint has been resolved at level b (above), a meeting with the superintendent may be requested in writing immediately. The request must state the reasons for dissatisfaction. The superintendent shall be afforded five working days to resolve the complaint after the conclusion of said meeting.
 - d. Any complaint not resolved after level c shall be reported to the School Board in a letter immediately.
 - e. A complaint not resolved by the superintendent within five working days may be submitted to the School Board for review and final disposition with as little delay as possible.
7. The due process rights of students and parents are as follows:
 - a. Prior to any suspension, the Principal or her designee shall advise the pupil in question of the particular misconduct of which he/she is accused, as well as the basis for such accusation.
 - b. The pupil shall be given an opportunity at that time to explain his/her version of the facts to the Principal or her designee.
 - c. Written notice of suspension and the reason(s) for the suspension shall be given to the parent of the pupil.
 - d. Any parent(s) tutor or legal guardian of a pupil suspended shall have the right to appeal to the superintendent of schools.

SCHOOL PROPERTY

The school property is provided for the use of the pupils enrolled in this school. The school will call upon any pupil to replace or pay for any damage or defacement of this property.

ABSENCES

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at

school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement.

Students shall not have more than six (6) unexcused absences in one semester. When a student has 3 unexcused absences, his/her parents, legal guardians, persons with lawful control of the student, or persons standing in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds 6 unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, legal guardian, person having lawful control of the student, or persons standing in loco parentis shall be subject to a civil penalty as prescribed by law.

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

ATTENDANCE SPECIFICATIONS

Regular school attendance is vital to the overall academic success of every student. The responsibility of regular attendance rests with the student and his/her Parents/Guardians. An absence from school is categorized as excused, unexcused, or excessive.

Excused Absences

Student absences will be excused for the following reasons:

- The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal
- Court appearance
- Medical appointments
- Death or serious illness in the immediate family (Parents/guardians, siblings, and grandparents)
- Observance of recognized holidays observed by the student's faith
- Any circumstances not covered above which the principal or designee determines are acceptable. All other absences will be categorized as unexcused.

Unexcused Absences

Any absence not excused by note or official documentation will be considered an unexcused absence.

All excused absences require a written note or doctor's excuse to be provided to the school within five (5) school days of returning to school. All absences over six (6) days per semester will require a medical/professional written note. The District reserves the right to require confirmation of the medical documentation and if the district is unable to confirm or verify the absence or the reason for the absence, to consider the absence unexcused.

Students are responsible for seeing that work missed during an excused absence is made up. The normal time allowed to make up work will be one (1) day per absence.

Excessive Absences & Excessive Tardies

Six (6) unexcused absences or ten (10) unexcused tardies per semester is considered excessive.

A truancy petition will be filed with the Boone County Juvenile Court for students with excessive absences or tardies. If excessive absences or tardies continue, a FINS petition (Families in Need of Services) could be filed.

Days missed due to in-school or out-of-school suspension shall not count toward the allowable number of days absent.

Additional absences that are not charged against the allowable number of 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 upon his/her return to school from the parent, guardian, person in loco parentis, or appropriate government agency stating such reason:

1. To participate in an FHA or 4-H sanctioned activity;
2. 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.
3. For purposes pre-approved by the school administration such as to obey a subpoena, or to attend an appointment with a government agency;
4. Due to the student having been sent home from school due to illness;
5. Exceptional circumstances with prior approval of the Principal.

TARDIES and EARLY DISMISSAL

Tardies and Early Dismissal will count equally. The tardy bell rings at 8:00 and early dismissal is anything before 3:00, but after 1:15. Every 2 tardies/early dismissals in a nine week period will be considered 1 unexcused absence and will be included in the limit of total unexcused absences. (For example, if your child has 3 unexcused absences and they are tardy 2 times they will now have 4 unexcused absences). Any student late to class must have a written pass from the office in order to be admitted to class. **Parents need to sign the student in and/or out in the office.**

PERFECT ATTENDANCE

Any student who has not been absent for the entire year, will receive a perfect attendance certificate. Students considered for perfect attendance awards shall receive no more than two (2) tardies/early dismissal per nine-week grading period.

The only exceptions to the absent clause are:

- Death in immediate family
- School authorized absences

PUPIL WITHDRAWAL DURING THE YEAR

1. The school office and the classroom teacher should be notified in advance of the pending withdrawal.
2. Books which belong to the school must be returned.
3. Permanent records will be sent to the new school.

LEAVING THE SCHOOL GROUNDS

No student shall be permitted to leave the school grounds without permission from the school. If it is necessary to pick your child up early, you must check them out of school in the elementary office.

PHYSICAL EDUCATION

All students must participate in P.E. unless prohibited by a doctor. A doctor's note is required in cases. After an illness or injury, a parent's written statement is required to excuse a student from class. Students should either wear or bring tennis shoes to participate in physical education classes order to prevent injuries.



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P.E.
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DRESS AND APPEARANCE

Primarily, the parents are responsible for seeing that their child is dressed properly for school. In addition, there are also dress code rules that the administration requires of our students. Please follow the list below when dressing your child for school:

1. Bare backs, bare midriiffs, halter-tops and shoulder straps less than 1" wide are prohibited.
2. No shoes with cleats or roller skates.
3. No bare feet
4. Skirts and shorts, which are shorter than mid-length, are prohibited. (A reliable guide of whether a garment is "mid-length" is if it reaches the tips of the fingers when the student is standing straight with his/her hands held straight down.)
5. No clothing should be worn that advertises any product or activity that is considered damaging to a person's

health or morals. Examples: tobacco, alcohol, drugs, vulgarities, obscenities, profanity, sexually explicit or suggestive messages.

6. No hats, caps or do-rags will be worn in the buildings.
7. Body piercings, other than the standard ear piercings, will not be allowed.
8. Intentional sagging or excessive baggy clothing will not be permitted.
9. Chains will not be worn on clothing or carried to school.
10. Mesh tank tops or those with excessively large arm holes are prohibited.
11. Clothing should not be worn that exposes the student's undergarments.

ILLNESS

Any student who becomes ill at school should notify the teacher. If a situation demands further care, the student will be sent to the nurse and parents will be notified if necessary. If parents cannot be reached, the school will take the necessary steps to insure student safety.

Teachers are not allowed to give any medication, including aspirin, to any student. Students with an upset stomach, sore throat, fever, etc. need to be at home and not with other children.

All prescription medicine given at school by the nurse must be in the original prescription bottle and must be brought in by the parent. A consent form must be signed giving consent to give medicine at school.

Parents should be sure that the school has current telephone numbers and names of persons to be contacted in the event of illness or injury.

HEAD LICE

1. Parents of students who have live head lice will be notified of the following procedure: Students may remain in class for the remainder of the day provided this is not a disruption to the child and/or his peers.
2. Upon returning to school following treatment the parent/guardian must meet with the school nurse prior to be readmitted to class. When the student is readmitted, a written statement must be signed and dated by the parent/guardian and returned to the nurse.
3. The absence will be treated as an illness with a note from the parent/guardian. Only 1 excused absence will be permitted per occurrence. Further days missed will be considered unexcused. Any missed assignments will be made up at home.
4. Per the CDC students with nits will be allowed to remain in school. Here is the link to the CDC: <https://www.cdc.gov/parasites/lice/head/parents.html> (this is the recommendation per the CDC).

LIBRARY

All books are checked out for two weeks. No magazines are checked out. If a student keeps a book out of circulation for an extended period of time, further library checkouts will be denied to that student until the overdue book has been returned or the library has been compensated for the book. A replacement fee will be charged for excessive damage or loss of library materials.

CAFETERIA

The mission of the Valley Springs Cafeteria is to provide the students with healthy meals that meet the daily nutritional requirements of growing children. We feel we are an extension of the classroom in trying to teach children, by example, about healthy food choices. Our meals are calibrated to provide one third of the daily nutritional values and be thirty percent or less of fat.



Valley Springs School District Prepayment Policy for meals:

The Valley Springs School District recognizes that healthy, nutritious meals are an important component to the student readiness and ability to learn.

The district does not provide credit for students to charge for meals, a la carte, or other food and beverage items available for purchase in the school food service areas. Meals, a la carte, or other food and beverage items may be purchased by either providing payment for the items at the time of receipt or by having a

prepaid account with the District that may be charged for the items. Parents, or students choosing to do so, may pay in advance for meals, a la carte, or other food and beverage items through any of the following methods:

- Submitting cash or check payment to the cafeteria;
- Depositing funds through the District's online service, EZ Pay;

A student's parents will be notified twice a month in the Monday folder regarding a student's prepaid account balance.

To be fair and in order to ensure compliance of all who participate in the school meal program, the district has a policy procedure for methods of payment and collection methods.

Unpaid meal access

In accordance with Arkansas law, the District allows students whose accounts do not have enough funds to purchase a meal to receive an unpaid reimbursable meal at no charge. The District will notify a student's parents

- When the student's prepaid account balance has dropped to the point that the student will begin receiving unpaid meals;
- Each time the student receives the first unpaid meal after money has been deposited into the student's prepaid account; and
- After the student has received five (5) unpaid meals.

For students w/ free meal status:

- Students are required to take a reimbursable meal.
- Extra milk is considered an a la carte item by USDA; therefore the price is \$.50 if a student chooses to take extra.

For students w/ reduced meal status:

- Reduced price is \$.30 for breakfast and \$.40 for lunch.
- Students are required to take a reimbursable meal.
- Extra milk is considered an a la carte item by USDA; therefore the price is \$.50 if a student chooses to take extra.

For students w/ paid meal status:

- Prices are set by the Valley Springs School District in accordance with federal and state regulations.
- Prices for paid meal status: Breakfast: \$1.50 and lunch: \$2.25.
- Extra milk is considered an a la carte item by USDA; therefore the price is \$.50 if a student chooses to take extra.

School Meal Modifications

The district only provides modified meal components on menus to accommodate students with a disability. A parent/guardian wishing to request dietary accommodations for their student with a disability must submit to the district's Director of Child Nutrition a medical statement completed by a State licensed healthcare professional, which includes:

- Physicians, including those licensed by:
 - The Arkansas State Medical Board;
 - The Arkansas State Board of Chiropractic Examiners (Chiropractors);
 - The Arkansas Board of Podiatric Medicine (Podiatrists);
- Nurse Practitioners (APRNs in family or pediatric practice with prescriptive authority);
- Physician Assistants (PAs who work in collaborative practice with a physician); and
- Dentists.

The medical statement should include:

1. A description of the student's disability that is sufficient to understand how the disability restricts the student's diet;
2. An explanation of what must be done to accommodate the disability, which may include:
 - a. Food(s) to avoid or restrict;
 - b. Food(s) to substitute;

- c. Caloric modifications; or
- d. The substitution of a liquid nutritive formula.

Students who are allergic to milk will be provided juice with lunch provided that they have had their physician complete the proper form provided by the cafeteria manager, indicating that they are allergic to milk. This form is required by the School Food Service of the State Department of Education. Any student may bring juice or water from home, but may not drink soft drinks at lunch.

The cafeteria manager is available each school day from 7:00 until 2:00 p.m. The best time to reach her is from 8:30 a.m.—10:00 a.m. or 1:00 p.m.—2:00 p.m. She will be glad to answer any questions regarding your student's account, special nutritional needs, or concerns. All inquiries pertaining to food services should be addressed to Diana Young, Food Service Director, at 302-3044.

HOMEWORK POLICY

Homework is a reasonable extension of classroom assignments and is to vary according to individual student's grade level, ability and need. The objective of homework, when given, is to assist and improve a student's learning. Homework is to be reasonable in length, directly related to classroom work, well defined in advance by the teacher and understood by the student.

It is the student's responsibility to complete homework. Repeated failure to complete homework disrupts the normal operation of the classroom and is detrimental to student learning. It is the parent's responsibility to support this portion of the educational program encouragement and involvement with the student.



by

MANNERS

It is expected that students will show teachers and other adults the courtesy of addressing them as Mr., Mrs., Sir, Ma'am, and Coach. Insubordination will not be tolerated. Courtesy should also be displayed at all school activities, in the classroom, and on campus.

SCHOOL PARTIES/SPECIAL EVENT DAYS

Schools may provide any snack or beverage deemed appropriate by school officials on nine (9) days during the school year. The nine (9) days apply to the entire school and not to individual classrooms. The "Special Event Days" should be planned in advance. Per Arkansas Food Code, items brought from home must be commercially prepared and packaged. These items may not be given in the food service areas during meal service.

The elementary school will have two (2) class parties each year. One party will be at Christmas and one for Valentines' Day. For various reasons, such as custody issues, loss of class time, and other reasons too numerous to mention, we will not accept deliveries of any kind on Valentines' Day.

Birthdays will be celebrated the remaining seven allowed "Special Event Days." All birthdays that fall during each designated time period will be recognized at school. Parents may send commercially prepared food items at that time **ONLY** for birthday celebrations. DO NOT bring food items the day of your child's birthday, unless it falls on the specified date below. The schedule is as follows:

1. August/September birthdays-September 25th
2. October birthdays-October 23rd
3. November/December birthdays-December 11th
4. January birthdays-January 29th
5. February birthdays-February 26th
6. March/April birthdays-April 16th
7. May/June and July-May 21st

Birthday parties should be kept to a minimum and should be scheduled after 2:30 p.m. Please talk with your child's teacher before planning a party to coordinate with other parents who have children celebrating birthdays as well. Invitations for parties outside of school will not be distributed at school unless every child in the class, or all girls or all boys, receives one.



LOST AND FOUND

Pupils who find lost articles should turn them in to the lost and found tote located near the office. When an article is lost, students need to look through the tote. Unclaimed items in the lost and found without a name written on them will be donated to a local charity or those in need at the end of each nine week grading period. **All items marked with proper identification will be returned to the owner when possible.**

GIFTED AND TALENTED PROGRAM

Gifted and talented students participate in classes in which they receive instructional services different from those normally provided in the regular classroom. Students have the opportunity to work at the level of their abilities and in their area of interest or talent.

FIRE DRILL

Fire drills are necessary for two reasons:

1. They are required by law.
2. The student must know how to leave the building quickly, quietly and safely.

During fire drills, the student will WALK as fast as traffic will allow, but he/she will never run. He/she will remain silent.

The student can expect at least one fire drill each month. The teacher will leave the classroom last, having determined that:

1. All students have left the classroom.
2. All windows are closed.
3. The door is closed.
4. The lights are turned out.
5. All students are in their designated place.



The teacher will carry the roll book to call roll once the class has arrived at the pre-determined safe destination.

TORNADO DRILL PROCEDURE

1. The office will announce when there is a tornado drill. At that time, students move quietly into interior hallways or designated areas.
2. Students are to sit on the floor with their head on their knees and hands on the back of their neck. (Quietness is important.)
3. Check student roll.
4. Remain in this position until an all clear is announced.

LOCKDOWN PROCEDURE

Upon instructions from the office, the teachers will lock and barricade their classroom doors, turn off lights, hide students in a safe place, keep students quiet, and silence all cell phones. Students will remain in lockdown until teachers are given an "All clear" from the office. Parents need to remain off campus and wait for school officials to contact you.

CLOSING SCHOOL IN AN EMERGENCY

When schools in the Valley Springs School District are not to be open due to inclement weather or other emergency conditions, public announcements will be made no later than 7:00 a.m. by the superintendent through the local radio stations. Parents and students are encouraged to listen to radio broadcasts rather than to call the offices or homes of the administration.

In the event the school should close during the school day due to inclement weather, an emergency or other extenuating circumstance, the Valley Springs School District will make the determination whether or not any or all of the buses should run their regular routes. The safety of the students will be the determining factor. If you are unable to pick up your child, the person picking up your child **MUST** have the student's code if they are not on the pick-up list that you filled out on the student information sheet. Your full cooperation will be appreciated during these stressful times.

BUS TRANSPORTATION/ELIGIBILITY

The District's Student Code of conduct applies to students while traveling to and from school or to and from a school activity to the same extent as if the students were on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate the District's Student Code of Conduct.

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. In addition to other disciplinary measures provided for violations of the District's Student Code of Conduct the student's bus transportation privileges may be suspended or terminated for violations of the Student Code of Conduct related to bus behavior. The transportation to and from school of students who have lost their bus transportation privileges is the responsibility of the student's parent or guardian.

Any time a child is not to ride his/her regular bus, a note must be sent from the parent to the teacher and bus driver telling them which bus the child is to ride. This is to protect the child. If a child is going to spend the night with another child, he must have a note to that effect from his parent or guardian. **A student will not be allowed to ride a different bus without a note from the parents.**

BUS DISCIPLINE

P: Problem Solving *Raise your hand to get the driver's attention

A: Act Responsible *Remember all belongings
*Use inside voice

W: Wise Choices *Keep hands and arms inside the bus.

*Always listen to the driver

S: Stay Safe *Stay seated
*Keep aisles clear
*Face forward - "seat to seat, back to back"
*Walk on/off the bus



If a Student Chooses to Break a Rule

If a student chooses to break a rule, these are some of the possible consequences:

- Verbal warning from the driver
- Verbal warning from the Principal
- Notify parents
- Principal's office
- Bus suspension
- Corporal punishment
- In-school suspension
- Community service within the Elementary School
- Out-of-school suspension
- Expulsion

When a student is sent to the office, the Principal shall determine the method of discipline.

SCHOOL SPONSORED TRIPS

A teacher will be in charge of all students that participate in a school sponsored trip. These trips are regarded as an extension of the regular classroom and therefore **ALL** students must ride the school bus to the school sponsored trip. Students may be dismissed from the teacher's supervision at the conclusion of the trip to the parent or legal guardian only, based on the agreed upon dismissal procedure set forth by proper school authorities. **School aged siblings or other school age children will not be allowed to attend the school sponsored trips.**

VISITING SCHOOL

Parents are welcome visitors at school, within reason. They are welcome not only on special occasions or by special invitation, but many other times throughout the year. **Visits should be deferred several weeks at the beginning of the school year, however, to enable children to get adjusted to their new environment.**

Your visits give the child a feeling of security through knowing there is cooperation between parents and teachers. It also builds understanding between the parent and teacher. When you visit the school, we will appreciate you observing the following guidelines:

1. Parents and other visitors must sign in at the office upon arrival and obtain a visitor's pass to wear while on campus.
2. **Please do not walk your child to class.** Classes start at 7:55 and your child should be engaged in class activities as directed by the teacher at this time. If you need to talk to the teacher, please call for an appointment.
3. Try not to discuss your child or his/her problem in his/her presence or hearing. It may be embarrassing and harmful to your child to be the center of your discussion.
4. School sponsored activities are not the best time to consult with the teacher about individual children. A teacher and parent cannot talk freely about a child in front of other parents.
5. A parent/teacher conference can be arranged by calling and setting up an appointment.

SCHOOL VISITORS

Students will not be permitted to bring guests to class. The purpose of the school is not to entertain guests, but to help students to obtain an education that will enable them to enjoy a fruitful life.

CLOSING REMARKS

We look forward to working with you regarding your child's education and ask for your help and cooperation in making the school year a successful one.

VALLEY SPRINGS SCHOOL DISTRICT

2020/2021 CALENDAR

August 24 Students First Day

September 2 Early Dismissal for Students/PLC for Teachers
September 7 LABOR DAY (no school)

October 7 Early Dismissal for Students/PLC for Teachers
October 22 End of 1st Quarter (43 days)
October 29 Parent/Teacher Conferences
October 30, November 2 FALL BREAK (no school)

November 4 Early Dismissal for Students/PLC for Teachers
November 25, 26, 27 THANKSGIVING BREAK (no school)

December 2 Early Dismissal for Students/PLC for Teachers
December 21, 22 Semester Tests
December 22 End of 2nd Quarter (38 days)
December 23 - January 3 CHRISTMAS BREAK (no school)

January 4 School Resumes
February 3 Early Dismissal for Students/PLC for Teachers
March 3 Early Dismissal for Students/PLC for Teachers
March 5 End of 3rd Quarter (45 days)
March 11 Parent/Teacher Conferences
March 22 - 26 SPRING BREAK (no school)

April 7 Early Dismissal for Students/PLC for Teachers
May 5 Early Dismissal for Students/PLC for Teachers
May 24, 25 Semester Tests
May 25 End of 4th Quarter (52 days)
May 26, May 27, May 28, June 1, June 2 5 Built-in Snow Days to Be Used after AMI Days

~Early dismissal days for students: (Elem. car riders at 2:05 and bus riders at 2:10, MS at 2:15, and HS at 2:20)
~Alternative Method of Instruction Days (AMI Days) will be used for the first 5 days missed.

SCHOOL-PARENT COMPACT

The Valley Springs Schools and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Every Student Succeeds Act (ESSA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during the 2020-2021 school year.

School Responsibilities

The Valley Springs Schools will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

Valley Springs Schools are dedicated to providing its students with a high quality education that challenges each student to achieve their potential. The school will create an environment conducive to learning. The curriculum will be aligned with the Division of Elementary and Secondary Education (DESE) Frameworks and used to plan instruction that will lead to proficiency on Arkansas' content standards. Student achievement will be increased through an integrated curriculum that promotes continuity and a growth in skills and knowledge from grade to grade and from school to school.

- 2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.** Specifically, conferences will be held on Thursday, October 29th, 2020 2:00 p.m. – 8:00 p.m. and March 11th, 2021 2:00 p.m. – 8:00 p.m.

- 3. Provide parents with frequent reports on their children's progress.** Specifically, the school will provide reports as follows:

September 29, 2020	Progress Reports
October 29, 2020	Report Cards
November 23, 2020	Progress Reports
January 4, 2021	Report Cards
February 8, 2021	Progress Reports
March 11, 2021	Report Cards
April 19, 2021	Progress Reports
May 25, 2021	Report Cards

Monday folders will be sent home each week with completed work, weekly assignments and notices.

- 4. Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents by appointment or by phone during their prep time, recess, or other identified times.
- 5. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities through a classroom volunteer program.** Other opportunities for parental involvement include Literacy Night, PTO meetings, grade level music programs, open house, and Math/Science Night and/or other activities designated by the School, Parent, and Community Engagement Committee.

Parent Responsibilities

We, as parents, will support our child's learning in the following ways:

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring amount of television and video games their child watches.
- Volunteering in their child's classroom and school.
- Participating, as appropriate, in decisions relating to my child's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly

reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.

- Serving, to the extent possible, on school advisory committees.

Student Responsibilities

I, as a student, will share the responsibility to improve my academic achievement and achieve the State's high standards. Specifically, I will:

- Stay on-task during daily instruction.
- Do my homework every day and ask for help when I need it.
- Read at least 20 minutes every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

Your signature that you received a copy of the student handbook ensures that you understand the responsibilities of everyone involved in the education of your child. We, the teachers and administrators at Valley Springs Elementary Schools, want to work with you as a team to ensure the academic success of your child.

The Parent, Family, and Community Engagement Plan can be found in its entirety on the Valley Springs School website at <http://valley.k12.ar.us>. You will need to look under Administration, then Parent, Family, and Community Engagement Plan, and finally, under Elementary.

