

# HANDBOOK



# Wynne Primary School

WYNNE, ARKANSAS

A Friendly Learning Community  
Committed to Achievement  
and Respect for All

2011 - 2012

FOR STUDENTS AND PARENTS

# WYNNE PUBLIC SCHOOLS CALENDAR 2011 - 2012

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August 10-16	<i>Teacher Pre-School In-service</i>
August 17	<i>School Opens (Wednesday)</i>
September 5	<i>Labor Day Holiday (Monday)</i>
September 20	<i>Parent Visitation, 9-12 (4:30-6:45 p.m.)</i>
September 22	<i>Parent Visitation, 6-8 (4:30-7:30 p.m.)</i>
October 10	<i>Staff Development Day (Monday)</i>
October 14	<i>End First Quarter</i>
October 18	<i>Parent Visitation, K-2 (4:00-7:30 p.m.)</i>
October 20	<i>Parent Visitation, 3-5 (4:00-7:30 p.m.)</i>
October 25	<i>Parent Visitation, 6-8 (4:30-7:30 p.m.)</i>
November 4	<i>Staff Development Day (Friday)</i>
November 15	<i>Parent Visitation, 9-12 (4:30-6:45 p.m.)</i>
November 23-25	<i>Thanksgiving Holidays</i>
December 20	<i>Christmas Vacation Begins End of Day (Tuesday)</i>
	<i>End Second Quarter / First Semester</i>
January 4	<i>School Reopens (Wednesday)</i>
	<i>Begin Third Quarter / Second Semester</i>
January 10	<i>Parent Visitation, K-2 (4:00-7:30 p.m.)</i>
January 12	<i>Parent Visitation, 3-5 (4:00-7:30 p.m.)</i>
January 16	<i>Dr. Martin Luther King, Jr. Holiday (Monday)</i>
February 7	<i>Parent Visitation, 9-12 (4:30-6:45 p.m.)</i>
February 7	<i>Parent Visitation, 6-8 (4:30-7:30 p.m.)</i>
March 13	<i>End Third Quarter</i>
March 14	<i>Begin Fourth Quarter</i>
March 19-23	<i>Five Days Spring Break (Monday-Friday)</i>
March 26	<i>Staff Development Day (Monday)</i>
April 6	<i>Good Friday Holiday</i>
April 17	<i>Parent Visitation, 9-12 (4:30-6:45 p.m.)</i>
May 18	<i>Graduation for Seniors (Friday)</i>
May 24	<i>School Dismissed (3:15 p.m.)</i>
	<i>End Fourth Quarter</i>
May 25	<i>Teachers Close Out</i>

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**\*\*Note:** Days missed due to snow/ice will be made up May 29 - June 1

# WYNNE PRIMARY SCHOOL

Wynne, Arkansas

(870) 238-5050

**Carl Easley**

Interim Superintendent

**Kathy Lee**

Assistant Superintendent

**Jerry Lee**

Director of Maintenance & Transportation

**Debra Heath**

Principal

**Cindy Kinard**

Assistant Principal

## BOARD OF DIRECTORS

Gene Boeckmann ..... President

Melvin Taylor ..... Vice-President

Carol Brown ..... Secretary

Dr. Neall Jackson ..... Member

Spencer Parker ..... Member

## EQUITY

The Wynne School District does not discriminate on the basis of race, religious creed, national origin, physical handicap, sex or age.

# **WYNNE SCHOOL DISTRICT MISSION STATEMENT**

*To assure that all students will learn at their maximum potential.*

## **SHARED VISION**

*Every graduate of the Wynne School District will leave prepared  
for success in the 21st Century.*

## **SCHOOL CONTACT INFORMATION**

**Wynne Primary School**  
P.O. Box 69  
Wynne, AR 72396  
Phone 870-238-5050  
Fax 870-238-5053

**Central Office:**  
Superintendent  
Phone 870-238-5020

**Administrative Services:**  
Asst. Superintendent  
Transportation & Facilities  
Special Education Department  
Phone 870-238-5030

website with staff email [www.wynneschools.org](http://www.wynneschools.org)

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## **WYNNE PRIMARY SCHOOL MISSION STATEMENT**

*The mission of Wynne Primary School is to provide a safe learning environment that is nurturing and challenging for all students. Students will learn to read for understanding, write for effective communication, and use math as a problem solving tool. Wynne Primary School staff will work with parents and community to support the students as they grow in knowledge and develop the skills, behavior, and attitudes necessary to become responsible, productive members of society.*

## **VISION STATEMENT**

***This vision of Wynne Primary School is to provide an excellent learning community-***

- With a safe, caring and positive environment*
- With a curriculum aligned with state and national standards, incorporating research-based, effective instructional strategies, valid assessments, and meaningful learning activities*
- Where instruction is differentiated to meet learning needs, and interventions are provided when students struggle to meet academic goals*
- Where all students become proficient readers, writers, and mathematical problem solvers*
- Where students learn to appreciate the arts, utilize technology, value a healthy lifestyle, and grow in knowledge about the world through study of all academic areas*
- Where respect and responsibility are modeled by staff members and demonstrated by students toward classmates, adults, and the learning environment*
- Where staff members continue their own learning as they study best practices in current research and analyze student data to raise achievement*
- Where high expectations are held for all students and staff members*
- Where all staff members strive to improve communication, cooperation, and collaboration with one another, students, parents, and community in order to help all students succeed*

# FOREWORD TO PARENTS AND STUDENTS

Welcome to Wynne Primary School. Our objective for this school year is to be successful in all areas of school life.

This handbook has been prepared to help you become familiar with our operation at the school and the rules and regulations under which we operate and under which we expect the children to operate. Certainly, we cannot answer all questions in this one booklet, but if you do read it and use it, we are certain it will assist you in understanding and cooperating with what is going on at our school.

Toward the back of the book is a portion of the discipline policy of the school district. We have listed certain rules and regulations that must be followed and types of conduct that are prohibited. It is impossible to list in the handbook all of the rules and guidelines for the student and staff. Therefore, the contents of this handbook should not be construed to limit or deny a student his right or responsibilities on this campus; neither should it be construed to limit or deny the principal or other school personnel the right and responsibility to develop any other necessary rules and regulations consistent with federal and state laws and Board of Education policies and regulations. It is part of the new state regulations and part of our school rules that parents, guardians and students sign a statement indicating that they have read the handbook and are familiar with the rules and regulations stated therein. This statement is placed in the student's personal file. Please read the handbook in its entirety, make your child familiar with its contents, and complete and sign the statement which is provided with the book.

We want to work with you and give you the best school service we can. We are very much concerned about the total development of your child, but we need your cooperation in meeting this goal. We welcome you and your child to our school.

## PROFESSIONAL QUALIFICATIONS

The federal "No Child Left Behind" (NCLB) Act gives parents the right to know the professional qualifications listed below.

- Has the teacher met Arkansas qualifications and licensing criteria to teach the grade level and/or subject area to which he/she is assigned?
- Has the state waived its qualifications and licensing criteria to permit the teacher to teach on an emergency or provisional license?
- The teacher's college major, graduate certification or degrees, and the field or discipline for those certificates or degrees.
- The qualifications of a teacher's aide or similar paraprofessional providing instructional assistance to your child.

Parents may request the above information by completing in writing a request form that can be obtained from Kathy Lee, Assistant Superintendent.

## ACCREDITATION

Wynne Primary School, having met the requirements established by the AdvancED Accreditation Commission and Board of Trustees is accredited by the North Central Association Commission on Accreditation and School Improvement, a division of AdvancED.

### School Goals

Administrators, teachers, staff and parents work together to develop an annual comprehensive school improvement plan (ACSIP) to set goals for improving the school and monitor the school's progress. Parents are encouraged to join the ACSIP committee. Volunteers interested in participating in this planning process should notify school administrators.

### Free Appropriate Public Education

Students between the ages of five and twenty-one may attend school in an Arkansas Public School.

### (Act 37 of 2011) Restrictions in school zones

A driver of a motor vehicle shall not use a handheld wireless telephone while operating a motor vehicle when passing a school building or school zone during school hours when children are present and outside the building. A driver of a motor vehicle who is passing a school building or school zone during school hours when children are present and outside the building may use a handheld wireless telephone while operating motor vehicle for an emergency purpose. The section does not apply to law enforcement officers.

### Entrance Requirements

Pupils eligible to attend the Wynne Primary School must meet the following requirements:

**Kindergarten:** Any child who has reached five on or before August 1 shall be eligible to attend kindergarten. Any student who has been enrolled in a state-accredited or approved kindergarten program in another state for at least sixty (60 days), may be enrolled in kindergarten in Arkansas upon written request to the school district.

Act 1535 of 2001 allows 6 year olds that did not attend kindergarten to enroll in either kindergarten or first grade, if results of an evaluation justify placement in the first grade and the child's parents agree with placement in the first grade.

**First Grade:** Any child who has reached the age of 6 on or before August 1 of the year in which he/she would enter school shall be eligible to enter first grade, unless the following provisions are obtained:

Section 1 of Act 41 of 1961, is hereby amended to read as follows:

"Section 1, no child shall be enrolled in first grade during any school year unless such child shall attain the age of 6 years on or before August 1, of such school year, provided any child whose parents or guardians are residents of Arkansas, who is age 6 and has attended an accredited or state approved elementary school in another state for a period of sixty days may be enrolled in grade one (1) in Arkansas upon request thereof in writing by a parent or guardian."

**Immunizations:** Act 871 of 1999 requires all new and transfer students entering school in the state of Arkansas to be properly immunized before entering. These immunizations consist of the following:

- 4 doses DPT (Diphtheria-Pertussis-Tetanus) last dose after 4th birthday
- 3 doses (Polio), last dose after 4th birthday
- 2 doses MMR (measles, mumps, rubella)
- 3 doses of Hepatitis B
- 2 doses of Varicella (kindergarten only)

All students entering the 7th grade must show documentation of receiving the Hepatitis series, TDap and Varicella, or be excluded from school.

Transfer students will be conditionally admitted without an immunization record. Only a maximum of thirty (30) calendar days will be given for the student to produce documentation of immunization or be excluded from school.

Immunization exemptions for medical, religious, or philosophical reasons will be granted after receiving documentation from the Arkansas Department of Health as in accordance to Act 999 of 2003.

**Birth Certificate:** Act 363 of 1993 states "prior" to a child's admission to an Arkansas public school, the parent, guardian, or a responsible person will provide the school district with one (1) of the following documents indicating the child's age".

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

**Social Security Number:** Each child shall furnish a social security number or request the district to assign him/her a nine digit number (Ark Code Ann. 6-18-208, Repl. 1993).

**Comprehensive Health Exam:** Each child must show proof he/she has had a comprehensive health exam. The purpose of this regulation is to assure all enrolling kindergarten students have a comprehensive preschool examination. This Early Periodic Screening Diagnosis and Treatment (EPSDT) exam is covered by AR Kids insurance. The exam shall occur either within two years prior to or within 90 days after the student's initial enrollment in kindergarten - Ar Code Ann 6-15-202 (1987) and 6-18-701 (1987) and Standard for Accreditation of Arkansas Public Schools (VI-E).

**ARKids First Insurance** - The Wynne School District, in cooperation with the Arkansas State Department of Education and the Cross County Department of Health and Human Services, provides assistance for students and their families with the ARKids First Insurance coverage. The ARKids First application, benefit information, and eligibility criteria are made available through the Wynne School District Parent Center.

**Student Residency Requirements:** Act 663 of 1999 states that any person who knowingly gives a false address for purposes of public school enrollment is guilty of a misdemeanor and subject to a fine not to exceed five hundred dollars (\$500). A student entering the Wynne Public Schools must live with a parent or legal guardian within the geographic limits of the district or be approved for School Choice according to Arkansas law through the office.

### **Student Expulsion from Other District or Districts:**

Any person who has been expelled from another school district or who is involved in an expulsion proceeding with another school district and who may attempt to enroll in any school of the Wynne School District may, after a hearing before the board, not be allowed to enroll until such time the expulsion has expired. Upon attempt to enroll, such person will be advised of their right to a hearing before the board (Act 472 of 1995).

### **Room Assignments**

Enrollment cards have been assigned to teachers to provide heterogeneous classes. Students who enroll later in the year will be assigned to rooms in such order as is necessary to keep room enrollments the same in number. Brothers and sisters will be separated.

### **Conferences**

Teachers have daily conference periods. Parents may call the school to make an appointment. Parents are encouraged to become acquainted with the teachers and the school program. Two parent-teacher conferences will be scheduled each school year to provide parents and teachers with the opportunity to discuss students' progress. All teachers have school e-mail addresses, and these may be obtained by calling the office or consulting the district website at <http://www.wynneschools.org>. If needed, a telephone conference may also be arranged. Communication between teachers and parents is important for the success of students. When students experience academic difficulty, more frequent communication will occur.

### **Visitation**

School policy requires all visitors to check in at the principal's office on arrival. A hall pass will be issued.

## Special Permission

A student will be permitted to leave the school premises during the school day only when properly excused in the office. A pupil will not be permitted to go home with another pupil without written permission from the parent and a compelling reason other than visitation.

A pupil will not be permitted to leave school with a person other than a parent or the legal guardian unless permission is given by the parent or legal guardian with a note or phone call to the school. Persons authorized to pick up a student should be listed on page 1C of this book, and this form should be turned in to the child's teacher to be kept in the office.

## Lunch and Breakfast

Students will pay the cafeteria manager by the day, week or month. The following procedure will be utilized:

1. Put your cash or check (we prefer check) in an envelope. Please write the child's full name, teacher's name, grade, and the amount enclosed on the front of the envelope. We request parents furnish envelopes. Please send money for at least one week. The amount for meals by the day, week and month is as follows:

	DAY	WEEK	MONTH
Reduced-Price Breakfast	\$ .30	\$ 1.50	\$ 6.00
Reduced-Price Lunch	<u>.40</u>	<u>2.00</u>	<u>8.00</u>
Both Reduced-Price Meals	\$ .70	\$ 3.50	\$ 14.00
Full-Price Breakfast	\$ .50	\$ 2.50	\$ 10.00
Full-Price Lunch	<u>1.00</u>	<u>5.00</u>	<u>20.00</u>
Both Full-Price Meals	\$1.50	\$ 7.50	\$ 30.00

### Money will not be accepted without being placed in an envelope.

2. Your child will take this into the cafeteria and give it to the cashier. At a later time, the amount in the envelope will be checked to make sure it is the amount you indicated. This will be credited to your child's account.
3. When your child eats breakfast or lunch, the cost will be deducted from the account. If your child brings a lunch, is absent, or otherwise does not eat, the money remains in the account for future use.
4. When the account is in a deficit, a printed reminder will be sent to you.
5. If your child eats free meals, you do not send money unless the child wants to buy something extra such as a second carton of milk.
6. Parents will be notified by the school if meal prices change.

The children will not be allowed to charge more than three days for lunch. Additional charges will not be allowed until payment is made on the previous charges. Breakfast charges will not be allowed. It will be assumed a child can drink milk unless the school is given a note, signed by the parent or guardian, stating the reason why the child cannot drink milk. Please note the following items are not permitted: soft drinks, pop top cans of any kind, or glass jars. For sanitary considerations, the Arkansas State Food Service prohibits the students from giving or accepting food in the cafeteria.

## Textbooks

Basic textbooks including soft-backed reading and math books are provided by the state. Parents are responsible to see that books are not lost or abused. Payment is required for lost or unnecessarily damaged books.

## **School Insurance**

The school does not specialize in selling student insurance, but it is made available through the school if parents wish to purchase insurance for their children. An insurance form will be given to those interested during registration.

## **Fire Drills**

The signal for a fire drill will be the sounding of a siren. Before leaving the room, the teacher should see that lights are turned off and all windows closed. The last person out closes the door. Proper exit procedure is posted in each room.

## **Tornado Drills**

At the beginning of the school year, the teachers will have various sessions with the pupils to acquaint them with our tornado alert drill instructions. The signal for a tornado drill will be given over the intercom. When the signal is sounded, students will move to designated areas and act accordingly to previous instructions for tornado drills.

We will have frequent alert drills in order to familiarize the students with precautionary steps that will be followed, in case of a tornado.

## **Earthquake Drills**

In case of an earthquake emergency, there will be an announcement made over the Public Address System. Everyone at this time will take cover under their desk. When students are asked to assume the "earthquake position", they are to do the following:

1. Get under desk and hold firmly to the legs of the desk.
2. Make sure that their head is covered at all times.
3. Remain quiet until all clear is announced.

## **Severe Weather Policy**

Usually school will not be in session when the weather makes it dangerous for school buses to run. On doubtful mornings, the local radio station (KWYN-1400) will announce the decision as early as possible. It is impossible many times to predict the road conditions in advance so the decision on bus operation may have to be made shortly before regular bus departure time.

If, during the day, weather conditions become bad enough to require buses to make their runs before the regularly scheduled time, the local radio station will be notified to announce the early dismissal time. Please make arrangements for your children in advance in the event of an unexpected early closing of school. Children who do not ride buses will be dismissed as soon as the parents request.

## **School Lock Down**

From time to time, certain impending catastrophic conditions may dictate the schools within the district go into Lock Down.

Lock Down means students are put into the safest position and safest area within the facility. The doors are locked and no one other than law enforcement, Fire/Hazmat or school officials are allowed to enter or exit. Once the school is in Lock Down, students will not be released except under certain medical

conditions. If Lock Down is in effect at normal dismissal time, dismissal will be delayed until Lock Down is lifted. Parents and others are not allowed into the buildings unless they are within when the Lock Down occurs.

School Officials, Law Enforcement and Fire/HazMat officials believe the Lock Down process to be the safest environment for the majority of the students served given the circumstances the schools might be dealing with.

Conditions which could activate a Lock Down are tornado alert/warning conditions and/or other storm conditions; certain types of human initiated acts; earthquake occurrence or a Fire/Hazmat condition such as an impending explosive material in the area. In the latter two conditions, students could be moved to another building. The lock down condition most often are in conjunction with/or under the directions of the law enforcement and/or Fire/Hazmat officials. When possible, representatives of both of these agencies are present at all school sites.

Most often, pre-Lock Down conditions exist during which time a parent may check their child out of school. As stated above, once in Lock Down entering, exiting or check out is not allowed except under conditions indicated above.

### **Telephones**

The school telephone is for business calls only. Children are not called to the telephone except *in case of an emergency*. If you wish to speak to a teacher, leave your name and number, and she/he will return your call as soon as possible. The nurse or health aide will contact the parents when a child needs to go home because of illness. Children are not allowed to make calls from school. Possession or use of cell phones by students is not permitted during the school day.

### **School Parties**

There will be three scheduled school parties (Fall Harvest, Christmas, and Valentine's Day). Arkansas law requires that schools have no more than nine days during the year during which snacks may be served. These nine days include the three party days and other days designated as school event days during which foods of minimal nutritional value can be served. Parents cannot bring class snacks for birthdays or any other occasion except for the nine days designated by the school. Arkansas law further requires that snacks brought to classes on the nine event days must be prepared in a commercial food service establishment. Homemade snacks are not allowed due to these health regulations. See page 14 for more information.

### **Medical Problems**

It is very important that any unusual conditions or problems be brought to the attention of the teacher, school nurse, and other school personnel. A notation of such conditions or potential health problems should be placed on the student's registration sheet and placed in his/her health folder.

### **First Aid**

If a child is injured or becomes sick at school, it should be reported at once to the playground or the homeroom teacher. If the injury is minor, first aid will be administered. In the event of a major injury or illness, the school will make every attempt to contact the parent. The child will be made as comfortable as possible until the parent arrives or arrangements have been made. If a child's health condition is deemed unstable or life threatening, arrangements will be made for transportation to his/her doctor or nearest medical facility.

## Communicable Diseases and Conditions

If a child develops a contagious disease or condition apparently going unchecked, he or she may be sent home from school until the condition is resolved or a doctor states there is no longer a danger to other children. In order to prevent any communicable diseases, the school encourages daily cleanliness. Children will be sent home from school with a temperature of 100.0 or higher, diarrhea, or vomiting. They need to be symptom free without the aid of medication for 24 hours before returning to school. Children sent home for pink eye should use prescription medicine for 24 hours before they return to school.

## Medication Policy

1. A parent/guardian or designated adult must bring all prescription and/or over-the-counter medications to the nurse or trained school personnel. Medication **cannot** be brought to school or carried home by a student. Students are not allowed to have medications in their possession on the school bus or on school campuses.
2. Upon arrival at school with your child's medication, you will be required to:
  - Sign a permission form for the medication to be stored and taken at school if one isn't already on file for the current school year.
  - Count medication with the nurse or trained school personnel and document the amount to be kept at school.
  - The initial (first) dose on any medication will not be given at school.
3. All medications must be in the original container with the student's prescription label in place. Over-the-counter medications should have the student's name written on it and have the manufacturer's dose and directions included.
4. Only medications that are ordered and labeled to be taken with meals, a specified time during school hours, or four **(4) or more times a day** will be administered at school. Morning doses should be taken at home with a snack or meal prior to coming to school.
5. Students are only allowed to carry emergency medications when the appropriate authorizations and documentation are completed by the parent, physician, student, and school nurse; and are on file in the nurse's office per Arkansas Annotated Code §6-18-707, Act 1694.
6. Students should come at a pre-designated time (determined by the nurse and teacher) which should not interfere with the learning.
7. Tylenol, Tussin, Antacid, Orajel, and Throat spray are available for the students under the direction of the school nurse and after receiving written parental consent in the nurse's office. The consent is found on the tear-off sheet in the front of the student/parent handbook.
8. If your child has a short term prescription medication that meets the requirements to be given at school, the morning dose should be given at home. Then the parent may EITHER bring the medication to and from school each day, **OR** ask the pharmacy for a 2nd labeled bottle to leave at school.

## Money and Valuables

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

## **Lost and Found**

If a student loses clothing items, he/she should check the rack in the hall beside the cafeteria where these articles are hung. Other items that have been found will be turned into the office, where students may pick them up. If a student does not check for the lost article within several days, there is less chance that the article will be located. Labeling items would be extremely helpful.

## **School Counseling Program**

The mission of Wynne Primary School counseling program is to enable all students to acquire the academic, career, and personal/social competencies necessary to be productive and responsible citizens in a changing society.

The comprehensive school counseling program focuses on what all students should know, understand and be able to do in the three domains of academic, career, and personal/social development. The purpose of the school counseling program is to impart specific skills and learning opportunities in a proactive, preventive manner, ensuring all students can achieve school success.

## **Testing Program**

The Primary School standardized testing schedule is a part of the coordinated testing program for grades K-12 in the Wynne Public Schools. Standardized achievement, aptitude, ability, and reading tests are administered as needed. Individual tests may be scheduled upon the recommendation of the administrator, teacher, or counselor with parental consent. The testing program is planned for continuous updating and evaluation.

Test results are used by the administration in curriculum planning, evaluation, and in placing students. Test results may also be interpreted to parents and/or students in conference.

## **SPECIAL EDUCATION SERVICES**

Special education services are available for students with disabilities that adversely affect the learning process. Students who experience significant learning problems may be referred by teachers or parents for evaluation. If evaluation results indicate the presence of a disability and it is determined there is an adverse effect based on IDEA guidelines, a team composed of the student's parents, teachers, and other professionals will develop an individual education plan (IEP) which includes appropriate learning goals for the student. A continuum of settings including the regular classroom, resource room, and self-contained classroom are available, and the IEP team will select the learning environment that provides the least restrictive environment in which the student can successfully achieve his academic goals.

Students who experience difficulty in the area of speech or language may be referred to the speech/language pathologist for evaluation. If programming is indicated, the IEP team will develop an appropriate plan for these services.

**TITLE I SERVICES** Title I services are provided in order to help all students attain proficiency in reading and math according to state standards. Reading Recovery teachers provide individual instruction for first grade students who demonstrate the greatest need for these services according to assessment data and classroom performance. These teachers also provide small group instruction in first and second grade classrooms to help students improve literacy skills. Math intervention teachers provide additional instruction in first and second grade classrooms for students who demonstrate weaknesses in math according to assessment data and classroom performance.

## **Library Media Center**

Our school library media center is well equipped and vital to the quality of our educational program. Pupils are encouraged to use all materials and to check out books.

In order to maintain an adequate collection, pupils, teachers and parents must cooperate to see that these are returned in good condition. If materials are not returned, a charge equal to the current replacement price is made.

## **Wellness Policy A.C.A. 20-17-133, 134 and 135**

Schools will establish no more than nine (9) school wide events which permit exceptions to the food and beverage limitations established by A.C.A. 20-17-133, 134 and 135. The schedule of the events shall be by school, approved by the principal, and shall be part of the annual school calendar. All food brought to school must be prepared in a commercial food service establishment. These items may not be given during meal times in the areas where school meals are being served or consumed.

The policy does not restrict what parents may provide for their own child's lunch or snacks. Parents may provide food of minimum nutritional value or candy items for their own child's consumption, but they may not provide restricted items to other children at school. This policy does not apply to school nurses using candy during the course of providing health care to individual students. This policy does not apply to special needs students whose IEP plan indicates the use of food or candy for behavior modification.

### **THE PARENT'S ROLE**

1. Get to know the instructional programs that are offered to your child at school. You may do so by being a part of the P.T.A., Parents as Volunteer Workers group, or a room mother, attending the day of Parent Visitation, and by visiting the school to talk with your child's teacher or principal.
2. Accept, as we do, the fact that each child is different and has his own personal growth pattern.
3. Do not compare your child's progress with other children.
4. Be patient: do not force your child if he is not ready to learn what is before him. Readiness is basic to learning. Provide him with a variety of learning experiences at home, and take the time to answer his questions.
5. Children who read well and comprehend what they read usually have no difficulty with their school work. Read to your child and with your child. Take your child to the public library. Help to accumulate an inexpensive reading library in your home.
6. Show an interest in your child's work. Encourage your child when it is needed, and help when you can, but never do the work for your child.
7. Try to instill dependability and responsibility in your child so that poor work habits will have no chance to develop and greatly affect any academic progress. Help to devise and follow some type of daily schedule or routine for homework, television watching, and home chores. Be consistent.
8. Be sure your child gets plenty of rest.
9. Remember that a happy, well adjusted child usually comes from a happy home where children are liked, where they are recognized for successful achievement, and where they have many experiences in a good environment.
10. Be an example of the type of personality you desire for you child.

## **TEXTBOOK/CURRICULUM POLICIES AND COMMITTEES**

Textbook and curriculum committees will have a composition of not more than 35% parents and no less than one parent representative unless parents selected for the committee choose to not participate on the committee after its inception. Parents serving on the committee will be selected by the individual responsible for assembling the committee for its intended purpose. School related personnel may provide recommendations for representation on such committees. Current policies on curriculum selection and adoption may be reviewed at:

<http://www.wynneschools/board.org> See Policy Code: 5.01 - 5.10.

## **PROCEDURE FOR NEW STUDENT PLACEMENT**

Any student transferring from a school accredited by the State Department of Education to the Wynne Primary School shall be placed into the same grade a student would have been in had the student remained at the former school. Any student transferring from home schooling or a school that is not accredited by the State Department of Education to the Wynne Primary School will be evaluated to determine that student's proper grade placement.

## **GRADING AND EVALUATION OF STUDENT PROGRESS**

The faculty and administration are responsible for assessing each student's progress at each grade level in acquiring mastery of the competencies, skills and student learning expectations required by Arkansas Curriculum Frameworks and Arkansas Comprehensive Testing Assessment and Accountability Program (ACTAAP). Assessment data includes formative assessments designed to regularly monitor progress throughout the school year and summative assessments such as standardized tests. Grades assigned to students for performance in a subject area shall reflect only the extent to which a student has achieved the academic objectives of the subject area and the student learning expectations contained in the Arkansas Curriculum Frameworks.

## **PROGRESS REPORTS**

The grading system for kindergarten, first and second grade used on the report card is as follows:

**MS - Meeting the standard**

**AS - Approaching the standard**

**IS - Improvement needed to meet the standard**

**NS - Not meeting the standard**

**P - Progressing toward goals on individual education plan**

Reporting to parents should be done on a regular basis. The grades and averages will be sent to parents or guardian at the end of the fifth week of each nine weeks period.

Report cards will be sent home four times during the school year. Pupils are to take them to their parents or guardians for their examination and signature. Pupils are instructed to return their cards to the teacher within two days after they have been received.

The Wynne Primary School records student progress by using reading progress folders, achievement test scores, and permanent record cards.

## **PROMOTION / RETENTION POLICY WYNNE PRIMARY SCHOOL**

The purpose of retention is to provide students needed time to master skills that are essential for future educational progress. Retention is considered an intervention to help students attain proficiency on grade level skills. If a student is well below the expected level in reading and not meeting standards on his/her grade level and is recommended for retention by his/her teacher, he/she will be retained. Following the end of the third nine weeks, a conference will be held to discuss the progress of a student who may be considered for retention. Parents will be invited to participate in the conference. If parents disagree with the recommendation of the teacher for a student to be retained, they may request a review panel for further discussion of the child's progress and grade placement. The panel will consist of the teacher, principal, and other teachers who work with the student. A conference will be held with the parent and review panel. Members of the review panel will make recommendations regarding retention or promotion of the student, and the final decision will be made by the principal.

### **Criteria for Retention**

Kindergarten students recommended for retention by the teacher and principal who have not mastered letters and sounds of the alphabet or are consistently not meeting grade level standards in math or other reading areas identified on the progress report will be retained.

First and second grade students recommended for retention by the teacher and principal who are working well below the expected reading level as indicated on the progress report or are consistently not meeting the standards in math or other reading areas indicated on the progress report will be retained.

Under Act 35 of the Second Extraordinary Legislative Session students must be proficient at grade level skills and demonstrate acceptable performance on required course work in order to be promoted to the next grade. A student who is not proficient in either literacy or math shall participate in an intense remediation program specific to identified deficiencies and have an academic improvement plan (AIP) developed for him/her. The child's parent and the teacher are responsible for developing this plan and implementation of this plan. Students who fail to participate in the AIP shall be retained and not promoted to the next appropriate grade until the student participates in an AIP or the student demonstrates proficiency on grade level skills on a state mandated test for the grade in which the student is retained.

### **Possible Exceptions**

The student may not be affected if he/she has been retained in a previous grade. Special education students may be exempt in some circumstances.

**STUDENT DISCIPLINE POLICIES  
OF THE WYNNE PUBLIC SCHOOL DISTRICT**

**Consequences for violation of the district discipline policy  
range from verbal redirection to recommendation for expulsion.**

**APPEARANCE AND DRESS CODE**

1. Students are expected to maintain that type of appearance that is not distracting to teachers or other students to the detriment of the education process of the school.
2. School clothing should be clean, comfortable and appropriate for school activities. No clothing item with pictures or words associated with drugs, alcohol, violence or inappropriate messages will be permitted.
3. The cooperation of parents and students is requested in making the appearance of the student body something of which all can be proud.
4. Certain dress regulations may vary according to student grade levels.

**Act 835 of 2011** *The "Sagging" Law* prohibits the wearing of clothing that exposes underwear, buttocks, or exposed chest of a female/male. This act is applicable to students during the regular school day and at school-sponsored activities and events.

**DISTRIBUTION OF LITERATURE**

1. Students shall have the right to distribute and possess literature including, but not limited to, newspapers, magazines, leaflets, and pamphlets, except that the district may prohibit a specific issue of a specific publication if there is substantial, factual basis to believe its possession or distribution will cause, or is causing, substantial disruption of school activities.
2. Circulation of any of the aforementioned or circulation of a petition must have prior approval of the superintendent.
3. The time, place, and the manner of student distribution of literature may be reasonably regulated by the district provided such regulations
  - A. Are uniformly applied to all forms of literature;
  - B. Allow distribution at times and places where no interference with school activities will occur;
  - C. Are specific as to places and times where distribution is prohibited; and
  - D. Do not inhibit a person's right to accept or reject any literature distributed in accordance with the rules.
4. All petitions shall be free of obscenities, libelous statements, and personal attack and shall be within the bounds of reasonable conduct. Students signing such petitions shall be free from recrimination or retribution from members of the staff and administration.

## STUDENT PUBLICATIONS

The student publications policy was developed in conjunction with the student publication advisor(s) and the appropriate school administrator(s) and shall include reasonable provisions for the time, place, and manner of distributing student publications.

The school district recognizes that students may exercise the right of expression, within the framework outlined in the preceding paragraph.

This right includes expression in school-sponsored publications, whether such publications are supported financially by the school or by use of school facilities, or are produced in conjunction with a class, except as follows:

Student publications shall recognize that truth, fairness, accuracy, and responsibility are essential to the practice of journalism.

The following types of publications by students are not authorized:

1. publications that are obscene as to minors, as defined by state law;
2. publications that are libelous or slanderous, as defined by state law;
3. publications that so incite students as to create a clear and present danger of the commission of unlawful acts on school premises or the violations of lawful school regulations or the material and substantial disruption of the orderly operation of the school.
4. publications that constitute an unwarranted invasion of privacy as defined by law.

*(Act 1109 of 1995)*

## Bullying (Act 907 of 2011)

The General Assembly finds that every public school student in this state has the right to receive his or her public education in a public school educational environment that is reasonably free from substantial intimidation, harassment, or harm or threat of harm by another student. Bullying is prohibited in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored, at school-sponsored activities, at school-sanctioned events.

Act 907 of 2011 states that bullying and cyber bullying will apply to an electronic act whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding that purpose.

Bullying/cyber 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, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

- (A) Physical harm to a public school employee or student or damage to the public school employee's or student's property.
- (B) Substantial interference with a student's education or with a public school employee's role in education.

- (C) A hostile education environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act.
- (D) Substantial disruption of the operation of the school or educational environment.

Act 1160 of 2011 prohibits hazing, including the initiation into or affiliation with sports programs and other extra curricular activities.

## SCHOOL ORGANIZATIONS AND ACTIVITIES

**DEFINITION:** *School organizations and/or school districts shall include any and all student groups or functions which are identified by or exist by virtue of a particular school or school district. Any activity or function planned by the organization shall be considered a school activity. Activities planned by patrons or support groups will be considered non-school functions.*

1. Every activity must have a school employee as a sponsor who shall be designated by the principal.
2. All activities must have the approval of the principal in advance of the activity.
3. Local district membership fees may be charged. Regional, state, and national dues may be collected when the organization is an affiliate with these groups. Students may be asked to share the cost of a particular activity.
4. The principal shall file, or cause to be filed, with the superintendent an annual report for each organization which shall include, but not be limited to:
  - A. All revenue, including contributions, and the source of the revenue.
  - B. All expenditures.
5. All fund raising activities must have the approval of the principal in advance of the activity. Lotteries or selling of chances as a means of raising funds are prohibited.
6. All expenditures must be approved by the principal.
7. All receipts and expenditures must be processed through the school Activity Fund Account. All receipts will be credited to designated account of designated organization.
8. The administrative policies for athletics, band, and cheerleaders shall be submitted by the appropriate sponsor to the School Board for their approval on a periodic basis.
9. Organization funds may be used for organizational activities, reimbursement to students, and/or sponsors, for personal expenses incurred as part of the activity..

10. Membership of any organization shall be open to all students who meet the written criteria for that organization.
11. The sponsor may discipline or drop students from the team with the approval of the principal. Parents shall be notified and afforded an opportunity for a conference to discuss the reasons for suspension or dropping of the student.
12. The principal shall have the authority on interpretation of any rules and regulations pertaining to organizations or activities, whether or not they are stated in these policies.
13. Final authority on interpretation of any rules and regulations shall rest with the school board.

### **SEARCH AND SEIZURE**

1. In the assignment of school property (lockers, desks, textbooks, etc.) to a student, the school retains ownership of such property and the right to inspect it or reclaim it. SEARCHES of School Property may be conducted at any time.
2. The administration of the Wynne Schools has the responsibility to make a determination of the point at which the student's right to protection against unreasonable search and seizure is in conflict with the administrator's official duty to maintain a safe, orderly and efficient school. Search and seizure by the administrator and/or his designee may occur when suspicion exists.
3. The following guidelines should be observed when searching a student's locker:
  - A. Have student present;
  - B. Have third party present (certified employee);
  - C. Secure student permission if possible.
4. The following guidelines should be observed when searching a student:
  - A. Have a third party present (certified employee);
  - B. Secure student's permission;
  - C. Obtain search warrant if student permission is not forthcoming, unless there is probable cause to believe that a dangerous weapon such as a gun or knife is concealed.
5. Automobiles on school property may be searched if probable cause exists.

### **AUDIO/VIDEO SURVEILLANCE CAMERAS**

The board has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras in any district building, on district property, and in district buses and vehicles. Videos containing evidence of a violation of student conduct rules and/or state of federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or student handbook; any release or viewing of such records shall be in accordance with current law.

## STUDENT CONDUCT NOT PERMITTED

### 1. Disregard of Directions or Commands

- A. A student shall comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, principals, administrative personnel, superintendent, school bus drivers, school security officers, or other authorized school personnel.
- B. Students will be considered insubordinate when they refuse to obey any rule or regulation of the school or school district or the reasonable instructions of school district personnel. Students are expected to follow the Guidelines for Student Behavior listed on page 41.

### 2. Disruption and Interference with School

No student shall:

- A. Block the doorway, corridor, walkway;
- B. Prevent students from attending a class or school activity;
- C. Block normal pedestrian or vehicular traffic;
- D. Use violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance, or any other conduct intentionally to cause a disruption;
- E. Refuse to identify himself/herself on request; or
- F. Encourage other students to violate any rule or school board policy.

### 3. Immorality

- A. A student shall abstain from indecent and immoral acts.

### 4. Fireworks

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

### 5. Gambling

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

Act 968 of 1995 states that a committee composed of parents, students and school district personnel, including teachers shall be involved in the development of school district student discipline policies.

This act further states that the student discipline policies shall be reviewed by the school district's committee on personnel policies annually. The committee may recommend changes in the policies to the board of directors of the local school district.

**6. Physical Abuse or Assault of School Employee** (Act 968 of 1995)

- A. Any person who willfully and intentionally assaults or threatens to assault or abuse any teacher, principal, superintendent, or other employee of the school system while performing normal and regular or assigned school responsibilities shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than one hundred dollars (\$100.00) nor more than one thousand five hundred dollars (\$1500.00).
- B. Act 888 of 1995 requires the principal of a public school to report all felonies or other violent criminal acts committed against a teacher, school employee, or student to the appropriate local law enforcement agency and school district.
- C. Act 1565 of 2001 makes it unlawful for any person to use profane, violent, vulgar, abusive or insulting language toward any public school employee during the course of his or her duties.
- D. Each school district shall report to the Department of Education any prosecution within the school district relative to this section.

**7. Threats to Assault or Abuse Other Students** (Act 706 of 1997)

- A. A student should not willingly and intentionally assault or threaten to assault or abuse any student.

**8. The Possession of any Firearm or Other Weapon Prohibited on School Property** (Act 104 of 1983 Special Session)

- A. A student shall not possess, handle or transmit a knife, razor, ice pick, explosive, pistol, rifle, shotgun, pellet gun, beeper, or similar electronic communication device on the school campus. The only time beepers, or similar electronic communication devices will be accepted is when they are required for health or other compelling reasons.
- B. Act 1408 of 1999 requires school districts to prohibit the possession of hand-held laser pointers by minors.
- C. Act 567 of 1995 requires that students who bring firearms or other weapons upon a school campus shall be expelled.
- D. Act 1149 of 1999 requires parents to acknowledge parental responsibility for allowing students to have access to firearms.
- E. Act 1150 of 1999 requires school districts to complete expulsion process for students with weapons on school property.
- F. Act 1282 of 1999 prohibits firearms on school property, school buses, or designated school bus stops.
- G. Act 1520 of 1999 requires school principals to report all threats of violence or acts of violence on school property to the superintendent and appropriate local law enforcement agency.
- H. Act 567 of 2001 states that the act of communicating a false alarm to an educational institution is a class D felony.
- I. Act 1046 of 2001 established a class C felony for the offense of communicating a death threat concerning a school employee or student or threatening damage to a school structure.
- J. Act 1217 of 2001 mandates parental notification of students reported to, interviewed by, or taken into custody by law enforcement personnel.

**9. Using, Offering for Sale or Selling Beer, Alcoholic Beverages or Other Illicit Drugs by Students on School Property** (Act 104 of 1983 Special Session)

- A. A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance, as defined in Act 590 of 1971 of the State of Arkansas, as amended, or beverage containing alcohol or
- B. Controlled substances may be used by a student who has a prescription for the substance, provided the substance remains in the container in which it was obtained from the pharmacist and is stored in the nurse's office.
- C. Controlled Substance (A.C.A. 5-64-411) - Any person who commits an offense under A.C.A 5-64-401 (a) by selling, delivering, possessing with intent to deliver, dispensing, manufacturing, transporting, administering, or distributing a controlled substance may be subject to an enhanced sentence of an additional term of imprisonment of ten (10) years if the offense is committed on or within one thousand (1000') of a public or private elementary or secondary school, or a designated school bus stop.

**10. Damage or Destruction of School Property**

- A. A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property.
- B. The school district will attempt to recover damages from the student destroying school property.

**11. Theft**

- A. A student shall not steal or attempt to steal property belonging to the school or public or private property while under jurisdiction of the school.
- B. Students shall make restitution of any property stolen by them and shall be subject to other disciplinary measures.

**12. Additional Provisions**

- A. Other violations punishable by suspension, expulsion, or other disciplinary action:
  - 1. All regulations contained herein are applicable to any student who may be utilizing the school transportation system for transportation either to or from school or to and from any school activity.
  - 2. Students will be given specific regulations as they pertain to the school transportation system.
- B. Parents of any minor student under the age of 18 and living with parents may be liable for damages caused by said minor in an amount not in excess of \$5,000.
- C. Parents, teachers, or students may request and receive a hearing to consider revision of the policies or particular provisions of the policies.

## **STUDENT RECORDS**

1. The student's right to privacy regarding school records will be protected and any disclosure of information from student permanent records shall serve legal and/or educational needs.
2. Access to a student's records is available to authorized school personnel, parents or legal guardian, and officials of other schools in which the student seeks or intends to enroll.
3. The parent, legal guardian, or student over 18 years of age has the right to question data in the student's permanent record and shall be permitted to file a letter in the student's cumulative folder if a difference of opinion is noted.
4. Parents or students over 18 years of age have the right for a hearing should they choose to challenge the content of the records.
5. Parents also have the right to file a complaint with the Federal Office of Education concerning alleged failures of the district to comply with requirements of Public Law 93-380.
6. Access to transcripts of students' records may be made available to persons or agencies outside the school provided written consent shall be given by a parent or legal guardian.
7. Student records will be furnished in compliance with judicial orders or pursuant to any lawfully issued subpoena.
8. A written record will be kept of persons requesting and seeing students' records.
9. Wynne Public Schools maintain three types of student records:
  - A. Those of academic progress;
  - B. Health and attendance records;
  - C. Individual test results.
10. The Principal is the person in charge of records in each building and has a copy of this policy which parents may examine.
11. Parents' request to inspect student records shall be complied with as soon as can be arranged and in no case more than 45 days from the receipt of the request. The same time limit will apply for a hearing to challenge the content of such records.
12. Comments found on records which are inaccurate, misleading, or inappropriate may be removed from the file.
13. School officials will not change grades, test scores, attendance records, or other objective data.

## **DESTRUCTION OF RECORDS**

1. No school records of a permanent nature shall be destroyed by the principal, teacher, or other employee unless permission has been received from the Superintendent of Schools.
2. Pupils' permanent cumulative records are to be considered in this category.
3. Teachers' record books and grade sheets are considered of a semi-permanent nature and should be preserved for a period of five years.

## **DISCIPLINE FOR STUDENTS WITH DISABILITIES**

The Wynne Schools will include the following regulations as they pertain to discipline of students with disabilities:

1. Students with disabilities who engage in misbehavior will be subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to free appropriate public education.
2. The individualized education plan (IEP) team for a student with a disability should consider whether particular discipline procedures should be adopted for that student and included in the IEP.
3. For a student with disabilities, an exclusion from school for more than 10 consecutive days constitutes a change in placement and is subject to procedural safeguards.
4. For a student with disabilities to be suspended for more than 10 school days, an IEP committee must be convened within the first 10 days to review: 1) the relationship between the student's disability and the student's misconduct; 2) the relationship between the student's educational placement and the misconduct; and 3) the student's IEP and determine whether implementation of a behavioral management plan and/or a change in the educational placement of a student is appropriate.
5. The suspended student should be offered alternate education programming during periods of exclusion that exceed 10 school days.
6. For a student with a disability who has brought a weapon to school, compliance with federal and state status (The Gun-Free School Act and Ark. Act 567 of 1995) will be carried out in a manner consistent with IDEA and Section 504 in that disciplinary measures will be decided in a case-by-case basis. An alternative educational setting may be assigned by the school for up to 45 calendar days while appropriate determinations are being made on behalf of the disabled student.
7. The Special Education Supervisor shall be designated as a grievance officer for Act 504.

## **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. Stat. Ann. 80-1516)

1. Due process is afforded to students in disciplinary cases of some magnitude such as:
  - A. suspension;
  - B. expulsion;
  - C. statements removed from students' records; and
  - D. clearing one's reputation.

2. The U.S. 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. The due process rights of students and parents are as follows:
  - A. Prior to any suspension, the school principal or his/her designee, shall advise the pupil in question of the particular misconduct of which he or she is accused, as well as the basis for such accusation.
  - B. The pupil shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his/her designee.
  - C. Written notice of suspension and the reason(s) for the suspension shall be given to the parent(s) 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.

### **PROCEDURE FOR RESOLVING PARENTAL CONCERNS**

It is a goal of the Board and the District to be responsive to the community it serves and to continuously improve the educational program offered in its schools. The Board or the District welcomes constructive criticism when it is offered with the intent of improving the quality of the system's educational program or the delivery of the District's services.

The Board formulates and adopts policies to achieve the District's vision and elects a Superintendent to implement its policies. The administrative functions of the District are delegated to the Superintendent who is responsible for the effective administration and supervision of the District. Individuals with complaints concerning personnel, curriculum, discipline (including specific discipline policies), coaching, or the day to day management of the school need to address those complaints according to the following sequence:

1. Teacher, coach, or other staff member against whom the complaint is directed
2. Principal
3. Superintendent

Other than in the few instances where statutorily allowed or required, student discipline and personnel matters may not be discussed in Board meetings. Individuals with complaints regarding such matters need to follow the sequence outlined above.

### **CORPORAL PUNISHMENT**

The Board of Education shall allow reasonable corporal punishment of unruly pupils. If such punishment is required, it shall be administered with extreme care, tact and caution.

Act 51 of 1994 defines "teachers" and "administrators" as those persons employed by a school district and required to have a state-issued certificate as a condition of their employment.

Teachers shall be supported by the Board of Education and the administration in their efforts to teach good citizenship by requiring proper conduct. While teachers shall be responsible in all student-related demands, they need not tolerate disrespectful, boisterous, rough, and violent outbursts of language and temper on the part of the pupils.

Teachers and administrators in a school district that authorizes use of corporal punishment in the district's written student discipline policy shall be immune from any civil liability for administering corporal punishment to students, provided only that the corporal punishment is administered in substantial compliance with the district's written student discipline policy.

1. Act 904 of 1977, Act 51 of 1994, Second Extraordinary Session, and Act 333 of 1995, authorizes any teacher or school administrator employed in a school district which authorizes the use of corporal punishment in the district's written student discipline policy to use corporal punishment, provided only that the punishment is administered in accord with the district's written student discipline policy. The corporal punishment may be administered to the pupil(s) in order to maintain discipline and order within the public schools.
2. In 1977, the U.S. Supreme Court held that spanking children as a means of maintaining school discipline did not constitute cruel and unusual punishment in violation of the Eighth Amendment of the U.S. Constitution.
3. Reasonable discipline may include the administration of corporal punishment to a student provided:
  - A. It is administered only for cause;
  - B. It is reasonable;
  - C. It follows warnings the misbehavior will not be tolerated;
  - D. It is administered only in the presence of an administrator or his designee;
  - E. It is administered in the exercise of sound discretion by a teacher or administrator who is an employee of the district and;
  - F. It shall not be excessive or unduly severe.
4. Corporal punishment can be administered according to the following:
  - A. It may be used only after other alternatives, including but not limited to counseling, have failed or in unusual circumstances;
  - B. It will be administered in the presence of an administrator or his designee in addition to the certified employee dispensing it;
  - C. It will not be administered in the presence of other students, with malice or anger or in excess;
  - D. Before corporal punishment is administered, the student would be advised of the rule and infraction for which he/she is being punished in the presence of the witness. If the student claims innocence, the teacher or administrator employee will permit the student to state his/her position. School officials are not required to conduct formal hearings prior to corporal punishment;
  - E. The use of corporal punishment shall at all times be reasonable and proper. Considerations in this regard shall include but not be limited to the following:
    1. Age of child;
    2. Size of child;
    3. Sex of child;
    4. Ability of the child to bear the punishment;
    5. Overall physical condition of the child.
  - F. Refusal to take corporal punishment may result in suspension or other disciplinary measures;
  - G. A written report of all disciplinary action which involves any corporal punishment shall be filed in the principal's office.
  - H. Parents may choose an option whether their child is given corporal punishment.

## SUSPENSION AND EXPULSION

### 1. Suspension

- A. Suspensions will be invoked only as a last resort in chronic misbehavior or for a serious infraction.
- B. The principal of the school or designee is authorized to suspend students from school for disciplinary reasons up to ten days.
- C. Prior to any suspension, the principal or designee shall inform the student of what the student is accused of doing and the basis of the accusation. If the student denies the charges, the principal shall explain to him/her the evidence which forms a basis of the charges and shall permit the student to present his/her side of the story. The principal or designee shall then either call the parents to the school or send the student home to return to school with the parents.
- D. If, in the student-parent-principal conference, a decision is reached by the principal to suspend the student, both the student and parent would be informed as to the number of days of the suspension.
- E. Written notice of the suspension and the reason(s) for the suspension shall be given to the parent.
- F. Should any suspended student or their parent or guardian request a hearing before the superintendent of schools on the suspension, then the principal or designee shall arrange for a conference with the superintendent.
- G. The superintendent of schools or designee shall have the authority to revoke, terminate, or otherwise modify the suspension and will notify the principal and parents of his actions within five days of receipt of the principal's report.
- H. Suspended students will be readmitted to school after the suspension days, even if the appeal process has not been completed.
- I. Students who are suspended are not to attend or participate in any school activities during the time of the suspension.
- J. A student who has to be suspended repeatedly may be recommended for expulsion.

### 2. Expulsion

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

- E. The superintendent or designee shall give written notice, mailed within ten calendar days from the alleged incident which caused the expulsion recommendation, to the parent if the student is a minor or to the student if he/she is an adult. Such hearing will be conducted not earlier than three calendar days or more than seven calendar days following the date of the notice except that the superintendent and the student and the student's parent may agree in writing to a date not conforming to this limitation.
- F. The notice also will state charges against the student in clear and concise terms.
- G. In every case of a hearing held by a school board regarding the expulsion of a student, the president of the board or, in his/her absence, another member selected by the board shall preside at the hearing. The student shall be entitled to representation by a lawyer or lay counsel.
- H. The school administration has the responsibility to present the evidence to the board and the administration is entitled to open and conclude the hearings.
- I. The superintendent or designee shall present evidence and may present witnesses or statements of those persons who have personal knowledge of the events or circumstances which give rise to the expulsion recommendation at the hearing.
- J. The student or representative may then present witnesses or statements by witnesses with personal knowledge of events or circumstances relevant to the issues.
- K. Normally, formal cross-examination will not be permitted.
- L. During the course of the hearing if the board determines that the credibility of any of the witnesses is at issue, it will permit cross-examination by the student, the superintendent or their representatives of those witnesses whose credibility has become an issue.
- M. Cross-examination should ordinarily be limited to the question or questions on which the credibility of the witness had become an issue.
- N. The student may observe all evidence offered against him/her.
- O. Members of the board may question any witness.
- P. The president of the board or the presiding officer has the authority to limit unproductively long or irrelevant questioning by non-board members.
- Q. At the conclusion of the hearing, the board may discuss the matter and dispose of it by vote.
- R. Students who are expelled are not to attend or participate in any school activity during the time they are expelled.

### **3. Group Hearings for Expulsion**

- A. When two or more students are charged with violating the same rule and have acted in concert and the facts are basically the same for all such students, a single hearing may be conducted for them if the president of the board believes the following conditions exist:
  1. A group hearing will not likely result in confusion, and
  2. No student will have his/her interest substantially prejudiced by group hearing.

- B. If during the hearing, the president finds that a student's interest will be substantially prejudiced by the group hearing, a separate hearing may be ordered for that student.

## REGULATIONS GOVERNING ATTENDANCE

1. The Wynne School system recognizes its responsibility to meet the legal requirements as set forth by state law regarding attendance, curriculum, and the general welfare of the student.
2. Pupils within the compulsory attendance age who are seven (7) and not yet seventeen (17) years of age shall not be dropped from the roll of any school unless they have:
  - A. Moved from the Wynne School District;
  - B. Died;
  - C. Received a high school diploma or its equivalent as determined by the State Board of Education;
  - D. Entered private or parochial school;
  - E. Been committed to an institution;
  - F. Been recommended to be dropped by the superintendent.

Each day at school is very important to the total education of the student. Teachers are teaching and students should be in class learning and benefitting from class discussion.

It is absolutely essential that the parent and the student take individual responsibility for attendance at school. The parents must be aware of the attendance regulations and bear the responsibility so long as their child is enrolled as a student in the Wynne School District.

It is necessary to emphasize the absence days are designed for personal illness, serious personal or family problems, urgent family business, or for professional appointments which cannot be scheduled after school hours. It is also necessary to point out that truancy, cutting classes, and leaving campus without permission are among the reasons for which the students may be suspended since these actions disrupt the day-to-day learning experience. The following regulations are provided to avoid misunderstandings and disruptions concerning attendance.

1. The law provides that excessive absences may be a mandatory basis for denial of promotion. The Wynne School District considers EIGHT (8) absences in a semester to be excessive.
2. Doctors' visits court appearances, funeral, family emergencies **will count** towards the total number of absences allowed.
3. The Parent or guardian will be given notice by regular mail or phone call on the fourth and eight absences.
4. When a student accumulates his/her **fourth absence** (per semester), the parent or guardian will be notified by telephone or mail of a request for a parent-student-principal conference. Before a student accumulates EIGHT (8) absences, the student's parents, guardian, or person in loco parentis may petition the principal or assistant principal for special arrangements to address the student's absences. If special arrangements are granted, the arrangements will be formalized into a written agreement to include the

conditions of the agreement and the consequences for failing to fulfill the requirements of the agreement. (Act 1223 of 2011)

5. When a student has excessive absences over EIGHT (per semester), or if the student violates the conditions of the agreement granting special arrangements, the school district shall notify the prosecuting authority and the student's parent, guardian, or person in loco parentis shall be subject to a civil penalty through a family in need of services (FINS) action in circuit court, not to exceed five hundred dollars (\$500) plus costs of court and any reasonable fees assessed by the court. (Act 1223 of 2011)
6. Any suspension days will be counted in the number of absences. Teachers will be notified by the principal or designated person when the student received an absence.
7. When students arrive at school late or leave early, they miss important instruction, and instruction for other students may be disrupted. Parents are asked to avoid early check-out and late arrival of students unless required by a doctor's appointment or other emergency, so that instruction and learning will not be negatively impacted.
8. Students are to be checked in/out by a parent, guardian, or authorized person (1-C of student/parent handbook) when arriving late (after 8:00) or leaving early (Before 3:10) during the school day. A student in attendance during the school day will not be permitted to leave unless a parent, guardian, or approved person checks them out in the office listing reason for leaving the premises.
9. Approved schools trips or approved school functions will not be considered absences.
10. A student who enrolls after the first day of school must have a valid excuse for late registration. Otherwise, the absence acquired due to late enrollment will be counted in the 8 absences.
11. It is the responsibility of students and parents to see that work missed is made up. Missed tests and missed work may be made up at the teacher's convenience.

## **BEFORE AND DURING ABSENCE**

If the principal's office has not been notified in advance, then during the morning of the absence, the parent or guardian should inform the principal's office of the reason for the absence by calling the following number: **238-5050 or 238-5051**

## **COMPULSORY ATTENDANCE REQUIREMENTS**

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

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

## **TRUANCY**

A student is truant if he is absent from school:

1. without permission of parent or guardian
2. leaving school without permission or without having left word with the principal
3. included in the above shall be skipping any class, study time, or homeroom period
4. not reporting to principal after having been sent out of class.

## **ALTERNATIVE LEARNING ENVIRONMENT**

Wynne Primary School has an Alternative Learning Environment available for students in grades K-2. The ALE is an educational setting which offers non-traditional flexible instruction methods that enable all students to participate in the educational process. Students are admitted to the program through a placement process that involves parents, teachers, and administrators.

## **EXTRA-CURRICULAR ACTIVITIES POLICY**

Activities outside the regular school setting are governed by School Board Policy which is designed to limit excessive interruptions and absences, but which encourage student involvement outside the normal academic environment.

A student may lose his/her eligibility to participate in extracurricular activities when, in the opinion of the school's administration, the student's participation in such activity may adversely jeopardize his/her academic achievement. Students may also be denied permission to participate in extracurricular activities as a consequence of disciplinary action taken by the administration for inappropriate behavior.

For the purposes of this policy, extracurricular activities are defined as: any school sponsored program where students from one or more schools meet, work perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to interscholastic athletics, cheerleading, band, choral, math, or science competitions, and club activities.

## **TECHNOLOGY USE POLICY**

Internet use must be consistent with education objectives of the Wynne Schools. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. General school rules for behavior and communications apply. Access to network services may be removed from students who do not act in a considerate and responsible manner. In addition, students can be held financially responsible for intentional damage or destruction of technology equipment.

**No Guarantees:** The Wynne Public School District makes good faith efforts to protect students from improper or harmful material that may be on the Internet. The Wynne Public School District utilizes the Arkansas Department of Information Services Internet Content Filtering, which is extremely helpful in blocking access to inappropriate material. Local technology staff have the ability to block additional sites at the request of a school administrator. The District makes no guarantees about preventing improper access to such materials on the part of the student.

**No Expectation of Privacy:** Students who access the Internet through the district's access waive any right to privacy for such use. The District may monitor the student's use of the district's Internet access and may also examine all system activities the student participates in and may share such transmissions with the student's parents/guardians. The use of the Internet and e-mail are privileges. Inappropriate use will result in disciplinary action.

The Wynne School District maintains websites which may contain photographic images of students. Although no student is identified on these websites, the photographs will be considered public or directory information.

Wynne Public Schools will participate in educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

The Wynne School District has television access to the local cable network. The school will use video and pictures of students for present and future use. Any parent who does not want his/her child to be shown on school TV programs must notify the principal's office by October 1 of each school year.

**Minimum Penalty - Reprimand**

**Maximum Penalty - Suspension**

## **WYNNE PUBLIC SCHOOLS Homework Policy**

### **Philosophy**

Homework is a necessary part of learning, and it is reasonable to expect homework of some type in every course. As an extension of classroom work, homework should enhance everyday teaching and not be merely busy work. It is important to build a positive attitude toward homework. Homework assignments should not be used as disciplinary devices.

A homework policy, rather than being philosophical, should be a guideline that is flexible enough to deal with individual students and specific courses differentially.

### **Purpose**

The purpose of a homework policy is to emphasize the **importance of homework**, and to acknowledge that it is an additional learning experience which supplements and reinforces work done at school. Homework can vary according to the type of course, the age of the student, and the speed at which a student works and learns.

### **Guidelines**

The following will be considered when making homework assignments:

1. Assignments will vary according to the type of course and the age level of students.
2. Materials necessary to complete a homework assignment will be considered when making the assignment.
3. Allowance for differential assignments is necessary as homework assignments are sometimes short term, sometimes long term, sometimes product orientated, and sometimes rote memorization.
4. Teachers will notify students, **in advance**, what constitutes a late homework assignment and how the late assignment will be handled.
5. Students will be held accountable for their homework whenever it is given. If homework is collected, it will be acknowledged and/or returned in a reasonable amount of time.
6. Teachers will make every effort to ensure that assignments are (1) necessary and useful, (2) well explained and (3) well understood by the student.

## **WYNNE SCHOOL DISTRICT ASBESTOS MANAGEMENT PLAN**

The Wynne School District has filed (October 12, 1988) an Asbestos Management Plan with the Office of the Governor. This plan is for the safe maintenance of or safe removal and disposal of identifiable materials containing traces of asbestos in facilities owned by the Wynne School District.

A thorough inspection by an independent firm has been completed to determine the location of any materials which may contain asbestos. All materials found to contain asbestos fibers are being managed in such a manner as not to impose a health hazard to any person who may inhabit said facilities.

The management plan for each building is available in the Principal's office. A complete district plan is available for review in the office of the Assistant Superintendent. Plans may be reviewed between the hours of 8 a.m. and 4 p.m. Monday through Friday.

Individuals who have questions relative to the Asbestos Management Plan for the Wynne School District may direct such questions to Jerry Lee, Director of Maintenance and Transportation, who will serve as Plan Manager. He can be contacted by calling 238-5030.

### **LCCA COMPLIANCE (Lead in Water)**

The Wynne School District is in compliance with the Lead Contamination Control Act. All water drinking supply outlets have been tested and are in compliance with the Act. Water supply outlets are being managed in such a way as to not be harmful to any person who may utilize them. A copy of all tests results for lead in water is available in the Office of the Assistant Superintendent for inspection by the public, parents, teachers, or other school personnel.

### **DRUG-FREE WORKPLACE**

As required by the Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Wynne Public Schools. Violation of the prohibition shall result in Administrative action as determined by the School Board. The violator shall be subject to prosecution in accordance with the provisions of the laws of the State of Arkansas.

As a condition of employment, each employee shall abide by the above stated terms of the Drug-Free Workplace Act of 1988. Further, an employee shall notify the Superintendent in writing of his or her conviction for a violation of a criminal drug statute occurring in the work- place no later than five calendar days after such conviction.

### **TITLE VI, TITLE IX, SECTION 504 ADA, AND STANDARD XV**

In keeping with the guidelines of Title VI, Section 601, Civil Rights Act of 1964; Title IX, Section 901, Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Standard XV of Act 445 of 1983, "The Quality Education Act of 1984", and the Americans with Disabilities Act (ADA) of 1990, the Wynne School District assures that no person shall be discriminated against on the basis of race, color, national origin, age, sex, or handicapping condition in accordance with State and Federal Law. Such individuals will not be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity offered or being conducted by the Wynne School District.

Title VI prohibits discrimination on the basis of race.

Title IX prohibits discrimination on the basis of sex.

Federal Age Discrimination in Employment law prohibits discrimination to individuals who are age 40 and older.

Section 504 and the ADA prohibit discrimination on the basis of handicap.

The equity compliance coordinator for the Wynne School District is:

**CARL EASLEY**

**P.O. BOX 69, WYNNE, ARKANSAS 72396 - 870-238-5020**

Any person having inquiries concerning compliance with Title VI (Race), Title IX (Sex), FADE (Age), ADA or Section 504 (Handicap) is directed to contact the equity coordinator.

**WYNNE PUBLIC SCHOOLS GRIEVANCE PROCEDURES  
FOR FILING, PROCESSING, AND RESOLVING ALLEGED  
TITLE VI (RACE) TITLE IX (SEX), AND ADA AND  
SECTION 504 (HANDICAP) DISCRIMINATION COMPLAINTS  
(STUDENTS AND EMPLOYEES)**

This document outlines the procedures to follow if a student, employee, or patron has a complaint which alleges that a school district receiving Federal funds (or an official or employee acting on its behalf) has, through policy, procedures, or practice, acted in a way which is prohibited by policy or law. This includes areas of

1. Sex
2. Race
3. Age
4. Handicapping Conditions

**1. General Provisions**

- A. Once a grievance has been filed, the Wynne School District will make available district records which may be relevant to the determination of the validity of the grievance. The school district does reserve the right to remove all names and all identifying information which does not bear on the validity of the grievance. Reasonable record reproduction cost will be assumed by the school district.
- B. The confidentiality of any information related to grievances or grievance proceedings which would identify, directly or indirectly, any parties to the grievance - the person filing the grievance and any persons named in the grievance allegation(s) - will be strictly protected, however assurances of confidentiality for all parties involved in a grievance need not interfere with the availability and/or presentation of significant or precedential information.
- C. At each level of the grievance procedures, all parties shall have a right to representation by counsel, legal or otherwise.
- D. Individuals or groups who are parties to a grievance will not in any way be subject to harassment, reprisal, or retaliation as a result of having filed a grievance or participated in any way in the grievance process.
- E. Established timelines may be waived upon mutual consent of all parties of the grievance.

## **2. Procedures for filing a grievance (complaint)**

- A. The grievance shall be in writing, signed and dated, and submitted to the Equity Coordinator for the Wynne School District. The grievance should be submitted within ten (10) calendar days after incident has occurred.
- B. The Equity Coordinator, upon receipt of the complaint, will meet with the appropriate parties (both grievant and grievant respondent) separately within seven (7) calendar days in order to obtain any additional facts which may be relevant to the complaint.
- C. The Equity Coordinator will make every effort to reach a grievance resolution. If, however, this is not accomplished, the grievance may then be appealed in writing to a grievance committee. A meeting of the committee will be scheduled within seven (7) calendar days.

## **3. Grievance Committee**

- A. A Grievance Committee will be appointed by the Equity coordinator. Committee members may come from faculty, students, administrators, parents, or other affected employee groups. The appointments will be applicable to the situation.
- B. The committee shall hold a meeting with the aggrieved party, and the aggrieved respondent within seven (7) calendar days of the appeal.
- C. All committee hearing procedures will be recorded.
- D. During the hearing the complaining party shall have the opportunity to call witnesses, question parties involved, and present evidence.
- E. A decision will be made by the committee within the constraints of school district policy and law. The complaining party will be informed of the decision within seven calendar days from the date of the final hearing. The decision can be appealed in writing to the Superintendent of Schools.

## **4. Superintendent of Schools**

- A. Appeal of the committee's decision may be made to the Superintendent of Schools within seven (7) calendar days after the committee's decision. The appeal must be in written form.
- B. The Superintendent shall have access to all transcripts, testimony, evidence, and other information presented to the Equity Coordinator and the committee.
- C. The Superintendent will issue a decision within seven (7) calendar days of the final meeting between the superintendent and the complainant. The complainant will be informed of the decision. The decision of the superintendent may be appealed to the Board of Education.

## **5. Board of Education**

- A. Appeal of the Superintendent's decision to the Board of Education may be made within seven (7) calendar days after the Superintendent's decision.
- B. The appeal must be in written form, signed and dated, and sent to the president of the Board of Education or the Superintendent of Schools as representative of the Board.
- C. The Board of Education may request evidence, testimony, etc. to aid it in its decision.
- D. The appeal will be included as an agenda item at its next regular meeting, unless the agenda deadline has already passed in which case it will be at the following Board meeting.
- E. Regulations and legal procedures relative to an open or closed meeting will be adhered to.

# **SEXUAL HARASSMENT POLICY**

It is the policy of the Wynne School District that none of its students will be subjected to sexual harassment by any school employee, student, substitute, volunteer, or visitor.

Any person who alleges sexual harassment by any school employee, student, substitute, volunteer, or visitor in the district may register the complaint with the principal or the staff member's immediate supervisor. If the complaint involves the principal, the complaint may be made to the Superintendent of Schools.

## **PERSONAL SEARCH**

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

School districts are encouraged to develop written guidelines indicating how personal searches of students will be conducted. The written guidelines should be given to students and parents prior to each school year. The following minimum guidelines should be incorporated into a district's search policy.

An adult witness should be present when a personal search is conducted.

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

A search must be based on a reasonable suspicion that the student has violated the law or school rules, and the scope of the search must be "reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction." New Jersey V.T.L.O. 469 U.S. 325, 342 (1985)

## **SCHOOL BUS ENTRY BY ADULTS UNLAWFUL ENTRY OF A SCHOOL BUS**

In accordance with Act 247 of 2005, a person over eighteen (18) is guilty of a class B misdemeanor if the person:

1. Enters a school bus with the intent to commit a criminal offense.
2. Enters a school bus and disregards the orders or instructions of the driver.
3. Enters a school bus and refuses to leave the bus after being ordered to do so by the driver.
4. Intentionally causes or attempts to cause a disruption or an annoyance to another person on the bus; or
5. Recklessly engages in conduct that creates a substantial risk of creating apprehension in any person on the bus.

## **INSTRUCTIONS FOR BUS STUDENTS**

1. Be at the bus stop at the scheduled time. Stand back ten feet from the bus stop and wait until the door is opened before moving closer to the bus. Do not play on the highway or road. If you miss the bus, do not attempt to hitchhike a ride or walk to or from school.
2. Never walk behind or along the side of the bus. If you must cross the road or highway to load/unload the bus, wait for the bus to stop and the driver has signaled for you to cross in front of the bus.
3. If you drop something near the bus, tell the bus driver. Never try to pick it up because the driver may not be able to see you. Never crawl under a bus.
4. Always face forward when riding the bus.

5. Always watch your step and utilize the handrail when loading and unloading. Be aware of drawstrings and straps on clothing and book bags as you load/unload the bus.
6. Get on and off the bus in a single file. No pushing or horseplay.
7. Remain seated while the bus is in motion and be completely quiet a railroad crossings. Act 1744 of 2001 states, "The driver of a school bus shall not operate the school bus until every passenger is seated."
8. Students are expected to conduct themselves in a way not to disturb the driver or other riders on the bus. Keep your hands to yourself, attend to your own matters, leave other students alone and be reasonably quiet. Always obey the bus driver.
9. No weapons or any object resembling a weapon is allowed.
10. Never put your head or arms out of the window. Do not yell at anyone outside the bus. Never throw things inside or outside the bus.
11. You are not to tamper with any of the safety devices such as door latches, fire extinguishers, etc. Students are not to deface the bus or any school property. Do not write on the bus or damage seats, etc.
12. Students cannot ride a different bus, without a signed note from parents and written permission from the school principal. Do not ask the driver to let you off the bus uptown, at the store, to get mail out of the mailbox or any place except at your regular stop.
13. The operation of the bus fleet is for the convenience and safety of all students and the cooperation of all parents and students is requested in order that the buses may be operated in a safe and efficient manner,
14. Student I.D. badges must be worn at all times while on the school bus.
15. Unlawful Bus Entry (Act 247 of 2005) states that the entry of a school bus by anyone over 18 who enters a school bus with criminal intent, enters a school bus and disregards the orders or instruction of the driver or refuses to leave the bus after being order to leave by the driver, is a Class B Misdemeanor.
16. When riding a Wynne school bus, you are subject to audio and video taping. Videos containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or student handbook; any release or viewing shall be in accordance with current law.

IT SHOULD BE REGARDED AS A PRIVILEGE TO HAVE SCHOOL TRANSPORTATION PROVIDED.

"The Wynne School District does not discriminate on the basis of race, religious creed, national origin, physical handicap, sex or age."

## **BUS DISCIPLINE PROCEDURES AND CONSEQUENCES**

The code below classifies unacceptable behavior into two classes with consequences dependent upon grade level. The examples are not exhaustive but illustrative. Additionally, all consequences are dependent upon the severity and frequency of the misbehavior.

### **CLASS I OFFENSES**

1. Eating or drinking on bus
2. Possession of unacceptable material or objects
3. Out of seat or in aisle while bus is in motion
4. Rudeness, improper language and obscene gestures
5. Turned around in seat
6. Unauthorized transportation (riding unassigned bus)

7. Horseplay, yelling out bus window, loud noise
8. Other offenses as reported by the driver/aide, principal, transportation staff, district administrators or bus camera
9. Disobedient to bus driver or school staff

**CONSEQUENCES Class I (Grades K-5)**

1. First Offense - Warning
2. Second Offense - Warning or 1 day suspension
3. Third Offense - 1 to 5 day suspension from bus
4. Fourth Offense - 3 to 5 day suspension from bus
5. Fifth Offense - 5 to 10 day suspension from bus
6. Sixth Offense - 10 day suspension from bus
7. Seventh Offense - Suspension for remainder of year

**CONSEQUENCES Class I (Grades 6-12)**

1. First Offense - Warning or 1 day suspension from bus
2. Second Offense - 1 to 5 day suspension from bus
3. Third Offense - 3 to 10 day suspension from bus
4. Fourth Offense - 10 day suspension from bus
5. Fifth Offense - Loss of bus service for remainder of year

**CLASS II OFFENSES**

1. Profanity, verbal abuse, harassment: verbal, physical or sexual and bullying (directed at students, driver or other staff) to include disobedient to bus driver or school staff
2. Body parts out of window (head, hands, legs, etc.)
3. Throwing/shooting any object (paper, pencils, paper clips, etc.)
4. Physical aggression or use of any object as a weapon
5. Destruction of school property (vandalism-suspended until restitution is made)
6. Unauthorized loading or unloading buses improperly or tampering with any portion of bus
7. Lighting of matches, fireworks or any flammable object or substance
8. Riding of any bus after being suspended from one (suspension to include all activities and field trips)
9. Fighting (of any kind) or use of tobacco treated as Class II 3rd offense or 4th offense
10. Other offenses as reported by driver or principal or bus camera documentation
11. Possession or use of laser pointers or pens
12. Any offense committed on all bus outside regular transportation to and from school (shuttles, activity, field trip) will carry a minimum disciplinary action of a Class II 1st offense.

**Use or possession of alcohol, inhalants, any controlled substance or firearm - ZERO Tolerance - Off bus remainder of year.**

**CONSEQUENCES Class II (Grades K-5)**

1. First Offense - Warning to 3 day suspension from bus
2. Second Offense - 1 to 5 day suspension from bus
3. Third Offense - 3 to 5 day suspension from bus
4. Fourth Offense - 5 to 10 day suspension from bus
5. Fifth Offense - 10 day suspension from bus or loss of bus service for remainder of year
6. Sixth Offense - Loss of bus service for remainder of year

## **CONSEQUENCES**

### **Class II (Grades 6-12)**

1. First Offense - 3 to 5 day suspension from bus
2. Second Offense - 7 to 10 day suspension from bus
3. Third Offense - 20 days suspension
4. Fourth Offense - Loss of bus service for remainder of year

## **PROCEDURES FOR REPORTING PASSENGER MISCONDUCT**

1. The bus driver will report misconduct occurring on the school bus to the appropriate personnel.
2. A School Bus Conduct Report will be completed and submitted to the appropriate school principal for action.
3. The principal or designee will retain copies of the signed report. In some cases, students may report passenger misconduct. If so, the student should report the misconduct to his or her Bus Driver / Principal.

## **SMART CORE CURRICULUM**

Planning contributes greatly to success. The Wynne Primary curriculum is designed to provide the foundation for the courses in high school that prepare a student for the ACT, as well as college or other post secondary training. Students taking all courses in the "Smart Core" perform better than students who either chose not to take core courses or could not take core courses. Smart Core requires 22 units for high school graduation (16 units of core curriculum and 6 units of elective). Wynne requires 25 units for graduation.

### **English** - 4 units

#### **Social Studies** - 3 units

- Civics or Civics/American Government
- World History
- American History

#### **Natural Science** - 3 units, with lab experience, choose from:

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

### **Oral Communications** - ½ unit

### **Physical Education** - ½ unit

### **Health & Safety** - ½ unit

### **Math** - 4 units

- Algebra I or Algebra A & B (grades 7-8 or 8-9)
- Geometry or Investigating Geometry or Geometry A & B
- Algebra II
- Choice of Transitions, Statistics, Computer Math, Algebra III (Algebra II is a prerequisite to all courses)

*Note: A student cannot take both A & B Geometry and Geometry unless completed by grade 10.*

### **Fine Arts** - ½ unit

### **Career Focus** - 6 units

## **Notification of Rights under FERPA for Elementary and Secondary Schools**

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

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

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

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

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

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

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

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

## **WYNNE PRIMARY SCHOOL CLASSROOM EXPECTATIONS**

1. Demonstrate *5 Star Listening Skills* when someone is speaking.
  - a. Eyes watching
  - b. Ears listening
  - c. Lips closed
  - d. Hands still and quiet
  - e. Feet still and quiet
2. Follow directions the first time.
3. Complete work without disturbing others.
4. Keep hands, feet, and body to yourself , in your own space.
5. Use inside voices.
6. Show respect for all adults, students, and property.
7. Always walk while inside the building.

## **WYNNE PRIMARY SCHOOL BUILDING EXPECTATIONS**

### **Hallway**

1. Stay on the right side of the hall.
2. Keep hands down and off the walls.
3. Keep feet away from walls and other people.
4. Walk quietly.

### **Cafeteria**

1. Use inside voices and appropriate table manners.
2. Stay seated on the bench, and raise your hand if you need help.
3. Keep hands and feet to yourself.
4. Do not share food.
5. Do not play in the line or at the table.
6. Clean up your eating area.
7. Follow the directions of the adults in the cafeteria.

### **Playground**

1. Stay on the playground area, away from ditches, mud, or water.
2. Slide down on your bottom only.
3. Do not push, wrestle, fight, or throw things.
4. Leave rocks on the ground.
5. Throw trash in the barrels.
6. Wait your turn and share equipment.
7. Don't jump off tall equipment.
8. Do not climb on the outside of the tunnel.
9. Walk until you get on the playground.
10. Follow the directions of the adults on the playground.

## **WYNNE PRIMARY SCHOOL PRINCIPLES FOR BEHAVIOR MANAGEMENT**

1. Teachers will treat students with respect, guiding them toward personal responsibility and decision-making skill they need to function in the real world.
2. Teachers will establish and teach classroom procedures and routines.
3. When possible , teachers will provide logical consequences that are not punitive, but are designed to allow students to experience the results of poor choices, enabling them to make better choices in the future.
4. Consequences may include change in seating, time out, loss of privileges, or telephone call or note to parents. In the case of severe or chronic misbehavior, corporal punishment or suspension may be required, and parents will be notified.
5. Teachers and administrators value parents as partners and recognize that communication and cooperation are essential to helping all students succeed.