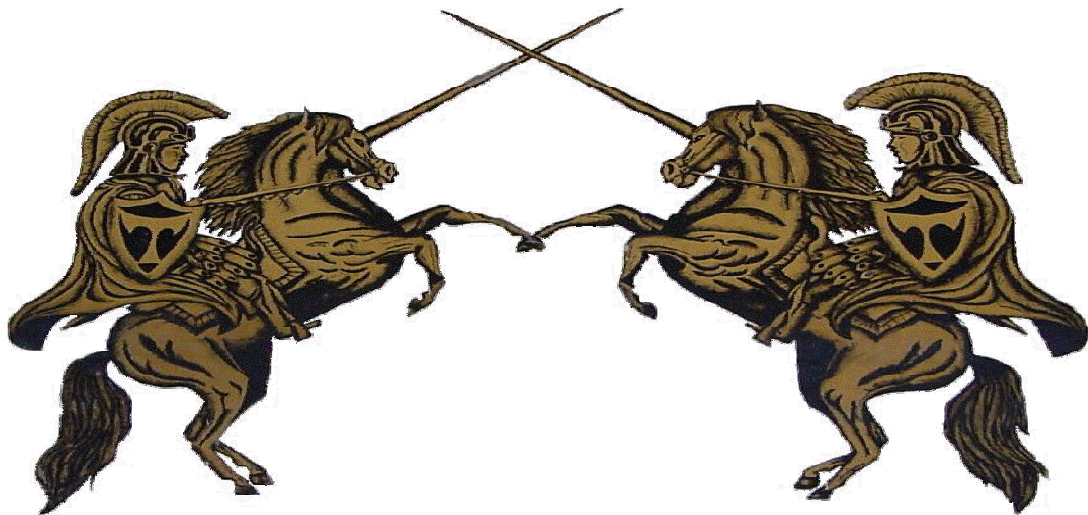


**WHITTEN
ELEMENTARY SCHOOL
2010-2011
STUDENT HANDBOOK
Grades K-4**

TROJANS



**Mrs. Willie M. Murdock
Principal**

**Lee County School District No. 1
Marianna, AR 72360**

Lee County School District No. "1"
Parent/Student
Statement of Discipline Policy
2010-2011

Dear Parents or Guardians,

Each school district in Arkansas is required to establish procedures for notifying students and parents of changes, hearings, and other due process proceedings applicable to the enforcement and administration of district disciplinary policies.

Student discipline policies advise parents and students of the rules and regulations by which the school is governed, behavior that will call for disciplinary action, and the types of corrective actions that may be imposed. In an effort to be in full compliance with legal requirements, the Lee County School District must require that each parent or guardian of a student enrolled in the district sign and return this form to the school.

Thanks for your cooperation.

I HAVE RECEIVED A STUDENT HANDBOOK FROM LEE COUNTY SCHOOL DISTRICT. MY SIGNATURE BELOW DOES NOT DENOTE APPROVAL OR DISAPPROVAL OF POLICIES; RATHER, SIMPLY THAT PARENTAL NOTIFICATION OCCURRED.

Student Signature_____

Parent Signature_____

Date_____

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ACKNOWLEDGEMENTS

This is the revised adoption of the *Elementary School Student Handbook for Whitten Elementary School* by the Lee County School District No. "1" Board of Directors. The individuals who participated in this revision included students, parents, counselors, school and central office administrators. It is with a deep sense of appreciation and gratitude that we acknowledge their participation.

NON-DISCRIMINATION POLICY

Discrimination based on race, age, sex, religion, disability, or national origin is a violation of federal law. Policies prohibiting discrimination apply to all public school services, facilities, activities and programs including school disciplinary policies and practices.

It is a denial of equal education opportunities whenever any class, program, or activity is denied one student or groups of students which is available to other students without valid reason for students being treated differently.

Students may not be assigned to or excluded from any class because of race, sex, religion, national origin, or disability. Verbal and/or written civil rights complaints should be directed to the Equity Assurance Officer, 188 W. Chestnut or by calling 295-7100.

Revised: April 24, 2009

ENTRANCE REQUIREMENTS

To enroll in a school in the District, the Child must be a resident of the District as defined in District policy for Residence Requirements, meet the criteria outlined in the Homeless Student Policy, be accepted as a transfer student under the provisions of the Transfer Student Policy, or participate under a school choice option and submit the required paperwork as required by the choice option.

A.C.A § 6-18-207 states that for the 2010-2011 school year, students may enter kindergarten in the public schools if they will attain the age of five (5) on or before August 15, 2010. Please note for the 2011-2012 school year the minimum age for enrollment will be (5) on or before August 1.

Act 29 of 2009 amends A.C.A. § 6-18-207 to allow students attending a pre-kindergarten program to enroll in kindergarten under certain circumstances. Any child NOT five years old on or before August 15, 2010, must meet all of the following requirements in order to be eligible for enrollment into a public school kindergarten program during the 2010-2011 school year:

*The child must turn five no later than September 15, 2010, and

*The child must have attended a STATE-APPROVED pre-kindergarten program for at least 100 days during the 2008-2009 and 2009-2010 school years.

Students may enter kindergarten if they will attain the age of five (5) on or before August 15 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District.

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

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

Any child who has been enrolled in the first grade in a state-accredited or state-accredited or state-approved elementary school in another state for a period of at least sixty (60) days, who will become age six (6) years during the school year in which he/she is enrolled in grade one (1), and who meets the basic residency requirements for school attendance may be enrolled in the first grade.

Students who move in the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Home-schooled students shall be evaluated by the District to determine their appropriate grade placement.

The district shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment.

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

The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.

The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:

A birth certificate;

A statement by the local registrar or a county recorder certifying the child's date of birth;

An attested baptismal certificate;

A passport;

An affidavit of the date and place of birth by the child's parent or guardian;

United States military identification; or

Previous School Records

The parent, guardian, or other responsible person shall indicated on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.

The child shall be age appropriately immunized form poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year.

Legal References: A.C.A. § 6-18-201 (c)

A.C.A. § 6-18-207

A.C.A § 6-18-208

A.C.A. § 6-18-702

A.C.A. § 6-15-504 (f)

A.C.A. § 9-27-103

Plyler v Doe 457 US 202,221 (1982)

Cross References: Residence Requirements

Student Transfers

School Choice

Homeless Students

COMPULSORY ATTENDANCE REQUIREMENTS

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 15 of that year who resides, as defined by policy, within the District shall enroll and send the child to a District school with the following exceptions.

The child is enrolled in private or parochial school.

The child is being home-schooled and the conditions of policy have been met.

The child will not be age six (6) on or before September 15 of that particular school year and 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 District administrative office.

The child has received a high school diploma or its equivalent as determined by the State Board of Education.

The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.

The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

Legal Reference: A.C.A. § 6-18-201; A.C.A. § 6-18-207

Student Attendance

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they

will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement.

Classes begin promptly at 8:00 a.m. Breakfast begins at 7:30 a.m., children that arrive after 8:00 a.m. may not be allowed to eat breakfast.

At dismissal time, students in the car line must be picked up promptly at 3:00 p.m. every day. If parents repeatedly do not pick up their children in a timely manner in the car line, students will be taken to the police station for parents to pick them up there.

The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.;

Death or serious illness in their immediate family (parents, guardians, children, siblings and grandparents);

Observance of recognized holidays observed by their faith;

Court appearance. Written summons must accompany the student on his return;

Attendance at a medical appointment verified by a physicians statement;

Exceptional circumstances with prior approval of the principal; or

Official school sponsored activities.

Absences not defined above or not having an accompanying note from the parent or legal guardian shall be considered as unexcused absences. Students with 6 unexcused absences in a course in a semester shall not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

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

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

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

Students are expected to attend school while serving bus suspensions. Absences that result solely from not being able to ride a bus to and from school will be unexcused.

TARDY POLICY

Definition

A student is tardy when he/she is not in class by 8:10 a.m.

Conditions

There are generally no excused tardies. However, an exception will be made if the student is delayed due to official school business or for other reasons approved by the building administrator.

Procedures

On the first tardy, the teacher will record the tardy and warn the student.

On the third tardy, a form letter from the office will be sent to the parent.

SCHOOL-SPONSORED PROGRAMS/ACTIVITIES

CHILD NUTRITION PROGRAM

The Lee County School District No. "1" provides nutritious meals and a variety of choices for all students. School lunches provide well-balanced nutrition each day. A breakfast program is offered at all schools at no cost to the students.

HEALTH SERVICES

Every school is assigned a professional nurse. Parents are urged to inform the school nurse and teacher of any known

health conditions a student may have. The nurses are responsible for routine assessment and screening programs.

Medications

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

A. Physicians or pharmacists should provide written orders and/or labels on prescription bottles stating the student's name, the name of the drug, the dosage and time to be given, the recommended interval between doses and any special instructions.

B. A "Parent Medication Administration" form MUST be completed by parents before any medications will be administered at school. Handwritten notes are not acceptable.

C. All medications MUST be in the original container with child's name on label. (Pharmacists should provide second container to be sent to school upon request.) Drugs must not be mixed in a container.

D. Prescriptions for long-term health problems should be updated at the beginning of each semester. The nurse or designee MUST communicate with the physician and parents regularly regarding students on long-term medications that would have an effect on the student's educational progress such as medication for hyperactivity, epilepsy, etc.

E. Medication requests MUST be in a designated administrative office.

F. No non-prescribed drugs will be given at school, as school personnel (excluding the licensed nurse) are not trained to determine when medications are needed and as this is a form of prescribing.

G. Medication prescribed for three (3) times/day or less WILL NOT be administered at school unless it must be given at a specific time.

Asthmatic children should be allowed to use their inhaler according to physician's directions but will be monitored to prevent too frequent use.

IMMUNIZATIONS

Arkansas law requires that every student entering school for the first time be adequately immunized. This includes all students new to the district. The immunization record must include written proof of all immunizations required by law.

SCHOOL DISTRICT INSURANCE POLICY

The Lee County School District No. "1" does not assume liability for accidental injuries sustained by school children on its campuses. Therefore, it is very important that our patrons be made aware of the School Injury Benefit Plan, which is an approved coverage offered through an independent agency.

The District does not assume liability for accidental injuries sustained by school children on its campuses. Arkansas School Law 21-9-301 states:

"It is declared to be the public policy of the State of Arkansas that all counties, municipal corporations, school districts, special improvement districts, and all other political subdivisions of the state shall be immune from liability for damages. No tort action shall lie against any such political subdivision because of the acts of their agents and employees."

Parents will be provided with an insurance brochure and application from which to review and select the appropriate level of coverage for their child. The brochure will explain the types of coverage available and list the cost associated with each. Completed applications must be returned to the school no later than the third week following the start of school.

You are encouraged to take advantage of this outstanding offer, which provides quality coverage for your child at the very lowest cost to you.

For more information on student accident insurance, contact the school's principal.

STUDENT ORGANIZATIONS

Students are encouraged to participate in recognized and approved student organizations within the school which are formed for the purpose of sharing common interests, or performing service or are an integral part of the educational program of the District. All student organizations shall operate according to established and approved guidelines and procedures and shall not discriminate on the basis of race, sex, religion, disability or national origin.

Chartering - All student organizations must obtain approval of and be chartered by the building principal according to school district regulations and guidelines.

Categories of Student Organizations - Student organizations shall have either a service, honorary or interest orientation. Service organizations/clubs are designed to provide service to the school or the community. Honorary

clubs are those which grant membership to students on the basis of special achievement in attaining openly published standards in defined areas of school life.

Interest clubs - may be organized in any areas of the curriculum of the school or in any other areas which are regarded by the school as providing valuable experiences which supplement the educational program. Clubs shall not, however, promote any political party or political cause.

Adult Supervision - Each school-related club/organization shall be supervised by an adult sponsor approved by the building principal.

EXTRACURRICULAR ACTIVITIES

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.

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 an 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.

CLASSROOM PARTIES

All classroom parties are to be approved in advance by the building principal.

STUDENT RIGHTS AND RESPONSIBILITIES

SCHOOL UNIFORMS

The Lee County School District's Dress Code is established to enable the District to accomplish its mission of providing first class education to its students by teaching proper grooming and hygiene, instilling discipline, preventing disruptions, avoiding safety hazards, and teaching respect for authority.

General Guidelines

Student in grades Kindergarten through twelve shall wear school uniforms that are clean, neat, fit to the correct size, in good repair, and will not be a health or safety hazard to themselves or others.

Uniforms Required

The District has determined that the use of school uniforms will improve the learning environment for students and has adopted the use of student uniforms as specified in these guidelines. New students moving into the district have ten (10) calendar days to comply with the uniform policy.

Uniform Specifications

Girls' Dress Uniform

1. Pants/Bottoms: -Pants, shorts, skirts, *skorts*, *capris* (No Denim)
 - Colors: Black, Khaki, (Solid Colors Only)
 - Pants must be straight-legged, with standard front pockets. (No skinny-legged pants)
 - No Cargo pants or Cargo Shorts
 - Shorts, skirts, and *skorts* must be no shorter than three inches above the knee.

2. Shirts
 - Polo-styled only
 - Colors: Black, White, Gold
 - Shirts must have collars and sleeves.
 - All Shirts must be tucked in

3. Outwear
 - Coats, jackets, cardigan sweaters, sweatshirts, and vests may be worn..
 - Colors: Black, White, Gold
 - Must be solid colors only
 - (Note: students at Whitten may wear any color coat or jacket).

- 4. Socks -Colors: Black, White (Must be solid colors only)
- 5. Belts -If pants have belt loops then a belt should be worn. Belts must be solid colors only (black, white or brown). No belt buckle will be larger than 2 inches by 2 inches.
- 6. Shoes -Shoes must be predominately black or predominately white. No flip-flops or house shoes are allowed.
- 7. Accessories No headgear is allowed i.e. hats, wave caps/doo rags, or head scarves (unless medically necessary). Because jewelry can create distractions at school, jewelry must be black, white, gold or silver. Students can only wear one piece of jewelry per wrist, neck, ears. Also, earrings and necklace charms should be no larger than the diameter of a quarter.

Boys’ Dress Uniform

- 1. Pants/Bottoms: -Pants or shorts (No Denim)
-Colors: Black, Khaki (Solid Colors Only)
-Pants must be straight-legged, with standard front pockets. (No skinny-legged pants)
-No Cargo pants or Cargo Shorts
- 2. Shirts: -Polo-styled
-Colors: Black, White, Gold
-Shirts must have collars and sleeves.
-All Shirts must be tucked in
- 3. Outwear -Coats, jackets, cardigan sweaters, sweatshirts, and vests may be worn.
-Colors: Black, White, Gold
- 4. Socks -Must be solid colors only
- 5. Belts -If pants have belt loops then a belt should be worn. Belts must be solid colors only (black, white or brown). No belt buckle will be larger than 2 inches by 2 inches.
- 6. Shoes - Shoes must be predominately black or predominately white. No flip-flops or house shoes are allowed.
- 7. Accessories No headgear is allowed i.e. hats, wave caps/doo rags, or head scarves (unless medically necessary). Because jewelry can create distractions at school, jewelry must be black, white, gold or silver. Students can only wear one piece of jewelry per wrist, neck, ears. Also, earrings and necklace charms should be no larger than the diameter of a quarter.

Note: No manufacturer’s logos or brand names larger than 1 inch by 1 inch will be allowed.

Note: School Spirit tops may be worn (only on designated days) in school colors; black, gold, white or combination.

Compliance With Uniform Policy

The consequences for non-compliance of the school uniform policy at the secondary school will be as follows:

- First Offense: Warning
- Second Offense: Mandatory parent conference

STUDENT RECORDS

Notice to all Parents and Students Attending the Lee County School District No. “1”:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under the law, parents of students or students if they are at least 18 have both the right to inspect records

kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parent or the student is limited and generally requires prior consent by the parent or the student. Student records are defined to be all official records, files, and data directly related to students, including all material that is found in each student's cumulative record folder. This includes those intended for school use or to be available to parties outside the school or school system, and including, but not necessarily limited to; the following identifying data:

Academic work completed

Grades and standardized test scores

Attendance data

Scores on standardized intelligence, aptitude and psychological tests

Interest inventory results

Health data

Family background information

Teacher or counselor rating and observations

Verified reports of serious or recurrent behavior patterns.

A. Access To Records

Those who have the right to inspect and review the education records (Cumulative Record Folder: CRF) kept about the student include:

1. Parents/ guardians of students who are under 18 years of age;
2. Parents who claim students who are at least 18 as dependents under Section 152 of the Internal Revenue Code; and
3. Students who are at least 18 years of age (hereafter called eligible students).

Each school must keep a register of all requests for and grants of access to a student's education records except disclosures to the student, his/her parents, or school officials; disclosures of directory information; and disclosures pursuant to the parents' or eligible student's written consent.

Student health records will be returned to graduating seniors prior to graduation.

B. Hearing To Correct Inaccuracies

Parents of a student who has not yet reached the age of 18 and eligible students have the right to challenge the content of records in the student's cumulative folder. No later than five days after he/she receives a request to amend, the principal shall decide whether to amend the records in accordance with the request. If he/she finds that the challenge is not justified, he/she shall inform the person who made the request of his/her finding and shall also inform that person of his/her right to request, in writing, a hearing before the superintendent or his/her designee. If a parent or eligible student requests a hearing, the director shall set a date for the hearing as soon as possible but not more than 10 school days after the request for the hearing was made and shall give the parent or the student at least two school days' advance written notice of where and when the hearing will be held. At his/her own expense, the parent or student may be assisted at the hearing by an attorney or anyone else of his/her choice. The parent, student, or his/her counsel may present relevant evidence at the hearing.

A parent or student who is dissatisfied with the decision of the superintendent or his/her designee may appeal to the Board of Directors. The review shall be on the record and not a de novo hearing.

C. Release Of Information Outside Of The School System

Persons with Authorized Access:

1. Schools may, without the consent of either the student or his/her parents, disclose information kept in the student's CRF to the following persons:

School officials who have a legitimate educational interest in examining the information. The term "school official" includes any teacher, administrator, assigned student teacher, teacher intern, instructional aide, or other professional employees of the school district and members of the School Board. The principal of the school determines whether a school official is seeking the information to carry out his/her official duty and whether the specific information sought will help in carrying out that duty;

Accrediting organizations that seek information to carry out their accrediting functions;

Persons or organizations conducting studies for or on behalf of the school administration or another educational agency to develop or validate predictive tests, administer student aid programs, or improve instruction. Any report released on the basis of data collected under this paragraph may not include information that personally identifies students or their parents;

Officials of another school in which the student seeks or intends to enroll. Within three school days, the principal or other record custodian shall notify the parent or student of the request for the record and seek his/her consent. If the

parent or student so requests, he/she will be furnished a copy of records to be transferred and given an opportunity to correct any inaccuracies in accordance with established procedures;

Persons who seek information in connection with a health or safety emergency that threatens the health or safety of the student or other persons.

NOTE: The Buckley Amendment regulations presume that if the student's parents are divorced, both parents have the rights inherent in the act unless the school receives evidence that a court order governing matters of divorce, separation, or custody or a legally binding document provides otherwise. The fact that custody was awarded to one divorced parent is not sufficient to deny the other parent access to his/her child's records. FERPA defines parent to include a guardian or person who acts as a parent, i.e., grandparents or other relative with whom student lives if parents have died.

Directory information which includes a student's name, address, telephone number, date and place of birth, extracurricular activity participation, dates of attendance, awards and diplomas received, and the most previous or recent school attended may be made available to outside institutions or agencies upon request. However, any eligible student or parent who objects to the release of directory information must notify the principal or registrar at the beginning of each school year of this decision.

No one else may have access to personally identifiable information from the cumulative record folder, other than directory information, except under one of the following circumstances:

When written consent is given by the parent/legal guardian or eligible student, the education records shall be released pursuant to the request. A consent form will be completed stating what records are to be released, to whom they shall be released, and the reason for the release. A copy of the student record being sent will be made available to the person signing the release form upon request.

When a request is in compliance with judicial orders, or pursuant to any lawfully issued subpoena, the parents, legal guardians and students shall be notified in advance in writing, and a copy placed in the student's files.

When a school official discloses information from the student's cumulative record folder, other than directory information, to anyone other than the parent of the student, the student himself/herself, or other school officials, the person who receives the information shall be informed that the information may not be transferred to any other party without the consent of the parents or the eligible student.

D. Inspection Log

The principal shall maintain in each cumulative folder for which he/she is responsible a cumulative record inspection log. The inspection log shall include the name and reason for inspection of each person requesting access to the cumulative record folder but shall not include disclosures to the parents, the student, school officials, or persons who have student or parental consent or disclosures of directory information. The log may be inspected by the student's parents or the eligible student.

Cost Of Records

Copies made of student records, other than transcripts, for parents will be charged 50 cents per sheet.

Legal Reference:

P0. 93-380 - Family Educational Rights and Privacy Act 1974

FOURTH AMENDMENT

Search and Seizure

I. General Rule.

Students and their property are subject to reasonable searches by school district administrators and teachers. A search is reasonable where: (1) the school official has reasonable grounds for believing that the search will turn up evidence that the student has violated or is violating the law or a school rule; (2) the scope of the search is reasonably related to the objective of the search; and (3) it is not excessively intrusive in light of the age and sex of the student and the nature of the suspected violation. Whether the school officials' belief is reasonable will usually depend on the content of the information provided to the school officials and the reliability of that information.

Where reasonable, a student may be requested to empty his/her pockets, to raise his/her pant leg, to remove his/her coat or jacket and to turn over his/her belt buckle. Students' back packs and purses are also subject to being searched. **All searches must be witnessed by the principal, assistant principal, or principal's designee.**

II. Strip Search

A strip search is defined as requiring a student to remove clothing that reveals his/her nakedness.

Whether or not reasonable, school officials shall **not** require a student to remove any clothing, except for shoes, socks and coats or jackets, and shall not touch a student as part of a search. If school officials believe that some type of strip

search may be justified, two school officials of the same sex should take the student into a private area and request that the student produces the object of the search. If the student refuses, the student should be detained until his/her parent or guardian can come to the school and conduct the search along with two school officials of the same gender. If the parent or guardian will not or cannot obtain the object of the search and the school official still believes that an additional search could produce evidence of a violation, the matter should be referred to the school resource officer or other police officer.

Note: Student Attendance\ 7.A school resource officer or police officer may intervene any time probable cause exists.

III. Scanning

Because of the danger presented by students bringing weapons to school, students will be subject to random and periodic general scanning with metal detectors.

IV. Desks

Student's desks are school property and are at all times subject to random and periodic general inspections by school officials without notice to or the consent of the student. Students will be held responsible for the contents of their desk.

Book Bags, Backpacks and Purses

Book bags, backpacks, purses and similar containers are permitted on school property as a convenience for students. If brought onto school property, such containers and their contents are at all times subject to random and periodic inspections by school officials. Students will be held responsible for the contents of such containers brought onto school property.

Book bags / backpacks must be made of clear material or mesh material.

INTERACTION WITH THE POLICE

Role of the School Resource Officer

Protective. The first priority is the protection of students and staff from negative outside influences and to assist in the maintenance of order.

Consultant. The second priority is to act as an advisor to staff in safety matters, violence reduction strategies, and legal aspects of activities of students.

Instructor. The third priority is to facilitate learning in citizenship and related law education. The officer will prepare and present specialized lectures to classes and arrange for guest lectures on topics discussed by school staff, as well as provide students with information about their rights and responsibilities in the school and community.

Community Relations. The fourth priority is to provide a positive role model to the students and to foster better understanding between the law enforcement community and the student and staff.

Crisis Intervention. The final priority is to assist students through counseling in law-related problems and to assist them by mediating disputes. The officer will attempt to identify problems with students and guide them to addressing their problems in a non-violent manner.

II. Interviews of Students

The District's agreement with the Marianna Police Department provides that the School Resource Officer shall adhere to District policy, Police Department policy and other legal requirements with regard to interviews with students. The district strongly discourages police interviews with students at school during school hours. The police should have ample opportunity to talk to a student away from school or before or after school. Police interviews of students should be conducted at school during school hours only when: (1) requested by a school administrator or superintendent; (2) other reasonable attempts to locate and interview a student have failed; or (3) circumstances where the health, life or safety of the student would be at risk if the interview were conducted at home, e.g., an investigation into allegations of child abuse by a parent.

When a police interview with a student must be conducted at school during school hours, the police should first report to the principal's office. The principal should then attempt to contact the student's parent or guardian unless the interview relates to an investigation of the parent or guardian. If not the subject of the investigation, the parent or guardian should be given the opportunity to come to the school before the interview begins.

All reasonable measures should be taken to avoid embarrassing the student and disrupting the educational program of the student and the school. The interview should be conducted in a private room removed from observation by other students and school personnel. Where practicable, the interview should be conducted by the School Resource Officer with a school administrator present; if not practicable, the School Resource Officer should be present during the interview in addition to a school administrator. During a police interview, a student is not obliged to answer questions which might incriminate him/her.

If the police wish to take a student from school before the parent or guardian can be notified, he/she should give the

principal appropriate personal identification. This will enable the principal to properly inform the parent of the situation and the whereabouts of the child.

A student may be questioned by the police, but he/she is not obliged to answer questions which might incriminate him/her. The parent and/or principal should be present during questioning by police.

VISITORS ON CAMPUS

All visitors to a school campus must report directly to the principal's office. The principal has the right to ask for identification of anyone on campus and may ask individuals to leave school premises if the individuals have no legitimate business at school. A person who has no legitimate business at school and who refuses to leave school grounds after being requested to leave may be arrested and criminally charged in accordance with Arkansas law.

All visitors to school campuses are expected to model appropriate behavior. Inappropriate behavior including, but not limited to, verbal abuse, threats, physical abuse or possessing a weapon on school district property will not be tolerated. Visitors who choose to engage in this type of behavior shall be subject to appropriate administrative and/or legal action. Legal reference: **§ 6-17-106. Insult or Abuse of Staff.**

(a)(1) It is unlawful during regular school hours and in a place where a public school employee is required to be in the course of his or her duties for any person to address a public school employee using language that in its common acceptance is calculated to:

- (A) Cause a breach of the peace;
- (B) Materially and substantially interfere with the operation of the school; or
- (C) Arouse the person to whom it is addressed to anger to the extent likely to cause imminent

retaliation.

(2) A person who violates this section shall be guilty of a violation and upon conviction be liable for a fine of not less than one hundred dollars (\$100) nor more than one thousand five hundred dollars (\$1,500).

(b) Each school district shall report to the Department of Education any prosecutions within the districts under this section.

Students under suspension or expulsion are prohibited from coming on the campus of any District school or attending any school-related activity.

STUDENT PUBLICATIONS

All publications that are supported financially by the school or by use of school facilities, or are produced in conjunction with a class shall be considered school-sponsored publications. School publications do not provide a forum for public expression. Such publications, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial control of the District's administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations.

Advertising may be accepted for publications that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorse such things as tobacco, alcohol, or drugs.

Publications may be regulated to prohibit writings which are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.

Prohibited publications include:

Those that are obscene as to minors;

Those that are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard of the truth;

Those that constitute an unwarranted invasion of privacy as defined by state law,

Publications that suggest or urge the commission of unlawful acts on the school premises;

Publications which suggest or urge the violation of lawful school regulations;

Hate literature that scurrilously attacks ethnic, religious, or racial groups.

Student publications that are displayed on school web pages shall follow the same guidelines as listed above and any additional guidelines established by district policy.

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

VIDEO SURVEILLANCE

The board has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras in any district building, on district property, and in district buses and vehicles. Video recorder placements shall be based on the presumption and belief that students, staff, and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view of other students, staff, or visitors.

Signs shall be posted on campus buildings and in district vehicles to notify students, staff, and visitors that video cameras may be in use. Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras.

The district shall retain copies of video recordings until they are erased¹ which may be accomplished by either deletion or copying over with a new recording.

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;² any release or viewing of such records shall be in accordance with current law.

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

ACADEMICS

STUDENT PROMOTION AND RETENTION

The purpose of the following regulations is to provide guidelines for teachers and campus-level administrators to use in making decisions relating to promotion and retention of students from one grade to the next.

Attendance: Because student attendance is an absolute prerequisite for academic achievement, principals K - 5 (or his/her designee) will report to the prosecuting attorney all cases which exceed six (6) unexcused absences per semester. An exception may be granted by the principal and/or superintendent if documented evidence physician's and/or hospital records) or an extended illness justify the number of absences accrued.

Notification of Possible Retention K-4: Written warning of possible retention must precede official notification of retention. Such notification shall be given within ten (10) working days after the third (3rd) quarter.

Kindergarten - Fourth Grade: Teachers in grades K-8 will make recommendations of retention or promotion based on the following criteria:

Students in grades 1-4 failing one or more core area subjects (reading, mathematics, language, science, social studies) will be required to participate in the District's remediation program and demonstrate mastery of skills. Failure to successfully participate in the district's remediation program will result in automatic retention.

Current standardized test scores

Previous standardized achievement test scores

Daily class work

Publisher's assessment tests in reading and mathematics

Educationally deprived considerations

Attendance

Portfolios/student profiles

To be eligible for promotion, a student must obtain a minimum of a "D", for yearly averages, in three (3) of the core areas (reading, mathematics, language arts, science and/or social studies). A student may complete the minimum eligibility requirements for promotion by attending and successfully completing the District's summer school program.

Any teacher, principal, counselor, parent or legal guardian of a student may make a recommendation for retention. All recommendations for retention will be reviewed by school unit committees composed of: the principal, the student's classroom teacher or teachers, school counselor, special service teacher and classroom teacher of the same grade level. Parents of students recommended for retention or promotions have the right to meet with the committee upon written request. A majority vote will determine the committee's decision with the parent(s) having one vote. However, the committee's final decision must be based on the aforementioned criteria. Either the parent or the school may appeal the decision. Written requests for an appeal must be submitted to the principal by September 1.

The IEP committee for special education students will determine appropriate placement.

Acceleration for above grade level achievers will be offered in the form of an accelerated curriculum in the academic subjects. A student may accelerate in one or more subjects depending on his/her academic ability. The students will be identified by the following criteria:

1. Teacher referrals, and
2. Standardized tests which accompany textbooks.

Although the Lee County School District No. "1" does not recommend grade-skipping, a student who meets the guidelines set forth in the gifted and talented program shall be serviced by an accelerated curriculum or grade-skipping. Grade-skipping must be agreed upon by both the district promotion committee and the parent(s).

SMART CORE CURRICULUM: Sixteen (16) units

English: four (4) units (years) – one in grades 9, 10, 11, and 12

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

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

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

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

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

Algebra II

Choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III, or an Advanced Placement math

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

Natural Science: three (3) units (years) with lab experience chosen from

Physical Science

Biology or Applied Biology/Chemistry

Chemistry

Physics or Principles of Technology I & II or PIC Physics

Social Studies: three (3) units (years)

Civics or Civics/American Government

World History

American History

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

Note: While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (1/2) unit (1/2 year)

Fine Arts: one-half (1/2) unit (1/2 year)

CAREER FOCUS: - Six (6) units – at least two of the Career Focus units must be of the same foreign language.

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

The Smart Core and career focus units must total at least twenty-two (22) units to graduate.

CORE: Sixteen (16) units

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

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

Mathematics: four (4) units (years)

Algebra or its equivalent* - 1 unit

Geometry or its equivalent* - 1 unit

All math units must build on the base of algebra and geometry knowledge and skills.

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

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

Science: three (3) units (years)

at least one (1) unit of biology or its equivalent

one (1) unit of a physical science

Social Studies: three (3) units (years)

Civics or government, one-half (1/2) unit

World history, one (1) unit

U.S. history, one (1) unit

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

Note: While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (1/2) unit (1/2 year)

Fine Arts: one-half (1/2) unit (1/2 year)

CAREER FOCUS: - Six (6) units

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

The Core and career focus units must total at least twenty-two (22) units to graduate.

ACADEMIC CHALLENGE SCHOLARSHIP

The Arkansas Academic Challenge Scholarship is a college scholarship plan to promote academic achievement and encourage academically prepared Arkansas high school graduates to enroll in the State's colleges and universities. Arkansas Department of Higher Education establishes the eligibility standards. The award is made based on the applicant's meeting minimum standards with regard to the ACT composite, grade point average (GPA) in the pre-Collegiate core curriculum defined by the State Board of Higher Education and financial need.

(See the high school counselor for new regulations and guidelines pertaining to the Arkansas Academic Challenge Scholarship.)

GRADE LEVEL CLASSIFICATION REQUIREMENTS

Successfully Completed:

Freshman	Promotion from eighth grade(must pass 8 th grade English, and math, science, and social studies)
Sophomore	Four (4 units) -including English I, civics, physical science and the equivalent of Algebra I
Junior	Ten (10) units –including English II, biology, geometry or its equivalent and world history
Senior	Fifteen (15) units including English III, a third unit of math and American History

Acceleration for above grade level achievers will be offered in the form of an accelerated curriculum in the academic subjects. A student may accelerate in one or more subjects depending on his/her academic ability. The students will be identified by the following criteria:

Teacher referrals, and Standardized tests which accompany textbooks.

Although the Lee County School District No. “1” does not recommend grade-skipping, a student who meets the guidelines set forth in the gifted and talented program shall be serviced by an accelerated curriculum or grade-skipping. Grade-skipping must be agreed upon by both the district promotion committee and the parent(s).

GRADING

Parents or guardians shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation which may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue grades for each nine-week grading period*to keep parents/guardians informed of their student’s progress.

The evaluation of each student’s performance on a regular basis serves to give the parents/guardians, students, and the school necessary information to help effect academic improvement. Students’ grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

The grading scale for Whitten Elementary School shall be as follows.

GRADING SCALE*

A= 90-100
 B= 80-89
 C= 70-79
 D= 60-69
 F= 59-below

For the purpose of determining grade point averages, the numeric value of each letter grade shall be as follows.

A = 4 points
 B = 3 points
 C = 2 points
 D = 1 point
 E = 0 points

The grade point values for AP and approved honor courses shall be one point greater than for regular courses with the exception that an F shall still be worth 0 points.

Legal References: A.C.A.§ 6-15-902

State Board of Education: Standards of Accreditation 12.02

Arkansas Department of Education Rules and Regulations Governing Uniform Grading Scales for Public Secondary Schools

CONCURRENT CREDIT

A ninth through twelfth grade student who successfully completes a college courses(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate

of one-half (1/2) high school credit for each three (3) semester hours of college credit. Unless approved by the school's principal, **prior to enrolling for the course**, the concurrent credit shall be applied toward the student's graduation requirements as an elective.

Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to their school in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. Transcripts for student who take concurrent credit courses as partial fulfillment of the required full day of class for students in grades 9-12 are to be received by the school by the end of the semester in which the course is taken. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all, This may jeopardize students' eligibility for extracurricular activities or graduation.

Students will retain credit applied toward a course required for high school graduation from a previously attended, accredited, public school.

Any and all costs of higher education courses taken for concurrent credit are the student's responsibility.

Legal References: A.C.A. § 6-15-902 (c)(2)

Arkansas Department of Education Rules and Regulations: Concurrent College and High School Credit for Students Who Have Completed the Eighth Grade

HOME SCHOOLING

In accordance with Home School Act 400 (State of Arkansas), the Lee County School District No. "1" Board of Directors recognizes the legal right of students to receive instruction through home schooling. However, the local school district has the responsibility for determining appropriate grade level placement and/or in determining course credit for courses taken in home schooling should a student desire public school credit toward graduation. Procedures for approving home school experiences are set forth in the regulations. Parents must officially enroll in home schooling by completing the application process at the Lee County School District No. "1" Administration Office.

Reference: State of Arkansas

Home School Act 400 of 1997

Adopted: March 1997

HOMEWORK

DEFINITION: The term homework refers to an assignment to be prepared outside of class or an assignment which requires further individual student work. Homework is synonymous with any independent activity .

RATIONALE: The Lee County School District recognizes homework as an important part of the educational process and directs that homework assignments meet, at a minimum, the following objectives: improvement of learning processes; aid in mastery of skills; and the recreation and stimulation of interest on the part of the students. The Lee County School District also recognizes that learning activities in the life of a student are not restricted to the classroom or homework assignments.

GUIDELINES: Instruction for homework assignments will be clear and specific so that the student may complete the work.

I. GENERAL PROCEDURES:

- 1) Each principal will provide the teacher with textbooks for students to use for daily lessons and/or homework assignments.
- 2) Teachers will provide copied materials that can be seen clearly and have instructions to be used in completing them.
- 3) Homework assignments will emphasize the application of concepts and skills previously introduced.
- 4) Homework will be considered in the grading of students.
- 5) Homework should provide immediate feedback to the teacher on areas of weakness in
- 6) Teachers will provide homework in all subject areas each week: Reading is a priority; therefore, reading homework assignments are required daily for students in grades K-4 - 5.

II. SPECIFIC PROCEDURES

The following guidelines should be followed in giving homework assignments at the Primary Level:

Kindergarten: Generally, students are not given homework assignments at the kindergarten level, but must do extended practice of taught concepts. and/or skills for reinforcement purposes.

Grade 1: Students must be assigned homework for 15 to 20 minutes a night (Monday-Thursday)

Grade 2: Students must be assigned homework for 20 to 30 minutes a night.

Grade 3: Students must be assigned homework for 30 to 40 minutes a night.

2) Homework assignments for Intermediate Level students should not be any longer than one hour a night.

TRANSPORTATION

SCHOOL BUS POLICY

These rules are set to ensure that the students riding a bus in the Lee County School District No. "1" are transported as safely as possible and, at the same time, are provided a pleasant trip to their destination.

Be at the bus stop at the scheduled time. Stand back about ten feet from the bus stop and wait until the door is opened before moving close to the bus.

While loading or unloading, enter or leave the bus orderly and quickly.

While riding the bus, students are under the supervision of the bus driver and must obey him/her at all times.

Students causing disciplinary problems on buses will be identified and disciplinary action will be taken.

Students are expected to conduct themselves in a manner such that they will not distract the attention of the driver or disturb others riding the bus.

No food or drink will be distributed on buses. No knives or sharp objects are allowed. No firearms, ammunition, fireworks, pets, or other animals are allowed. No skateboards, radios, video games, or tape players are allowed.

Students must remain seated while the bus is in motion. Do not put arms, hands, heads or body parts out of the windows.

Students will be liable for any damage they cause to the bus.

Students who must cross the road or highway to enter the bus must always be on the proper side of the road waiting for the bus. If students arrive at the bus stop just as the bus approaches the stop, wait until the bus has come to a complete stop and the driver has signaled them to cross the road.

Students who must cross the road after leaving the bus in the afternoon, must go to a point on the shoulder of the road, approximately fifteen (15) feet in front of the bus, or until they can plainly see the bus driver who will signal them to cross the road.

Students must ride their assigned bus. Those needing to ride another bus or get off the bus at points other than normal stops, must bring notes from their parents to their building principals. The principals will issue 'Permit to Ride Bus' forms which students will present to the drivers.

Lee County School District No. "1" will not be responsible for any personal items lost, stolen, broken, or damaged on school buses.

If a student misses his/her bus in the afternoon, he/she is to report to the principal's office immediately. The principal will be responsible for getting the child home safely.

There are four levels of bus infractions. Level One is for minor infractions of safety procedure or courtesy. Level Two is for serious infractions which directly affects others. . Level Three Infractions are for misconduct, which endangers others and repeated Level Two Infractions. Level Four is severe destruction of property and repeated Level Three Infractions.

Level One Infractions:

Noisy

Out of seat

Turned around in seat

Hands out window

Eating or drinking

Inappropriate items (see item #5)

No bus pass

Throwing objects (may be more severe depending on object thrown)

Unauthorized transportation

Other

Most infractions will be dealt with in an administrative conference. A second Level One Infraction may be dealt with as a Level Two Administrative Action. A third Level One Infraction may be dealt with as a Level Three Administrative Action.

Level One Administrative Actions:

For Level One Infractions, the infractions will be discussed with the student by the principal or assistant principal. The discipline report will be mailed/sent to the parent.

Level Two Infractions:

Threatening

Rough play

Profanity (may be a level 3 depending on the type and volume of profanity)

Disrespect for others

Repeated Level One Infraction

Spitting

Vandalism (may be a Level Three or Four depending on severity)

Getting on any bus when bus privilege has been suspended

Two or more level two infractions will be dealt with at level three administrative action.

Level Two Administrative Actions:

Parents will be notified. The student may be suspended from riding the bus for up to three days and/or the parent may request an administrative conference.

Level Three Infractions:

Refusing to identify himself/herself

Fighting

Smoking, dipping

Repeated level two infractions

Refusing to obey bus driver

Other

Level Three Administrative Actions:

Parents will be notified. For a Level Three Infraction, student bus privilege will be suspended for five (5) school days. A second Level Three Infraction, student bus privilege will be suspended for ten (10) school days. A third Level Three Infraction, student bus privilege will be suspended for a period of one semester (18 weeks). Additional infractions may result in bus privilege being suspended for one school year or permanently.

Level Four Infractions:

Severe safety violations

Public indecency

Repeated Level Three Infractions

Level Four Administrative Actions:

Parents will be notified. Penalty: Off the bus for a period of two semesters or riding privileges may be suspended permanently.

EMERGENCY PROCEDURES

In an emergency, students should remain calm and quiet and listen for instructions from the bus driver. If the driver is unable to conduct emergency measures, the students should follow the procedures below in leaving the bus:

If the exit is through the front door, students sitting in the front seat to the left of the aisle will move out first, followed by those in the right front seat and proceeding in this manner until all seats are emptied. If the exit is through the rear emergency door, those students sitting next to the aisle shall leave first, beginning with those students in the rear of the bus.

If a rapid exit is necessary and it is possible to exit from both doors, students in the rear half of the bus should move out the back door, and those in the front half should move out the front door.

In the event of an accident resulting in injury, persons injured should, if possible, be moved only under competent medical supervision.

If the bus should be overturned, students should evacuate through windows or through either door.

Upon leaving the bus in an emergency, students are to move immediately off the roadway to a safe distance from

traffic. They should not cross the road unless instructed by the driver.

In the event of a tornado or other natural disaster, students should follow the instructions of the bus driver regarding emergency procedures.

STUDENT CONDUCT CODE

The Lee County School District No. "1" Board of Directors, by its authority, establishes the following student behavioral expectations. It is the intent of the Lee County School District No. "1" Board of Directors in establishing these behavioral expectations that they be taught to students as a necessary part of the learning process. These behavioral expectations are important as desirable learning outcomes, as well as being critical to the students' academic development.

All students shall:

- (A) show respect to others and show respect for the rights of others;
- (B) respect the authority of all school personnel;
- (C) behave in a courteous manner; learn and demonstrate acceptable social behavior;
- (E) bring to school and to individual classes the necessary materials (books, pencils, paper, assignments) and actively participate in the learning process;
- (F) use appropriate personal hygiene habits and dress in a manner that is not disruptive to the learning environment; and
- (G) adhere to all school rules and regulations.
- (H) refrain from bringing toys, food and any other distracting items to school.

School authorities reserve the right to punish behavior, which is not conducive to good order and discipline in the school and at school events, whether at the home campus or away, even though that behavior is not specified. Principals shall have both the authority and the duty to take disciplinary action whenever the behavior of the student materially interferes with or disrupts maintenance of a proper atmosphere for learning within classrooms or other parts of the school. The school and/or persons acting in its behalf (certified personnel) will determine disciplinary action. The administrators will be sole judge of inappropriate behavior as it pertains to this section.

CATEGORICAL OFFENSES

Breaking the rules is never good, but sometimes it is more serious than other times. The offenses and penalties which accompany them are divided into three categories. In Category 1, building principals will decide the type of disciplinary action to be used as a positive means of correcting unacceptable behavior. Categories 2 and 3 Offenses are those defined under city and state law as criminal in nature and which may result in suspension or expulsion.

We believe that for younger children, parents need to understand exactly what responsibilities their children must accept and the consequences for breaking rules. Therefore, these consequences are set out in this section of the handbook. The rules and regulations apply to all children. Parents should study them thoroughly and share as much as possible with students.

CATEGORY 1

Category 1 Offenses are considered minor in nature and should be dealt with by school building administrators and staff in consultation with the student's parents/guardians.

Normally, disciplinary actions for Category 1 Offenses will become progressively more severe if minor rule infractions persist. However, the administrator may choose a more severe penalty at any time, based on the student's past disciplinary record and may reduce disciplinary sanctions when warranted. When sanctions are imposed on a student, the parent/guardian should be notified and documentation is required.

Possible disciplinary actions for Category I Offenses include:

- 1. Warning/Parent Contact
- 2. Student, staff, administrator, and/or parent conference
- 3. In-class time out or counseling and behavior plan
- 4. Corporal Punishment or Send Home

Note: At the principal's discretion, corporal punishment may be occasionally used in place of short-term suspension. If parent fails to provide permission to administer corporal punishment upon a student, the student will be suspended. Please refer to Form: Authorization to Administer Corporal Punishment.

Rule 1: Cheating

Cheating on tests or copying the work of another student shall not be tolerated. For all offenses involving cheating, the student will receive a grade of zero on the assessment or test.

Rule 2: Failure to follow directions of school staff and or school rules and regulations

Rule 3: Horseplay is defined as the act of pushing, grabbing, hitting etc., another child.

Horseplay is forbidden because it can result in accidental injury or hurt feelings that lead to minor altercations and/or fights. All participants engaged in horseplay and/or minor altercations will be disciplined accordingly to the degree of involvement of each student.

Rule 4: Harassment/Bullying

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

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

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

Harassment means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; and Substantial disruption means without limitation that any one or more of the following occur as a result of the bullying:

Necessary cessation of instruction or educational activities;

Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;

Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or

Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

Procedures

Any school employee who witnesses or has reliable information that a student has been a victim of bullying will report the incident to any administrator. Any school employee who reports violations of this policy will be immune from any tort liability that may arise from the failure to remedy the reported incident.

The building administrator will act promptly to investigate all complaints of bullying. If it is determined that bullying has occurred, the administrator will discipline any student or group of students according to the consequences listed below.

First Offense: The student or students who are the perpetrators of bullying must participate in Behavior Modification/Conflict Resolution Program or other programs as determined by District personnel. At least one parent or guardian will be required to attend a conference with the principal

or his/her designee concerning the student's bullying offense. The school will provide information on bullying to the parent or guardian.

Second Offense: The building administrator will determine the appropriate disciplinary action as listed for category one offenses in the "Student Handbook." The student or students who are the perpetrators of bullying will be required to again participate in a Behavior Modification/Conflict Resolution Program or other programs as determined by District personnel. The parents will be required to attend a conference with the principal or his/her designee concerning the student's bullying offense.

Third Offense: If the third offense occurs within one school year, the student will receive a short-term out-of-school suspension. Additional behavior interventions will be required.

Rule 5: Leaving School Grounds/Class Without Permission / Skipping/Cutting Class

No student is to leave class without permission. No student is to miss attending a class without the permission of a school administrator. No student is to leave the school campus after arrival without being checked out by a parent or without the approval of a school administrator.

Rule 6: Using Verbally Abusive Language, Obscene Gestures, or Fighting Words

Profanity, inflammatory or verbally abusive language or obscene gestures are prohibited in the school environment.

Rule 7: Smoking or Use of Smokeless Tobacco

Smoking or possession of tobacco products of any kind on school district property or on the school bus is prohibited.

Rule 8: Possession of Mace, Chemical Agents, Multi-fingered Rings, Fireworks or Drug Paraphernalia

The possession of mace, pepper spray or other chemical agents that may cause irritation or physical discomfort and/or bodily harm, by students, on school district property is prohibited.

The possession of multi-fingered rings, brass knuckles, fireworks and drug paraphernalia is also prohibited on school district property.

CATEGORY 2

Generally, disciplinary actions for violation of a Category 2 Offense will move progressively through a defined schedule at each rule violation.

Violations of Category 2 rules that are felony offenses or serious, violent misdemeanors will be reported to the Police Department.

Possible disciplinary actions for Category II Offenses include:

- | | | |
|----|-------------------------|--|
| 1. | 1 st Offense | Warning/Parent Contact |
| 2. | 2 nd Offense | Refer to counselor and/or In-School Suspension (ISS) |
| 3. | 3 rd Offense | In-school suspension for the appropriate number of days or corporal punishment |
| 4. | 4 th Offense | Short-term suspension 1-3 days; Long-term suspension 3-10 days |

Rule 9: Stealing

The act of burglary and/or larceny will not be tolerated. To steal school property or property belonging to another person or to knowingly receive stolen property is prohibited. The student and/or parent guardian shall be responsible for making full restitution for any property stolen and for all damages to property caused by the student's actions. Items stolen valued in excess of \$100 will require police notification.

Rule 10: Gambling

Playing a game of chance for something of value shall not be tolerated.

Rule 11: Fighting

Mutual combat in which participants intentionally inflict bodily injury to another person is prohibited.

All participants in a fight will be disciplined according to the degree of involvement of the participants. Participants must complete Conflict Resolution.

Rule 12: Sexual Misconduct

Rule 12A. The act of deliberately showing sex organs in a public place shall not be tolerated.

Rule 12B. To engage in or attempt to engage in a sexual act with another person or to touch in a sexually offensive manner on district property or at a school-related activity is prohibited.

Rule 12C. (Sexual harassment) The act of making unwelcome sexual advances, requests for sexual favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature.

First Offense: Short Term Suspension and/or Mandatory Professional Counseling

Second Offense: Suspension: 10 days

Third Offense: Alternative Learning Environment

Fourth Offense: Expulsion Recommendation

Rule 13: The Use of Profanity Directed To or About a Staff Person in a Non-threatening Manner.

The use of profanity or slander directed to or about a staff person in a non-threatening manner shall not be tolerated.

Rule 14: Loitering

Lingering on the grounds of a school or within 100 feet of the school, without good cause and permission of school administrator, is prohibited. No suspended and/or expelled student is allowed on District property, for any purpose, while serving a suspension/expulsion without the permission of an administrator.

Rule 15: Destroying School Property

The act of breaking into property belonging to another person or belonging to the school district is prohibited.

The act of intentionally destroying property, cutting, defacing, or otherwise damaging property belonging to another person or belonging to the school district is prohibited. Also, intentionally destroying, modifying, or abusing computer hardware or software, and computer files or accessing the computer files of others is prohibited. The parent/guardian shall be responsible for all damages to property caused by his/her child. An administrator may reduce disciplinary sanctions according to the value of the property. Full restitution is required for damages.

Rule 16: Repeated Violation of Category 1 Offenses

Habitual or repeated violation of school rules and regulations shall not be tolerated.

Rule 17: Disorderly Conduct/Hindering/Interfering with a School Function

Inappropriate behavior or language that substantially disrupts or interferes with or is likely to disrupt or interfere with any school function, activity, or school program is prohibited.

Rule 18: Failure to Permit a Lawful Search or Inspection by a School Official

The act of preventing or impeding a school official from conducting a search or inspection authorized by this handbook is prohibited.

Rule 19: Harassing Communications

Harassing communication on school property is prohibited. The use of the voice, the telephone, telegraph, the mail, E-mail, Facsimile (Fax), or any other form of written, verbal, or electronic communication that intimidates, annoys, causes alarm, or threatens harm to another person, is deemed in violation of this rule. To knowingly allow another person to use a telephone or other electronic device under your control for such a purpose is a crime. To violate another person by using sexually explicit language or gestures is also prohibited.

The unauthorized use and abuse of the computer to visit sexually explicit web sites, or to access, store or distribute obscene pornographic or inappropriately suggestive material is prohibited.

Rule 20: Forgery or Falsification of Information

The act of falsifying teacher/administrator signatures or information on official school records shall not be tolerated.

Rule 21: Use of Fireworks

The use of fireworks on a school campus or at a school-related activity is prohibited.

Rule 22: Participation in Prohibited Clubs, Street Gangs, Fraternities, Sororities or Similar Organizations

Students shall not participate in secret societies or organizations of any kind while on school property at school-sponsored activities, or while on the way to or from school. Street gangs, hate groups, cults, or similar groups, whether organized in the community or in other settings, are prohibited on school grounds or at any school-sponsored activity.

Behaviors such as the use of signs, signals, visible body markings/ adornments, verbal or written language that connotes street gang affiliations and/or membership in other prohibited groups/or organizations at school or at school-related activities are prohibited and will be considered to be in violation of this rule.

Rule 23: Possession/Use of Paging Devices (Beepers), Cellular Phones and/or Other Electronic Communication Devices

The use or possession of beepers or other electronic communication devices on a school campus or at school-related activities is prohibited, except when they are required for medical reasons. In such cases, medical documentation must be on file at the school building. Police notification is required.

Items cited are subject to seizure by school personnel and will be returned to the parent/guardian at the end of the school year.

CATEGORY 3

Students found guilty of Category 3 offenses will be suspended for 10 days and will be recommended for expulsion. The Police Department shall be immediately notified and violators will be prosecuted to the fullest extent of the law.

Rule 23: Assault

An act initiated by one or more persons that purposely or recklessly creates apprehension of imminent physical injury to another person such as a threatening or menacing gesture is prohibited.

Rule 24: Battery

The act of purposely and/or recklessly causing physical injury to another person by beating or striking either directly or with an object is prohibited.

Rule 25: False Alarm

The act of pulling or calling in an alarm of a fire, bomb threat, or other emergency without a lawful purpose is prohibited. **Fire Marshall and/or Police notification is required.**

Rule 26: Use of Multi-fingered Rings, Brass Knuckles, Chemical Agents, or Laser Pin lights

The use of pepper spray, mace or similar chemical agents, laser pin lights, Brass knuckles or multi-fingered rings on school district property is prohibited.

Rule 27: Arson

The willful and deliberate burning of or attempting to burn school property is prohibited.

Rule 28: Possession, Use or Sale of Alcohol, Controlled Substances or Unauthorized Drugs or Substances

The possession or use of alcohol, non-prescribed narcotic drugs, hallucinogens, marijuana, or any unauthorized drug or substance is a violation of district policy. In addition to being expelled, students must show proof of having enrolled in an approved drug/alcohol counseling program prior to reinstatement. *(Students will be suspended if they or their property smell of drugs).

The sale or distribution of alcohol, marijuana, non-prescribed/prescribed drugs, hallucinogens, or similar substances is prohibited. Students expelled for this violation shall be required to submit proof of the successful completion of drug/alcohol counseling and/or treatment program prior to petitioning the Board for reinstatement.

*If a student has been suspended for use of unauthorized drugs and documentation of a negative drug screen is presented within 48 hours, the suspension will be absolved/purged from the student's record.

Rule 29: Physical Assault on Staff

The act of striking or attempting to strike a teacher or other school personnel shall not be tolerated.

Rule 30: Verbal Abuse of Staff

The use of violent, abusive, or obscene language or gestures addressed to a teacher or staff person in a threatening manner shall not be tolerated.

Rule 31: Possession of Firearm

The act of possessing a firearm, on school district property or at a school-related event, whether loaded or unloaded, without written permission from a school authority is prohibited(Consideration will be given to the student if it is determined that the weapon was brought unintentionally and it was immediately turned in.)

Rule 32: Use of Weapon

The act of using a weapon to cause injury or to threaten injury to another person is prohibited.

Rule 33: Possession or Use of Explosives

The possession, use, or threat to use explosives or other such devices capable of inflicting bodily harm are prohibited.

Rule 34: Extortion

Obtaining or attempting to obtain money or property from an individual by force or threat of force is prohibited.

Rule 35: Unlawful Assembly

Three or more students getting together with the intent to commit an unlawful act will not be tolerated.

Rule 36: Inciting to Riot

An act or conduct which results in a riot or which urges others to commit acts of force and violence or participation in a group/gang fight or similar disturbance at school or at school-related activities is prohibited.

Rule 37: Possession of Weapon or Facsimile Weapon

The possession of a knife, box cutter, dirk, brass knuckle, martial arts implement, razor, ice pick, BB gun, pellet gun, pump gun, stun gun, blackjack, unauthorized tools, sword, spear in a cane, billie club, sap, facsimile weapon, or any other instrument that is specifically designed, made or adapted, or is capable of inflicting physical injury to another person, is prohibited at school or at any school-related activity.

Rule 38: Robbery

The violent taking of any goods, money or other valuable items from another person by force, threats or with a weapon shall not be tolerated.

Rule 39: Terroristic Threatening

The act of threatening to cause death or serious physical injury to another person or substantial damage to school property for the purpose of terrorizing another person will not be tolerated.

DISCIPLINARY ACTIONS/PROCEDURES**STUDENT DISCIPLINE PROCEDURE****General Rules**

Reduction of Sanction: The Board, Superintendent or the Principal may at any time reduce the sanction imposed against a student. All decisions may be appealed to the highest level applicable. However, once the student has exhausted the appeals process, the decision is final. Reduction of the sanction does not affect the student's right to appeal the lesser sanction.

Time: Where a time period (e.g., 24 hours or 48 hours) is established for the taking of some action, Saturdays, Sundays and student holidays shall not be counted.

Record of Proceedings: No audio, video or stenographic recording of any kind shall be permitted for any conference or hearing except as provided for in these rules.

Failure to Appear at an Appeal Hearing: The failure of the student and his parent or guardian to appear at an appeal hearing as provided for in these rules shall be considered a waiver of the student's right to appeal. The representative hearing the appeal shall determine if good cause exists and if an appeal hearing will be rescheduled.

Definitions**Sent home / Informal Suspension**

A sent home is used to establish contact with a parent/guardian to resolve problems that do not require suspension. It is used only for a short period of absence, not to exceed 24 hours, and its purpose is to have the parent come to the school for a conference with an administrator within 24 hours. Telephone conferences are acceptable at the discretion of the principal.

School Detention

The principal or designee has the authority to assign students, with notification to the parent/guardian, to lunch detention or before or after school detention. Detention should not extend beyond two (2) hours before or after school. Transportation for students to serve detention is the responsibility of the parent or guardian.

Saturday School**(Not including Whitten Elementary School)**

The principal or designee has the authority to assign students to Saturday School, with notification to the parent/guardian, for repetitive misbehavior that has not been corrected by other sanctions. Saturday School may be assigned in lieu of detention hall or prior to an in-school suspension or short-term, out-of-school suspension.

Transportation for students to serve Saturday School is the responsibility of the parent or guardian.

In-School Suspensions

(Not including Whitten Elementary School)

An in-school suspension is usually issued to the student by the school for minor misbehaviors in lieu of or prior to a short-term, out-of-school suspension based upon the building principal's recommendation.

Each in-school assignment may be from 1-10 days.

In-school suspension assignments should not exceed ten (10) days for any one offense.

The same process for imposing short-term suspensions is applicable to in-school suspensions.

The building-level principal's decision is final in the appeal process governing in-school suspensions.

Students are not allowed to participate in school-sponsored extracurricular activities while serving an in-school suspension.

NOTE: Students must be reinstated on the following day after serving an in-school suspension. Students will then be eligible to participate in extracurricular activities.

Short-term Suspension

A short-term suspension is used to exclude students from school attendance for a period of 1-10 days for violations of classroom, building or transportation rules.

Alternative Learning Environment (ALE) Assignment

An Alternative Learning Environment is the exclusion of a student from regular school attendance for serious violations of disciplinary policies for a period in excess of ten school days. In lieu of being suspended or expelled, a student may be assigned to an alternative educational setting by approval of the ALE committee members (see ALE Handbook). While attending an ALE, the student is not permitted to participate in extracurricular activities.

Expulsion

An expulsion is the exclusion of a student from school attendance for extremely serious violations of district policy. The Board of Directors issues expulsions for a period of time determined by the Board, not to exceed one calendar year. The student is also denied the right to take part in or attend any school function during the expulsion period. Expulsions for handguns and weapon violations shall be for one calendar year. The Superintendent has the right to alter the expulsion on a-case-by-case basis. In lieu of being expelled from the District, students may be assigned to an alternative educational setting.

Physical Restraint

Any school employee may use such physical force as is necessary to restrain or control a student who poses a physical threat to another person or persons. This school employee upon such action shall:

immediately, or as soon thereafter as possible, notify the principal of the incident;

provide a written report of the situation indicating why such action was deemed necessary; and

the principal or his/her designee shall inform the parent/legal guardian of the incident via the appropriate disciplinary reporting form.

Emergency Removal

A building administrator may remove a student without an informal hearing if it is determined that the student's continued presence poses an immediate danger to persons or property or may substantially disrupt the school's orderly operation. A written notice shall be provided to the parent explaining the reason for the student being "emergency removed" from school. Whenever a student is removed under these conditions, a parent/guardian shall be notified when the informal suspension hearing will be held. This hearing will normally be provided within three (3) school days.

It is the parents' or legal guardians' responsibility to provide current contact information to the district which the school shall use to immediately notify the parent or legal guardian upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority: 1) A primary call number; 2) The contact may be by voice, voice mail, or text message; 3) An email address; 4) A regular first class letter to the last known mailing address. The district shall keep a log of contacts attempted and made to the parent or legal guardian.

Parent/Guardian Notification of Suspension/Sent Home

Every reasonable effort will be made by school officials to notify the parent/guardian or emergency contact designee of a suspension and the reasons for the action before the student is sent home. In no case should a student be sent home, prior to the end of the school day, before a parent/guardian contact is made. If a student is disruptive to the learning environment and a parent/guardian may not be contacted, the student will be transported to the Police Department.

Parents should be informed that a student suspension includes a loss of opportunity to participate in any school-related extracurricular activity. The student is also prohibited from entering any school or other district properties without prior authorization of the Principal, Superintendent or his/her designee.

Make-up Work During Suspension

Classroom assignments and tests may be made-up when students are serving out-of-school suspensions.

Loss of Academic Credit - Expulsion

A student shall lose all academic credit for the semester(s) in which the expulsion occurs.

Student/Parent Reinstatement Conference

A conference should be held with the parent and the student to seek resolution of the misconduct before or at the conclusion of the student serving a short-term suspension. The building administrator may select an alternative means for a reinstatement conference if the parent/guardian is unable to attend. Where an extenuating circumstance exists, a telephone conference may be held.

DUE PROCESS PROCEDURES

Short-Term Suspensions

The principal of a school may suspend a student from school for a period of three (1) to ten (10) school days. Before a short-term suspension is imposed, the following process shall be followed:

Before leaving school, the student must be provided an informal conference to give his/her side, give names of witnesses and to hear the evidence upon which the administrator has based his/her decision for the suspension.

During the informal conference, the Principal shall advise the student orally or in writing of the alleged offense(s).

The informal conference need not occur before a student is removed from school, where circumstances justify emergency removal (see p.31).

During the informal conference, the student may have witness statements. However the student is not entitled to an attorney or to cross-examine witnesses.

If the administrator determines there is sufficient evidence to support a short-term suspension, the student must be given a written statement of the charge(s), and parents must be notified promptly.

The administrator shall make every effort to notify the parent/guardian by phone, within 24 hours of the student being suspended, if possible.

Written notice of suspension, the offense(s) and an explanation of the appeal process shall be mailed to the student's parent or legal guardian at the student's address of record, within a reasonable amount of time of the suspension.

The notice must explain the procedure for the student's appeal and reinstatement.

If the student disagrees with the school's charge(s) and evidence, he/she may appeal the suspension to the superintendent or his/her designee. If the student is under eighteen (18), a parent or guardian must come with him/her to the conference.

Short-Term Suspension Appeals Procedure

The process below shall be followed for the appeal of a short-term suspension:

Any student, who receives a short-term suspension and desires to appeal, must do so within forty-eight (48) hours after receiving the suspension.

The student's parent or guardian shall within forty-eight (48) hours of the student being notified of the short-term suspension, give notice to the principal, in person or by phone, of the student's desire to appeal the short-term suspension.

A request to appeal beyond the building principal/designee should be made to the principal. The principal will notify the Superintendent's designee of the parent's/guardian's request.

The superintendent's designee will schedule an appeal hearing as soon as possible.

At the hearing, the Principal, Assistant Principal or his/her designee shall present to the superintendent's designee the evidence supporting the charge. The student shall be represented by his or her parent or guardian; an attorney(s) will be permitted. Once the student or his parent/guardian has responded on behalf of the student, the Administration shall then have an opportunity to reply.

Following the Administration's reply, the Superintendent's designee shall render his or her decision. Written notice

of the decision shall be provided to the student's parent/guardian and the Administration at the conclusion of the hearing. The decision of the Superintendent's designee is final.

Expulsion Recommendation Pre-Hearing

Before an expulsion is recommended, the following process shall be followed.

The student shall be informed orally or in writing of the charges against him/her including a summary of the evidence upon which charges are based and shall be given an opportunity to give his/her side of the story.

A copy of the expulsion recommendation stating the offense(s) and an explanation of the appeal process shall be delivered or sent by certified mail to the parent or guardian at the student's address of record within a reasonable amount of time following the principal's decision to recommend an expulsion.

The student's parent or guardian should give notice, in person or by phone, within forty-eight (48) hours of the student being notified of the expulsion recommendation, of the student's desire to appeal the recommendation to the Superintendent (295-7100).

A prompt hearing shall be scheduled by the Superintendent's designee as soon as possible, not to exceed ten (10) school days from the date of the expulsion recommendation.

The student is entitled to representation by a lawyer or lay counsel.

If the student will be represented by an attorney, written notice of representation must be provided to the Superintendent's Designee at least forty-eight (48) hours before the hearing. The Administration reserves the right to be represented by an attorney at any hearing where the student will be represented by an attorney. If notice is not given within forty-eight (48) hours, the Administration shall be entitled to have the hearing rescheduled to a date and time when an attorney can be present on their behalf.

A formal pre-hearing shall be provided to the student by the Superintendent's Designee. The following guidelines must be adhered to:

Information supporting the principal's recommendation, as well as those who will appear at the hearing, will be made available to the student by the building principal prior to the formal hearing by the Superintendent's Designee.

The Superintendent or his/her designee presides at the hearing. The student will have the factual basis for the alleged offense(s) read to him/her by the Superintendent or designee and will be asked if the facts are true.

If the student admits to the truth of the factual allegations, the Superintendent or his/her designee will proceed with the hearing for determination of any disciplinary action.

If the student does not admit to the allegations, the principal or his/her designee shall present evidence of the events and circumstances to support the recommendation for long-term suspension/expulsion. The presentation will include statements, documents, and other evidence by and on behalf of the school from people who witnessed the alleged offense(s) and from others involved.

Presentation of statements, documents, and other evidence by and on behalf of the student may be presented if the student so desires. The student may testify and may offer the statement of others. However, the student may not be required to testify. The student may present witnesses on his/her behalf.

The Superintendent's Designee may permit cross-examination of witnesses. The cross-examination may be limited if the Superintendent's Designee believes it is abusive or interferes with the conduct of an orderly hearing. The student or his/her representative can make any desired statement or present evidence which might influence the decision in his/her favor.

The Superintendent/designee may ask questions.

Based on the written and oral evidence, the Superintendent's Designee determines the disciplinary action to be taken. Written notice of the decision shall be provided to the student's guardian and the school's administrator at the conclusion of the hearing.

A record of the pre-hearing will be kept, and if a written request is made, the parent or legal guardian will be furnished a record of the pre-hearing.

Expulsion Appeals Procedure

The student will be advised of his/her right to appeal the decision to the Board of Directors. The Superintendent's Designee will schedule the expulsion appeal with the Board. The final level of appeal is to the Board of Directors.

If an expulsion is to be appealed to the Board, the student must give notice to the Superintendent's Designee who will schedule the appeal for the next the regularly scheduled meeting of the Board of Directors.

Expulsion Hearing Procedures

Board of Directors

Only the Board of Directors is authorized to expel a student from the Lee County School District No. "1". All appeal hearings for students recommended for expulsion will be conducted by the Board. An expelled student loses all academic credit for the period of the expulsion.

Notice of date, hour, and place where the School Board will consider and act upon the expulsion recommendation shall be hand delivered or sent by certified US mail, to the student's parent or legal guardian.

The hearing shall be conducted at a special, call meeting of the Board of Directors. In cases where both the parent and the District representative agree, the hearing may be scheduled for another time.

Information supporting the principal's recommendation, as well as those who will appear at the hearing, will be made available to the student as soon as possible.

The President of the School Board or his/her designee presides at the hearing. The student will have the factual basis for the alleged offense(s) presented to him/her by the Administration and will be asked if the facts are true.

If the student denies the truth of the allegations or is not present, the Board will proceed with the hearing for its factual determination.

If the student admits the truth of the allegations, then the Board will proceed with the hearing for determination of any disciplinary action.

The student is entitled to representation by a lawyer or lay counsel. Written notice of representation must be provided to the Superintendent's Office forty-eight 48 hours before the Board hearing. If the student fails to provide notice within forty-eight (48) hours, the Administration shall be entitled to have the hearing rescheduled.

At the hearing, the principal or his/her designee shall present evidence or circumstances for the recommendation for expulsion. The procedure may include:

Presentation of statements, documents, and other evidence by and on behalf of the District from people who witnessed the alleged offense(s) and others involved. Members of the Board and the student may ask questions.

Presentation of statements, documents, and other evidence by and on behalf of the student, if the student so desires. Members of the Board may ask questions.

The Board votes on the question of whether or not the student had committed the specified offense(s) and announces its decision. If the vote is the affirmative, the procedures continue.

The student may testify and may offer the statements of others. The student may not be required to testify during the hearing.

The presiding officer may permit cross-examination of witnesses. The cross-examination may be limited if the presiding officer believes it is abusive or interferes with the conduct of an orderly hearing.

Factual determination by the Board of any punitive action to be taken.

The student's records and disciplinary background may be made available to the Board members.

The Superintendent makes a recommendation to the Board.

The student or his/her representative may present evidence which might influence the Board's decision in his/her favor.

The Board votes on any disciplinary action to be taken and announces its decision. The Board may go into executive session to discuss the evidence before making a decision.

A record of the hearing is kept, and if a written request is made, a parent or legal guardian will be furnished a recorded copy of the hearing.

Note: The District may at any time during the discipline process decide to assign a student to an alternative educational setting in lieu of removing the student from the District. No formal appeal process exists for such a decision. Also, students who have been expelled for weapon violations and/or other violent-related offenses must complete a Conflict Mediation Training Program, Behavior Modification or Drug Counseling/Rehabilitation Program prior to being reinstated to the District.

ALTERNATIVE LEARNING ENVIRONMENT PROGRAM

The Lee County School District believes all students can learn and should have the opportunity to reach their maximum potential. A *safe*, orderly, and supportive learning environment is imperative to provide this opportunity. The District also recognizes that some students' academic and learning styles can best be met through placement in an alternative learning environment program that provides differentiated academic, self-paced, and social skills

instruction in order to facilitate student learning. The District's Alternative Learning Environment Program provides an alternative setting to meet various students' behavioral, social, academic, and personal needs, and are tailored to a varied population of students with different needs.

A student shall be placed in an alternative program when it is reasonably believed that his/her presence in the regular classroom program presents a danger of physical harm to the student and/or other individuals, or when the student's instructional and academic needs are not being met in the traditional classrooms. A student will also be placed in the alternative learning environment who has been convicted of a felony or has been incarcerated, before returning to the regular school setting. A student's ALE assignment will be reduced due to overcrowding or behavioral correction.

Program Description

The academic program for ALE focuses on the core curriculum. Technology assistance will enable the student to perform at grade level and will include English, math, science, and social studies. Classes are limited in size and are designed to meet the student's individual needs. The student must comply with the terms of placement and meet individual behavior management and academic expectations prior to returning to the home campus.

Placement in Alternative Learning Environment

Upon being assigned to ALE by the Superintendent's Designee or by the Board of Directors, a student may be placed at ALE for a period of time, not to exceed one year depending on the category of the violation. The parent/guardian and student are required to attend an intake conference with the Center's administration. The intake conference process will outline with the parent and child the required rules to be observed, the expected behavior and goals to be achieved, and the criteria needed to earn an exit conference at the end of an enrollment period. An exit conference will be granted to a student at the end of his/her enrollment period to determine placement for the next semester or next school year. A student's assignment to the setting may be extended if it is determined by the exit committee that the student's presence in the regular classroom or campus presents a danger or harm to the home school or if the student has not demonstrated success with ALE's rules and expectations. If a student continues to be disruptive to the learning environment, while assigned to the ALE, he/she may receive an expulsion recommendation and may be referred to the Board as outlined in procedural due process for repeated misbehaviors and serious violations.

Transportation to ALE will be provided by the District and is coordinated at the alternative site.

LEE COUNTY SCHOOL DISTRICT NO. "1"
2010-2011 SCHOOL YEAR CALENDAR

AUGUST 11-17	(WED-TUES) STAFF DEVELOPMENT	(5 DAYS)
AUGUST 18	(WED) TEACHER WORK DAY	
AUGUST 19	(THUR) FIRST DAY FOR STUDENTS	
SEPTEMBER 6	(MON) LABOR DAY HOLIDAY	
SEPTEMBER 16	(THUR) ISSUE PROGRESS REPORT #1	
OCTOBER 14	(THUR) END OF FIRST QUARTER	(40 DAYS)
OCTOBER 28	(THUR) PARENT/TEACHER CONFERENCES #1	(2 DAYS)
	(ISSUE REPORT CARD #1)	
OCTOBER 29	(FRI) STAFF DEVELOPMENT/STUDENT HOLIDAY	
NOVEMBER 4-5	(THUR-FRI) STAFF DEVELOPMENT/STUDENT HOLIDAYS	(2
DAYS)		
	AEA – PROFESSIONAL DEVELOPMENT DAYS	
NOVEMBER 18	(THUR) ISSUE PROGRESS REPORT #2	
NOVEMBER 24-26	(WED-FRI) THANKSGIVING HOLIDAY	
DECEMBER 17	(FRI) END OF SECOND QUARTER	(40 DAYS)
	END OF FIRST SEMESTER	<i>TOTAL</i> (80 DAYS)
DECEMBER 20-31	MID-WINTER HOLIDAYS	
JANUARY 3	(MON) STAFF DEVELOPMENT DAY	
JANUARY 4	(TUES) STUDENTS' FIRST DAY FOLLOWING HOLIDAYS	
JANUARY 13	(THUR) ISSUE REPORT CARD #2	
JANUARY 17	(MON) MARTIN LUTHER KING, JR. DAY-HOLIDAY	
FEBRUARY 3	(THUR) ISSUE PROGRESS REPORT CARD #3	
FEBRUARY 21	(MON) PRESIDENTS DAY-HOLIDAY	
MARCH 14	(MON) END OF THIRD QUARTER	(48 DAYS)
MARCH 21-25	(MON-FRI) SPRING BREAK	
MARCH 31	(THUR) PARENT TEACHER CONFERENCE #2	(2 DAYS)
	(ISSUE REPORT CARD #3)	
APRIL 1	(FRI) STAFF DEVELOPMENT/STUDENT HOLIDAY	
APRIL 14	(THUR) ISSUE PROGRESS REPORT #4	
APRIL 22-25	(FRI-MON) GOOD FRIDAY/EASTER HOLIDAY	
MAY 30	(MON) MEMORIAL DAY HOLIDAY	
JUNE 3	END OF FOURTH QUARTER	(50 DAYS)
(FRI) LAST STUDENT DAY	<i>Total</i> (98 DAYS)	
JUNE 6	(MON) TEACHER WORK DAY	

CALENDAR SUMMARY

178 INSTRUCTIONAL DAYS
 2 PARENT-TEACHER CONFERENCE DAYS
 STAFF DEVELOPMENT DAYS
2 TEACHER WORK DAYS

192 DAYS

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NOTES

Proposal for Deletion, Addition, or Amendment to Student Handbook

Policy Name: _____ Number _____ Page _____

Group Making Proposal _____ Date _____

Signature of Contact Person: _____

Is this a deletion, addition, or amendment? _____

Proposal: _____

The proposal should be given to the superintendent or his designee. The individual or contact person for the group must sign it.