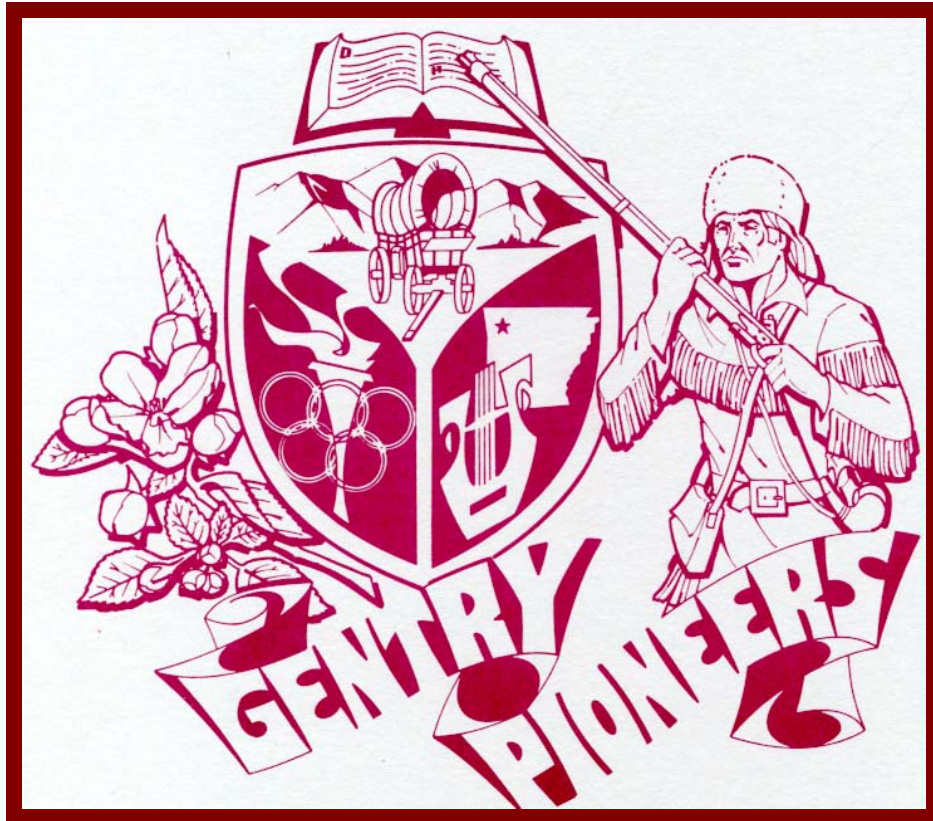


# Gentry Public Schools



## District Parent-Student Handbook

As Adopted For  
2008-2009

# WELCOME

We would like to take this opportunity to welcome you to the Gentry Public School District. It is our sincere desire that the school year will be both successful and enjoyable for the students, parents and staff.

This handbook is provided to give you a source of general information about our school. We hope that you will find it helpful in answering any questions that you may have. It is very important that you take the time to read this handbook before you sign the form stating that you have received and reviewed the handbook. Every student's permanent record must contain a signed form and these are up-dated each year.

We want our school to be a warm and caring place where students feel safe and comfortable so they can get excited about learning. All successful endeavors in life start from a strong foundation and our goal is to provide the foundation that will support your child through the remainder of his/her learning experience.

We encourage parents to become involved in the school. Parents are also invited to visit the school to help strengthen the bonds between the school and the home. **As a safety precaution, all visitors are required to sign in and sign out through the respective administrative offices. Also, visitors are given an identifying sticker to wear while on campus.**

Important phone numbers:

## Website Address:

GPS Office	479-736-2380
GPS fax	479-736-0316
GPS Cafeteria	479-736-2380
GPS Nurse	479-736-2382
GIS Office	479-736-2252
GIS fax	479-736-5308
GIS Cafeteria	479-736-2263
GIS Nurse	479-736-3060
GMS Office	479-736-2251
GMS fax	479-736-3414
GMS Cafeteria	479-736-2668
GMS Nurse	479-736-2251
GHS Office	479-736-2667
GHS fax	479-736-5202
GHS Cafeteria	479-736-2668
GHS Nurse	479-736-2667
District Sp. Ed. Office	479-736-8562
Bus Garage	479-736-2022
Technology Center	479-736-5198
Central Office	479-736-2253
Central Office fax	479-736-2245

<http://www.gentrypioneers.com>

E-mail addresses for GIS/District Sites

(first initial)(last name)@gentry2.nwsc.k12.ar.us

Example: Sam Jones [sjones@gentry2.nwsc.k12.ar.us](mailto:sjones@gentry2.nwsc.k12.ar.us)

E-mail addresses for GPS/GMS/GHS Sites

(first initial)(last name)@gentrypioneers.com

Example: Sam Jones [sjones@gentrypioneers.com](mailto:sjones@gentrypioneers.com)

Supt's E-mail [drbarrett@gentry2.nwsc.k12.ar.us](mailto:drbarrett@gentry2.nwsc.k12.ar.us)

## SCHOOL COLORS AND MASCOT

The colors of Gentry Public Schools are maroon and white. These colors are used in all letters given by the school and on uniforms worn by athletic teams, band, and other representatives of the school. The school mascot is a Pioneer.

## **GENTRY PRIMARY AND INTERMEDIATE SCHOOLS MISSION STATEMENT**

The primary mission of Gentry Elementary Schools is to work in partnership with students, parents and the community to establish a strong foundation for lifelong learning by providing a safe, nurturing, child-centered environment. As we foster intellectual growth, we will contribute to the emotional, moral, aesthetic, social and physical development of our students.

“ . . . a strong foundation for lifelong learning.”

## **GENTRY MIDDLE SCHOOL MISSION STATEMENT**

“Gentry Middle School, in partnership with parents and community, will provide a safe, standards-based, educational program that will enable adolescents to become successful and adaptable students and citizens.”

## **GENTRY HIGH SCHOOL MISSION STATEMENT**

“The mission of the Gentry High School is to provide the highest quality, comprehensive education for every student, regardless of individual background or ability. Provided with a safe and nurturing environment, the Student will be empowered with the critical thinking skills, problem-solving abilities, self-discipline and self-motivation that are required for the 21<sup>st</sup> century.”

## **GENTRY SCHOOL DISTRICT MISSION STATEMENT**

The mission of the Gentry School District is to work with the community in providing safe and successful educational experiences for each student.

**OBJECTIVES:** The objectives of this educational system will be in accordance with the philosophy. The objectives are as follows: A] to provide the highest degree of instruction for all students in the community, B] to prepare an adequate foundation for those who wish to further their education, C] to prepare the non-college-bound student by providing training in a basic understanding of required knowledge and skills for satisfactory living in today's world, D] to promote an atmosphere of independent thinking and to develop a desire to learn more, E] to promote appropriate personal and social behavior by programs and activities which develop reliability, responsibility, democracy and varying aspects of patriotism, F] to instill a sense of individuality and a sense of shared purpose, G]to provide a well-rounded, liberal arts curriculum, H]to improve the quality of teaching by utilizing special talents and abilities of the staff.”

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

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

### **STUDENTS**

Students have the responsibility to pursue their education in the Gentry School District in a manner that shows respect for other students, faculty, parents, and other citizens. Students should be aware that they have a responsibility to cooperate with and assist the school staff in the orderly and efficient conduct of the schools. They can accomplish this by abiding by the rules and regulations established by the Board of Education and the school they attend. Each student is responsible for his conduct at all times.

### **PARENTS OR GUARDIANS**

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

### **TEACHERS**

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

### **PRINCIPALS**

The principal is expected to give to all students at the beginning of the school year, and to each new student upon registration, the rules and regulations currently in effect. The principal is responsible for conducting continued in-service education for all personnel on a regular basis to interpret and implement established policies. The principal or the principal's designee is authorized to assign students to detention, to work detail, to probation status, and to suspend or to recommend the expulsion of students.

### **SUPERINTENDENT**

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

### **THE BOARD OF EDUCATION**

The Board of Education of Gentry School District, acting through the Superintendent, holds all school employees responsible for the supervision of students while legally under the supervision of the school. The Board expects **all employees** to be concerned with student behavior, and when and where unacceptable behavior occurs, to take appropriate action.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>	<b>Last Revised</b>
Student Policies Goals	JA	March 13, 2000	July 1, 2007

Arkansas Code Annotated 6-18-503 and others require that all school districts in the State of Arkansas develop student discipline policies. It further states that parents and students be advised of the rules and regulations by which the school is governed and be made aware of the behavior that will call for disciplinary action and the types of corrective actions that may be imposed.

Therefore, these and other student-related policies are included in this Gentry School Handbook, which has been distributed to each student to be read and discussed by both student and parent.

Upon receipt, all parents and students are asked to sign, date, and return the provided statement verifying the handbook has been both received and reviewed.

The focus of the Gentry School District is to instill within each student a sense of respect for others, a commitment to be responsible for his or her own actions, a feeling of pride and ownership for the school's facilities, and a desire to excel in academics, extra-curricular activities, and personal conduct.

It is the belief of the Gentry Board of Education and school staff that ensuring appropriate student behavior is first the responsibility of the student and his or her parent. Although many of the following policies specify punitive measures for violation of discipline policies, such measures shall only be used to provide a safe and orderly learning environment for all students.

While dedicated to respecting the rights of individual students, the Gentry School District will initiate any legal recourse necessary to ensure that no individual student's or groups of students' behavior infringes on the rights of other students to receive a free and appropriate education.

The Gentry Board of Education recognizes that consequences for violation of student disciplinary policies may need to vary due to the age-level of the student. Therefore, the Board authorizes the administration of the district to enlist parents, students, teachers, and other interested parties to formulate procedures and practices which will best serve the needs of the students according to age-

The Board recognizes that having different practices and procedures may create situations where similar age students at the different campuses could receive different consequences for a mutually shared infraction. In such, the Board directs that the respective principals involved issue the same consequence for all parties.

Second readings of policy to this handbook will be suspended when the policy revision is required by amendments, deletions, or additions to state law. Adoption as policy of such changes shall take place at the first reading and shall be effective after parents, students, staff, or other affected parties have received notification of such required change.

---

**LOGISTICAL NOTE: ALL STUDENT POLICIES WERE REVIEWED BY THE SCHOOL BOARD DURING THE 1999-2000 SCHOOL YEAR ACCORDING TO THE PROCEDURES ESTABLISHED BY A.C.A. 6-18-502 ET AL. AS THE BOARD ADOPTED, AFTER REVIEW, ALL POLICIES AS REVISED, ALL ISSUE DATES WILL BE THE DATE THE POLICY WAS REVISED OR ADOPTED AFTER REVIEW IN THE 1999-2000 SCHOOL TERM.**

**Descriptor Term**Equal Education Opportunity  
/Title IX**Descriptor Code**

JB

**Issue Date**

July 1, 2006

The Gentry School District is an equal opportunity agency dedicated to a policy of nondiscrimination in relation to age, race, creed, color, sex, religion, national origin, handicap, social-economic status, or marital status. This policy will prevail in all matters concerning employees, students, patrons, and educational programs and services. In keeping with the requirements of federal and state law, as well as applicable court orders, the District will strive to remove any vestige of discrimination in the employment, assignment, and promotion of personnel; in educational opportunities and services offered to students, in student assignment of schools, and classes; in student discipline, and in location and use of facilities.

In June 1972, Congress passed Title IX of the Education Amendments, a law that affects virtually every educational institution in the country. This law prohibits discrimination by sex in educational programs that receive federal funds. The law states in part that:

- A. No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance.
- B. Male and female students must be eligible for benefits, services and financial aid without discrimination on the basis of sex.
- C. There should be a person designated as the grievance officer for Title IX.
- D. Proper steps for a student to file a grievance are as follow:

Step 1. A student who feels that he has a grievance should present the matter orally or in writing to his/her principal. If the problem is resolved and no further action is necessary, the matter is considered closed.

Step 2. If a student feels his problem has not been resolved, he/she may ask the principal to schedule a meeting with the Title IX grievance officer to further discuss the issue. This meeting shall occur within two (2) working days of the receipt of a written request from the student.

Step 3. If a student feels his problem has not been resolved, he/she may ask the Title IX grievance officer to schedule a meeting with the Superintendent to further discuss the issue. This meeting shall occur within five (5) working days of the receipt of a written request from the student.

Step 4. If the problem is unresolved after step two (2), the complainant may make a written request to the superintendent for a hearing before the Board of Directors at the next regularly scheduled board meeting unless both parties agree to a different date. Participants involved in the previous steps would be in attendance at this hearing.

The decision of the Board shall be final.

- E. The District will provide periodic training, of no less than a yearly interval, to staff and students regarding identifying and responding to sexual harassment.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>
Compulsory Attendance	JEA	July 1, 2006

Arkansas Code Annotated 6-18-201 requires that children between the ages of five (5) years and seventeen (17) seventeen years of age during the respective school term shall enroll and attend a public, private, or parochial school or be provided a home school.

All children who are ages five (5) through seventeen (17) are required to be in school that school year with the exception of five-year-old children for whom kindergarten has been waived by the parent, guardian, or person having custody or charge; students who have received a high school diploma or its equivalent; or students who are enrolled in a postsecondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>
Mandatory Attendance Requirements For Students in Grades 9-12.	JEAA	July 1, 2006

Beginning with the 2004-2005 school year, students in grades nine through twelve (9-12) shall be required to schedule and attend a full school day and be enrolled in no fewer than three hundred fifty (350) minutes of planned instructional time each day as a requirement for graduation.

In meeting this requirement, students may be assigned to no more that one (1) class period each day for a study hall period which the student shall be required to attend and participate in a full class period of self-study or organized tutoring in the school building.

In meeting this requirement, students may be assigned to no more that one (1) class period each day for organized and scheduled student extracurricular classes to be included as planned instructional time. If the extracurricular class is related to a seasonal activity, the class must continue to meet after the season ends to be counted toward the requirement of planned instructional time. "Extracurricular classes" mean school sponsored activities which may include special interest, fine arts, technical, scholastic, intramural, and interscholastic opportunities outside Arkansas Department of Education approved courses that do not count toward graduation requirements or classes that have not been approved by the Arkansas Department of Education for academic credit.

Enrollment and attendance to vocational-educational training courses, college courses, school work programs, and other Department of Education sanctioned educational programs may be used to satisfy the requirements of this section, even if the program is not located at the public schools.

In extreme and unusual circumstances, the board may choose to grant a waiver of full-time attendance to a student who would experience proven financial hardships if required to attend a full school day. "Financial hardships" mean harm or suffering caused by a student's inability to obtain or provide basic life necessities of food, clothing, and shelter for the student or the student's family. No waiver will be considered unless the student can demonstrate that his or her personal income, or his or her family's income, falls below the national poverty index.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>	<b>Revised:</b>
Enrollment	JEB	July 1, 2006	

Arkansas Code Annotated 6-18-202 provides that a student, whose parents or legal guardians are domiciled in the District and to all persons between those ages who have been legally transferred to the District for educational purposes, may attend until age twenty-one (21) for completion of the secondary program.

Any person eighteen (18) years of age or older may establish a domicile separate and apart from his or her parents or guardians for school attendance purposes.

The minimum age for enrollment in public school kindergarten shall be age five (5) on or before the date established by law of the year of initial enrollment.

Kindergartners and other first time enrollees may require a Physical Assessment and will be required to furnish a record of up-to-date immunizations.

A waiver of kindergarten attendance may be obtained for a child, enrolling for the first time, who is not six (6) years of age by the date established by law of a school year. A child who is six (6) on the date established by law and who has not completed a state-accredited kindergarten program shall be evaluated by the district and enrolled in either kindergarten or first grade as deemed appropriate.

The minimum age for enrollment in the first grade of any public school in the state shall be age six (6) on or before the date established by law of the year of initial enrollment.

Prior to a child's admission to an Arkansas public school, a school district shall request the parent, guardian, or other responsible person to furnish the child's social security number and shall inform the parent, guardian, or other responsible person that, in the alternative, they may request that the school district assign the child a nine-digit number designated by the Department of Education.

Prior to a child's admission to an Arkansas public school, the parent, guardian, or responsible person shall provide the school district with one (1) of the following documents indicating the child's age:

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

#### Late Enrollment

The number of days of school missed by a student who enrolls in school after the beginning of a semester will be counted as absences when determining the minimum number of days a student must be in attendance. Exceptions may be made for transfer students who were in good standing (not suspended or expelled) at their last school attended.

#### Enrollment of Expelled Students

In accordance with Act 472 of 1995 the Gentry School Board reserves the right to deny admission to any student who has been expelled from another school district during the term of that expulsion. Prior to a child's admission to an Arkansas public school, the parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.

**Descriptor Term**  
Homeless Students

**Descriptor Code**  
JEBA

**Issue Date**  
July 1, 2006

The provisions of this policy shall be governed by the requirements outlined by the McKinney-Vento Homeless Assistance Act of 2002; Subtitle B of Title VII: Education of Homeless Children and Youth as reauthorized by the No Child Left Behind Act of 2001.

This policy of the Gentry School District is designed to alleviate the problems faced by homeless children and youth in enrolling, attending, and succeeding in school.

The Gentry District will:

- a. Designate a staff person to serve as a liaison for homeless children and youth.
- b. Make placement determinations on the basis of “best interest” of the homeless child or youth.
- c. Ensure that homeless children and youth are immediately enrolled in school, even if records normally required for enrollment are lacking.
- d. Adopt practices that do not hinder the participation of homeless children and youth in all aspects of the educational program.
- e. Provide homeless children and youth with access to all programs and services available to other students.
- f. Provide professional development for school district staff at the beginning of each school year to build awareness of the educational needs of homeless students, legal responsibilities of the school, and local policies and procedures.

**Descriptor Term:**  
STUDENT TRANSFER  
POLICY

**Descriptor Code:**  
JEC

**Issue Date:**  
July 1, 2006

**Date Revised:**  
June 16, 2008

The decision to grant a non-resident student to transfer into the Gentry School District or to grant a resident student to transfer out of the district will be governed by applicable Arkansas Code(s).

Each petition to transfer will be considered on its own individual merit by the Board of Education on a case-by-case basis. No transfer will be considered unless the parent, guardian, or student shall have first had a conference, in person, with the superintendent of schools and provided a written statement outlining the need for the transfer.

The Board may reject a nonresident’s application for admission if its acceptance would necessitate the addition of staff or classrooms, exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school. The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation. In periods of fiscal austerity, resident students may not be granted a transfer out of the district due to financial consideration.

References: A.C.A 6-18-203 to A.C.A. 6-18-206, A.C.A. 6-18-307, A.C.A. 6-18-316 to A.C.A. 6-18-318, Act 482 of 1997

**Descriptor Term**

Placement Of Transfer Students

**Descriptor Code**

JECCA

**Issue Date**

July 1, 2006

Any student in grades Kindergarten to grade 8 transferring from a school accredited by the Arkansas Department of Education, or other accrediting agency recognized by the Arkansas Department of Education, should be placed in the same grade the student would have been in had the student remained at the former school. Students in grades 9-12 will be placed according to the number of appropriate credits previously acquired as outlined in this handbook.

Any student transferring from a school that is not accredited by the State Department of Education, including home schools, shall be evaluated by the staff to determine that the student's proper placement in this school district. The Gentry Public School District has established the following guidelines for implementing such placement.

**Specific Requirements for Grades 1-12**

1. The parent should provide current standardized achievement test results or other data indicating performance level of the student. The local school may administer a battery of examinations, either standardized or district developed examinations, when deemed necessary for placement or determination of credits.
2. A placement conference shall be held for any student who scores below grade level on any of the basic areas (language arts, reading, and mathematics) or on the required achievement test. Conference participants shall include an administrator, a counselor, the parent(s), and other personnel deemed necessary by the school district. Based on data presented during the conference, the school administrator shall determine class and grade placement. The local school shall retain the option to reconsider placement at anytime during the school year.
3. In the event that a student who has received home instruction has not taken or passed an approved standardized test, he/she may be tested at the school before permanent grade placement is assigned. The school counselor, or designee, will be responsible for selecting the indicators needed to determine appropriate placement.
4. At the time of registration, parents must present a written list of-subjects taught and materials used, such as a list of textbooks used by the student, to the counselor or principal.
5. The maximum credits that will be accepted for each year in attendance in home will be assigned by the school based on verifiable course work.
6. Students who receive home instruction will not have letter grades entered on their permanent record cards. When they enroll, "Home Schooling" will be written in the attendance and grade section of the card. At the secondary level, courses will be listed and credit will be recorded by marking "cr" in the space provided for a grade.
7. Rank in class and grade point average will be determined only by credits earned while attending an accredited high school in grades 9-12. Home school or non-accredited school credits will not affect grade point averages.
8. A student must meet all graduation and attendance requirements for the Gentry School District to receive a diploma.
9. A copy of this policy and guidelines on home schooling will be given to parents or legal guardians when they apply to the Gentry School District for home schooling.

**Descriptor Term**

Absences

**Descriptor Code**

JED

**Issue Date**

July 1, 2006

**Revised**

June 16, 2008

Students will be allowed ten (10) absences per semester. Subsequent absences will be considered ‘unexcused’ and missed work may not be made up [Exception: Students who are suspended from school will not have their absences count toward the ten (10) day total. These absences will, however, be considered ‘unexcused’ and missed work may not be made up (see Descriptor Code **JEDD**)]. Students who exceed the ten (10) allowable days per semester are subject to denial of course credit, promotion or graduation. Excessive absenteeism will not result in expulsion or dismissal of a student. Ten (10) consecutive absences will result in a student being dropped (above exception applies).

**PARENT/GUARDIAN CONTACT** – Parents/guardians should contact (phone call or e-mail) the school by 10:00 a.m. any day the student will be absent. In addition to assisting the school with the attendance record, parent/guardian notification to the school is a security measure to verify the locations of all students.

Types of absences:

**EXCUSED** – Any of the first ten (10) absences for a student. An absence that requires classroom teachers to afford students the opportunity to “make-up” missed work. (**JEDD**, page 11)

1. Personal illness – In case of extended or chronic illnesses or where question of illness may arise, the principal may require verification/documentation of an illness by a physician.
2. Official school sponsored activities.
3. Legal – court appearances. The principal may require verification/documentation from the court of the student’s appearance.
4. Medical appointments – Parent/guardians are urged to schedule medical/dental appointments after school hours. When this is not possible, the appointments should be scheduled so the student does not miss the same class or classes repeatedly.
5. Death or serious illness in the immediate or extended family.
6. Weather related catastrophes.
7. Other reasons as approved by the principal

**UNEXCUSED** – Any absence beyond ten (10). An absence that does not require classroom teachers to afford students the opportunity to “make-up” missed work.

1. When the student has been absent from school for a total of five (5) days, the principal or designee will telephone or send a letter to the parents explaining the attendance policy. Upon receipt of the letter, the parent should contact the school.
2. When the student has been absent from school for a total of eight (8) days, the principal will send a letter to the parent requesting a parent-student principal conference. During the conference the absentee policy will be explained and the parent informed that a civil penalty of up to \$500 may be imposed if the student exceeds the number of excessive absences. An extension of days may be granted at this time if the principal determines that extenuating circumstances beyond the student's and parent's control have caused the absences.
3. When the student has been absent from school for a total of eleven (11) days, unless an extension of days have been previously given, the principal will notify the parent by certified letter, or a letter delivered by a school employee, that a referral to the appropriate "prosecuting authority" has been made.
4. Students who have exceeded the number of absences allowed per semester may be denied course credit, promotion, or graduation. Excessive absenteeism will not result in expulsion or dismissal of the student.
5. At the high school, the student and/or parents can appeal to a permanent Attendance Review committee made up of two teachers and a parent from the community. Their reasons on why the days of absence should not be used to deny credit should be submitted in writing and then a meeting will be scheduled to decide what course of action to take. Any decision can be appealed to the superintendent.

- 6.. When a student is suspended from school, the number of suspension days required by school officials will not be counted in the student's total absences. If the student remains out of school for a period of time in excess of the number of days required, the additional days absent will be counted toward the ten (10) day limit.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>
Truancy	JEDA	July 1, 2006

Truancy will be regarded as a disruption of the educational process. Truancy is defined as not attending school after leaving home to do so, leaving school without permission of the office, not attending a class the student is enrolled in without a legitimate pass to do so, and leaving class without permission. Using a forged note will also constitute truancy. A student who has been truant may be assigned to in-school suspension two (2) days for each day of truancy up to a maximum of ten days. In addition, each day of truancy will count as one of the 10 allowed absences per semester. A student who is truant and later has a valid need to exceed the ten (10) allowed days might not be granted an extension of absences.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>
Tardies	JEDB	July 1, 2006

Any student who reports to school late must report to the office and obtain an admittance slip before entering his/her classroom. All records concerning unexcused tardies will be kept in the school office. At the Primary and Intermediate Schools, students arriving after 8:00 a.m. will be considered tardy, and students leaving before 3:00 p.m. will be considered checked out early and for attendance purposes, students checking in after 9:00 a.m. and students leaving before 2:00 p.m. will be marked absent for half of the day

Students tardy to class at any part of the school day must obtain a tardy slip from the office.

Excessive tardies, as determined by respective campus procedures, will result in a mandatory principal-student-parent conference. At such time other consequences for future tardies, including noon detention, Saturday detention, in-school suspension, corporal punishment, or other appropriate disciplinary actions, will be determined.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>
Early Checkout	JEDC	July 1, 2006

No student will be allowed to checkout of school without permission of the parent unless the parent is checking the student out in person. All requests to check out a student are to be made in the respective principal's office. Only the person(s) listed on the student's enrollment form are allowed to check the student out. An identification card with a picture, such as a driver's license, will be requested when school officials do not personally know the party requesting to check out the student.

At the Primary and Intermediate Schools, students leaving before 3:00 p.m. will be considered checked out early and for attendance purposes, students checking in after 9:00 a.m. and students leaving before 2:00 p.m. will be marked absent for half of the day

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>
Closed Campus	JEDCC	July 1, 2006

The Gentry School District has a closed campus policy. Visitors to the respective campuses must sign in at the office

where they will be given an identification sticker. Visitors must return to the office to sign out on leaving the campus.

Student guests are not allowed during the school day. Students may not leave campus on arriving except through the procedures described in JEDC. Students are not allowed to check out for lunch unless accompanied by a parent or guardian. Parents, friends, etc. wishing to leave meals for students must bring them to the office and leave them for the students. Persons wishing to talk to students must come through the office and receive permission to do so.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>
Make-up Work	JEDD	July 1, 2006

It is the student's responsibility to find out what work has been missed during his/her absence and to make arrangements with his/her teachers to make up work. When one (1) day has been missed, the student will be expected to take any previously announced or "pop" test the day he/she returns. When more than one (1) day is missed, one (1) day will be allowed for each day missed to make up work. The teacher may extend these times if time and circumstance dictates.

The missed work must be completed in chronological order. (Example-On the first day back, the student must complete homework/test(s) that he/she missed on the first day absent; on the second day back, the student must complete homework/test(s) that he/she missed on the second day absent; on the third day back, etc. Make-up work, as described above, must be completed and turned in for grading purposes. This also applies to any/all extra-curricular and athletic absences

If a student has been suspended, daily classroom assignments occurring during the suspension must be completed but will receive no credit. A suspended student will be able to make up for credit tests, long-term projects, or other classwork, which measures or spans a period of time greater than the suspension. Such tests or assignments will be due to be completed on the student's first day back to school unless other arrangements are agreed upon by the respective teacher(s) and principal of the student.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>	<b>Revised</b>
Homework	JEDDA	July 1, 2006	May 9, 2007

The Gentry Board of Education recognizes that fundamental skills often need to be reinforced through additional practice, which students complete outside the instructional day.

Homework activities, an extension of in-class instruction, are those activities and assignments that relate directly to classroom instruction and are designed to lead to mastery of the content being studied.

The purpose of homework is as follows:

- To introduce new material prior to direct instruction by the teacher, such as reading of a chapter in the text with a stated purpose for reading.
- To teach responsibility by setting expectations for the completion of independent practice by the student in a specified period of time.
- To complete class assignments that were not completed during the instructional day.
- To provide enrichment and extension of the curriculum so students can expand their knowledge base independently.
- To reinforce new learning through independent or guided (parent support) practice.

Academic achievement is a joint responsibility among the teacher, the student and the parent. In homework there is a joint responsibility between parent and student to ensure that the purpose of the homework is met. In the primary grades, parents should be an active partner being involved in guided practice activities and helping students work

toward mastery of basic skills. In the upper elementary and the secondary schools parents should be supportive of the requirements for homework that is assigned.

Parents can establish a supportive learning environment in the home that is conducive to completing homework by:

- Showing a positive attitude toward the educational process.
- Taking an interest in their child’s schoolwork.
- Establishing good study conditions.
- Monitoring their child’s study habits.
- Providing support to their child’s efforts.

Parents are not required to provide, nor is homework intended to be, the initial instruction related to new learning.

The following statements are guidelines to teachers as they make decisions about homework:

- Homework must be relevant to the instruction in the classroom.
- Homework should not be assigned for punitive reasons.
- Skills taught in the classroom should first be guided and practiced in the classroom under the teacher’s supervision prior to homework being assigned.
- Homework assignments should be reasonable in length considering the age and grade of the students. The exact amount of homework and time spent will vary depending on age and ability of child and the course work in which the child is enrolled.

As building needs differ, due to the age of the students and content delivered therein, homework practices will be specified for each building configuration within the student handbook in order to ensure consistency.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>	<b>Revised</b>
Textbook/School Property	JEDDB	July 1, 2006	

Textbooks are furnished by the school and are issued to all students upon enrollment. Students and parents are responsible to pay for any damaged or lost textbooks that are issued to them.

The school facilities are the property and responsibility of all our patrons. Students who vandalize school property will be required to pay for damages and may be subject to suspension or expulsion from school.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>
Student Attendance Accounting	JEE	July 1, 2006

All absences will be counted in the school attendance office when attendance reports are completed as required by the Arkansas Department of Education.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>
School Telephone	JEEA	July 1, 2006

The school telephone is a business phone and students will not be able to use it except in an emergency. Students are not called from class to the telephone except in an emergency.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>
Emergency Numbers	JEEB	July 1, 2006

The school must always be informed as to a work telephone number or emergency number in the event your child becomes ill or is injured at school and requires your presence. If we cannot reach a parent designated responsible party, the child will have to remain at school and go home by bus even though he/she is ill. However, should there be an emergency involving an accident and we cannot reach you, the school nurse or a school official will seek emergency medical treatment for your child. Always notify the school of any change of address or telephone number.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>
Moment Of Silence	JEF	July 1, 2006

In accordance with Act 397 of 1995, the Gentry Board of Education directs that at the opening of each school day each classroom may conduct a brief period of silence.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>	<b>Last Revised</b>
Due Process	JFA	July 1, 2006	July 1, 2007

Every student is entitled to due process in every instance of disciplinary action for which the student may be subjected to penalties of suspension or expulsion.

A. Due process is afforded to students in disciplinary cases of some magnitude such as:

1. suspension;
2. expulsion;
3. statements removed from student's records; and
4. clearing one's reputation.

B. The due process rights of students and parents concerning suspension and expulsion are as follows:

1. Prior to any suspension or expulsion, the school principal or his/her designee, shall advise the pupil in question of the particular misconduct of which he or she is accused, as well as the basis for such accusation.
2. The pupil shall be given an opportunity at that time to explain his/her version of the facts to the school principal or his/her designee.
3. Upon suspension or recommendation of expulsion of a student, the school shall immediately contact the student's parent or legal guardian to notify the parent or legal guardian of the reason(s) for the suspension or expulsion. The school shall also make direct contact with the parent or legal guardian at the primary call number or in person; leaving a voice mail at the primary call number; sending a text message to the primary call number; Email, if the school is unable to make contact through the primary call number; or regular first-class mail, if the school is unable to make contact through the primary call number or email. The school shall keep a notification log of contacts attempted and made to the parent or legal guardian. [Act 159 of 2007]
4. Any parent or legal guardian of a pupil suspended or expelled shall have the right to appeal to the Superintendent of Schools.

5. In accordance with Act 472 of 1995 the Gentry School Board reserves the right to deny admission to any student who has been expelled from another school district during the term of that expulsion.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>
Extracurricular Activities	JFBA	July 1, 2006

Extracurricular activities are supplements to the regular instructional program and afford opportunities for enrichment. Extracurricular activities are consistent with the academic goals and objectives of this school district. However, it is necessary that the number of interruptions of instructional time be limited.

- A. Extracurricular activities will be held whenever possible on weekends or after school hours.
- B. Each participant in any extracurricular activity must meet Arkansas Activities Association rules and regulations.
- C. Interruptions caused by announcements, visitors to school, and internal sources will be limited to absolute necessities.
- D. Field trips related to academic work may be allowed with the approval of the superintendent and principal.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>	<b>Revised</b>
Appearance and Dress Code	JFCA	July 1, 2006	June 16, 2008

Student dress, grooming, and appearance should be the responsibility of the individual and his/her parents or guardian. When, however, dress and grooming disrupt the learning process or violate the individual campus dress code, the student, other students, or the learning environment of the school, it becomes a matter subject to disciplinary action.

The first consequence of violating the dress code will be for the student to telephone for someone to bring appropriate clothing to school before being admitted into the classroom. Future violations will result in other disciplinary measures as determined by the principal.

Because of the active nature of elementary school, children should wear comfortable clothing and shoes to school. Males or females will not wear headgear in the buildings except on special days designated by the principal. Children must wear proper gym shoes during their P.E. classes and they must be properly laced up.

Specific dress code items not allowed for the Intermediate, Middle and High schools are:

1. Tops with small shoulder straps or that allow the under garment to show. The student will be required to use the width of three fingers across their shoulders
2. Tops that expose/show excessive cleavage
3. Bare midriff – shirts that show this will absolutely not be allowed
4. Clothing with inappropriate lettering, pictures or racial messages
5. Shorts and Skirts of inappropriate length
6. Any article of headwear or sunglasses – ex hats, bandannas
7. Spandex – tops or shorts
8. Chains – (Example: wallet or dog style)
9. Gang related fashions
10. Bare feet – must wear shoes at all times

11. Drawings/ Symbols of racial content either on clothes or skin will not be tolerated

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>	<b>Revised</b>
Student Transportation Regulations	JFCC	July 1, 2006	June 16, 2008

The purpose of these student transportation regulations for the Gentry School District is to provide the safest, most efficient transportation possible for students that are transported.

Student transportation is the responsibility of the entire community and requires the cooperation of all students, parents, school personnel, and citizens who drive on the streets in the presence of school buses.

School buses are considered an extension of the school campus and all rules and regulations will apply.

Students and parents are asked to read these regulations carefully. They must be followed if safe, efficient transportation is to be provided for the students of this School District.

A. Meeting the bus

1. Students should be at the bus stop five (5) minutes before the bus normally arrives. Do not arrive earlier than ten (10) minutes before the normal arrival time.
2. Before crossing a street to enter the bus, students must wait until the bus has come to a complete stop and the driver has given directions to cross.
3. Students should respect the property rights of others while waiting for the bus. Don't litter or make unnecessary noise. Don't gather under carports, on porches, or on lawns without permission.
4. Students should stand back at least ten feet from the bus stop and not approach the bus until it has come to a complete stop and the door is opened.
5. Students who miss the bus are not to walk or ride another bus to school. Parents are responsible for making arrangements to transport their children to school if they miss their appropriate bus.

B. Entering and leaving the bus

1. Students should enter and leave the bus quickly and in an orderly manner.
2. Students must not enter or leave the school bus by the back door except in the case of an emergency or unless directed to do so by the bus driver.
3. Students who must cross the street after leaving the bus in the afternoon should go to a point, on the edge of the street, ten feet in front of the bus and wait until the driver has signaled for them to cross.
4. Students who drop any object (book, paper, pencil, etc.) while leaving the bus should not attempt to retrieve the object until the bus leaves the scene and the street is clear of other vehicles.

C. Riding the bus

1. Students must ride only the bus to which they are assigned. If a child is to leave school by any means other than originally designated, written or oral permission from the parent or guardian must be submitted to the office before the child will be allowed to change his/her mode of departure. Visitors are not allowed to ride buses except when prior approval has been given by the principal.

2. Students must not distract the driver's attention or disturb other riders on the bus. This means students must remain reasonably quiet on the bus.

3. Students must remain seated while the bus is in motion or stopped, except as directed by the driver.

4. Students must keep the aisles of the bus open at all times. This means that hands and feet and all personal objects must be kept from the aisles of the bus.

D. Items never allowed on a school bus or at school

1. Knives

2. Firearms or guns (Real or Toy)

3. Sharp objects (such as ice pick, box cutters, razors etc.)

4. Clubs

5. Num chucks, throwing stars, or other martial arts related items

5. Pets or other animals

6. Large Balloons

7. Hard balls (such as baseballs)

8. Fireworks or explosives

9. Matches

10. Cigarette Lighters

11. Toys, playing cards, dice, etc.

12. Glass containers

13. Electronic games or other media devices that do not have a volume control

14. Pepper spray or other noxious spray(s)

15. Any type of aerosol spray

E. Activities not permitted on the bus or at school

1 Eating and drinking

2. Chewing gum

3. Smoking or tobacco of any form

4. Scuffling or fighting

5. Playing radios, tape players, or band instruments

6. Yelling at anyone on the bus or outside

7. Throwing paper or any other objects on the floor of the bus or outside the window

8. Putting hands, arms, head or any part of the body outside the bus window

9. Tampering with any of the bus safety equipment or devices

10. Defacing any part of the bus

F. Punishment for misconduct

The school bus is considered by the board as an extension of the classroom and, in such, delegates the same authority to the bus driver as is delegated to a classroom teacher. No school bus driver shall be permitted to administer corporal punishment. The school bus driver shall not attempt to correct a child while school bus is in motion.

The school bus driver shall have the authority to temporarily suspend a child for misconduct, after sufficient warning, from riding a bus until such time as a conference can be held with the child, the child's parent(s) or legal guardian(s), and the respective principal.

Students are under the bus driver's supervision and must obey instructions and directions of the driver at all times.

The driver will submit a written report of all violations of the bus rules and regulations to the building principal. The

principal may, at his/her discretion, use any of the following methods of dealing with misconduct, depending on the severity of the offense:

1. Verbal reprimand;
2. Corporal punishment;
3. Phone call may be made to parent/guardian;
4. Conference with parent/guardian;
5. Suspension from bus;
6. Expulsion from bus;
7. Suspension to in-school;
8. Out-of-school suspension;
9. Expulsion from school.

**G. Seating arrangements on the bus**

1. Elementary students (Grades K-4) will be seated in the front one-third (1/3) of the bus.
2. Middle School students (Grades 5-8) will be seated in the middle one-third (1/3) of the bus.
3. High School students (Grades 9-12) will be seated in the back one-third (1/3) of the bus.
4. The driver will have a seating chart for all regular student riders.

**H. PRIMARY AND INTERMEDIATE SCHOOL BUS RIDER AND WALKER RULES**

For the protection and safety of your child, we ask that parents adhere to the following guidelines:

1. If your child regularly rides a bus to and from school and you would like for them to do otherwise, we ask that you:
  - i. Send a note stating what other bus to ride and where they are to go.
  - ii. Send a note if your child is to walk
  - iii. Send a note telling who will pick up your child after school.
2. If your child regularly walks or is a car rider and you would like for them to do otherwise, we ask that you:
  - i. Send a note stating what bus to ride and where they are to go.
  - ii. Send a note telling who will pick up your child after school.
3. If we do not hear from you regarding this by written note (or by phone in the event of an emergency) it will be necessary to follow your child's regular schedule. Your call should be placed by 2:30 if at all possible.
4. For your child's safety, students will not be removed from the buses after they are loaded.

**I. BICYCLES/ROLLER BLADES/SKATEBOARD/STUDENT VEHICLES**

Students may use these methods of transportation to and from school. However, the school cannot be responsible for the safety of these items. Students must park their bikes in the racks provided at each campus as soon as they arrive at school. Roller blades and skateboards must be removed or lifted upon the student's arrival on campus and then stored during the school day.

Students who drive cars to school are expected to exercise good judgment in handling such vehicles. Speeding, unnecessary moving of the car, spinning of tires, or failure to yield right of way to ALL buses may result in the suspension of driving privileges for a period time set by the building principal or his/her designee. Students' cars are to be parked on arrival at school and are not to be used until school is dismissed in the afternoon, unless permission

is granted by the administration. Vehicles may be parked on the campus only in areas designated for student parking. Students are not allowed to sit in parked cars before school, at noon, or any time that school is in session. They are also not allowed to carry on prolonged conversations with visitors in cars. Students are expected to observe all school traffic rules as well as all city and state laws concerning traffic. The school assumes no responsibility for damage to vehicles parked at school. Failure to observe traffic rules and regulations will result in denial of driving privileges.

“Heelies” are not allowed on campus.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>
Field Trips	JFCCA	July 1, 2006

When a field trip is scheduled, a permission form giving the destination, date, and other requirements (such as a sack lunch) will be sent home to the parent. This form must be signed and returned to the teacher or your child will not be allowed to go on the trip.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>
School Newspapers Unofficial Publications	JFCD	July 1, 2006

Students must refrain from printing anything that might contain obscene language or libelous statements.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>
Distribution Of Literature	JFCDA	July 1, 2006

- A. Students have the right to distribute and possess literature such as, but not limited to newspapers, magazines, leaflets, and pamphlets. The school district does reserve the right to prohibit any specific issue of a publication if there is substantial factual evidence to believe the distribution or possession will cause, or is causing, disruption of school activities.
- B. The time for the distribution of literature will not interfere with regular class time. Distribution may occur prior to or following school hours or before and after school activities. The principal must be advised concerning the distribution, provided a sample, and consent to the time and place of the distribution.
- C. The district reserves the right to deny distribution of literature if such literature is not in the best interests of the students or will cause a disruption in the education process.
- D. Any student has the right to accept or reject the literature being distributed.
- E. In the matter of petitions, all petitions shall be free of obscenities, libelous statements, and personal attack, and shall be within the bounds of reasonable conduct. Students signing such petitions shall be free from recrimination or retribution from members of the staff and administration.
- F. No petitions or soliciting of or by students or school employees will be undertaken without the express consent of the principal after he/she has determined the above criteria have been met.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>
School Organizations	JFCE	July 1, 2006

- A. Gentry School students have the right to join school organizations.

- B. School organizations shall not be restricted for membership on the basis of race, national origin, or other arbitrary reasons. They may be restricted to membership on the basis of sex if the organization is entitled to Title IX exemption under the Bayh Amendment.
- C. School fraternities and secret societies are banned in Arkansas Public Schools. (Act 171 of 1929)

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>
Search and Seizure	JFG	July 1, 2006

The Gentry Public Schools strive to maintain a climate in the school that assures the safety and welfare of all students.

Based on reasonable suspicion, school authorities may make a personal search and seize any illegal contraband, dangerous weapons, laser pointers, prohibited electronic devices, or stolen property. Personal searches include the search of purses, bookbags, athletic bags, clothing, and any such items whereby forbidden articles might be concealed.

The Gentry School policy in regard to the search of student lockers is:

- A. A search will be conducted if there is reasonable belief that a controlled substance, gun, or other contraband is present.
- B. In advance of a search students will be informed, by means of this handbook, that school authorities have equal access to lockers.
- C. The District's ownership of lockers does not, in and of itself, remove a student's expectation of privacy.
- D. A blanket search of lockers will not be conducted by school officials except in unusual circumstances, such as in the case of a bomb threat, etc.

For the cause of student safety, on an announced or unannounced basis, various police agencies may be asked by school officials to do a random search of the school facilities using a dog trained to "sniff out" illicit drugs. Sniffing by trained dogs in public hallways or autos in public lots is not a search and the Fourth Amendment requirements do not apply. Sniffing by trained dogs of a student's person is a search and a search warrant will be obtained if sufficient and substantive evidence justifies the need.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>
Corporal Punishment	JGA	July 1, 2006

Reasonable discipline may include the administration of corporal punishment to a student in the exercise of sound discretion by a certified employee, provided that corporal punishment shall not be excessive or unduly severe.

Corporal punishment will be administered according to the following requirements:

- A. It will be administered by the principal in the principal's office in the presence of at least one other certified employee.
- B. It will not be administered in the presence of other students nor in a spirit of malice or anger, nor will it be excessive.
- C. In the presence of the witness and before corporal punishment is administered, the student will be advised of the rule and infraction for which he/she is being punished. If the student claims innocence, the principal will permit the student to state his/her case which shall be considered prior to the punishment. School officials are not required to conduct formal hearings prior to corporal punishment.

- D. Refusal to take corporal punishment may result in suspension or other disciplinary measures.
- E. The principal will notify the parent when corporal punishment is administered, and a written report shall be filed in the principal's and/or designee's office.

**PARENTS MAY FILE A WRITTEN REQUEST AT THE BEGINNING OF EACH SCHOOL TERM REQUESTING THAT THEIR CHILD NOT BE ADMINISTERED CORPORAL PUNISHMENT AS A FORM OF DISCIPLINARY ACTION. THE DISTRICT MAY HONOR SUCH REQUESTS. IF THE DISTRICT CHOOSES TO HONOR THE REQUEST, OUT-OF-SCHOOL SUSPENSION WILL BE THE CONSEQUENCE.**

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>
Suspension Procedures	JGD	July 1, 2006

Upon an infraction of a school administrative rule or Board Policy and depending upon the seriousness of the offense, a student may be suspended to in-school suspension or from school for up to ten (10) school days, including the day the suspension was imposed.

It is the Board's intent that the length of out-of-school suspensions be no longer than necessary to stop the disruption of the educational process. However, such intent is not to supersede any specific length of suspension set elsewhere by Board Policy.

The Board directs that any student who is suspended out-of-school may be assigned to in-school suspension upon returning and complete all assigned work before returning to the regular classroom setting. However, the total combined length for out-of-school and in-school suspension shall not exceed ten (10) days for any single infraction.

The following procedures apply to out-of-school student suspensions:

- A. Immediately following the investigation of an incidence, and upon the principal's determination of the students alleged guilt, the student will be advised of the intended suspension and will be told of the reasons for the suspension during a student-principal conference.
- B. If the student denies the charges, the principal shall explain to him/her the evidence which forms a basis of the charges and shall permit the student to present his/her side of the story.
- C. The suspension will be for a definite period of time, not to exceed ten (10) school days.
- D. The principal, following notification of parent, shall send the student home. If the parent cannot be reached the student will be sent to in-school suspension. The principal will provide same-day notification to the parent explaining the suspension and requesting a student-parent-principal conference within the duration of the suspension. A student will not be allowed to return to regular classes until the parent-principal-student conference has been held.
- E. Written particulars of the facts and notification of suspension shall be presented or mailed to the parent/guardian the same or next day. A copy will be sent to the superintendent.
- F. When a student has been notified that he/she is suspended, he/she shall remain away from school premises until the principal or designee reinstates him/her, except that a suspended student may return to the school premises when accompanied by his/her parent or guardian for a student-parent-principal conference.
- G. Reinstatement or continued suspension will be decided at the parent-student-principal conference.
- H. An appeal of the principal's decision may be made in person or in writing, to the superintendent by the

parent or guardian.

- I. The suspended student may not remain in the school, unless suspended to in-school suspension, during the time an appeal is being made to the superintendent.
- J. If a suspension is made for longer than 10 days or if the suspension was imposed by the superintendent, an appeal of the superintendent's decision may be made to the School Board by the parent or guardian, and upon such *written* request, a hearing shall be scheduled before the School Board within five (5) days.
- K. A suspended student will be readmitted to class after being suspended for ten (10) school days including the day upon which the suspension was initially imposed, even if the appeal process has not been completed unless the parent-principal-student conference has not been held by the parent's choice.
- L. Assignment of students to ISS by school district administration is not subject to appeal or review to the Gentry School Board.
- M. As is provided by A.C.A. 6-18-508, the Gentry Public Schools Alternative Learning Environment (ALE) may be provided by a consortium of local school districts. Assignment of students to the ALE is not subject to appeal or review to the Gentry School District Board.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>
EXPULSION PROCEDURES	JGE	July 1, 2006

The School Board may expel a student for the remainder of the semester, for the remainder of the school year or permanently for conduct it deems to be of such seriousness as to make a suspension inappropriate. The following procedures apply to student expulsions:

- A. The principal of a school may recommend that a student be expelled from school with loss of credit. A written recommendation to the superintendent shall include a statement of the charge against the student.
- B. If the superintendent concurs with the recommendation, he/she shall schedule a hearing before the School Board.
- C. The superintendent or designee shall give written notice, mailed within ten (10) calendar days from the alleged incident that caused the expulsion recommendation, to the parent if the student is a minor or to the student if he/she is an adult.
- D. The student shall be entitled to be represented by counsel.
- E. Both student and school may present witnesses.
- F. The School Board may decide the issue and will present its findings in writing to the parent/student within ten (10) days.
- G. If requested by the parent, legal guardian, or adult student seventy-two (72) hours prior to the hearing, the School Board shall make a record of the evidence taken at the proceedings and a copy will be furnished to the requesting party. Any expense incurred for such record will be shared equally between the school and requesting party.
- H. When two (2) or more students are charged with violating the same rule and have acted in concert and the facts are basically the same for all such students, a single hearing may be conducted for them if the President of the Board believes the following conditions exist:

1. A group hearing will not likely result in confusion, and,
2. No student will have his/her interest substantially prejudiced by the group hearing.

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

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>	<b>Revised:</b>
Reason For Suspension Or Expulsion	JGEA	July 1, 2006	
A. Disregard of Direction or Commands; Insubordination			
B. Disruption and Interference with School including:			
1. Blocking the doorway or corridor;			
2. Preventing students from attending a class or school activity;			
3. Blocking normal pedestrian or vehicular traffic;			
4. Using violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance or any other conduct intentionally to cause a disruption;			
5. Encouraging other students to violate any rule or School Board Policy.			
C. Immorality			
D. Possession or use fireworks or incendiary devices			
E. Gambling for monetary gain or for objects of value			
F. Insult, abuse or assault of school staff			
1. A mandatory out-of-school suspension of ten days will be the consequence for any student who makes a written threat, oral threat, threatening gesture(s), or any other implied threat to any staff member of Gentry Public Schools.			
2. A mandatory out-of-school suspension of ten days and a mandatory recommendation of expulsion made to the superintendent will be the consequence for any student who makes physical contact with any staff member of Gentry Public Schools if such contact is in conjunction with a stated, implied, or intentional physical threat.			
G. Possession of any firearm or other weapon			
H. Possession of contraband materials while on school property or at school-sponsored events.			
I. Using, being under the influence of, offering for sale, or selling beer, alcoholic beverages or other illicit drugs on school property.			
J. Using tobacco products of any kind while on school grounds or at a school activity.			
K. Damage or destruction of school property			
L. Theft			
M. Fighting			

- N. Use of Obscene and Vulgar Language.
- O. Truancy
- P. Violation of Dress Code
- Q. Forgery (notes, checks, homework, book cards, etc.)
- R. Repetitious violation of school policy
- S. Cheating
- T. Possession of any paging device, beeper, cell, or similar electronic communication device on the school campus; however, an exemption may be made for possession of such a device by a student who is required to use such a device for health or other compelling reasons.
- U. Use of a cellular phone or similar electronic communication device on the school campus during the school day without prior permission by a school administrator
- V. Sexual harassment as defined by Title VII, Civil Rights Act of 1964 and the Civil Rights Act of 1991.
- W Harassment
- X. Possession of a laser pointer.
- Y. Bullying behavior- treating others in an overbearing or intimidating manner.
- Z. Behavior Not Covered Above: The school district reserves the right to punish behavior which is not conducive to good order and discipline in the schools, even though such behavior is not specified in the preceding written causes for suspension or expulsion.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>	<b>Revised:</b>
Disciplinary Measures	JGEB	July 1, 2006	June 16, 2008

The following list summarizes different methods used to correct misbehavior. The list begins with consequences for minor infractions and continues toward major infractions. If a major infraction does occur, the higher-level consequence will be considered. The list is as follows:

- A. Assertive Discipline consequences given in classroom by teacher;
- B. Verbal reprimand from principal;
- C. Telephone call made to the parent/guardian by teacher or principal;
- D. Detention Hall or Saturday detention;
- E. Conference with parents, teacher, and principal;
- F. Corporal punishment;
- G. Student placed on an in-school suspension;

- H. Student placed on out-of-school suspension;
- I. Student referred to professional services outside the school;
- J. Expulsion.

The Board recognizes that the above list of consequences is not exhaustive in scope or sequence. In such, the Board recognizes the authority of the principal to use discretion and professional judgment in assigning consequences not included in the above list. However, no such action shall conflict with local, state, or federal code or with generally accepted educational practice.

The Board mandates that consequences shall not place any student in a position where s/he is exposed to potential health or safety hazards or to consequences designed to humiliate the student.

Examples of forbidden consequences or practices:

- the cleaning of school restrooms, shower facilities, or vomitus
- being placed outside the classroom unsupervised
- being required to do push-ups in a traditional class setting

### **Consequences by Campus**

#### **HIGH SCHOOL and MIDDLE SCHOOL General Discipline Consequences**

1. **Public Display of Affection.** Inappropriate contact ( kissing, holding hands, touching, etc... ) Students will receive a warning for the first violation and then depending upon the severity of any further violation will receive either noon detention, ISS or OSS.
2. **Insubordination.** Willful disobedience and misconduct in class or on campus.
  - 1<sup>st</sup> offense – warning or up to five (5) days of detention, depending upon the nature.
  - 2<sup>nd</sup> offense – three (3) days of ISS.
  - 3<sup>rd</sup> offense – five (5) days of ISS.
  - 4<sup>th</sup> offense – OSS up to ten (10) days with three (3) days being the minimum.
3. **Hall Conduct.** Running in the halls is prohibited. Scuffling, pushing and shoving (horseplay) are definitely forbidden. This also includes any other unnecessary actions.
  - 1<sup>st</sup> offense – warning or up to five (5) days of detention.
  - 2<sup>nd</sup> offense – three (3) days of ISS.
  - 3<sup>rd</sup> offense – five (5) days of ISS.
  - 4<sup>th</sup> offense – OSS up to ten (10) days with three (3) days being the minimum.
4. **Disorderly Conduct.** Verbal abuse or verbal assault another student or inciting other students to fight.
  - 1<sup>st</sup> offense – warning or up to five (5) days of detention
  - 2<sup>nd</sup> offense – three (3) days of ISS.
  - 3<sup>rd</sup> offense – three (3) days of OSS.
  - 4<sup>th</sup> offense – five (5) days of OSS.
  - 5<sup>th</sup> offense – ten (10) days of OSS with a recommendation for expulsion being made to the Superintendent.
5. **Tobacco.** Use or possession of tobacco in any form will not be permitted. This rule applies to school grounds, school buses, or at school-sponsored activities.
  - 1<sup>st</sup> offense – three (3) days ISS.
  - 2<sup>nd</sup> offense – three (3) days OSS.
  - 3<sup>rd</sup> offense – five (5) days OSS.
  - 4<sup>th</sup> offense – ten (10) days OSS with a recommendation for expulsion being made to the Superintendent.
6. **Fighting.** Any student who physically strikes another student with the intent to do bodily harm. Since it is hard to determine who started the fight, both parties will receive the punishment.
  - 1<sup>st</sup> offense – three (3) days of OSS.
  - 2<sup>nd</sup> offense – five (5) days of OSS.
  - 3<sup>rd</sup> offense – ten (10) days OSS with the recommendation for expulsion being made to the Superintendent.

**NOTE: STUDENTS WHO ENGAGE IN FIGHTING DURING AN ASSEMBLY WILL AUTOMATICALLY RECEIVE 5 DAYS OF OSS, DUE TO THE SERIOUSNESS OF WHERE THE FIGHT IS OCCURRING.**

7. **Profanity and Obscene Gestures.** In the event that a student uses vulgar, obscene, profane, insinuating, suggestive, or insulting language or gestures in the hearing or sight of a school employee, the following punishment will be carried out.

1<sup>st</sup> offense – three (3) days of ISS.

2<sup>nd</sup> offense – five (5) days of ISS.

3<sup>rd</sup> offense – three (3) days of OSS.

4<sup>th</sup> offense – five (5) days of OSS

8. **Pornographic or Inappropriate Material.** In the event that a student brings or is caught with any material that is of a pornographic or inappropriate nature, the following punishments be administered:

1<sup>st</sup> offense – three (3) days of ISS.

2<sup>nd</sup> offense – three (3) days of OSS.

3<sup>rd</sup> offense - five (5) days of OSS.

4<sup>th</sup> offense - ten (10) days of OSS with a recommendation for expulsion being made to the Superintendent.

9. **"Bullying"** means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of: (i) Physical harm to a public school employee or student or damage to the public school employee's or student's property; (ii) Substantial interference with a student's education or with a public school employee's role in education; (iii) 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 (iv) Substantial disruption of the orderly operation of the school or educational environment;

Bullying is strictly prohibited while in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, at school-sanctioned events; or by an electronic act that results in the substantial disruption of the orderly operation of the school or educational environment. This shall apply to an electronic act whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose.

Any student that is found retaliating against a person(s) that have reported them for bullying will be suspended from school for a minimum of 5 days.

10. **Electronic Communication Devices.** Any students who are found using a cell phone pager or any other electronic communication device while at school will receive the following punishments:

1<sup>st</sup> Offense – Cell Phone will be taken and given to the principal or his/her designee and returned to the student at the end of the school day and will receive up to 3 days of noon detention.

2<sup>nd</sup> offense – three (3) days of ISS and parents called to pickup the device.

3<sup>rd</sup> offense – five (5) days of ISS, parents called and device turned over to local authorities.

4<sup>th</sup> offense – five (5) days of OSS

5<sup>th</sup> offense – ten (10) days of OSS with a recommendation for expulsion being made to the Superintendent.

11. **Laser pointers, radios, CD players, headphones and other music type devices.** Students will not be allowed to possess hand-held lasers at school. [Act 1408 of 1999]. All radios, tape players, CDs, headphones, etc. must be left at home or in the student's automobile.

**12. Cheating.** If a student is caught cheating in a class, he/she will lose credit for his/her work. A student caught cheating for the second time in the same class will be dropped one letter grade for the semester. If a student is caught cheating a third time in the same class, he/she will lose credit for the class.

**13. Criminal Acts -** Reasons for suspension or expulsion. The commission of or participation in criminal acts in school buildings, on school property, or at school-sponsored events by students is prohibited by school regulation. Disciplinary action will be taken by school authorities against students involved in criminal acts regardless of whether or not criminal charges result. The follow activities are among those defined as criminal under the Laws of the State of Arkansas: however, criminal activities considered under this regulation are not limited to this list.

**14. Abnormal or Irrational Behavior:** Any student whose actions are abnormal or irrational shall be suspended from school by the principal or designee.

**15. Arson:** The intentional setting of fire.

**16. Assault and Battery:** Threat or physical harm to a person.

**17. Burglary and Larceny (Theft):** Stealing of school or personal property.

**18. Extortion, Blackmail or Coercion:** Obtaining money or property by violence or threat of force.

**19. Possession of a Firearm or Weapon:** The Superintendent shall suspend any student from school for a period of not less than one year for possession of a firearm or a weapon. A student who uses, or threatens to use, a weapon or object that might reasonably be considered a weapon to inflict physical injury to any person on the Gentry school campus or at school functions shall be recommended for expulsion for no less than a year with loss of all credits. This action will also result in a referral to legal authorities. If a student discovers that he/she has unintentionally taken a pocket knife, or any other object(s) which is a weapon or could be used as a weapon, to school, he/she may turn it in to school officials voluntarily and immediately without fear of punishment from the school.

**20. Malicious Mischief:** Willful destruction of property.

**21. Robbery:** Taking property from an individual by force or threat of force.

**22. Sale, Use, or Possession of Alcoholic Beverages, Illegal, or other Controlled Substances:** Any student who is under the influence, in possession, distributing or using any of the above will face the following consequences:

1<sup>st</sup> Offense: Ten (10) days Out-of-School Suspension, Parent-Administrator conference at school and referral to legal authorities. Suspension may be reduced to 5 days if the parent or guardian assigns their child to the drug screening pool and enroll, at the parent's expense, the child in a counseling program.

2<sup>nd</sup> Offense: Ten (10) days Out-of-School suspension, Parent-Administrator conference at school and referral to legal authorities, Referral to the School Board for (1) one-semester expulsion. Student may apply for Alternative School at the Board's discretion.

3<sup>rd</sup> Offense: Suspended pending referral to the School Board for expulsion for the remainder of the current semester plus the following semester.

Possession of drug paraphernalia will result in a five day Out-of-School suspension, parent-administrator conference at school and referral to legal authorities. Suspension may be changed from Out-of-School to In-School Suspension if parents assign their child to the drug testing pool and enroll, at parent's expense, the child in a counseling program.

**23. Prescription Drugs:** Prescription drugs must be checked in with and distributed by the school nurse. If not, students who are found with their own or other person's prescription medication are in violation of the high school drug policy and face the same consequences as in Item J above for *sale, use or possession of alcoholic beverages, illegal or other controlled substances.*

**24. Disturbing the Peace: Insult, abuse, or assault to school staff.**

a. A mandatory Out-of-School Suspension of ten days will be the consequence for any student who makes a written threat, oral threat, threatening gesture(s), or any other implied threat to any staff member of Gentry Public Schools.

b. A mandatory Out-of-School Suspension of ten days and a mandatory recommendation of expulsion made to the superintendent will be the consequence for any student who makes personal contact with any staff member of Gentry Public Schools if such contact is in conjunction with a stated, implied, or intentional physical threat.

c. Any student who insults or uses profanity toward a staff member will receive a minimum of three (3) days out-of-school suspension.

25. **Vandalism:** The willful destruction of school property will result in a minimum of three days out-of-school suspension from school. In addition, the student will pay the cost of destruction and face possible prosecution. A student's second offense will result in a minimum of five days suspension from school, payment of damages, and prosecution. A third offense will result in a ten (10) day out-of-school suspension and a recommendation for expulsion.

26. **Harassment / Bullying.** Students that are reported for such an infraction will receive from three (3) days of ISS to ten (10) days of OSS and a recommendation for expulsion to the superintendent's office. Parents/Guardians will be notified and requested to come in for a conference with the principal or his/her designee. Harassment / Bullying will not be tolerated on school property, at school sponsored activities, bus stops or on school buses.

28. **Fireworks.** Any students who are found with or activates anything that falls into this category will be suspended from school for a period of 3 days up to 10 days with the possibility of a recommendation for expulsion to the Superintendent.

29. **Sexual Behavior.** Any student who is found to have been or is engaged in acts of a sexual nature while on school property or at school sponsored activities will be suspended from school for a period of 10 days and a recommendation for expulsion made to the Superintendent.

**Note:** For all of the above offenses corporal punishment could be substituted in place of ISS, but only with written parental/guardian permission and only after notification of each incident. Students will not be allowed to participate in or attend any extra-curricular activity on a day of O.S.S., I.S.S., or corporal punishment unless this punishment is for being tardy. O.S.S., I.S.S. and corporal punishment **will not** be adjusted to allow students to attend extra-curricular activities. Saturday detention will also be an option with one day of Saturday detention being the equivalent of three days of ISS. Saturday detention can be assigned or substituted and is at the discretion of the principal or his/her designee.

### ***General Expectations/Rules***

#### **A. Rules for In-School Suspension**

An In-School Suspension Classroom (ISS) has been established in an effort to allow students who choose to violate school rules to remain in the school setting. Students who refuse to attend ISS will be suspended from school. Students who are assigned to ISS may not attend school-related activities. Upon admittance to ISS, students will copy the ISS rules. The rules are listed below:

1. Students will report to the ISS room upon arrival to school. The student will be dismissed with permission for breakfast, getting their materials and released to ISS from the assigned room.
2. Students are dismissed from the ISS room at the end of the school day.
3. Students must dress in accordance with the school dress code.
4. Students are responsible for bringing ALL necessary materials (books, paper, pencils, et.) to the ISS room.
5. Make-up work will be accepted for any student who has attended ISS.
6. Students will immediately and courteously obey the directions of the ISS supervisor or other school employee.
7. Students are not allowed to sleep at any time during their assignment to the ISS room.
8. The ISS supervisor may assign extra days or other negative consequences for inappropriate behavior.
9. Restroom breaks will be scheduled during the day, as needed.

10. A lunch break is scheduled around 11:40 a.m. each day. Students may also bring their lunch.
11. Students will not be allowed to eat candy or drink sodas in ISS.
12. Students who are disrespectful, uncooperative, or who miss two consecutive days of ISS without parent contact may be suspended from school.
13. Students are to complete ALL classroom assignments before they leave ISS and return to the regular classroom.
14. All of the ISS rules will be copied on the first day of your ISS assignment.

**B. Classroom expectations are listed below:**

1. Be in class on time.
2. Refrain from swearing, rude gestures, or put-downs.
3. Keep your hands, feet, and other objects to yourself.
4. Participate in assigned activities.
5. Follow all directions of the teacher.

Students who choose to engage in severe behaviors such as fighting, destroying school property, threatening a teacher or another student, or other behavior considered severe by the district handbook will be immediately referred to the principal. Rules and consequences for some areas other than the classroom are listed below:

**C. Assemblies**

1. Enter the assembly in a quiet, orderly manner.
2. Remain with your group throughout the program.
3. Immediately come to order when the speaker begins to address the group.
4. Follow the directions of the teachers.

**D. RESTROOMS**

1. Use the restroom facilities in a quiet and orderly manner.
2. Keep your hands, feet, and other objects to yourself.
3. Observe guidelines for cleanliness and health.
4. Refrain from vandalism such as writing on the walls or misuse of the facilities.

**E. Citizenship/Sportsmanship Expectations**

All students are expected to conduct themselves in a manner that will reflect well on the individual, as well as of the school, and not infringe upon the rights of others.

Some suggestions for good citizenship offered by GMS students are:

1. follow all school rules and procedures
2. volunteer for school activities
3. consistently work to your best ability
4. be kind and considerate to others
5. demonstrate good sportsmanship

**F. Cafeteria Rules :**

1. Follow the directions of the teachers
2. Use an appropriate tone of voice
3. Leave the tables neat and clean, discarding food, eating utensils, and trash in the appropriate containers
4. Keep hands, feet, food, and other objects to yourself
5. When the duty teacher dismisses you, report to the gym and/or the campus

**G. Library/Media Center Rules**

1. The same rules and consequences for classroom conduct will apply in the Library/Media Center. Students may obtain permission to visit the library from their classroom teachers.

2. Items from the Library/Media Center should be returned on time. Fines for overdue and/or damaged books must be paid before records, including grades, will be released to parents.

#### **H. Campus/Playground Rules**

1. Follow the directions of the teacher
2. Stay within designated areas
3. Discard refuse appropriately
4. Keep hands, feet, and other objects to self
5. Enter the building in an orderly fashion when the signal is given

#### **I. Hall/Sidewalk Rules**

1. Walk quietly on the right side of the hallways and sidewalks.
2. Keep your hands, feet, and other objects to yourself.
3. Hall traffic is permitted only between class periods or with special permission from the staff to be noted with a hall pass..
4. Sidewalk traffic is permitted before and after school hours and between classes that meet at Gentry High School. While passing, students must remain outside the faculty parking areas. Any student who chooses to pass through the faculty parking area will earn a minimum of two days of after-school detention. Students who damage vehicles will be responsible for any necessary repairs and may earn up to a maximum of a ten-day suspension from school, dependent upon the severity of damage.
5. Keep the hallways and sidewalks free of litter.

#### **J. Bullying Behavior**

**"Bullying"** means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of: (i) Physical harm to a public school employee or student or damage to the public school employee's or student's property; (ii) Substantial interference with a student's education or with a public school employee's role in education; (iii) 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 (iv) Substantial disruption of the orderly operation of the school or educational environment;

Bullying is strictly prohibited while in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, at school-sanctioned events; or by an electronic act that results in the substantial disruption of the orderly operation of the school or educational environment. This shall apply to an electronic act whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose.

Any student that is found retaliating against a person(s) that have reported them for bullying will be suspended from school for a minimum of 5 days.

**Examples of "Bullying" may include but are not limited to the following :**

- Sarcastic remarks "compliments" about another student's personal appearance,
- Questions intended to embarrass or humiliate,
- Mocking, taunting, or belittling,
- Non-verbal threats or intimidation such as "pushing" or "running into the person,"

- Demeaning humor relating to a student's race, gender, ethnicity,
- Demands for money or other personal items (extortion),
- Deliberate physical contact or injury to a person or property,
- Stealing or hiding books or other belongings,
- Threats of harm to the person(s) or their belongings.
- "Cyber" bullying

Students are encouraged to report behavior they consider to be bullying to their teacher, counselor or building principal. The report may be made anonymously.

Teacher and other staff have a responsibility to report behavior they consider to be bullying to the principal. Parents or the guardians may also report incidents they feel constitutes bullying to the appropriate building principal. The principal shall be responsible for investigating any reports to determine if disciplinary actions are warranted.

Students found to be in violation of this policy shall be subject to disciplinary actions as outlined in the Student Handbook. These actions can range from a verbal warning/reprimand to expulsion.

### **INTERMEDIATE AND PRIMARY SCHOOL General Discipline Consequences**

The Gentry Intermediate and Primary School Discipline Plans provide a discipline framework for use in the classrooms and other areas of the elementary campus. At the beginning of the year, each teacher will develop a set of rules that will govern behavior in her/his classroom. In addition, a set of consequences will be developed as well as a plan for providing positive reinforcement to reward acceptable behavior. Students will be informed of these aspects of the plan at the beginning of each year. Once the classes have implemented their plan, each teacher will inform the parents about the plan and ask for a parent signature to verify that the, parent has read and understands the rules, consequences and rewards system.

The discipline plan also contains a severe clause for severely disruptive behavior. Such behavior may include but is not limited to fighting, use of profanity, and possession of a weapon, possession of drugs or tobacco, or flagrant disrespect shown toward a member of the school staff.

Acceptable corrective measures may include, but are not limited to the following:

1. Teacher-student conference
2. Taking away privileges or preferred activities
3. Referral to building principal
4. Clean-up duty
5. Parent-school conferences
6. Referral to other school personnel such as the counselor
7. Time-out or In-school-suspension
8. Corporal punishment - following established district guidelines
9. Out-of-school suspension
10. Expulsion

In an effort to provide a safe, orderly environment for our students, the same rules and consequences for classroom conduct will apply in the cafeteria, the playground, assemblies, library, and transition areas (sidewalks). In an effort to provide rules for school wide implementation students should:

1. Follow directions the first time
2. Keep hands, feet, and objects to yourself
3. Walk quietly in line
4. Practice good character

**Behavior not covered in the aforementioned guidelines:** The school reserves the right to punish behavior which is not conducive to good order and discipline in the schools, even though such behavior is not specified in the preceding written causes for suspension or expulsion.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>
Saturday Detention	JGEBA	July 1, 2006

As an alternative to the use of corporal punishment or suspension, Gentry Schools has a policy of Saturday Detention. Saturday Detention provides a means for a student to be disciplined for violations of the Discipline Code without missing any time from classes. This is an important policy in that it allows the school to carry out discipline while keeping the student in school, a condition necessary for students to receive maximum benefit from the Instructional Program.

#### TERMS OF SATURDAY DETENTION

- A. Saturday Detention may be used by principals as an option of discipline for students who violate certain parts of the student discipline code.
- B. Saturday Detention will be held on any Saturday decided by the principal. It will start at 8:00 a.m. and will conclude at 11:00 a.m. Saturday Detention will be supervised by a teacher holding Arkansas certification.
- C. Any student placed in Saturday Detention will be expected to report promptly by no later than 8:00 a.m. to the location designated by the principal.
- D. All teachers who have the student assigned under their supervision any period of the day will present to the principal an assignment for the student to do during Saturday Detention.

#### TERMS AND CONDITIONS FOR STUDENTS

- A. Students assigned to Saturday Detention must do the following:
  1. Report on time and remain until 11:00 a.m.
  2. Must work seriously on those assignments given him/her.
  3. Must obey and follow the detention teacher's instructions in a polite and courteous manner.
  4. If any of the terms above are not followed, the student will receive an extra day of Saturday Detention until a maximum of three (3) days in accumulated. If the student receives more than three (3) days of continuous detention for not meeting the terms of the policy, long-term suspension will result and the assistance of the office of juvenile service will be enlisted.
  5. Those students who are evaluated as qualified for and placed in Handicapped Education will be dealt with according to those guidelines applicable.

6. Students may receive a ten (10) minute break at a point of time midway through the morning approximately 9:30 A.M. If discipline problems develop at any time during the session, the instructor can alter the break privilege.
7. Students and parents or guardians are responsible for the students transportation to and from Saturday Detention.

**GENERAL INFORMATION**

- A. The principal will make assignments of teachers to keep Saturday Detention.
- B. Every effort will be made to secure a teacher who is strong in good discipline and practices sound judgment in dealing with students.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>
Discipline Of Special Students	JGEC	July 1, 2006

The Board of Education recognizes that there are some students attending the Gentry School District who have observable and/or diagnosed handicapping conditions that require special considerations that are not necessary for non-handicapped students.

The Board accepts the definition of a "handicapped student" as any student, grades kindergarten through twelve (12), who possesses a handicapping condition, which causes an educational deficit as determined by the Gentry School District's Referral, Assessment, Programming, and Placement Procedures. More specifically, these handicapping conditions include the following: hearing handicapped, mentally retarded, multi-handicapped, orthopedically handicapped, seriously emotionally disturbed, specifically learning disabled, speech impaired, and visually impaired.

The Board also recognizes that there are times that a handicapped student will need to be disciplined as a result of undesirable and/or unpredicted behavior which hinders his/her personal or educational welfare or the welfare of other persons. The Board has provided the following criteria for determining the discipline of handicapped students:

- A. Handicapped students who engage in misbehavior and disciplinary infractions are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to free appropriate public education.
- B. The Individual Education Plan (IEP) team for a handicapped student should consider whether particular discipline procedures should be adopted for that individual student and included in his/her IEP.
- C. Handicapped students may be excluded from school, but only in emergencies and only for the duration of the emergency.
- D. After an emergency suspension is imposed on a handicapped student, an immediate meeting of the student's IEP team should be held to determine the cause and effect of the suspension with a view toward assessing the effectiveness and appropriateness of the student's placement and toward minimizing the harm resulting from the exclusion.
- E. The suspended student should be offered alternate educational programming for the duration of the exclusion.

Parents of handicapped students are to be informed of the District's policy and procedures regarding the discipline of handicapped students at the Programming and Placement Conference at which time the IEP is developed. A copy of the discipline procedures will be given to each parent along with the notification of his/her rights and responsibilities. A parent shall also receive prior notification and conference requirements any time program and placement changes are

recommended for his/her child. A suspension is considered a change of placement. Appropriate staff members of each building should be made aware of which students are classified as handicapped. In disciplining the handicapped, it is necessary that due process procedures mandated by P. L. 94-142, Section 504 of the Rehabilitation Act, and Arkansas laws be followed.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>
Discipline Related Definitions	JGED	July 1, 2006

1. **Out-of-School Suspension (O.S.S.):** Prohibition of a student from entering the school or any school functions (except for a prearranged conference with an administrator) for a period of time set by the building principal or his/her designee. [See section on make-up work].
2. **Expulsion:** Prohibition of a student from entering the school or any school functions (except for a prearranged conference with an administrator) until the end of the semester, the end of the current school year or for a period of one full year depending upon the severity of the offense, with loss of credit. This will be determined by the School Board.
3. **In - School Suspension:** A method of allowing a student to attend school but be isolated from other students and teachers while receiving credit for their classes.
4. **Reasonable Force:** The minimum amount of force necessary to stop or restrain a student from conducting himself/herself in an inappropriate manner or in a manner which could cause physical injury to an individual.
5. **Parent:** The term parent will include every parent, guardian or person in a parental relationship having control or charge of any student in attendance in the schools of this district.
6. **Reasonable Suspicion:** Reasonable grounds for suspecting that a search will turn up evidence that the student has violated or is violating either the law or school rules.
7. **Probation:** School personnel may suspend punishment for a rule violation, and notify the parents and the student in writing at the parent conference that the student must obey the rules for the remainder of the year or face a penalty of recommendation for expulsion.
8. **Bullying:** Willful, conscious desire to hurt, threaten, upset or frighten anyone. Repeated hurtful behaviors committed by one or more students against another student that is not provoked by the victims but an imbalance of power between the bully and the victim.
9. **Truancy** defined as the following: not attending school after leaving home to do so, leaving school without permission of the office, not attending a class the student is enrolled in without a legitimate pass to do so, and leaving class without permission.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>
Physical Exams For Students Participating In Extra-Curricular Activities Sanctioned by Arkansas Activities Association	JHCA	July 1, 2006

The intent of this policy is to provide for the physical well being of students who choose to participate in extra-curricular activities provided by the Gentry School District and sanctioned by the Arkansas Activities Association.

Such extra-curricular activities shall include but not be limited to football, basketball, track, golf, softball, baseball, cheerleading, and band.

No student will be allowed to begin actual practice without a physical exam and a clearance from a physician licensed to practice medicine in Arkansas.

It will be the responsibility of the student's parent(s) or guardian(s) to secure, at the parent(s)' or guardian(s)' expense, such an exam from a physician licensed to practice medicine in Arkansas.

The standard physical examination form will be provided by the school to the student to furnish to the student's physician. The form used will be the suggested form provided by the Arkansas Activities Association.

The use of Forms A & B will be required in the examinations of students in grades 7, 8, and 10 or for students new to the district. Form C will be required for students in grades 9, 11, and 12.

All forms will be signed by the physician licensed to practice medicine in Arkansas who performed the examination.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>	<b>Revised</b>
Medication Policy	JHCD	July 1, 2006	May 19, 2008

Except for medications used in first aid, no medications will be administered to students on any school premises by school personnel unless the student requires the medication to attend school. Parents and physicians are urged to schedule the administration of all medication to students at home. When home administration is not possible, prescription drug will be administered at school under the following conditions:

1. It will be ascertained directly from the physician treating the pupil that administering the medication at school is necessary for the health and well-being of the pupil and that no other time schedule for taking the drug is possible.
2. A written statement or prescription will be obtained from the doctor stating the diagnosis, method, amount, and schedule for medicine to be administered. This includes prescription and non-prescription drugs.
3. Parent will fill out school medication permit requesting the school nurse or nurse's designee assist the pupil as recommended by the doctor.
4. Parent's signature on medication permit will be construed as a statement of waiver releasing the school district and its personnel from any and all liability for any undesired or adverse reaction resulting from the medicine being administered.
5. All medication must be delivered to school in its original container by the parent/guardian and possessing the following data:
  - a. Child's name
  - b. Physician's name
  - c. Date of prescription
  - d. Name of drug
  - e. Directions for administration

Only the dosage required should be sent to school daily unless other arrangements are approved by principal. Student's are required to take original medication container home daily unless other arrangements are approved by principal.

6. If medication is to be administered for a prolonged basis, the school nurse will check with the physician at intervals no greater three months to determine the efficacy of the medication and determine if it needs to be continued at school.
7. Non-aspirin or like non-prescription medication will be administered at school upon parent's request and signing of medication permit. Such medicine will be delivered to school in original container with the pupil's name labeled on the container. Waiver conditions will be the same as specified in item 4 above. All over the counter medications must be brought from home. Aspirin will not be given, due to increased risk of Reye's Syndrome and other complications. If the medication must be kept at school for more than one week a doctor's note will be required. Cough drops are considered over the counter medication.
8. On written direction from a student's physician, a student who has a life-threatening condition, such as asthma, may be allowed to keep medication, such as an inhaler, auto-injectable epinephrine, or both, on

their person or within their personal possessions. The letter from the student's physician shall be maintained in the student's health file.

Emergency care for students will be as follow:

1. Minor injuries, such as small cuts and abrasions, will be washed with plain soap and water only.
2. If the injuries require more than the above treatment in item 1, the parent will be contacted and no additional first aid will be administered.
3. All students are required to have on file an Emergency Procedure Form signed by child's parent or guardian which authorizes the school to provide life-saving measures in the event of an emergency. Such form will provide the parent's or guardian's home and work telephone numbers.

If life-saving measures are required and the parent cannot be reached, such measures will be administered by qualified personnel until the student can be transported to the emergency room of a hospital. Emergency Procedure Forms will be kept in the respective school's principal's office. A copy of this form will be taken for each student on school-sponsored trips away from the school campus.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>
Head Lice	JHCE	July 1, 2006

Students found to have lice or eggs shall be subject to the following procedure:

1. Parents will be called to come to school and take the student home.
2. A letter will be provided to the parent explaining a recommended two-step procedure. Step 1 is the treating of the hair with an approved lice-killing product. Step two is the removal from the hair of all lice, eggs, and egg cases.
3. A parent or guardian should return with the student to be readmitted to school.
4. Before readmission to class, the nurse or other designated staff person will verify the hair is free of lice and eggs. If the hair is not free of such the student will be returned home with the parent or guardian.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>
HONOR GRADUATES SENIOR CLASS RANKING VALEDICTORIAN AND SALUTATORIAN	JJ	July 1, 2006

### **HONOR GRADUATE**

Honor Graduates will have completed the prescribed course of study in accordance with Arkansas code and regulations issued by the Arkansas State Board of Education

Grade Point Average (G.P.A.) to determine valedictorian, salutatorian, and other honor graduates will be computed at the conclusion of the final semester.

A student must achieve a 3.75 G.P.A. to be designated an Honor Graduate (based on a 5.0 scale).

An Honor Graduate who has completed 26 or more credits, including 3 AP/College credits, shall be designated as a High Honors Graduate. ( 1 AP Class = 2 semesters 1 College Core Class = 1 semester )

### **GENTRY SCHOOL DISTRICT REQUIREMENTS FOR DESIGNATION AS VALEDICTORIAN**

- A. The Valedictorian must be a High Honors Graduate.
- B. The Valedictorian must have been a student at Gentry High School for his or her entire Junior and Senior years (four semesters).
- C. The student with the highest G.P.A.A., computed on the 4 point scale, shall be named Valedictorian.

In the event of a tie the numerical grade average, of the three College/AP classes in which the student received the highest grades, will be determined for each student whose G.P.A. is tied. If all averages are not equal, the student with the highest numerical average shall be named Valedictorian.

If a tie still exists, all those who are tied shall be designated Co-Valedictorians

#### **GENTRY SCHOOL DISTRICT REQUIREMENTS FOR DESIGNATION AS SALUTATORIAN**

- A. The Salutatorian must be a High Honor Graduate.
- B. The Salutatorian must have been a student at Gentry High School for his or her entire Junior and Senior years (four semesters).
- C. The student with the highest G.P.A. (Grade Point Average), after the Valedictorian, shall be named Salutatorian.




In the event of a tie the numerical grade average, of the three College/AP classes in which the student received the highest grades, will be determined for each student whose G.P.A. is tied. If all averages are not equal, the student with the highest numerical average shall be named Salutatorian.

If a tie still exists, all those who are tied shall be designated Co-Salutatorians



#### **CLASS RANK FOR OFFICIAL HIGH SCHOOL TRANSCRIPTS**

A graduate's class rank shall be determined by their final grade point average with the ranks being assigned as follow:


##### **When one or more students have a G.P.A. greater than 4.000:**

-  Student with G.P.A, greater than 4.000 will be ranked 1.
-  Student with G.P.A. equal to 4.000 will be ranked 2.
-  Student with G.P.A. less than 4.000 will be ranked according to where his or her G.P.A. falls with the highest G.P.A. being ranked the next sequential number past the number of students who hold a #1 and # 2 ranking.

##### **When one or more students have a G.P.A. equaling 4.000 and no student has a G.P.A. greater than 4.000:**

-  Student with G.P.A. equal to 4.000 will be ranked 1.
-  Student with G.P.A. less than 4.000 will be ranked according to where his or her G.P.A. falls with the highest G.P.A. being ranked the next sequential number past the number of students who hold a #1 ranking.

##### **When no student has a G.P.A. of 4.000 and no student has a G.P.A. greater than 4.000:**

-  Student with G.P.A. less than 4.000 will be ranked according to where his or her G.P.A. falls with the highest G.P.A. being ranked #1.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>	<b>Revised</b>
------------------------	------------------------	-------------------	----------------

Student Classification

JIA

July 1, 2006

June 16, 2008

1. In grades Pre-K to grade 8, a student will be classified according to the principal and counselor's recommendation.
2. A Freshman will be classified as a student who has successfully completed the eighth grade.
3. A Sophomore will be classified as a student who has earned 6 or more credits and has successfully completed Algebra I or its equivalent.
4. A Junior will be classified as a student who has earned 12 or more credits and successfully completes Eng I and Eng II.
5. A Senior will be classified as a student who has earned 16 or more credits.

**Descriptor Term**

**Descriptor Code**

**Issue Date**

Guidelines for Foreign Exchange Programs at Gentry High School

JIB

July 1, 2001

1. The principal of Gentry High School will be responsible for administering the program.
2. The principal will approve of no more than three students for the school term.
3. Students must be sponsored by an agency approved by the principal. Approved agencies must be included on the Advisory List published by the National Association of Secondary School Principals and the Council on Standards for International Educational Travel, must have a local contact person, must reside in the district, and must meet other criteria established by the principal.
4. Students shall be fluent in the English language.
5. Students attending classes from Labor Day to the end of the school year will be eligible to receive a CERTIFICATE OF ATTENDANCE if they attend classes for at least 90% of the school days.
6. A student will be eligible to receive a Gentry High School diploma if they meet the Gentry High School requirements for a diploma.
7. Transfer of foreign exchange students will not be accepted during the school year.
8. A foreign exchange student will complete all immunizations required before being admitted.
9. Foreign exchange students will not receive priority scheduling. Preference in class scheduling will be given to non-exchange students who are district residents. Class availability will be determined before enrollment is complete.
10. Approved organizations will have until July 1 to make application for a student to attend Gentry High School. No foreign exchange students will be accepted after July 15.
11. Approved organizations will provide a transcript (translated into English) of the student's academic record.
12. Foreign exchange students shall not be included in any class ranking lists, nor shall a GPA be computed for them.

**Descriptor Term**

**Descriptor Code**

**Issue Date**

1. The Smart Core and Common Core units will be taught each year as part of the required thirty-eight (38) units taught every year as required by the Standards for Accreditation, will be taught each year.
2. In order to ensure that every child has access to a rigorous curriculum, beginning with the Seventh Grade class of 2004-2005 academic year, the Smart Core curriculum and Common Core curriculum will be a standard component of the required course of study to graduate from Gentry Public Schools.
3. All students will participate in the Smart Core curriculum unless the parent or guardian waives a student's right to participate. In the case of a waiver, the student will be required to participate in Common Core.
4. Requirements of the Smart Core Curriculum are:

**English - 4 units (years)**English 9<sup>th</sup> gradeEnglish 10<sup>th</sup> gradeEnglish 11<sup>th</sup> gradeEnglish 12<sup>th</sup> grade**Oral Communications – ½ unit (1/2 year)****Mathematics - 4 units (years)**

Algebra I or Algebra A &amp; B (Grades 7-8 or 8-9)

Geometry or Investigating Geometry or Geometry A &amp; B

Algebra II

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

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

**Natural Science - 3 units (years) with lab experience chosen from**

Physical Science

Biology or Applied Biology/Chemistry

Chemistry

Physics or Principles of Technology I &amp; II or PIC Physics

**Social Studies - 3 units (years)**

Civics or Civics/American Government

World History

U.S. History

**Physical Education – ½ unit (1/2 year)****Health and Safety – ½ unit (1/2 year)**

5. Requirements of Common Core Curriculum are:

**English - 4 units (years)**English 9<sup>th</sup> gradeEnglish 10<sup>th</sup> gradeEnglish 11<sup>th</sup> gradeEnglish 12<sup>th</sup> grade**Oral Communications – 1/2 unit****Mathematics - 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 – 3 units (years)**

At least one (1) unit of Biology  
A Physical Science

**Social Studies –3 units (years)**

Civics or government, 1/2 unit  
World history 1 unit  
U.S. history 1 unit

**Physical Education – ½ unit (1/2 year)**

**Health and Safety – ½ unit (1/2 year)**

**Fine Arts – ½ unit (1/2 year)**

**Career Focus - 6 units**

5. Parents, staff, and students will be provided an opportunity each year to review and offer suggestions regarding the curriculum offered by the Gentry School District. One key component of this opportunity will be the Career Action Plan (CAP) conferences held each year for students in grades eight (8) through eleven (11). Parents are also afforded this opportunity at Open House, Parent-Teacher Conferences, PTO meetings, Academic Booster Club meetings, campus newsletters and various Parent Involvement activities.
6. Parents of students in grades 6-12 will be provided a written summary each year describing both the Smart Core and Common Core Curriculum. This written summary will include and invitation for the parent to schedule an appointment with school officials to discuss either or both plans as to how it applies to his or her child.
7. All communications to parents will include an explanation on the optional procedure required for a student to be enrolled in the Common Core curriculum.
8. Parents who choose the Common Core Curriculum will be required to sign informed consent documents provided by the Arkansas Department of Education. This signed document will be made part of the student's permanent record.
9. Parents will be able to request in writing to the high school principal for reversal of the informed consent agreement if the new required course of study can be completed by the end of the student's senior year.
10. A copy of the student's curriculum choice will be included, with other data in the student's permanent school record, to the receiving school in the event the student leaves the Gentry School District prior to graduation.
11. Teachers, administrators, and counselors will receive yearly professional staff development regarding the implementation of this policy.

**Descriptor Term:**  
Promotion and Retention  
of Students

**Descriptor Code:**  
JIKE

**Issue Date:**  
July 1, 2006

**Revised**

**Retention for failure to participate in the Academic Improvement Plan**

Definition: Academic Improvement Plan – a remedial or supplemental instruction plan jointly developed by school personnel and the parents of students who fail to achieve at the proficient level on state mandated criterion referenced tests.

Beginning with the 2005-06 school year, students in grades one through eight identified for an Academic Improvement Plan (AIP), who do not participate in the remediation program specified in the student's AIP, shall be retained.

Remedial instruction provided during high school years (Grades 7-12) may not be in lieu of English, mathematics, science or social studies, or other core subjects required for graduation.

Any student who does not score at the proficient level on the criterion-referenced assessments in reading, writing, and mathematics shall continue to be provided with remedial or supplemental instruction until the expectations are met or the student is not subject to compulsory school attendance.

Any student that has an AIP and fails to remediate, but scores at the proficient level on the criterion-referenced assessments, shall not be retained.

Beginning in the 2005-06 school year, students not proficient on the End-of-Course tests or on the Grade 11 Literacy test, shall participate in a remediation program to receive credit for the corresponding course.

Beginning with the 2009-2010 school year, students who fail to meet the pass rate on the end-on course assessment shall not receive credit for the course until at least one of the following conditions are met. Any student failing to meet one of these conditions shall not be entitled to graduate with a high school diploma from an Arkansas high school or charter school.

- A) The student is identified as meeting a satisfactory pass level on a subsequent end-of-course assessment
  - 1) No student that is identified as having failed to meet the satisfactory pass levels on an initial end-of-course assessment shall be entitled to take more than three (3) additional subsequent end-of-course assessments. ADE will determine annually the schedule for administration of additional assessments
  - 2) Prior to a student taking additional end-of-course assessments, the student shall be given a sufficient opportunity and time for remediation.
- B) The student is identified as having, by the end of grade twelve (12), finished an appropriate Alternate exit course and is identified as having met a satisfactory pass level on an Alternate assessment directly related to the Alternate exit course.
  - 1) Any student that fails to pass the end-of-course assessment after three additional attempts shall be required to take and pass an Alternate exit course and meet a satisfactory Alternate level score on a subsequent Alternate assessment.
  - 2) Alternate exit courses may be offered through a distance learning class and may be offered outside the normal school day.
  - 3) The student is identified as a student with disabilities who, because of the nature of the disabilities, cannot meet the requirements. In such case the student may graduate from high school by demonstrating alternate competency as contained in the student's individualized education program.

The results of End-of-Course assessments shall become a part of each student's transcript or permanent record. Each course for which a student completes the assessment shall be recorded with the performance level (advanced, proficient, basic or below-basic).

### **Reading Deficiency for Students in Kindergarten through Grade Two**

Beginning with the 2005-06 school year, any student who exhibits a substantial reading deficiency shall be provided intensive reading instruction utilizing a scientifically-based reading program. The State mandated Uniform Screening Readiness (USR) instrument shall be used to determine substantial reading difficulty

for kindergarten students. All kindergarten exhibiting substantial difficulties in reading will be evaluated by school personnel for the purpose of diagnosing specific reading difficulties. This evaluation will occur within 30 days of receiving the USR results.

Beginning with the 2005-06 school year, within 30 days of the beginning of school, Grade 1 and Grade 2 students exhibiting substantial difficulties in reading will be evaluated by school personnel for the purposes of diagnosing specific reading difficulties. (However, in those school years in which the State Board of Education shall revise the performance levels schools shall be allowed 30 days from the date of the final approval to conduct the evaluation) The evaluation shall include the Dynamic Indicators of Basic Early Literacy Skills (DIBELS).

Beginning with the 2005-06 school year, school personnel shall develop an Intensive Reading Improvement Plan (IRI) that describes the intervention program for any student identified with substantial reading difficulty. The IRI shall be developed cooperatively by appropriate teachers and/or other school personnel knowledgeable about the student's performance or responsible for remediation. The IRI shall contain an implementation timeline that assures the maximum time for remedial instruction. The intervention shall occur during the regular school day whenever possible, but may include extended day when appropriate. The intervention shall supplement, and not supplant, core classroom instruction. The intervention shall continue until the child has reached grade level benchmarks in all essential areas of reading. Student achievement shall be monitored monthly after students complete the intervention. Students not meeting current expectations shall be provided additional interventions.

In any instance where a student with disabilities identified under the Individuals with Disabilities Act has an IEP that already addresses reading deficiencies, the IEP shall serve to meet the requirements of the IRI.

The parent or guardian of any student identified with a substantial reading deficiency shall be notified in writing to include the following:

- A) That the child has been identified as having a substantial deficiency in reading
- B) A description of current services that are provided to the child and
- C) A description of the proposed supplemental instructional services and supports that will be provided to the child that are designed to remediate the identified area of reading deficiency.

#### GRADES K-8

- A. In general, children shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program shall provide for the continuous progress of children from grade to grade, with children spending one year in each grade
- B. Due to the unique needs, physical, social, and mental development and characteristics of each child, the decision relative to the optimum educational placement of each student must be made on an individual basis.
- C. The principal will be held responsible for the classification of pupils assigned to his/her school. The following set of guidelines shall be used to assist the principal in making a final determination relative to retention of a student:
  - 1. Parents shall be notified when it is perceived that their child has a learning problem that could eventually lead to retention if it is not remediated. Parents should work cooperatively with school personnel to help their child overcome learning obstacles.
  - 2. The teacher shall employ various instructional strategies to give the student different avenues through which learning may occur.

3. Input will be solicited from all appropriate school personnel who may have some information relative to the child's achievement levels, needs, capabilities, and other criteria that would assist in the decision.
4. If the child is to be retained there should be alternatives available for the following year at that same grade level, such as teachers, materials, instructional methods and styles.
5. The determination relative to retention of special education students shall be made by each child's IEP committee.
6. When the child is not deficient in all academic areas consideration should be given to the child's ability to do the next grade's work with the skills he/she has obtained at this time.

#### GRADES 9-12

Promotion and retention shall be based on pupil achievement in individual subjects.

<b>Descriptor Term:</b>	<b>Descriptor Code:</b>	<b>Issue Date:</b>	<b>Revised:</b>
Retention /Promotion	JID	July 1, 2006	

Academic remediation is a requirement by the state of all schools. Remediation will be required when Benchmark scores and classroom grades indicate the student requires additional services.

At the high school, remediation classes will be for one semester at a time and will be a non-credit class. Students will be required to score proficient in these classes before they can be excused or released from the remediation program.

Students must complete course requirements prescribed by the Arkansas Department of Education in order to progress from one grade to the next. Beginning in grade nine, students must demonstrate mastery in specific courses to earn credit for that class.

Beginning with the class of 2008, students will not be allowed to enroll in English III until they have successfully completed both English I & English II. Students will not be allowed to enroll in both English III & IV their senior year due to End-of-Course testing and the required remediation by the State.

<b>Descriptor Term:</b>	<b>Descriptor Code:</b>	<b>Issue Date:</b>	<b>Revised:</b>
GRADUATION REQUIREMENTS	JIG	July 1, 2006	

- A. Beginning school year 1996-97, at least a total of twenty-one (21) units earned in grades nine through twelve shall be required by the State of Arkansas for high school graduation. Beginning with the graduating class, who begin seventh grade in the 2004-05 school term, at least a total of twenty-two (22) units earned in grades nine through twelve, , or grades eight through twelve if approved by the ADE, shall be required by the State of Arkansas for high school graduation. Only one (1) of these units may be in physical education.
- B. A unit of credit shall be defined as the credit given for a course which meets for a minimum of 120 clock hours. A minimum average six-hour day or minimum thirty (30)-hour week is required.
- C. Each high school senior shall take at least three (3) academic courses during the senior year; courses taken at postsecondary institutions by qualified seniors shall count as one or more of these required courses above.

#### Local Units required for graduation

Beginning school year 1996-97, at least a total of twenty-four (24) units earned in grades eight through twelve shall be required for high school graduation. Only one (1) of these units may be in physical education.

Meeting these graduation requirements does not necessarily ensure that the Gentry High School graduate will meet college admission requirements. Students should check with the Counselor or the college admission office for exact college entrance requirements.

Beginning with the 1993-94 school year, two units in foreign language are required to satisfy the requirement of the Academic Challenge Scholarship requirement.

### **Advanced Placement Courses**

In accordance with Arkansas Code Annotated 6-15-901, Advanced Placement course is defined as a course of instruction that qualifies for college credit and that is approved for credit as a high school course by the Arkansas State Board of Education

### **CONCURRENT CREDIT**

When applicable, the Gentry School District will allow and honor concurrent credit classes to be taken in which students earn both high school and college credits in accordance with A.C.A. 6-18-223 which states in part: "A public school student who is enrolled in a public school in Arkansas and who has successfully completed the eighth grade shall be eligible to enroll in a publicly supported community college or four-year college or university in accordance with rules and regulations adopted by each institution in consultation with the Arkansas Higher Education Coordinating Board. A student who enrolls in and successfully completes a course or courses offered by an institution of higher education shall be entitled to receive appropriate academic credit in both the institution of higher education and the public school in which such student is enrolled, which credit shall be applicable to graduation requirements.

### **HONOR CLASSES - SELECTION METHOD**

Certain courses will be designated as honor classes in grades 9-12. These courses will be approved as Honor Courses by the Arkansas Department of Education.

### **RECOMMENDED CRITERIA FOR STUDENTS TAKING HONORS COURSES**

Students enrolling in honors classes should meet three of the following four criterion:

1. Teacher/counselor/principal recommendation
2. Demonstrated success in related subject areas
3. High standardized test scores
4. GPA of 3.00 or above

### **RECOMMENDED CRITERIA FOR A CLASS TO BE SUBMITTED TO THE ARKANSAS DEPARTMENT OF EDUCATION AS A PROPOSED HONOR CLASS:**

1. Utilization of higher level thinking skills
2. Advanced academic subject matter and/or pace
3. Academic course offerings beyond basic introductory classes, where applicable
4. Innovative teaching techniques
5. High academic expectations for student performance

6. Use of advanced technology where applicable
7. Approval of the Gentry Board of Education before submission

**REMOVAL OF HONOR COURSE OR ADVANCED PLACEMENT COURSE FROM COURSE OFFERING:**

Recognizing the need for secondary students to plan a four year course of studies, the removal of an honor course or advanced placement course from the Gentry High School course offering shall only be on recommendation of the superintendent and approval of the Gentry Board of Education.

**NUMBER OF GRADES**

Teachers are required to have proof of the student's grades; therefore, at least twelve (12) grades should be assigned each student during a nine-week period. Exceptions to this rule must be approved by the building principal in advance and students must be notified in writing at the beginning of the grading period.

Teachers will annotate in the grade book the description of the assignment which resulted in the grade. Student's work may be maintained at the individual request of the parent or guardian of the student for scheduled reviews.

No grade for any assignment will be given on a completely subjective basis.

**GRADING SCALE**

Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Grades that reflect other educational objectives such as those contained in the learner outcomes and curriculum frameworks may also be given.

Each teacher will give marks as to accomplishment and skill in his/her practical field. All courses, except advanced placement, will be graded by the following scale according to Arkansas Code Annotated 6-15-902.

90 - 100 - A	70 - 79 - C	Below 60 - F
80 - 89 - B	60 - 69 - D	Incomplete - I

An incomplete (I) may be given when the student is given an extension of time to complete course requirements. Incomplete grades are the responsibility of the student and the student must make arrangements for completing the work necessary for a permanent grade. An incomplete grade will automatically become a zero ten (10) school days after the end of the grading period unless the student has received an extension of time from the teacher. This zero or these zeros, if there are more than more unfinished assignments, shall be averaged in with existing grades to determine a period average for the course.

**GRADES K - 5 Special Classes**

No grades will be given for K-5 special classes.

**SEMESTER TEST EXEMPTION**

Students in middle and high school are exempt from the second semester final exam if they have met the following grade and attendance requirements.

- No more than 6 absences and an A; or,
- No more than 3 absences and a B; or,
- No more than 2 absences and a C.

Students who are suspended to ISS or OSS during the second semester for any reason will not be exempt from any of his/her exams

### **GRADE RECORDING**

1. At the end of each grading period (nine weeks), the teacher will:
  - a. Calculate a percentage and letter grade
  - b. Put grades on report cards.
2. At the end of each semester, grades will be entered on student permanent records:
  - a. By person(s) designated by the Principal;
  - b. In a permanent manner

### **COMPUTING GRADE POINT AVERAGES**

1. All credit earning courses will be used in computing grade point.

As allowed by the Arkansas State Board of Education one unit of athletics may count toward meeting the 21 credits required for graduation. By approval of the local school board, each other year of participation in athletics shall count 1 credit toward meeting the local requirement of 3 credits over the state requirement (i.e. 24 credits required to graduate from Gentry).

Athletics may also be substituted one semester to meet the physical education requirement if the student has not already been give credit as described in the preceding paragraph.

2. A student will not receive credit for repeating a class in which a passing grade was earned by the student. However, if a class is part of a sequential curriculum approved by the board of education, credit for each class may be obtained
3. Courses that are included in the approved secondary curriculum, but taken in the eighth grade, may count toward the number of credits required for graduation and the students' cumulative grade point average.
4. Grade Point Average (GPA) at the secondary level will be based on the following system:
  - a. "A" will receive four (4) points;
  - b. "B" will receive three (3) points;
  - c. "C" will receive two (2) points;
  - d. "D" will receive one (1) point; and
  - e. "F" will receive no points.
6. For Honor Courses/Advanced Placement courses approved by the Arkansas Department of Education as allowed by Arkansas Code Annotated 6-15-902, the following points will be issued for these classes:
  - a. "A" will receive five (5) points;
  - b. "B" will receive four (4) points;
  - c. "C" will receive three (3) points;

- d. "D" will receive two (2) point; and
- e. "F" will receive no points.

<b>Descriptor Term:</b> Private Fund Raising Activities (DOOR TO DOOR SALES)	<b>Descriptor Code:</b> JKB	<b>Issue Date</b> July 1, 2006
--	--------------------------------	-----------------------------------

In accordance with A.C.A. 6-18-1102, it shall be the policy of the Board of Directors that all door-to-door selling of fund raising merchandise by elementary school children shall be conducted with adult supervision. Accordingly, it is the intent of this policy to further insure the well-being of students of the Gentry School District.

**A. Definitions**

- 1) "Elementary School Student" means a child in kindergarten through sixth grade.
- 2) "Adult" means a person age sixteen (16) years or older and approved by the parent.
- 3) "Door-to-Door Sales" means the selling of merchandise outside of the child's home and off school grounds.
- 4) "Parent" means a parent or legal guardian.
- 5) "School" means a school or school-sponsored organization such as a PTA or booster club.
- 6) "Fundraising Companies" means businesses, including mail order companies, that assist schools in raising funds in return for a share of all money taken in.

**B. The school must provide written notification of the following to parents of all elementary school students who participate in fundraising programs:**

- 1) Student participation in fundraising programs is voluntary;
- 2) Students who do not participate will not forfeit any school privileges;
- 3) Students may not participate in fundraising programs without written parental permission returned to school authorities.
- 4) An elementary school student who sells fundraising merchandise door-to-door must be accompanied by a parent or an adult supervision.
- 5) Unless the school provides supervision, parents must accept responsibility for appropriate adult supervision.

**C. Parental Supervision**

- 1) The School District will use the form developed by the State Department of Education for parental notification and permission.

**D. Certification**

- 1) The school which utilizes and coordinated fundraising programs shall certify to the Superintendent each year that the requirements have been met.
- 2) The School District shall certify to the State Department of Education, no later than June 15 of each year, a list of District schools and fundraising companies in violation of this policy.

<b>Descriptor Term</b> Authority of Staff In Student Discipline	<b>Descriptor Code</b> JM	<b>Issue Date</b> July 1, 2006
---	------------------------------	-----------------------------------

All certified employees in the Gentry School system have jurisdiction over each student enrolled in the school. Any certified employee will have the authority to correct any school-related misconduct wherever such misbehavior occurs.

Non-certified, non-instructional staff and school volunteers may not discipline students directly, except as otherwise provided, but are to refer discipline violations to a certified teacher or school administrator (or complete a discipline referral, as appropriate.) Failure to follow the directions of a volunteer or non-certified staff member is a violation of this handbook, and will result in disciplinary action being taken against the student, ranging from a warning to permanent expulsion, depending on the circumstances.

<b>Descriptor Term:</b>	<b>Descriptor Code:</b>	<b>Issue Date:</b>
Automated Lunch Ticket Replacement /Charge Policy	JN	July 1, 2006

### **Elementary Site**

The Gentry School District uses a computerized system to provide efficient record keeping. A lunch card is issued to each student and, as parents pay for meals, credit is given to the student's account. Lunch cards will be maintained by the classroom teachers and issued to students as needed. Classroom teachers will keep the lunch cards and distribute them to the students as the class goes to lunch. After scanning the cards, the lunch cards will be returned to the teacher. Parents are encouraged to pay on a weekly or monthly basis. If a student is absent, the balance will be carried forward. When a student's account balance is low, a printout will be sent home notifying the parent of the number of lunches left so that they can send money in the envelope provided. Each child should have his/her own envelope filled out completely to assure that the proper credit is given.

When a child's lunch card account reaches zero, the child will be given a peanut butter and jelly sandwich for 2 days. After a student has been provided a peanut butter and jelly sandwich for 2 days, the student may be denied meals until the student's parent or guardian provide applicable payments.

### **Middle and High School Site**

Upon loss by a qualified student, the Gentry School District will provide a minimum of three lunch card replacements to students who qualify for free/reduced lunch during a single school year.

A list of students who have lost or had stolen lunch cards and the number each has lost or had stolen and the number of cards replaced for the student will be maintained by the district. Prior to denying any student a meal this list will be consulted to make sure that the student being denied a meal has exceeded the three replacements.

After the third loss, the district will notify the parent or guardian that a replacement card must be purchased prior to the student receiving free or reduced meals. Such notice will precede a student being denied a meal.

Meals will always be provided to qualified students whose disability makes the student unable to be fully responsible for maintaining the lunch ticket.

### **All Sites**

A copy of the this policy will be made available to parents during each year's free/reduced application process.

**Descriptor Term**

Student Records

**Descriptor Code**

JO

**Issue Date**

July 1, 2006

The intent of this policy is to establish procedures for granting requests of eligible persons to have access to student records, the proper use of these data and to facilitate their transmittal within a time period of not more than forty-five (45) days.

A. Definitions

1. Student records are records which are directly related to a student and are maintained by the school to be passed from person to person. These data may be recorded in any medium, but not limited to: handwriting, print, tapes, film, microfilm and microfiche. They will include: name, address, and telephone number, date of birth, ability data, achievement data, health information, discipline and attendance information and "directory information".
2. The term student records does not include records of instructional, supervisory and educational personnel which are accessible to only the maker of these records and his/her substitute.
3. The term "parent" includes a parent, a guardian, or an individual acting as a parent of a student in the absence of a parent.
4. School personnel having access to student records are defined as any person or persons under contract to the district and directly involved in working toward either the affective or cognitive goals of the district.

B. Responsibility for records

The building principal of each school shall have the responsibility for the proper maintenance and use of student records as described in this policy, laws of the State of Arkansas, and HEW Regulations.

C. Access to records

1. The parent or eligible student, as previously defined, will have access to these records upon written request to the principal maintaining these records, within this school system.
2. Eligible persons have the right to obtain copies of student records where failure to provide the copies would effectively prevent them from exercising the right to inspect and review the educational records.
3. Either parent will have access to student records unless the District has been provided evidence that there is a court order restricting parental access.
4. This policy shall not be construed to preclude the District from according to students rights in addition to those accorded to parents of students.
5. Any person not presently in attendance at this school and wishing to review student records should make their request in writing to the principal of the building last attended.

D. Correction of records

Upon written request, eligible persons will have the opportunity to receive an interpretation of the records, have the right to question the information, and if a difference of opinion is noted, shall be permitted to file a letter in

said records stating his/her position. If further challenge is made to the record, the normal appeal procedures established by school policy will be followed.

E. Release of records outside the school system

Prior consent is not required for the release of student records to the following:

1. An eligible student or the parents of an ineligible student.
2. School personnel
3. Officials of another school or school system in which the student intends to enroll upon the request from said school. Upon request, a copy of those records will be made available to the eligible party.

F. Copies of records

Released copies of student records will be furnished at no charge to the individual in compliance with this policy. those described above.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>	<b>Revised:</b>
Chemical Screening Policy for Students In Extra-Curricular Activities Sanctioned By the AAA	JR	July 1, 2006	

**PHILOSOPHY**

It is the philosophy of the Gentry School Board that students should be encouraged and supported in their efforts to develop and maintain a drug-free lifestyle. The Board recognizes that the use of illicit drugs and other substances is a significant health problem for many students resulting in negative effects on behavior, learning, safety, and total development of the individual. The misuse and abuse of illicit drugs and other substances affect academic growth, achievement, safety of others, participation in school activities and development of related skills. Family, teammates, schoolmates and others are affected by the misuse and abuse of drugs and other substances.

While it would be the pleasure of the Board to mandate that all students be screened for illicit drugs and other substances, the Board recognizes both the student’s right to privacy and to the student’s right to be presumed innocent of any illicit drug use.

The Board has determined that drug screening will provide an extra degree of protection for the student who is voluntarily engaged in school activities where the use of illicit drugs and other substances may threaten the health, safety, and possible well-being of the student and others.

**PURPOSE**

The purposes of the Chemical Screen Test of the Gentry Public School system are as follows:

1. Emphasize concerns for the health of students in areas of safety while participating in activities and the long-term physical and emotional effects of chemical use on their health.
2. Work with parents to assist in keeping their children free of illicit drugs and other substances.

3. Promote a sense of order and discipline among students.
4. Confirm and support existing state laws which restrain the use of such illicit drugs and other substances.
5. Establish standards of conduct for those students who are leaders and standard-bearers among their peers.
6. Assist students who desire to resist peer pressure that directs them toward the use of illicit drugs and other substances.
7. Assist students who should be referred for assistance or evaluation regarding their use of illicit drugs and other substances.

### **RANGE**

All students in grades 7 through 12 who voluntarily participate in any activity sanctioned by the Arkansas Activities Association will participate in a random drug testing program.

On written request any parent, having a child in grades 7 to 12 who is less than eighteen years of age, may voluntarily choose to include their child in the random screening pool regardless of the child's involvement in extra-curricular activities.

On written request, any student being eighteen years of age or older, may voluntarily choose to be included in the random screening pool.

### **SELECTION METHOD**

1. Each student who participates in the drug screening process shall be assigned an identification number which shall be entered into the pool of numbers from which future random selections will be made.
2. During each month students will be selected at random from all activities eligible to be screened. The random procedure shall either be a computer generated list of numbers from the pool of numbers or a Table of Random Numbers will be used to select a starting number.

Any medication or prescribed drugs currently being taken by the student should be brought to the attention of the testing agent prior to the test results being received by the school district. Prescription medication will require verification by the physician who prescribed it.

3. The principal may determine that reasonable suspicion warrants that a student, who is in the random pool, be tested at any time during the period in which the student is trying out or engaged.
4. No fewer than 10 percent of the total number of students participating in an activity or three students, whichever is greater in number, shall be selected for random screening.

Any student testing to gain entry back into a program shall not count toward meeting the 10 percent or 3 student minimum .

A single test administered upon approval by the principal for reasonable suspicion shall not count toward meeting the 10 percent or 3 student minimum .

5. **Random Selection Of Groups** Each activity, i.e. football, track, vocal music, FFA, etc., sanctioned by the Arkansas Activities Association shall be subject to group testing. All the group names shall be written on paper, sealed in separate envelopes, and placed in a container. The group(s) to be tested shall be drawn from that container by the superintendent of schools in the company of the District Treasurer.

### **GENERAL TESTING PROCEDURE**

1. A male student being tested will be accompanied by a male monitor into the designated testing area where a urine sample is produced in an open urinal. However, he will remain fully clothed with his back to the monitor, who stands 12 to 15 feet, or other acceptable distance, behind the student.
2. The procedure is basically the same for female students, with the exception of the sample being produced in an enclosed stall with a toilet while a female monitor stands outside the stall and listens for normal sounds of urination.
3. After the sample is handed to the monitor, it will be checked for temperature and signs of tampering. If everything seems to be in order, the vial, or vials if a split-sample method is required by the contracted testing agency, will be labeled and identified only by a specimen control number randomly assigned to the student prior to testing.
4. Other specific procedures may be instigated by the testing agency at their discretion to ensure that valid samples are taken provided that such procedures are no more intrusive to the student's right to privacy than those described above.

#### CONSEQUENCES FOR A POSITIVE TEST

1. The parent and student will be notified of the positive test. The principal will not inform anyone but the parent and the student. The student will be immediately re-tested after testing positive for any substances except alcohol and methamphetamine. For these two substances no immediate re-test will be given as the short time the substance remains in the subject's body makes a second test unreliable.
2. The principal will communicate with the parents and counsel with the student.
3. The student will be on probation for twenty days. After twenty days the student may be tested again at his/her own expense and a written copy of the results will be given to the principal and parents. If the test is negative, probation will be lifted. If the test is positive, the student will not be allowed to continue in any eligible extracurricular activity for the remainder of the year. A student may be allowed to practice or have off-season at the principal's discretion. He/she cannot dress for game situations. To gain eligibility for the extracurricular activity the next year a student must have a Drug Screening test. This test must be administered by a testing agency at the student's expense.
4. An exception to the consequences of a positive test may be made in the case of Steroids or similar chemicals that could take more than twenty days to leave a student's system. In this case a written opinion from a physician licensed to practice medicine in Arkansas will be required for the student to remain in any eligible activity. Any cost of obtaining such an opinion shall be at the student's expense.
5. Positive test results shall not be provided to police or other law enforcement agencies and shall not, in itself, be grounds for disciplinary action against the student other than the process described above.

#### SUBSTANCE ABUSE SCREEN

The drug screen will test for the following chemicals in addition to alcohol:

- |                    |                       |                     |
|--------------------|-----------------------|---------------------|
| 1. Amphetamines    | 6. Opiates            | 11. Hallucinogenics |
| 2. Barbiturates    | 7. PCP                |                     |
| 3. Benzodiazepines | 8. THC (Cannabinoids) |                     |
| 4. Cocaine         | 9. Ethyl Alcohol      |                     |
| 5. Methaqualone    | 10. Steroids          |                     |

Other chemicals, which do not exist at present or not currently deemed important, may be added to this list without prior notice to the student or parent. However, any drugs and other substances added to the list without prior notice

to students and parents for which the student tests positive shall not cause the student to be re-tested or be placed on probation.

**COST OF TESTING**

1. The initial fee for the pre-participation screening shall be the school district’s responsibility.
2. The cost for any re-test, after an initial screening test shows positive, shall be paid by the school if the second test shows negative. If the student again tests positive, the cost of the re-test shall be the responsibility of the student.
3. All random tests or tests given for “reasonable suspicion” shall be paid by the school district.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>
Drug, Alcohol, and Tobacco Rehabilitation Policy	JRA	July 1, 2006

It shall be a violation of policy for any student to possess, use, be under the influence, sell or distribute alcohol or illegal drugs on school property, any adjacent property, or at school sponsored functions. Prohibited substances shall include, but not be limited to: any drug paraphernalia; alcohol or any alcoholic beverage; marijuana; any narcotic drug; any hallucinogen; any stimulant; any depressant; any other controlled (illegal) substance; any substance legal or illegal, that alters the student's ability to act, think, or respond; any other substance that the student represents or believes to be any substance prohibited by this policy; or any substance manufactured to look like, a substance prohibited by this policy. Controlled substances used by a student who has a prescription for the substance must be checked into the school office with verification from parent/guardians. The use of tobacco or tobacco products by students is prohibited on the premises of any elementary, middle school or senior high school.

**FIRST AND SUBSEQUENT VIOLATION**

- A. A student who violates the school district's Tobacco, Alcohol and Drug Policy shall be referred to the principal or designee.
- B. All alcohol, tobacco, drugs, drug paraphernalia and other prohibited substances will be immediately confiscated and the principal or designee may search any school facility or property that the student may have access to or use of.
- C. The principal or designee shall request a parent or guardian conference.
- D. The student, parent or guardian and the principal or designee, shall sign a non-use contract.
- E. The student shall be suspended from school for a minimum of one (1) day to a maximum of five (5) days.
- F. The principal/designees may use discretion in determining if the placement should be "in-school" or "at-home" suspension.
- G. The student shall be referred to the school counselor or other appropriate agency.
- H. A second parent conference shall be required before the student re-enters the regular classroom.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>
Junior – Senior Prom	JS	July 1, 2006

Any plans for Prom to be held off the school campus outside of Benton County shall be presented for board approval no later than the regular December board meeting.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>	<b>Last Revised</b>
Progress Reports To Parents	JT	July 1, 2006	July 1, 2007

Efforts will be made to report the progress of students to parents in order that the parent may be fully aware of how their child is progressing in his/her schoolwork. Parents are invited and encouraged to become informed about their child's progress and to provide needed direction and encouragement for the home study activities that are assigned. Parental attitudes concerning the importance of school are very important to how a child sees the learning situation and can aid in the child's success.

Parents are invited to call the school office and schedule a conference with their child's teacher or teachers at any time the need for a conference is evident.

The following activities and reports may be used to provide information to parents about student progress:

- A. Open House;
- B. School news in local newspaper;
- C. Mid-nine weeks' Progress reports;
- D. Report cards each nine weeks;
- E. One parent-teacher conference each semester;
- F. Progress reports to parents as needed during the school term;
- G. Home Visit

A personal contact will be made between the school and the parent a minimum of two times per year regarding the academic performance of each student. Teachers shall meet with the parent(s) or guardian(s) of each student at least once a semester through a parent-teacher conference, telephone conference, e-mail, or a home visit.

Parents are encouraged to contact the school as a partner for solving school-related problems with their children. The first person a parent should contact is the teacher(s) of the student. If the issue cannot be solved at that level, the parent should contact the student's principal. Issues that cannot be resolved at that level should be directed to the superintendent by either the parent or the school principal. A parent's final avenue of problem resolution within the school district is filing a formal appeal with the school board. Such an appeal must be filed in writing, stating the nature of the problem, with the superintendent. Unless governed by other state law or local policy, such appeal will be heard by the school board at its next regularly scheduled meeting.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>	<b>Revised</b>
Confidentiality	JU	July 1, 2006	

The Gentry Public Schools is dedicated to exercising its options in promoting good mental health for the students within its jurisdiction. School personnel and students are to be aware that certain information cannot be considered confidential. School personnel are obligated by law to report suspected child abuse and neglect. Furthermore, the Gentry Public Schools will make it a policy to report to the proper authorities student behavior, which is deemed harmful to the student and/or others.

In accordance with A.C.A. 12-12-913 and Arkansas State Board of Education guidelines enforcing "Megan's Law", the school district will make appropriate notifications to staff and others regarding sex offenders who live within the school district.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>
Gentry Public Schools Computer Network and Internet Acceptable Use Policy	EH	July 1, 2006

- I. Use of Remote Communications and the Computer Network

The District network exists for the primary purpose of transmitting and sharing information between academic and research organizations. Network use must be consistent with the goals of the school and include things such as

aiding technology transfer, fostering innovation, resource sharing, debating issues, and building broader infrastructure in support of education and research. Networked computers may be used as a laboratory for research and experimentation.

- A. School district staff shall monitor student use, providing assistance or taking corrective actions when necessary.
- B. Designated district staff shall assist in providing:
  - 1. Training for students and other staff in the appropriate and safe use of remote electronic information resources.
  - 2. Instructions to students and staff on the responsible use of on-line resources.
  - 3. Direction to on-line resources that relate to curriculum, teaching and learning, and related communications priority activities and applications.
- C. Network use must be consistent with the goals and standards of the district, school and specific curriculum.
- D. An account assigned to an individual, including student use accounts, must not be used by others. Faculty, students, staff and associates are individually responsible for the proper use of their accounts, including proper password protection and appropriate use of network resources.

Use of a personal login and password by student users through telnet or FTP resources from district computers is prohibited without authorization from Technology Staff.

## II. Behavior Standards

- A. The user is expected to behave in a legal, moral and ethical fashion that supports district education goals.
- B. Abusive conduct when using computer or network is prohibited. Abusive conduct can be, but is not limited to:
  - 1. Placing of unlawful information on the system.
  - 2. Using abusive, obscene, threatening or objectionable language.
  - 3. Accessing, downloading, or sending of pornographic or objectionable materials.
  - 4. Sending messages that are likely to result in the loss of recipient's work or systems.
  - 5. Sending of "chain letters" or "broadcast" messages to lists or individuals.
  - 6. Use of the system to intimidate or create an atmosphere of harassment.
- C. Interference with or disruption of the network users, services, or equipment is prohibited. Disruptions could include but are not limited to:
  - 1. Distribution of unsolicited advertising.
  - 2. Propagation of computer worms or viruses.
  - 3. Unauthorized entry to any other machine accessible via the network.
  - 4. Attempting to degrade or degrading system performance.
- D. Transmission of any material in violation of any U.S. or state laws or regulations is prohibited and may constitute a criminal offense. Systems staff and District administrators will cooperate fully with law enforcement agencies in correcting any violations.

Accessing another individual's electronic mail is prohibited except when an investigation requires the monitoring of systems by authorized technology staff.

- E. Attempts to gain unauthorized access to remote systems is prohibited.
- F. The use of another individual's access codes/passwords is prohibited.
- G. Copying of another individual's work (plagiarism) or copyrighted material is prohibited.
- H. Any individual who introduces a virus into the district system or violates the copyright laws shall be subject to appropriate district discipline policies and to the penalty provisions of the computer network use policy.

#### General Policies

1. Login and Passwords will only be given after the student's signed "Use Agreement" is on file.
2. Violations of some of the provisions set forth in this policy may constitute a criminal offense. Systems staff and District administrators will cooperate fully with law enforcement agencies in correcting any violations.
3. All users of district equipment must sign the district computer and network use agreement stating they understand all policies regarding computer use and agree to abide by them. Network accounts will not be assigned to a user until the use agreement is signed.
4. All users of district equipment are responsible for use of District computing resources in an effective, efficient, ethical, and lawful manner even in the absence of reminders or enforcement.
5. The individual user and/or their parent or guardian, in the case of a student, will be held liable for any violations.
6. The district cannot be held liable for any losses, including lost revenues, or for any claims or demands against the user by any other party. The district cannot be held responsible for any damages due to the loss of output, loss of data, time delay, system performance, software performance, incorrect advice, or any other damages arising from the use of the district's computer facilities.
7. Faculty cannot be held liable for the student's use of the network. They can, however, be held accountable within the constraints of the normal and expected supervisory duties of a teacher. The faculty, in conjunction with the technology supervisor, is responsible for instructing the student on acceptable use of the network and proper network etiquette.

#### Proper Respect for Copyright

In an effort to encourage the proper respect for copyright on the Internet, the following guide for staff and student users is provided:

1. If the user did not create a non-public domain written work, piece of art, photograph or music, or obtain rights to it, THE USER DOES NOT OWN IT.
2. If the user does not own the non-public domain material, the user may not copy it or distribute it to others.
3. The author or owner of a document or other type of information must explicitly relinquish rights in order to place a work in the "Public Domain" and thereby make copying/distribution with specific authorization possible.
4. *Fair Use* allows the user to copy small portions of a work the user does not own without permission, but only for criticism, education, news reporting, and the like.

5. When in doubt, the user should ask the creator or owner of material for permission to use the work.

#### Revocation of Privileges

Use of the district's computers and access to the network is a privilege that may be revoked for violation of any of the above provisions. Reinstatement of privileges may be granted at the discretion of the building principal. Users are subject to all appropriate disciplinary measures found in the district policies should these guidelines be violated.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>
Parent Notice_Right To Request Teacher Qualifications	EI	July 1, 2006

Our district received federal funds for Title I programs that are part of No Child Left Behind Act of 2001. Throughout the year we will continue to provide information about this law and your child's education. You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

- a. if the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction
- b. if the teacher is teaching under an emergency status for which state licensing requirements have been waived;
- c. the type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
- d. if your child is receiving Title I services from paraprofessionals and, if so his/her qualifications.

If you would like to request this information, please contact your child's school.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>
School-Parent-Student Compact	EJ	July 1, 2006

We appreciate your involvement in your child's education. Together we share the responsibility for assisting your child's achievement. Our School-Parent compact clarifies our roles and serves as a guide to maintain a partnership for supporting your child's learning.

#### **School Staff's Responsibility:**

- Provide high quality curriculum, instruction, materials and equipment in an effective, caring, and safe environment,
- Provide opportunities for ongoing communication through:
  - \*Semi-annual parent-teacher conferences, including information on academic and performance standards, assessments, and related goals for improvement
  - \* Frequent reports regarding your child's progress,
  - \*Participation in talks with staff, class volunteering, and observing classroom, activities and other parent involvement activities that support a strong school-home partnership.

#### **Parent's Responsibility:**

- Encourage my child to attend school regularly and participate in learning,
- Encourage my child to engage in positive school behaviors,
- Provide a quiet place for homework completion; review my child's completed homework assignments
- Monitor television watching and other distractions and encourage productive use of my child's extracurricular time,
- Volunteer in my child's school and classroom and
- Attend parent-teacher conferences, serve on advisory groups and participate in writing improvement plans, and decisions relating to the education of my child.

#### **Student's Responsibility:**

Contribute to a safe school environment by being a productive student through:

- Attending school regularly, ready to learn,
- Helping develop and following school and class rules,
- Completing and turning in my assignments, and
- Respecting and assisting others at school.

Thank you for your support and involvement in your child's education. Please review this School-Parent-Student compact with your child and his or her teacher during our upcoming parent-teacher conferences. Your suggestions for strengthening its implementation are welcomed. Contact your child's teacher or principal if you have questions.

<b>Descriptor Term</b>	<b>Descriptor Code</b>	<b>Issue Date</b>
Practices and Procedures	JZ	July 1, 2006

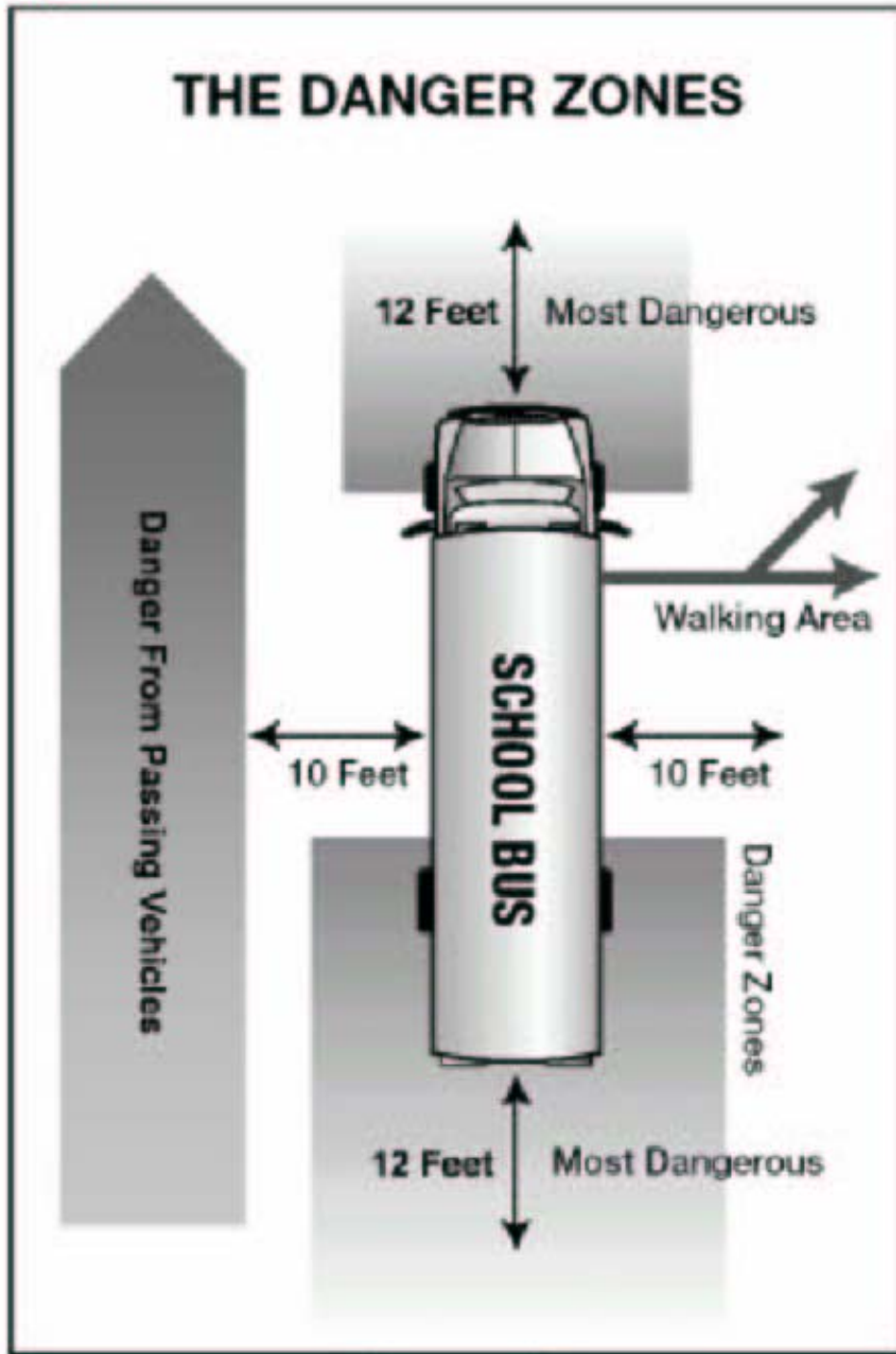
State and federal school codes supersede local board policies. Gentry School Board policies are written to interpret and clarify such state and federal laws for the Gentry School District. Each individual campus may provide written practices and procedures for matters not covered in this handbook, which pertain only to the respective campus.

### **Practices and procedures that are not school board policies.**

Examples of practices and procedures that might be provided at the respective campuses are:

- Academic Honors/ Rewards/Recognition
- Academic Requirements For Participation In AAA Sanctioned Activities
- Achievement Testing
- Admit Slips
- Athletic Awards
- Benchmark Exams
- College Days
- Course descriptions
- Course offerings
- Daily Announcements
- Daily schedule of classes
- Description of school organizations
- Emergency Procedures
- Food/ Drink/Snacks
- Inclement Weather Procedures
- Locker information
- Lost and Found
- Schedule Changes
- School Map
- School Supplies
- Volunteer Groups
- Other practices and procedures deemed necessary by the respective

campus



**Figure 10.1**

campus

<http://mva.state.md.us/Resources/SchoolBusManual.pdf>