



**Dear Parents and Students:**

Welcome to Alma Primary School. This handbook has been compiled to inform parents and students of all aspects of the educational environment. Hopefully, it will answer many of the questions you may have about the school.

Recognizing that the beginning years in school are the most important, it is the goal of our faculty and staff to instill in each child a love of knowledge that will last a lifetime. This goal can be met through a cooperative effort between home and school. Therefore, parents are encouraged to contact the principal or teacher in order to discuss all aspects of their child's educational welfare.

**Shawn Bullard, Principal**

**MISSION STATEMENT FOR ALMA PRIMARY SCHOOL  
Student Version**

Our mission is to reach our **STAR** potential:

**S** - Show responsibility

**T** - Tell the truth

**A** - Always do my best

**R** - Respect myself and others

## **MISSION STATEMENT FOR ALMA SCHOOL DISTRICT**

Preparing students to be lifelong learners who positively contribute to society is the mission of the Alma School District.

## **VISION STATEMENT FOR ALMA SCHOOL DISTRICT**

The vision of Alma School District is to see each student reach **his/her** highest potential. Students will feel safe and cared for in every building as they participate in a rigorous and relevant curriculum. Students will use innovative technology and other educational resources to meet high expectations while having the opportunity to succeed academically and in extracurricular activities. Staff members will also meet high expectations and be highly qualified professionals in both content and pedagogy. Parents and community members will be involved and act as contributing members of the school system. With the support of all stakeholders, students will be productive members of society.

## **ACCREDITATION**

Alma Primary School is fully accredited by the Arkansas Department of Elementary and Secondary Education and COGNIA. This is the highest possible rating a school can attain.

## **ATTENDANCE POLICY**

The Alma School District recognizes that regular attendance in school is vitally important to a child's education. Parents, guardians, or persons in loco parentis have the responsibility to require of their child prompt, regular school attendance.

Communication is of the utmost importance when a student is absent from school. Parents are requested to call the school during the day their child is absent or before 8:30 a.m. the day their child returns to school.

Parents will be responsible for providing documentation or obtaining principal approval for absences over five days per semester, such as:

1. Illness of the student
2. Court appearances
3. Medical appointments
4. Death or serious illness of immediate family

Students are encouraged to complete any work missed due to an absence.

Remote student attendance will be based on student work, participation, and monitored student progress.

## REPORT OF PUPIL PROGRESS

Kindergarten, first grade, and second grade grading scales:

- **M =Mastery** - the student has shown MASTERY of this skill and is on grade level.
- **AM =Approaching Mastery** - the student is moving toward mastery of the skill.
- **P =Progressing** - the student is PROGRESSING towards a better understanding of the skill.
- **ND =Not Demonstrated** - the student has shown little or no understanding of the skill.
- **NA =Not Applicable or Not Assessed** - the skill has not been introduced or taught OR the student has not yet been assessed on this skill.

1. Student progress can be monitored on CHALK.
2. No grades will be given that cannot be justified.
3. A final report will be printed for parents at the end of the school year.

## INFORMATION CHANGE

In case a child should be injured or become seriously ill the school should have at least two phone numbers on file listing means in which parents or relatives can be notified. Emergency procedure forms are a part of the registration process. If changes occur during the school term, it is the responsibility of the parent to notify the classroom teacher and the office secretary.

## ARRIVAL TIME AND LEAVING SCHOOL

**Students are not to arrive at school prior to 7:30 a.m.** At 7:30 a.m., a teacher will be on duty to supervise arriving students. Students are not to be dropped off until the duty teacher is outside. Any student not in their assigned area by the 8:15 a.m. bell must come to the office and obtain an admittance slip before entering the classroom.

**Students are only allowed to leave school early with their parents and/or people listed on their emergency contact card. If someone other than the parent or those listed on the emergency contact card will be picking up a child, prior permission must be granted by the parent in the form of a phone call, a note with the child or the hang tag issued to the parent or guardians.**

Students who are picked up before the end of the school day must sign out in the office. The following are acceptable reasons for early checkout:

1. An emergency situation occurs.

2. Medical or dental appointment.
3. Other reasons approved by the principal.

With new restrictions and procedures due to Covid-19, it is very important that students leaving early need to be picked up before 2:30. New dismissal procedures will make it a rather long process for students checking out after 2:30. Checking out students early on a regular basis to avoid the regular parent-pick-up procedures will not be allowed.

### **SCHOOL ENTRY REQUIREMENTS**

Arkansas State law requires that all children entering school must have the following immunizations:

- \*DPT/DTap - a minimum of four (last dose administered on or after 4th birthday)
- \*Polio- a minimum of three (the last dose must be since the child's 4th birthday)
- \*MMR - two(2) doses (with dose 1 on or after 1<sup>st</sup> birthday and dose 2 at least 28 days after dose 1)
- \*Hepatitis A – 1 dose on or after the 1st birthday
- \*Hepatitis B - (3) doses
- \*Varicella (chickenpox) - 2 doses (with dose 1 on or after 1st birthday and dose 2 at least 28 days after dose 1)\*\*\*\*\*A medical professional history of disease may be accepted in lieu of receiving vaccine .

Students entering kindergarten must also show proof of a physical examination by a licensed physician.

### **MEDICINES**

If a doctor prescribes medicine for a student that is to be taken during the school day, the following procedure must be followed. The medication **MUST** be in the original bottle or container with the child's name on it and the dosage, as prescribed by the physician.

Medication **WILL NOT** be given if it is sent in unlabeled containers, aluminum foil, or unlabeled envelopes. Please label all medications with the child's name, the name of the teacher, medication, and time to be given. You may request a "school size" bottle when prescriptions are filled.

If your child is to continue a non-prescription drug for over one week, a doctor's statement on the necessity of the medication must be sent to school. This policy applies to all over the counter medications including Tylenol.

Please accompany all medication with a note (signed by a parent) explaining the proper dosage and time to be administered. Medications that are prescribed for three times a day will not be given at school as they may be given before school, after school and at bedtime. An attempt is made to schedule all medications at lunch time.

All medications are to be brought to the office or to the school nurse as soon as the student arrives. Medications are not to be kept by the individual student.

If a child is on a medication for more than one week, the parent must come by the school and fill out a

consent form.

### **FIRST AID**

If your child becomes injured at school, and the injury is of a minor nature, first aid will be administered. If the injury requires more than cleaning, a band-aid or an ice pack, a person on the contact list will be notified.

In cases where an injury or illness seems to be more than minor, the school will make every effort to contact the parent. An effort will be made to make the child as comfortable as possible until the parent or designated person arrives to pick up the child.

### **COMMUNICABLE DISEASES**

A child who develops a communicable disease may be sent home by school officials until the problem has been corrected or a physician states in writing his belief that the disease is no longer of a contagious nature.

Students must be fever free for 24 hours before returning to school.

If a child is identified as having head lice, parents will be notified.

### **STUDENT INSURANCE**

Alma School District has purchased an excess accident medical plan to cover all enrolled students during the hours and days school is in session and while attending or participating in school sponsored and supervised activities on or off school premises. This includes traveling to and from school. If you need to file a claim, contact the school office.

### **REPORT TO PARENTS**

Parents can monitor student progress through our CHALK program. Please see the media specialist if you need help registering for CHALK.

A parent-teacher conference will be scheduled one time per semester.

### **TESTING PROGRAM**

Standardized and teacher-made tests are administered to individuals and groups throughout the school year to determine ability, interests, aptitudes and progress. These test results are part of the criteria used to better handle individual student differences.

## **HOMEWORK**

Homework may be given to supplement or strengthen regular class work. Students profit from a certain amount of systematic home study and each student will be expected to complete the assignments.

A letter will be sent home with students in grades one and two outlining the homework policy for each grade level.

## **VISITORS**

All visitors must check in at the office after being allowed into the building.

## **FIELD TRIPS**

Students participating in school field trips must ride the school bus to and from the field trip. The only exception to this will be when parents check with the teacher at the trip destination for permission for the student to ride home with his/her parent. Students cannot leave with anyone other than a parent or legal guardian unless the teacher has verbal and written permission from the parent or guardian.

Permission slips will not be sent home when students are attending a field trip to another Alma School facility.

## **DISCIPLINE**

Teachers are expected to maintain discipline in and around the school. The Alma School Board policy provides for corporal punishment if the teacher deems it necessary. Corporal punishment will only be administered in the presence of the principal or designee.

A form is sent to parents explaining the rules of the school and playground. Parents are to read, sign and return a portion of the form indicating that it has been read. Students are advised of the broken rule or infraction and are given the chance to present their side of the story before any punishment is administered.

### **School Procedures and Rules**

1. Students should follow directions of administrators, teachers, and other adults.
2. Students should be kind and polite to staff and other students. No vulgar or offensive language or gestures.
3. Students will walk quietly and in single file when transitioning from place to place in the hallways and other areas of the building.
4. Students should keep their hands and feet to themselves. No fighting, pushing, shoving, or bullying will be tolerated on any school property, on school buses, at designated school bus stops, at school-sponsored activities, or at a school sanctioned event.

5. Any person filing a bullying complaint will not be subject to retaliation or reprisal in any form. If that should occur, the person violating the anti-bullying policy will be punished at a more severe level.

### **Classroom Procedures and Rules**

1. Students should keep all books, objects, feet, and hands to himself or herself.
2. Daily assignments will be completed each day, as the teacher determines.
3. Teachers will have additional procedures and rules for their classrooms.

### **Playground Procedures and Rules**

1. Students are to stay within the boundaries of the playground.
2. Students are to go down the slide one at a time on their bottoms. Students should not climb or play chase up the slides.
3. Students should not enter the building during recess without permission from the duty teacher.
4. Students should not jump on or push others, particularly from various playground equipment.
5. Students should not throw rocks.
6. Students should not tackle, wrestle, rough-house, or play other games involving grabbing, kicking, or hitting.
7. Crossbars and horizontal bars are not to be used for sitting.
8. Students should not push each other on the swings, nor jump out of swings.
9. Students should maintain a safe distance from areas around the playground equipment.
10. When the recess bell rings, students should immediately line up to go inside.

Possible consequences for misbehavior will be warnings, visit with the counselor, loss of recess or other fun activity in the classroom, note or phone call to parent, visit with principal.

### **Severe Clause**

Any serious disruption by a student will result in the student being sent to the principal and parents will be contacted either by phone or note.

## **PLAYGROUND AREAS**

Students are allowed on the playground for a short break during the school day. APS staff members are on the grounds with the children during this time. Be aware that the duty teacher takes over as supervising teacher during recess and becomes responsible for discipline.

Children are not allowed on the playground during extremely cold weather. If your child is not to go outside, due to illness, for more than two or three days, please send a written statement from his/her physician.

## **LOST AND FOUND**

Lost and found articles other than clothing are turned in to the office. Clothing is placed in the cafeteria. If a student loses an item other than clothing, the student should come by the office and identify the item.

**Labeling of clothing, toys and other items will better insure the return of lost items to**

**the owner.**

## **SCHOOL BOARD DRESS CODE POLICY**

In order to establish high standards for Alma School District, neatness, cleanliness, and decency in the dress of all students must be maintained. In view of this, students should follow every portion of this adopted dress code. The discretion of the principals will be supreme in deciding cases where a question is involved.

Pupils will at all times dress and be groomed so as to present a respectable appearance. Hair of extreme length or bizarre style will be considered undesirable. Shoes must be worn. Dress must not interfere with the educational process or the rights of others.

### **EXAMPLES OF UNACCEPTABLE APPAREL**

1. Clothing which is revealing to the point of distraction.
2. Common courtesy in refraining from the wearing of hats, caps, etc. inside buildings will be observed at all times.
3. Clothing which advertise alcoholic beverages, tobacco products, drugs, or which have vulgar, obscene or offensive messages will not be allowed.

## **MONEY AND VALUABLES**

Any money sent to school should be placed in a sealed envelope and labeled with the child's name and an explanation of how the money is to be used. Students should never leave money or valuables in their desks. The school can assume no responsibility for money or valuables stolen. This is the responsibility of the owner. We will, however, do our utmost to have the items found. **Toy weapons, lighters, matches, cell phones, or any other type of communication device will not be allowed on the bus or at school .**

### **Computer and Technical Device Acceptable Use Policy**

Alma School District is excited to offer your child a chromebook or digital device for use at school as well as at home. The guidelines below provide guidance for use of a device at home and at school.

1. Digital devices are loaned to students as an educational tool and for use in completing school assignments.
2. Each device and charger have a unique barcode and are assigned to a specific student. Students and parents assume the responsibility for care, use, condition and return of the device and charger assigned to the student.
3. Individuals who are granted email accounts or use an ASD device accept responsibility with such access. Each user is expected to use accounts or resources within the District approved educational, research or administrative purposes for which they are granted. **ACTIVITIES BEYOND THESE STATED PURPOSES ARE STRICTLY PROHIBITED.**
4. Parents of K-5<sup>th</sup> graders will be informed of their child's login password. Parents are responsible for supervising the child's use of the device and internet access at home.
5. Students and parents should not share logins or passwords with anyone, except



each other.

6. Users are responsible for their computer accounts. They should take advantage of protection measures provided such as passwords, changing of passwords, Log Out of network, and other precautions against others obtaining access to their computer resources. 7. If lost, stolen or broken, please report the incident immediately to the school's

library media specialist and the classroom teacher.

8. Digital devices and chargers must be returned in acceptable working order at the end of each use, or whenever requested by school staff.

9. School issued accounts, gmail, etc. are monitored by the Alma Technology Department and the classroom teacher(s) – the same for devices utilized at home and at school.

10. Chromebooks must be charged each night and brought to school fully charged so that the student is ready to start using the device when classes begin.

11. Chromebooks or laptops must never be carried by the screen or while opened, as this could damage the device.

12. Desktop computers in classrooms or computer labs are available on campus.

These devices are subject to the same guidelines for use, access and privacy.

13. Students are expected to follow internet safety guidelines, school rules and policies regarding technical devices.

## TEXTBOOKS

Current adoption textbooks are provided for all students. Textbooks are a large expenditure for our school district and students are expected to respect them as they would any school property. Any textbooks that are lost, damaged or purposely destroyed will be charged to the student to which they were assigned and reimbursement must be made to the school.

## SCHOOL LUNCH AND BREAKFAST

The school cafeteria is operated for student convenience. The cafeteria is not operated to make a profit. All students are eligible to receive a free lunch

Students who bring their lunches are expected to eat them in the cafeteria. **Due to potential accidents associated with carbonated beverages, please do not send soft drinks or carbonated beverages for lunch or snack.**

Breakfast is served in the classrooms and is available free to all students.

Your child will receive an ID number to be used anytime he/she eats in the cafeteria, please help your child learn this number.

Parents are not allowed to eat lunch in the cafeteria, but they can check their child out for lunch.

If your child has a milk or food allergy, a note from a physician must be filed in the school nurse's office.

## **FIRE AND DISASTER DRILLS**

Fire and disaster drills are of the utmost importance to each individual student. These drills are in place so that in the case of fire or disaster, each child will be alert to the proper safety procedures.

During either of these drills the most important thing is to keep calm, quiet, and follow the directions of the teachers. Drill procedures are practiced several times throughout the school year.

## **SCHOOL BUSES A LMA PUBLIC SCHOOLS TRANSPORTATION**

The Alma School District will provide the best transportation program possible for the greatest number of students.

All students will be assigned a seat or section of the bus in which to sit beginning with Primary Students in the first rows, followed by Intermediate Students, Middle School Students, and High School Students in that order. The first row of the bus may be used to assign seats to students from any school that require close supervision .

## **GENERAL RULES FOR RIDING THE SCHOOL BUS**

\*Be at your stop five minutes prior to your estimated pickup time and stand a safe distance from the road.

\*Do not play on the roadways while waiting for the bus.

\*Wait until the bus stops and the driver signals that it is safe to approach or cross in front of the bus. \*Always cross the road in front of the bus in groups where the driver can see you. Never cross the road behind the bus.

\*Wait until the bus leaves the area before checking the mail.

\*Enter and leave the bus quickly and orderly, younger students in the front.

\*The school bus is an extension of the classroom and all classroom rules of conduct apply. \*Any student who needs to ride a different bus than their own for any specific reason or students who do not ride a bus regularly and need to ride a bus for any specific reason must have a written note signed by the parent or guardian and signed by the school office of that student before he/she will be allowed on a bus other than their regular bus.

\*Please plan on picking up or taking your student when he/she has glass items, balloons, any large objects or pets as they will not be allowed on the bus.

## **WHILE RIDING THE BUS**

1. All students are to follow the directions of the bus driver at all times.
2. Respect your driver, Act 814 of 1997 makes it unlawful for any person or persons to threaten, curse, or use abusive language to a school bus driver in the presence of students in this state.
3. Respect the rights of other riders, no harassment or intimidation of other riders.
4. Find your seat and remain seated and facing forward while the bus is moving.
5. Keep the bus aisle clear of books, bags, feet, legs, etc. at all times.
6. Speak softly, no loud or distracting noises are allowed.
7. Any act that jeopardizes the safety of students on the bus is prohibited.
8. No food, drinks, candy, or gum will be allowed to be consumed/used on the bus.
9. Do not put hands, arms, or head out of the windows.
10. Do not throw objects in the bus or out of the windows of the bus.
11. Do not bring laser pointers, rubber bands, or any shooting devices on the bus.
12. No drugs, alcohol or tobacco products of any kind are allowed on the bus.
13. No matches, lighters, or other flammable materials are allowed on the bus.

14. Do not tamper with emergency windows, doors and other safety equipment on the bus.
15. No vandalism to school or personal property is allowed. Act 36 of 1987 makes the parents of a minor child responsible for reimbursing the school for any damages caused by the minor child up to \$5000.00.

### **DISCIPLINARY PROCEDURE**

Students causing discipline problems on the bus will be reported by the driver, through the Director of Transportation, to the student's Assistant Principal.

### **PARENT-PICK-UP**

1. All students who are to be picked up by parents will be picked up through the drive-through or in the gym.
2. Parents will remain in their vehicle if they are using the drive-through.
3. Anyone picking up a student must be in middle school or older. Middle school and high school students must have their school ID and the APS student's hang tag to pick up an APS student.
4. Students in the gym for parent-pick-up must remain in line with their class.
5. Students are also not to be opening their backpacks or getting items out of their backpacks. Students need to be ready to get in line when their name is called.

### **DELIVERIES**

Deliveries will be kept in the office until it can be delivered to the students. No large items, glass items, or balloons are allowed on the bus.

No food delivery services such as DoorDash, are allowed to deliver to students. People listed on the contact list may deliver lunch or other items to the office for their child when necessary.

### **SUSPENDING STUDENTS**

SECTION 1: The term "suspend" and variations thereof as used herein refer to exclusions from school attendance not to exceed 10 school days.

SECTION 2: The term "expel" and variations thereof as used refer to exclusion from school attendance for the balance of the current semester or for one year if the infraction involves a weapon.

SECTION 3: The Superintendent and Principals, Assistant Principals or other persons in charge are authorized to suspend any student or students from school under any of the following circumstances:

- (a) When the presence or conduct of the student or students is impairing or disrupting the discipline of the school;
- (b) When the presence or conduct of the student or student is creating an immediate risk of harm to the student or other students or school personnel;

- (c) When suspension is necessary to restore or maintain the learning atmosphere of a school;
- (d) When suspension is necessary to protect the students or other students or other personnel from harm;
- (e) When suspension is necessary as a disciplinary measure to deter unacceptable conduct in the future.

SECTION 4: Suspensions under SECTION 3 are contemplated as suspensions which shall become necessary during the school day or at some school sponsored activity and the same may be made, in the discretion of the suspending Superintendent, Principal or other school official in charge, or by some other member of the school staff in his behalf. He shall provide written notice to at least one of the parents or guardians as soon as is reasonably possible after the suspension.

SECTION 5: A teacher has the authority to remove a student from class. The teacher shall refer the student to the Principal and shall file with the principal a written statement or reasons for the student's suspension from class. The principal shall determine whether to reinstate the student to class, reassign him/her or take other disciplinary action. In making this determination, he shall advise the pupil of the alleged misconduct and the basis thereof, and provide the pupil with the opportunity to explain his version.

SECTION 6: Students and parents have the right of due process regarding discipline, suspension and expulsion including appeal to the Superintendent and Board of Education.

SECTION 7: When a student has been notified that he is suspended from school he shall leave the building and the grounds immediately and shall remain away from school premises for the duration of the suspension, or if the principal has required a student-parent-principal conference as a condition of reinstatement, such student shall remain away from school premises until a parent or guardian returns with him for the student-parent-principal conference.

SECTION 8: If the principal requires a student-parent-principal conference as a condition for reinstatement he shall schedule the same for a definite time and place and shall notify at least one of the parents or guardian or other person having custody of the student. The principal may make and retain a record of the conference. The principal may decide to reinstate the student unconditionally or upon certain specified conditions or may conclude to extend the suspension further.

SECTION 9: If in the conference no decision is reached for reinstatement of the student or if the parent(s) express feelings that the principal is unfair, then the principal shall furnish the Superintendent with a full report on the situation. The Superintendent shall review the decision of the principal and may either confirm it or make such changes as he thinks are appropriate.

SECTION 10: When the principal decides to recommend that a student be expelled he shall make such recommendation to the Superintendent along with a written statement of the charge or charges against the student. The Superintendent shall then schedule a hearing at the next regular board meeting. The student and at least one of his parents having custody, or guardian or other person having custody shall be notified either by the Superintendent, the Principal, or the Secretary of the School Board. Such notice shall include a copy of the written statement prepared by the principal, a statement of conduct or condition of which the student stands accused, the date or dates on which it is alleged to have occurred or existed, the names and addresses of persons who will testify in support of the charge or charges and the time and place at which

the hearing by the Board will be conducted. The notice shall further state that the student and his parents are invited to attend the hearing and may be represented by legal counsel, may present evidence to refute the charges, hear testimony and cross-examine witnesses. Such notice shall be delivered at least 24 hours prior to the hearing and the hearing shall be conducted at the regular meeting place of the Board unless some different location is agreed to by the student or by at least one of his parents or by his legal counsel. The student and his parents may waive a hearing scheduled for this purpose.

SECTION 11: Handicapped students who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to free appropriate public education. A temporary exclusion of up to ten days is not considered a change in placement; therefore, a school is not required to provide educational services during this temporary exclusion. The individualized education plan (IEP) team for a handicapped student should consider whether particular discipline procedures should be adopted for that student and included in the IEP. Handicapped students may be excluded from school only in emergencies and only for the duration of the emergency. In no case should a handicapped student be excluded for more than ten days in a school year. After an emergency suspension is imposed on a handicapped student, a 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. School personnel may consider any unique circumstances on a case-by-case basis.

## **ADMISSION AND GRADE PLACEMENT OF FORMER HOME-SCHOOLED STUDENTS**

Home Schooling legislation provides students the legal right to receive instruction through homeschooling. However, if a former home school student requests admission to a public school, the local school district has the responsibility of determining proper grade placement and/or credit toward graduation.

1. Alma School District shall have the authority to assess any home-schooled student who enrolls or re-enrolls in the district in order to determine proper educational placement.
2. The Alma School District shall utilize, among other means of assessment, the norm-referenced test approved by the state board of education to assess the student and shall determine placement in the appropriate grade level as indicated by the test results.

## **PARENT NOTIFICATION OF RIGHTS THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

FERPA affords a parent/guardian certain rights with respect to a student's education records. These include certain rights of inspection, review, amendment, and disclosure of the individual student's records under a variety of conditions and regulations. Copies of this act are available for review in each school office. Certain directory information may be released without parental consent such as lists or news releases of honor roll students, rosters of clubs or teams, award-winners, etc. If a parent/guardian does not wish to allow their child's name in any such directory information to be released, they must notify the school in writing.

## **STUDENTS RIGHTS, RESPONSIBILITIES AND LIMITATIONS**

Alma Primary School is a community and the rules and regulations of a school are laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community.

Students have the rights of citizenship as delineated in the United States Constitution and its amendments; and these rights may not be abridged, obstructed or in other ways altered except in accordance with due process of law.

Administrators and teachers also have rights and duties.

The teacher is required by law to maintain a suitable environment for learning and administrators have the responsibility for maintaining and facilitating the educational program.

The principal and assistant principal are authorized to suspend students for cause. The teacher has the authorization to discipline students for cause. The Board of Education has the authority to expel students for cause. The following rules, regulations and procedures are designed to protect all members of the Alma Primary School Community in the exercise of their rights and duties:

1. COOPERATION WITH SCHOOL PERSONNEL - Students must obey the reasonable instructions of school district personnel.
2. DISRUPTIVE CONDUCT - Conduct which materially and substantially interferes with the educational process is prohibited.
3. ATTENDANCE - Daily attendance is required of all students under the age of 18 in accordance with state law and school board rules.
4. DRESS AND APPEARANCE - Dress and appearance must not present health and safety hazards or cause disruption of the educational process.
5. USE OF TOBACCO - Use or possession of tobacco is not permitted on school property.
6. OFF-CAMPUS EVENTS - Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district personnel. Failure to obey the rules and regulations and/or failure to obey reasonable instruction of school district personnel shall result in loss of eligibility to attend school sponsored, off-campus events and may result in disciplinary action applicable under the regular school program.
7. REQUIREMENT TO IDENTIFY SELF - All persons must, upon request, identify themselves to proper school authorities in the school building, on school grounds, or at school sponsored events.
8. FREEDOM OF SPEECH AND ASSEMBLY
  - a. Students are entitled to verbally express their personal opinions. Such verbal expressions shall not interfere with the rights of others, the conduct of the classroom, or with the educational process. The use of obscenities is prohibited.
  - b. All student meetings in school buildings or on school grounds may function only as a part of the formal educational process or as authorized by the principal.

- c. Students have the freedom to assemble peacefully. There are appropriate times and places for such assembly and for the expression of opinions and beliefs. The conduct of or participation in demonstrations which interfere with the operation of school or classroom is inappropriate and prohibited.

#### 9. FREEDOM TO PUBLISH

- a. Students are entitled to express in writing their personal opinions. The distribution of handwritten, duplicated or printed material on school premises must be with the prior consent of the principal and may not interfere with or disrupt the educational process. Written expressions which are distributed must be signed by the authors. A student who desires to distribute written material should submit it to the principal in the form in which it is to be distributed at least 48 hours prior to planned distribution with a written statement setting forth the purpose of distribution. The principal shall within 24 hours thereafter either accept or reject said material for distribution in writing.
- b. Students who edit, publish or distribute handwritten, printed or duplicated material among their fellow students within the schools must assume responsibility for the content of such publications.
- c. Libelous and obscene matter is prohibited in all publications.
- d. Unauthorized commercial solicitation will not be allowed on school property at any time. No signs or advertisements may be posted without prior approval of the principal.
- e. Students may not publish works that constitute an unwarranted invasion of privacy.

#### 10. SEARCH AND SEIZURE

- a. In the assignment of school property (locker, desk, etc.) to a specific student, the school retains ownership of such property and the right to inspect or reclaim it.
- b. General searches of school property may be conducted at anytime.
- c. Items which are used to disrupt or interfere with the educational process may be temporarily removed from a student's possession.

11. ABNORMAL OR IRRATIONAL BEHAVIOR - Any student whose actions are abnormal or irrational shall be temporarily suspended from class by the teacher and/or from the school by the principal or other person in charge.

12. CRIMINAL ACTS - 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 regulations. Disciplinary action will be taken by school authorities against students involved in criminal acts regardless of whether or not criminal charges result. The following activities are among those defined as criminal under the Laws of the State of Arkansas; however, criminal activities are not limited to this list.

ACT 1408 - It is unlawful for students to possess laser pointers on school property

ARSON - The intentional setting of fire.

ASSAULT AND BATTERY - Threat or physical harm to a person.

BURGLARY AND LARCENY - Stealing of school or personal property.

POSSESSION OF KNIVES - Knives or other items which may be used as weapons are not permitted on school property.

EXTORTION, BLACKMAIL OR COERCION - Obtaining money or property by violence, or forcing someone to do something against his or her will by force or threat of force.

POSSESSION OF FIREARMS - Firearms are prohibited on school property or at school-sponsored events. Possession will result in a one year expulsion from school.

LARCENY - Theft.

MALICIOUS MISCHIEF - Willful destruction of property.

CELL PHONES - Any form of paging and communication devices, such as but not limited to, telephones and smart watches are not allowed during the school day or on the bus.

ROBBERY - Willfully taking, damaging, destroying or stealing property.

SALE, USE OR POSSESSION OF ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS IS PROHIBITED.

DISTURBING THE PEACE

- a. By violent, abusive, obscene or profane language addressed to a teacher or student.
- b. By threatening to fight, or challenging to fight, or fighting a teacher or a student.
- c. By the use of abusive, violent, obscene or profane language whether addressed to a specific party or to the public generally.

USE OF PROFANE, VIOLENT, VULGAR OR INSULTING LANGUAGE -  
The use of profane, violent, vulgar or insulting language toward any person in his presence or hearing, which language in its common acceptance is calculated to arouse to anger the person to whom it is spoken.

13. Possession or use of skateboards, roller skates, playing cards and dice at school is prohibited. The above will be confiscated and kept in the office.
14. Harassment of another person will not be tolerated, whether it is sexual, racial or religious in nature. Remarks or actions which the recipient believes to be harassment should be reported to a teacher or school administrator.

The minimum discipline penalty will be a verbal warning and the maximum penalty is an expulsion for one year.



## **DRUG AND ALCOHOL USE BY STUDENTS**

This policy applies to any student who is on school property, attending a school sponsored activity or in a vehicle being used to transport students for the Alma School District.

It shall be a violation of this policy for any student to possess, sell or give, or attempt to possess, sell or give any person any of the substances listed in this policy. It shall be a violation of this policy to purchase, attempt to use or consume any of the substances listed in this policy. It shall be a violation of this policy to be under the influence of (legal intoxication not required) any of the substances listed in this policy.

Prohibited substances shall include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, alcoholic beverages or other controlled substances as defined in Act 590 of 1971 of the State of Arkansas.

Any person, whether a student or not, in violation of this policy shall be subject to immediate removal from school property and subject to prosecution in accordance with the provisions of the Laws of the State of Arkansas.

Students of Alma School District #30 who are found to be in violation of this policy will be subject to disciplinary action which may include suspension or expulsion.

Any student found to be in violation of this policy may be required to seek professional counseling at the student's expense prior to re-admission to school.

Students cannot dispense or sell prescription, counterfeit drugs or over the counter medications. Students are not allowed to possess drug paraphernalia.

## **PARENT AND STUDENT COMPLAINTS AND GRIEVANCES**

Students or parents who have a grievance should contact the person responsible at the school. If the matter is not resolved the principal of the school should be contacted. If the principal cannot resolve the situation an appointment may be made with the Superintendent of Schools. If his decision is not acceptable it may be appealed to the School Board.

## **ALMA GIFTED PROGRAM**

The Alma School District is committed to providing an instructional program that recognizes the unique needs and talents of each student and equal opportunities are provided to all students to develop to their fullest potential. The Alma Gifted Program is directed by the district gifted and talented coordinator who supervises the program on each campus. The needs of gifted students are met through various means, which may include placement of students in advanced classes, fine arts and enrichment classes, specific extra-curricular or special programs and other areas depending upon their building assignment. Students are identified for the program through the use of recognized assessment programs required by the Arkansas Department of Education, grades earned by students, and recommendations for inclusion. Parents may nominate their child by contacting the district program coordinator, who may also be

contacted in instances when a parent wishes to submit an appeal of a placement decision.

In compliance with federal nondiscrimination laws, (Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, The Age Discrimination Act of 1975), the Alma School District does not discriminate in employment and education practices relative to race, color, national origin, sex, age, religion, or disability. The contact person for all the above civil rights areas is the Deputy Superintendent of the Alma School District, Box 2359, Alma, AR 72921, phone (479) 632-4791.

# SMART CORE CURRICULUM

A Smart Core Curriculum is available when your child enters the seventh grade.

## SMART CORE INFORMED CONSENT FORM (GRADUATING CLASS OF 2014 AND AFTER)

**Name of Student:** \_\_\_\_\_

**Name of Parent/Guardian:** \_\_\_\_\_

**Name of District:** \_\_\_\_\_

**Name of School:** \_\_\_\_\_

Smart Core is Arkansas's college- and career-ready curriculum for high school students.

College- and career-readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college- and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and unforeseen situations. Smart Core *is the foundation* for college- and career-readiness. All students should supplement with additional rigorous coursework within their career focus.

Successful completion of the Smart Core curriculum is one of the eligibility requirements for the Arkansas Academic Challenge Scholarship. Failure to complete the Smart Core curriculum for graduation *may* result in negative consequences such as conditional admission to college and ineligibility for scholarship programs.

Parents or guardians may waive the right for a student to participate in Smart Core and to instead participate in the Core curriculum. The parent must sign the separate Smart Core Waiver Form to do so.

## SMART CORE CURRICULUM

### English – 4 units

- 1 English 9th grade
- 2 English 10th grade
- 3 English 11th grade
- 4 English 12th grade

### Mathematics – 4 units

- 1 Algebra I or Algebra A & B (Grades 7-8 or 8-9)
- 2 Geometry or Investigating Geometry or Geometry A & B (Grades 8-9 or 9-10)
- 3 Algebra II
- 4 Fourth Math 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 with lab experience chosen from:

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

### Social Studies – 3 units

- 1 Civics – ½ unit
- 2 World History – 1 unit
- 3 U.S. History – 1 unit

### Oral Communications – ½ unit

### Physical Education – ½ unit

### Health and Safety – ½ unit

### Economics – ½ unit (may be counted toward Social Studies or Career Focus)

### Fine Arts – ½ unit

### Career Focus – 6 units

By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core curriculum and am choosing the Smart Core curriculum for my child.

\_\_\_\_\_  
**Parent/Guardian**

\_\_\_\_\_  
**Signature Date School Official Signature Date** Arkansas Department of Education—March 2010

## STATE REQUIRED INFORMATION

ASD Policy 4.1 – Residence Requirements: The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the District and to all persons between those ages who have been legally transferred to the District for educational purposes.

ASD Policy 4.7 - Absences: If any student's Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence. Students shall not be absent, as defined in this policy more than 10 days in a semester. When a student has 5 absences, his/her parent, guardian, or person in loco parentis shall be notified that the student has missed half the allowable days for the semester. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day. Whenever a student exceeds 10 absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or person in loco parentis shall be subject to a civil penalty as prescribed by law. Students with 10 absences in a course in a semester shall not receive credit for that course. If the student fails to receive credit for a sufficient number of courses and at the discretion of the principal after consultation with persons having knowledge of the circumstances of the absences, the student may be denied promotion or graduation. Excessive absences, however, shall not be a reason for expulsion or dismissal of a student.

ASD Policy 4.7 – Absences: Students having excessive absences due to illness, accident, or other unavoidable reason may be given assistance in obtaining credit for their courses. At any time prior to when a student exceeds the number of allowable absences (unless unable to do so due to unforeseen circumstances), the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee.

ASD Policy 4.3 – Compulsory Attendance Requirements: Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy (4.1—RESIDENCE REQUIREMENTS), within the District shall enroll and send the child to a District school with the following exceptions.

ASD Policy 4.2 – Entrance Requirements: Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy (4.1—RESIDENCE REQUIREMENTS), within the District shall enroll and send the child to a District school with the following exceptions.

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

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person shall provide the 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 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. United States military identification; or
7. Previous school records.

ASD Policy 5.15 – Grading: Students’ grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

Alma Primary School continues to transition to a skills based reporting system.

ASD Policy 5.15 – Grading

Kindergarten, first grade, and second grade grading scales:

- **M =Mastery** - the student has shown MASTERY of this skill and is on grade level.
- **AM =Approaching Mastery** - the student is moving toward mastery of the skill.
- **P =Progressing** - the student is PROGRESSING towards a better understanding of the skill.
- **ND =Not Demonstrated** - the student has shown little or no understanding of the skill.
- **NA =Not Applicable or Not Assessed** - the skill has not been introduced or taught OR the student has not yet been assessed on this skill.

1. Student progress can be monitored on CHALK.
2. No grades will be given that cannot be justified.
3. A final report will be printed for parent at the end of the school year.

ASD Policy 5.11 – Promotion/Retention/Credit Grades K-12: Students who do not score proficient or above on their grade level Benchmark Exams shall be required to participate in an Academic Improvement Plan (AIP). Each AIP shall be developed by school personnel and the student’s parents and shall be designed to assist the student in attaining the expected achievement level. The AIP shall also state the parent’s role as well as the consequences for the student’s failure to participate in the plan, which shall include the student’s retention in their present grade. All students must successfully pass all general EOC assessments they are required to take ; unless exempted by the student’s individualized education program (IEP). To receive academic credit in a course requiring a student to take a general EOC assessment, the student must either receive a passing score on the initial assessment or successfully participate in the remediation program identified in his/her Individualized Academic Improvement Plan (IAIP). A student is not eligible to graduate if he/she fails to receive academic credit in a course requiring a general EOC. Additionally, the lack of credit could jeopardize the student's grade promotion or classification. Promotion/retention or graduation of students with an Individual Educational Plan (IEP) shall be based on their successful attainment of the goals set forth in their IEP.

ASD Policy 4.45 – Smart Core: All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student’s permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students’ permanent records. This policy is to be included in student handbooks for grades 6-12 and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better

serve the needs of the district's students.

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means.

1 Inclusion in the student handbook of the Smart Core curriculum and graduation requirements; 2 Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;

3 Discussions held by the school's counselors with students and their parents; and/or 4 Distribution of a newsletter(s) to parents or guardians of the district's students.

ASD Policy 5.6 – Challenge to Instructional/Supplemental Materials: The Media Center in each building shall develop guidelines for the selection, challenging, removal, and retention of materials. The Building Principal shall be the final authority in addressing materials whose inclusion is challenged.

## PEOPLE TO KNOW AT ALMA PRIMARY SCHOOL

David Woolly, Superintendent.....	632-4791
Dr. Bryan Duffie, Deputy Superintendent.....	632-4791
Travis Biggs, Assistant Superintendent..... of School Operations	632-4791
Pamm Treece, Assistant Superintendent..... of Curriculum and Instruction	632-4791
Cara Witherspoon, Special Education Director.....	632-4791
Michael Gibson, Director of Transportation .....	632-4794
Mike Fulmer, Director of Maintenance.....	632-4794
Grace George, Food Service Director.....	632-4791
Shawn Bullard, Principal.....	632-5100
Dee Ann Harris, Assistant Principal.....	632-5100
Tracy Dean, Secretary.....	632-5100
Amy Bell, Receptionist.....	632-5100
Diane Parker, Nurse.....	632-5100
Haley Blanton, Counselor/Parent Coordinator.....	632-5100