

## **MESSAGE FROM THE PRINCIPALS**

Welcome to Alma Intermediate School. Thank you for placing your trust in us and giving us the opportunity to meet your child's educational needs. We look forward to working with you by helping your child achieve tremendous learning and growth. We are fortunate to have an outstanding group of teachers who are committed to enhancing the special gifts in each of our children while preparing them to be successful in meeting high academic standards in learning.

The information contained in this Student Handbook is to help each of us support the organization of our school and provide the best learning atmosphere for our children. If you have any suggestions, or if we can assist you in any way, please do not hesitate to contact us.

Jim Warnock, Principal 632-2166

Ralynn Wilkinson, Assistant Principal 632-2166

## **AIS WEBSITE**

Visit **Almasd.net** and click on "Intermediate" to access this handbook, newsletters, calendar, and much more. You may also register on Chalk and access your child's grades. Email [mbailey@almasd.net](mailto:mbailey@almasd.net)

## **ACCREDITATION**

Alma Intermediate School meets and exceeds the standards of accreditation of the State Department of Education and the *AdvancEd*.

## **FAMILY INVOLVEMENT**

Parents are the most important teachers in the life of a child. We want to encourage you to be involved in the education of your child. You can be involved as a school volunteer or through our Parent Input Team. Please contact the school office or your child's teacher if you would like to volunteer on a regular basis. We want to team with moms, dads, and grandparents as we all work to help our children be successful in school.

## **PARENT CONFERENCES**

Parents are encouraged to schedule conferences with teachers to discuss their child's academic progress. Teachers have a conference period everyday for this purpose. Please contact the school to schedule a conference with a teacher. School-wide conferences are scheduled twice each year.

## *VISITOR PASSES*

**All visitors, including parents, must enter through the front entrance, sign in at the office and pick up a visitor's pass.** This will help ensure campus security and avoid interrupting instruction. All doors are locked beginning at 8:15 a.m. but may be used as emergency exits at any time.

To enter the building, press the button at the front entrance and office staff will release the lock to let you enter the building.

## *ASSESSING STUDENT LEARNING*

All students participate in state testing during the spring of each year to assess academic progress in reading, writing, math and other academic areas. The results from these tests will be provided to parents.

In addition to classroom tests and informal assessments in the classroom, students are given grade-level assessments at different points in the year to determine students' needs and progress.

## *STUDENT DROP-OFF AND PICK-UP*

1. When dropping a child off for school, please enter the track parking lot east of the bus drive. Drive toward the PE building, continue around, make a loop as close as possible to the covered sidewalk with the passenger door facing the PE building.
2. Please pull forward as much as possible so several cars can unload at one time.
3. Students are not to be dropped off in the bus drive in front of the school from 7:30 – 8:30 a.m. Do not drop children off at the Rudy Rd. parking lot, Fire Dept. parking or any other location than the gym parking lot.
4. Parents are to park in the afternoon and enter the PE facility to pick up their child.
5. Gymnasium doors will be unlocked at the 3:20 parent pick-up bell. Please plan to wait for your children in the gym due to continuing instruction in the classroom.

**For student safety, please do not drop students off at school any earlier than 7:40 a.m. Please keep bus lanes clear in the mornings from 7:30-9:00 and in the afternoons from 2:30-4:00.**

## *ATTENDANCE POLICY*

The Alma School District policy states that 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 or guardian will be notified that the student has missed half of the allowable days for the semester. When a student exceeds 10 unexcused absences in a semester, the District shall notify the prosecuting authority and the parent or guardian will be subject to a civil penalty as prescribed by law. Students with 10 absences in a course in a semester, at the discretion of the principal after consultation with persons having knowledge of the circumstances of the absences, the student may be denied promotion. Excessive absences, however, shall not be a reason for expulsion or dismissal of a student.

Student absences will be classified into two categories:

Excused absences

1. Illness of the student
2. Medical appointments
3. Death or serious illness of immediate family
4. Court appearances
5. Other reasons if approval from the principal is obtained in advance.

#### Unexcused absences

1. Absent from school without parental knowledge and/or permission.
2. Absent from school without acceptable cause

**Parents are requested to call the school during the day their child is absent, or before 8:30 a.m. the next day.** Parents will be notified, when possible, each time the student is absent from school and contact has not been made by the parents.

In cases of extended or chronic absence, the principal will require verification of an illness by a physician. Excessive absence from school may result in denial of promotion.

- “ Students who are present less than 160 days in any school year may not be promoted.
- “ Students are expected to complete any work missed due to absence, regardless of whether the absence is excused or unexcused.
- “ Students who are picked up before the end of the school day must sign out in the office.

#### *PERFECT ATTENDANCE POLICY*

Perfect attendance will be awarded to students who do not miss any school. Tardies and early check-outs will count toward absences and may disqualify a student from perfect attendance.

#### *GUIDANCE SERVICES*

Guidance services are offered to students to help evaluate their aptitudes, interest, and abilities and to work toward the achievement of their greatest potential. To aid the pupil's adjustment and progress toward worthwhile goals, parents and teachers are invited to contact the counselor for private conferences

#### *BEING ON TIME TO SCHOOL*

**The first bell rings at 8:10 a.m. followed by classes starting at 8:20 a.m. Students arriving after 8:20 a.m. are considered tardy and must check in through the office.** Every five tardies or five early checkouts per quarter will count as one day absent. Early checkouts are defined as leaving school before 3:15 p.m.

Arrive between 8:20-10:00 is a tardy

After 10:00 is 1/2 day absent

Checkout from 1:30-3:15 is a tardy

Checkout before 1:30 is 1/2 day absent

## *EARLY CHECKOUT*

**Students are only allowed to leave school early with their parents or a designated guardian.** If someone other than the parent will be picking up a child, prior permission must be granted by the parent in the form of a phone call or note with the child. Adults checking out a child should be prepared to show identification.

## *HOMEWORK*

Homework assignments are made to provide additional practice and review of material taught in class. Teachers will attempt to communicate homework expectations throughout the school year. Teachers will avoid assigning homework on Wednesdays. There will be times when a test is scheduled for Thursday or Friday and preparation may be required. Please contact the teacher if you need clarification about homework requirements or grading.

## *MAKE-UP WORK*

Students are expected to complete any work missed due to absence, regardless of whether the absence is excused or unexcused.

## *MESSAGES & DELIVERIES*

Messages for students will only be delivered between instructional blocks of time. It is important to contact the office as early as possible if a message is to be delivered, especially related to transportation. **We cannot guarantee that messages called in after 3:00 p.m. will be delivered.**

If messages are of an emergency nature, the office staff will make every effort to deliver them without delay. However, it is not possible to accept and deliver messages without interrupting classes and interfering with the learning environment.

All items delivered to the school for students must be brought to the office. The students will be notified by office personnel of the delivery. **Balloons or glass items delivered to school are not allowed on school busses.**

## *USE OF THE TELEPHONE*

Students' use of the school telephones will be limited during the school day to emergency situations. The telephone may not be used to call home or take care of matters that should have been taken care of before coming to school. An example of an instance when students will not be allowed to call home is to call for permission to go home with another student.

Teachers and students receiving calls during the school day will be contacted and allowed to receive the call if the urgency of the situation warrants interrupting instruction. Otherwise, a message will be delivered to the student at the end of an instructional period.

## *CELL PHONES AND OTHER ELECTRONIC DEVICES*

- Cell phones are to be turned off from arrival until you depart from campus unless teachers give permission to use them.
- All cell phones are to be left in backpacks and out of sight of other students.
- School officials may give a student permission to use a school phone or an electronic device.
- Unauthorized use of a technical instrument (including cameras, phones, IPODS, and other devices) are prohibited.
- Devices confiscated due to a rule violation may be picked up by the parent after 4:00 p.m. in the office. Other consequences may apply depending on the situation.
- Bring electronic devices to campus at your own risk. Instructional time will not be spent searching for missing cell phones or other devices.

### **Toys, Fidget Spinners:**

Toys (like cell phones) are to remain in backpacks. If toys are brought out in the classroom, they will be taken up. First offense - The toy will be returned to the student at the end of the day provided there are no other extenuating circumstances. Second offense - The toy will be sent to the office where a parent may retrieve it after school or at a later date.

Toys are not to be bought, sold, or traded at school.

## **ALMA 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. The first row of the bus may be used to assign seats to students requiring close supervision from any school.

### **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. **All notes should include the address where the student will be dropped off.**

\*Please plan to pick up your student when he/she has balloons, any large objects or pets since they are not allowed on the bus.

## Rules Posted in Buses

### BE SAFE BY:

- Following the directions of the bus driver at all times.
- Finding your seat, remaining seated and facing forward at all times with your back against the seat and feet flat on the floor.
- Keeping the aisle clear of all obstructions.
- Keeping your hands, arms, and head inside the bus.
- Speaking softly with no loud or distracting noises.

### BE RESPECTFUL TO THE DRIVER AND EACH OTHER BY:

- Observing the same conduct as in the classroom.
- Using appropriate language.
- Respecting the rights of other students.
- Not throwing objects in the bus or out of the windows of the bus.
- Not bringing drugs, alcohol, or tobacco products of any kind on the bus.

### BE RESPECTFUL OF THE BUS BY:

- Not tampering with any safety equipment on the bus.
- Not marking on the seats, cutting the seats or any other vandalism to the bus.
- Not bringing any matches, lighters or other flammable materials on the bus.
- Keeping the bus clean.
- Not eating food, candy, chewing gum or drinking on the bus.

## 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.

Students are subject to school authority while on the buses, while loading or unloading, and while waiting at the bus stop. The bus driver has the authority to assign seats on the bus. Drivers will tolerate no misbehavior, vulgar or obscene language or gestures. Students who do not respect the rights of others and whose conduct may distract the driver from the road may lose the privilege of riding the bus. **Due to safety reasons, balloons or other large obstructions are not allowed on buses. Glass containers are not allowed on buses.** Students must have permission from the principal's office before riding a bus other than their regular bus.

## *Requirements for Alma Intermediate School Field Trip Participation*

The following guidelines are to protect the instructional value of our field trips and to maintain a safe environment for all students. While on field trips, students are representatives of our school and our community.

**It is our hope that all students are able to participate in field trips. The requirements listed below go into effect on the day they are given to students. No students will be penalized for past behaviors.**

Students participating in AIS field trips must meet the following requirements.

1. Demonstrate the ability to listen and follow directions.
2. Demonstrate the ability to work with others.
3. Demonstrate good manners and an appreciation for learning materials and facilities.

Students participating in AIS field trips must not have any of the following:

1. Suspension from school
2. Chronic bus behavior problems
3. Chronic absence from school\*
4. Any behaviors that would compromise the safety of students\*
5. Chronic behavior problems in the classroom\*

\*A committee made up of the principal, assistant principal, and classroom teachers will make the final decision as to a student's participation in field trips if chronic behavior problems or the safety of students is at issue.

## *FIELD TRIP TRANSPORTATION*

All students who make trips under school supervision will return by the same means of transportation used to get to the destination. The only exception to this will be when parents check with the sponsor at the trip destination for permission for the student to ride home with his/her parent. Prior arrangements must be submitted to the school so chaperones and staff are aware of the alternative arrangements. Permission for a child to ride with anyone other than a parent must be pre-approved by the principal. In all cases, the child must be signed-out in person with the supervising staff on the trip.

## *STUDENT INSURANCE*

The superintendent of Alma Schools regularly contracts with an insurance agent to insure all of the students in the Alma School District. The company will insure against accidental injury according to a schedule of medical and surgical costs. This insurance is provided at no cost to the student. Alma School District will assume no liability for injury incurred during the school day or at school events. School insurance is a supplemental insurance.

## *REPORTS TO PARENTS*

Report cards will be sent home approximately every nine weeks. **The following grading scale is used to measure students' progress on educational objectives only.**

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

Citizenship is reported as: Satisfactory / Needs Improvement / Unsatisfactory

In addition to report cards, parents will receive progress reports at approximately the 4<sup>th</sup> week of each nine-weeks grading report which includes current grades. Check grades at [almasd.net](http://almasd.net) by logging into EdLine at any time.

**If adequate progress is not met, students will be assigned an AIP (Academic Improvement Plan). If remediation requirements are not completed, the affected students will be retained.**

## *STUDENT ILLNESS AND FIRST AID*

If a child is injured or becomes sick at school, the child will be referred to the school nurse. The nurse will assess the child's condition. If care beyond a cleaning, a band aid, or ice pack is needed, the office will attempt to contact a parent using home, work, and emergency phone numbers listed on the student's emergency card.

## *MEDICINES*

Medicine may only be given during the school day if it is prescribed by a physician. This medication must be in the original bottle with the child's name on it and the dosage prescribed by the physician.

Medications will not be given if they are sent in unlabeled containers. Please label with child's name, name of teacher, medication and time to be given. You may request a "school size" bottle at your pharmacist 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 this medication must be sent to the school. **This medication policy applies to all types of over-the-counter medication, including Tylenol.**

Please accompany all medication with a note (signed by the parent) explaining the proper dosage and the time to be administered. We do not administer medications that are to be taken three times a day as these may be taken before school, after school, and at bedtime. We try to schedule all medications at the child's lunchtime.

**If medication is to be given at school a medication release form must be signed, and if it is a narcotic, it must be brought in by the parent, counted and signed off by the parent and nurse.**

**Medications are not to be kept by the individual students. Students are NOT to bring medicines to school by bus.**

### *COMMUNICABLE DISEASES*

Each child must have on file a record of their immunizations as required by the State of Arkansas. Each student is to have been immunized from poliomyelitis, diphtheria, tetanus, pertussis, rubeola measles, rubella, varicella, and Hepatitis B.

If a child develops a disease that is apparently going unchecked or may be contagious, the school may send the child home until it has been resolved or a doctor states that it is no danger to other children.

### *NUTRITION INFORMATION FOR PARENTS*

The **Arkansas Department of Education** passed new rules governing nutrition standards in Arkansas Public Schools. These State Department guidelines do not restrict what **parents may provide for their own child's lunch or snacks.**

Please note the following rules. We apologize for any inconvenience and appreciate your cooperation as we comply with state law.

- Elementary students will not have access to vending machines just as in the past.
- Students may be given any food and/or beverage items for up to nine different school events each school year to be determined and approved by school officials. Four of these days will be taken by holiday celebrations. To recognize students' birthdays, teachers will schedule five dates during the school year. This will also allow us to recognize students whose birthdays occur during the summer. Parents will be notified of these dates through the classroom teachers' newsletters. We will no longer be able to have snacks on every child's birthday due to new State Department guidelines. We will, however, continue to recognize students' birthdays by calling them to the office during morning announcements and giving them a birthday pencil.
- Due to these State Department guidelines, parents may not provide food/beverage items to other children at school with the exception of the nine scheduled birthday or holiday events during the school year.

### *USE OF THE LIBRARY*

All students will have the privilege of using the library and checking out books. Students will be allowed to check out two library books per week. Those books should be returned on the students' scheduled day in the library. At that time students may turn the books in or renew for another week. Books not returned within that one week period will be overdue and may prohibit the student from checking out additional books until returned. Lost or damaged books must be paid for before additional books will be checked out. Library contact [mbailey@almasd.net](mailto:mbailey@almasd.net).

### *Reading Counts*

AIS uses Reading Counts, a nationally recognized supplemental reading program. Reading Counts is available on all school computers. Through independent reading, students improve vocabulary, comprehension, and writing skills. This program allows students to read a wide variety of books and take

computerized quizzes that assess the students' understanding of the book. The Reading Counts Management System gives each student immediate feedback about his/her reading performance.

### *Million Word Recognition*

Research shows that students who read approximately one million words per year show continuing improvement in their reading skill. One million words are equal to approximately 25 chapter books or 6-8 picture books a day. Students who achieve one million words will be recognized publicly for their achievement.

### *ALMA SCHOOL DISTRICT COMPUTER CODE FOR STUDENTS*

Computing resources are provided by the Alma School District to enhance learning, research, services and the activities which support them. Alma School District is committed to a computing system which effectively meets the needs of users.

Individuals who are granted computing accounts, use computing accounts, or use computing resources at the Alma School District accept responsibility with such access. Each user is expected to use computer resources only for the purpose for which they are granted. **Activities beyond these stated purposes are strictly prohibited.**

The code of computing practices for the District is stated below. Violations of this code will be reviewed by District personnel and could result in restriction from these resources. Improper behavior may also be handled by administration in each school building.

- Users shall use proper etiquette when on-line, refraining from obscenity and vulgarity.
- Users shall use only those computer accounts which have been authorized for their use.
- Users are responsible for the use of their computer accounts. They should take advantage of protection measures provided, such as securing passwords, changing of passwords, logging out of network, and other precautions against others obtaining access to their computer resources.
- Users shall use accounts only for the purposes originally agreed.
- Users shall follow established procedures for accessing the computing system.
- Users shall not attempt to access, copy, or destroy programs or files that belong to other users or to the District.
- Users of computer software owned by the Alma School District agree to abide by the limitations included in the copyright and license agreements entered into with vendors. It is the user's responsibility to become familiar with the specific copyright and licensing agreements for each product before using it. It is illegal to copy most software products. If other arrangements are made with a vendor, users must abide by stated provisions.
- Users should minimize the impact of their work upon the work of others. One should not encroach on others' use of the facilities or deprive them system resources.
- Users shall not attempt to modify system facilities in any way. Intentional compromise of system integrity by virus or other means is a serious offense.
- Users shall not subvert restrictions associated with their accounts.

The above list does not cover every situation that pertains to proper and improper use of the computing resources at the Alma School District, but it does suggest some of the responsibilities that students accept if they choose to use an Alma School District computing resource or the international network access that the Alma School District provides. This code is to work for the benefit of all system users by encouraging responsible use of computing resources.

## *TEXTBOOKS AND MATERIALS*

Our students are responsible for their textbooks and other instructional materials provided by the school. Textbooks range in cost from \$12.00 to \$45.00 depending on the book and the age of the book. Lost textbooks will result in a charge for replacement. The last report card of the year is issued to students when all books are returned and any money owed to the school is paid. Report cards are not mailed.

## *GIFTED AND TALENTED 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 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 the gifted student are met through various means, which may include pull-out GT classes, fine arts and enrichment classes, specific extra-curricular or special programs. Students are identified for the program through recommendations, recognized assessment programs required by the Arkansas Department of Education, and approval of the GT placement committee. 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.

## *FIRE AND EMERGENCY DRILLS*

Regular emergency drills will be held on campus as required by state standards to insure the safety of our students and teachers. Behavior expectations for emergency drills will be clearly communicated by teachers and administration.

## *MONEY AND VALUABLE ARTICLES (Lost-and-Found)*

Students should never leave money or valuables in their desk or lockers. The school cannot assume responsibility for money or valuables that are lost or stolen. We attempt to find lost items and have a Lost-and-Found closet for that purpose. **Please label students' coats, lunch boxes, and school supplies to assist us in locating the proper owners.**

## *SCHOOL LUNCHES*

The cafeteria is operated for student convenience and to provide a student service. It is not operated for profit. Therefore, students will be provided quality food at minimal costs. Lunches may be paid for in advance. Students who bring their lunches to school will eat in the cafeteria. Free and reduced price lunches are available to students who qualify. Applications may be obtained in the office by those who wish to participate in this program.

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

FERPA affords parents/guardians 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.

## *CLASSROOM BEHAVIOR MANAGEMENT*

The classroom teachers will share their behavior expectations with students and parents. Working together, the teacher, parents, and students will develop an atmosphere that will increase student learning and success.

## *PROACTIVE AND POSITIVE DISCIPLINE PROCEDURES*

“ The purpose of Proactive Discipline guidelines is to provide an atmosphere where learning and high levels of achievement can occur for all students.

“ Teachers will teach behavior expectations to students and establish a positive atmosphere in their classroom.

“ There will be positive consequences for positive behavior and negative consequences for negative behavior.

“ Positive consequences may include but are not limited to the following:

1. Increased learning and success in school.
2. Higher grades.
3. Positive rewards in class.
4. Positive calls or notes to parents.
5. Positive recognition by the principal or assistant principal.
6. Possible qualification for school-wide recognition and rewards.

“ Negative consequences may include but are not limited to the following:

1. Lower levels of learning.
2. Loss of privileges.
3. Parent contact.
4. Intervention by the administration.
5. Suspension.

## *BULLYING POLICY*

The Alma School District will not tolerate bullying on school campuses, school buses, bus stops or at school-sponsored activities.

**Bullying defined:** Repeated, persistent and aggressive behavior by a student where (a) the behavior is intended to cause harm, fear or distress to another student, and (b) the behavior occurs in a context where there is a real or perceived power imbalance between the two students based on such factors as size, strength, age, social status, gender, race or socioeconomic status. There is also an underlying concept of the repetition or continued threat of further aggression which creates a hostile environment at school and substantially disrupts the educational process.

Bullying will result in negative consequences as listed in the Proactive Discipline Procedures. The minimum consequence will be a warning and the maximum may be suspension from school and/or referral to juvenile authorities.

## *STUDENT APPEARANCE AND DRESS*

**“Dress and appearance:** Dress and appearance must not present health and safety hazards or cause disruption of the educational process.” (From “Student Rights, Responsibilities and Limitations”)

Students who are dressed appropriately for school have increased learning and self-esteem. Dress and appearance guidelines are intended to help all of our students focus on learning.

- “ Students may not wear strapless tops, halter tops, or shirts with large sleeveless openings.
- “ Students may not wear shorts that are determined by teachers to be distracting in the classroom.
- “ Students may not wear sagging pants.
- “ Student may not wear any clothing with messages that are disruptive or inappropriate. Examples: drugs, alcohol, sexual content, violent content, racial content
- “ Parents are asked to assist in making decisions about how our students dress. Parents will be contacted if clothing or student appearance becomes a distraction from learning.

### *Drugs and Alcohol*

The sale, use or possession of alcoholic beverages, illegal drugs, prescription drugs, or over-the-counter drugs is prohibited on school property or school-sponsored activities. Parents will be notified and police may be contacted. Violation of this rule may result in suspension and/or expulsion from school.

## ***NOTICE OF NON-DISCRIMINATION***

Alma Schools shall establish and maintain an atmosphere in which all persons can develop attitudes and skills for effective, cooperative living including:

- A. Respect for the individuals regardless of economic status, intellectual ability, race, creed, color, religion, sex or age.
- B. Respect for culture differences.
- C. Respect for economic, political and social rights of others.
- D. Respect for the rights of others to seek and maintain their own identities.

### ***Process for Resolving Parent Concerns***

Should you have a problem with a situation at our school that you feel has not been resolved by the school's personnel, follow the process outlined below. Please remember that it is very important that you include your child's teacher in this process.

1. Always start with the teacher or employee with whom you have a concern. You may also contact the school counselor for advice on the matter.
2. If the problem or conflict is not resolved, the next step is to contact the school principal or assistant principal.
3. If the issue cannot be solved at the school, the school principal will refer you to the Alma District Office where your concern will be assigned to an appropriate staff person.

## ***STUDENT RIGHTS, RESPONSIBILITIES, AND LIMITATIONS***

Alma Intermediate 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 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 Intermediate School community in the exercise of their rights and duties:

1. **Cooperation with school personnel:** Students must obey the reasonable instructions of school personnel.
2. **Disruptive conduct:** Conduct which materially and substantially interferes with the educational process is prohibited.
3. **Attendance:** Daily attendance is required of students age five (5) through (17) seventeen years old on October 1 of that year, both inclusive. These attendance rules are in accordance with state laws 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 by students 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 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 hand written, printed or duplicated matter 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.

**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 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 teachers 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 regulation. 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 of 1999 – It is unlawful for students to possess laser pointers on school property.
- .. ACT 567 of 2000 – It is unlawful to report a false alarm to an educational institution.
- .. 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 threat of 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 and at school sponsored events.
- .. Harassment – Harassment of a person will not be tolerated. All persons are to be treated with respect regardless of economic status, intellectual ability, race, creed, color, religion, sex or age.
- .. Larceny – Theft
- .. Malicious mischief – Willful destruction of property.
- .. Robbery – Taking property from an individual by force or threat of force.
- .. Sale, use or possession of alcoholic beverages, illegal drugs, prescription drugs, or over-the-counter drugs.
  
- .. 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.

## **Suspending Students**

**Section 1:** The term “suspended” and variations thereof as used herein refer to exclusion from school attendance of shorter duration than the balance of the school term.

**Section 2:** The term “expel” and variations thereof used herein refer to exclusion from school attendance for the balance of the school term.

**Section 3:** The superintendent, principals, and 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 such student or students is impairing or disrupting the discipline of the school;
- b. When the presence or conduct of the student or students is creating an immediate risk of harm to the student, other students, or school personnel;
- c. When suspension is required to restore or maintain the atmosphere of a school;
- d. When suspension is necessary to protect the student, other students, or other school 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, without prior notice to the parents. However, a reasonable effort shall be made by the suspending superintendent, principal or other school official in charge, or by some other member of the school staff in his behalf, to provide 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.

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

**Section 7:** The principal or his assistant in charge is authorized to suspend temporarily a student 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 a 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 conditionals 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 then 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 and may present evidence to refute the charges. 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.

## **Alma School District Student Handbook Addendum**

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's 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:

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

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.

ASD Policy 5.15 – Grading: The grading scale for all schools in the district shall be as follows:

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

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.

### **Nondiscrimination Compliance**

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.

Superintendent	632-4791	<b>Handbook Committee</b>
High School Principal	632-2162	Jim Warnock, Principal
Middle School Principal	632-2168	Ralynn Wilkinson, Assistant Principal
Intermediate School Principal	632-2166	Kristin Wagner, Counselor
Primary School Principal	632-5100	Michael Bridges, Parent
Title One Coordinator	632-4791	Melinda Bailey, Media Specialist
Special Education Director	632-4791	Emily Baldwin, 3 <sup>rd</sup> Gr. Teacher
Gifted and Talented Coordinator	632-4791	Mackenzie Feurtado, 4 <sup>th</sup> Gr. Teacher
Section 504 Coordinator	632-4791	Staci Aikman, 5 <sup>th</sup> Gr. Teacher
Transportation Director	632-4791	Officer Kimmins, SRO
Athletic Director	632-4791	