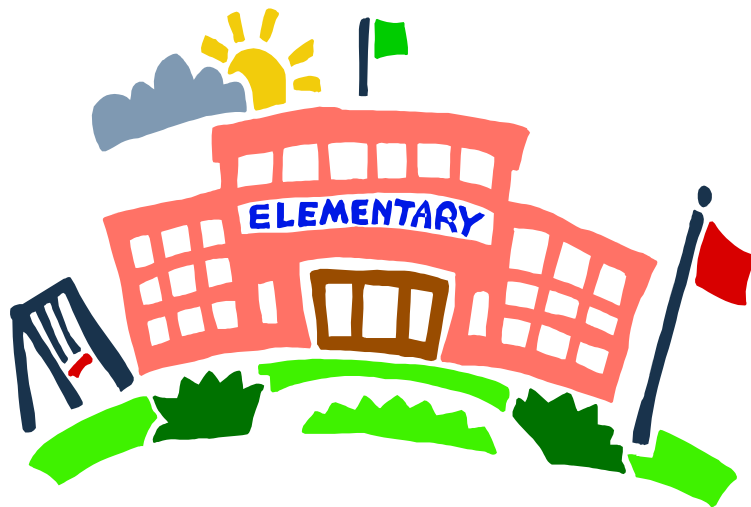


NORFORK SCHOOL DISTRICT

Arrie Goforth Elementary



Student Handbook **Student Rights and Responsibilities** **2016-2017**

Mr. Mike Seay, Superintendent
Mrs. Deanna Klaus, Principal

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SCHOOL BOARD MISSION STATEMENT

It is the mission of the Norfolk School Board of Education to provide the vision, policy, and environment to ensure the students of our community have the opportunity to reach their full potential as academically sound, responsible citizens.

Norfolk School Board of Education

**Dick Goldsby
Jon Casey
Mike Watts
Levi Woods
Levi Haught**

MISSION STATEMENT ARRIE GOFORTH ELEMENTARY

It is the declaration of Arrie Goforth Elementary School to provide an intellectual, emotional, and physical environment that is conducive to learning.

We recognize the uniqueness of each student and the divergent factors influencing their development. We are well aware that our greatest natural resource is the minds of our children; therefore, it is our intent to develop this resource by providing a sound foundation and opportunity for growth.

As a school district, we believe that the children with whom we are entrusted will make upstanding citizens and leaders of our community, state, and nation. We recognize the worth of each individual student in our district, and shall make every attempt to assure that the individual need is fulfilled.

The intent of this mission is given direction in the following educational goals:

- 1. Our school will strive to instruct each individual child in such a manner that they will be ready to live a full and productive life.**
- 2. Our school will maintain an environment that promotes a safe and orderly climate for all educational endeavors.**
- 3. Instruction will be the primary goal of our school with an emphasis on both basic and developmental skills.**
- 4. Our school will maintain a high level of expectation for all students in academic performance, attendance, extracurricular activities, and civic responsibility.**
- 5. Our school will provide for continuous monitoring and assessment of student performance.**
- 6. Our school will provide opportunities for each learner to develop the full range of his/her potential, while building strong character.**

Dear Parents,

I am excited to be serving you and your child/children this year. This handbook has been prepared especially for you. Hopefully, it will answer any questions you may have concerning Arrie Goforth Elementary.

At Arrie Goforth Elementary we have an experienced and dedicated staff determined to provide our students with an exciting and creative learning environment. Please take the time to become familiar with the rules and procedures of our school. You will also find a list of all the hard working people who make Arrie Goforth Elementary a caring, safe, and comfortable learning environment for your child/children.

Please sign the pages in your packets and return to the principal's office, indicating that you have read and are aware of the rights, responsibilities, and rules for your child/children. Also, please keep the handbook for future reference. If you need any assistance in meeting your child's educational needs, do not hesitate to contact us.

Sincerely,

**Deanna Klaus
Elementary Principal**

Norfolk Public School
2016-2017 School Calendar
Approved 12/14/2015

TEACHER IN-SERVICE (Work Day) (No School)	August 8
TEACHER IN-SERVICE (Prof. Dev) (No School)	August 9,10,11
PARENT-TEACHER MEET-N-GREET (Prof. Dev 2)	August 11 (4:00-7:00)
ANNUAL PUBLIC MEETING (Open House)	August 11 (Thur @ 6:00)
FIRST DAY OF SCHOOL	August 15 (Mon)
LABOR DAY HOLIDAY (No School)	Sept.5 (Mon.)
END FIRST QUARTER	Oct. 14 (44 days)
FIRST PARENT/TEACHER CONFERENCE	Oct. 20 (Thurs.)
REPORT CARDS TO STUDENTS	Oct. 21 (Fri.)
THANKSGIVING HOLIDAYS (No School)	Nov. 23, 24, 25
SEMESTER TESTS	Dec. 19 & 20
END SECOND QUARTER	Dec. 20 (44 days)
RETURN TO SCHOOL	Jan. 4 (Wed.)
TEACHER IN-SERVICE (Work Day)	February 17 (Fri. 8:00 - 2:00)
END THIRD QUARTER	March 10 (47 days)
SECOND PARENT/TEACHER CONFERENCE	March 16 (Thurs. 4:00 - 7:00)
TEACHER IN-SERVICE (Work Day)	March 17 (Fri. 8:00 - 2:00)
SPRING BREAK	March 20-24
REPORT CARDS TO STUDENTS	March 27
SENIOR GRADUATION	May 12
SEMESTER TESTS	May 17 & 18
END FOURTH QUARTER & LAST DAY OF SCHOOL	May 18 (43 days)
TEACHER IN-SERVICE (Work Day)	May 19 (8:00 – 11:00)
LAST DAY INCLUDING 5 SNOW DAYS	May 26

Student/Teacher interaction (attendance) days	178	Teacher In-service	PD = 6 Work Days = 4
Parent/Teacher conference days	2	Snow days	5
1 st nine-week tests	Oct. 13,14	3 rd nine-week tests	Mar. 9,10
2 nd nine-week tests	Dec. 8,9	4 th nine-week tests	May 11,12
1 st semester tests	Dec. 15,16	2 nd semester tests	May 17,18

SCHOOL BOARD MEETINGS
All meetings held on 3rd Monday at 6:00 p.m.

2015		2016	
July	18	January	16
August	15	February	20
September	19	March	13
October	17	April	17
November	21	May	15
December	12	June	19

Spring Break is contingent upon snow days used, and may be used as an option for make-up days.

If we miss 1 – 5 days they will be made up using the 5 Snow Days built in.

If we miss 6, 7 or 8 days we will use 3 In-Service Days.

If we miss 9 days we will use Memorial Day.

If we miss 10 days we will use Saturdays or Spring Break.

NORFORK SCHOOL DISTRICT

SCHOOL-PARENT COMPACT

The Norfolk School District is committed to the belief that all children can learn and acknowledges that a collaborative effort between administrators, teachers, paraprofessionals and parents – working together can make a positive difference in student achievement. Believing that high student performance is a shared responsibility, the school and parents of _____ agree to enter into the compact:

THE SCHOOL WILL:

- Provide high quality curriculum and instruction in a supportive learning environment;
- Provide reports to parents on their child’s progress;
- Provide timely responses to parents’ recommendations and concerns.

THE PARENTS WILL:

- Insist on regular school attendance;
- Read and respond to communications from the schools;
- Ensure that homework is completed in a neat and acceptable manner.

SIGNED:

Parent’s Signature

Teacher’s Signature

If You Have a Question or Problem Concerning:

YOUR CHILD'S WORK OR BEHAVIOR

Call you child's teacher at school: 499-7192. If the teacher is in class, a message will be taken and the teacher will return your call. If you know your child's teacher's conference period, please call during that time.

SCHOOL POLICY

Call the Elementary Principal, Deanna Klaus at 499-7192
or
Call the Superintendent, Mike Seay at 499-5228

TRANSPORTATION

Call Billy Flowers at 499-7194

Counseling for Students	Keela Olson	499-7192
Special Education	Crystal Baker(self-contained) Kelly Shaddy (Dyslexia/RTI) Will Roach (Resource/Medicaid)	499-7192
Gifted & Talented	Sarah Quinney	499-7192
PROWL (Alt. Education)	Brittany Reeves	499-7192

ADDRESSES

ARRIE GOFORTH ELEMENTARY
161 Mildred Simpson Drive
Norfolk, AR 72658
Phone: (870) 499-7192
FAX: (870) 499-7196

NORFORK PUBLIC SCHOOLS
44 Fireball Lane
Norfolk, AR 72658
(870) 499-5228
(870) 499-5109

CURRICULUM

At Arrie Goforth Elementary we work very hard to provide quality instruction for all our students. The faculty and staff work as a team to provide a solid academic program for your children. The combination of hard work and team effort provide the proper strategies and teaching approaches to meet the individual needs of your children.

All teachers are required to receive 60 hours of professional development each year so that they are abreast of new educational programs and strategies. These professional development opportunities are intended to aid teachers in providing our children the best possible educational instruction.

All classes will receive special instruction weekly in library, music, physical education, art, and computer lab and all K-3 classrooms will receive gifted/talented instruction. Classroom guidance activities will be provided once every two weeks by the school counselor. Students with special learning or speech problems may qualify to receive extra instruction through our Special Education Department. Parents of children who qualify for this program will receive notification.

Our 4th – 6th grades are departmentalized to insure that our children get the very best in all disciplines. We offer each student Reading, Mathematics, Language Arts, Science, Social Studies, and a separate Writing class. To adapt to the national standards for mathematics, our school decided several years ago to double block the 4-6 math classes to better assist the students.

It is the ultimate goal of Arrie Goforth Elementary to motivate each child to perform at his/her highest potential. Therefore, we expect every parent to assume responsibility for helping their child strive for doing their best. We ask for the parents' interest, cooperation, and support in helping us to educate your children - our students.

***According to Act 682 of 2003 public schools shall create "Celebrate Freedom Week" on the last full week of classes in September. All social studies classes will include instruction on the meaning and importance of historical documents and education about the sacrifices made for freedom in the founding of this country and the values on which this country was founded.**

Act 290 of 2003 requires public school districts to allow and encourage teachers to read or display documents of American and/or Arkansas history.

Section 1. Arkansas Code 6-16-122 is amended to read as follows:

- (a) Local school boards shall allow any teacher or administrator in a public school district of this state to read or post in a public school building, classroom, or event any excerpts or portions of:**
- 1. The Preamble to the Arkansas Constitution;**
 - 2. The Declaration of Independence;**
 - 3. The United States Constitution;**
 - 4. The Mayflower Compact;**
 - 5. The National Motto;**
 - 6. The National Anthem;**
 - 7. The Pledge of Allegiance;**
 - 8. The writings, speeches, documents, and proclamations of the founding fathers and Presidents of the United States;**
 - 9. Organic documents from the pre-Colonial, Colonial, Revolutionary, Federalist, and post Federalist eras;**
 - 10. United States Supreme Court decisions; and**
 - 11. Acts of the United States Congress.**
- (b) There shall be no content-based censorship of American History or heritage in this state based on religion or other references in these writings, documents, and records.**
- (c) A copy of this section shall be distributed to the superintendent of each school district in the state by the Department of Education, whereupon the superintendent then shall provide a copy to each teacher and each school board member.**

ENROLLMENT PROCEDURES

To enroll your child in the Norfolk School District, we ask for the following:

- 1. Proof of birth - preferably a birth certificate.**
Alternate acceptable forms for proof of birth include 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, previous school records, or a United States military identification.
- 2. Immunization record – children must be current on immunizations.**
- 3. Entering Kindergarten students must be 5 years old on or before August 1, 2016, for the 2016-2017 school year.**

Norfolk School District serves students ages 5-21 inclusive.

- 4. Social Security Number - This is not required, however, if you choose not to submit the number, we will assign your child a number that will follow them until they graduate from high school.**

We also ask you to complete the following forms:

- 1. Registration Form**
- 2. Emergency Information Form**
- 3. Student Pick-up Consent Form**
- 4. School/Parent Compact Form**
- 5. Corporal Punishment Form**
- 6. Free/Reduced Meals Form**

Transfer Policy

The Public School Choice Act of 2003 requires all districts in the State of Arkansas to participate in Public School Choice. This act allows students to transfer to any school in the state providing they apply prior to May 1 of the year in which the transfer is to occur. As a result of this opportunity, Norfolk Public Schools has adopted a no transfer policy for those students failing to apply prior to the May 1 deadline. As with any policy, we understand that there may be catastrophic circumstances which may require consideration. Requests for transfers should be made to the Superintendent of Norfolk Public Schools at least one week prior to the monthly board meeting. If the request is deemed catastrophic by the Superintendent, it will be placed on the agenda of the next regular school board meeting for consideration by the Norfolk School Board. Notification will be in writing, and will be mailed within one week of the decision.

Transfer Students

- 1. Norfolk Public School honors grade level of any accredited Arkansas public school. Transfer students coming from an accredited school in the state of Arkansas will be placed in the grade recommended by the student's previous school.**
- 2. Students transferring from non-accredited or non-public (private) schools will be evaluated by the district and properly placed.**
- 3. Home-schooled students will be evaluated by the district and properly placed.**

Home Schooling

If home schooling is a preference of the parent or guardian residing in the Norfolk School District, he/she must file the proper forms in the Superintendent's office. For placement in the Norfolk School District after home school has been the preference, the student must be tested by the district and placed at his or her grade level as indicated by the district's testing results.

Withdrawal

If you are planning on moving, please notify the office at least 2-3 days in advance so that we may complete the necessary paperwork and collect textbooks and library books. Student records will not be released to parents until all books are returned and all outstanding fees are paid.

Special Circumstances

Any six year old who has not completed a kindergarten program prior to initial enrollment in a public school district will be evaluated by the district. The child will be placed in the first grade if the evaluation results indicate the child is ready for enrollment at the level. If the evaluation results indicate the child is not ready for enrollment at the first grade level, the child will be enrolled in the district's kindergarten program.

Arrie Goforth Elementary will honor grade level placement from any accredited public school.

Homeless Policy

The Norfolk Public School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for homeless children and youth whose responsibilities shall include coordinating with the state educational liaison for homeless children and youth to ensure that homeless children are not stigmatized or segregated on the basis of their status as homeless and such other duties as are prescribed by law and this policy. A copy of the district's homeless policy can be found on the school website or can be obtained by calling the office.

Student's School and Educational Records

The Family Education Rights and Privacy Act of 1974 states in part "all academic and personal records pertaining to individual students are confidential and can only be inspected by students, parents, and the school officials."

It is the policy of the Norfolk School District to provide parents and students the opportunity to inspect their own or their child's record and challenge any records that may be misleading, inaccurate or otherwise inappropriate.

Except when a court order regarding a student has been presented to the district to the contrary, all students' education records are available for inspection and copying by the parent of his/her student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. A student's parent or the student, if over the age of 18, requesting to review the student's education records will be allowed to do so within no more than five (5) days of the request. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

For purposes of this policy, the Norfolk School District does not distinguish between a custodial and noncustodial parent, or a non-parent such as a person acting in loco parentis or a foster parent with respect to gaining access to a student's records. Unless a court order restricting such access has been presented to the district to the contrary, the fact of a person's status as parent or guardian, alone, enables that parent or guardian to review and copy his child's records.

If there exists a court order which directs that a parent not have access to a student or his/her records, the parent, guardian, person acting in loco parentis, or an agent of the Department of Human Services must present a file-marked copy of such order to the building principal and the superintendent. The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys and the court which issued the order.

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student's file must be initiated with the building principal, with an appeal available to the Superintendent or his/her designee. The challenge shall clearly identify the part of the student's record the parent wants changed and specify why he/she believes it is inaccurate or misleading. If the school determines not to amend the record as requested, the school will notify the requesting parent or student of the decision and inform them of their right to a hearing regarding the request for amending the record. The parent or eligible student will be provided information regarding the hearing procedure when notified of the right to a hearing.

School records will be released to other school districts in which the student has enrolled. School officials within the same school may request and receive a student's records. Any other release of records will require parent permission. Arrie Goforth Elementary reserves the right to release directory information about students without prior consent of the student, parent or guardian under the following conditions:

- a. Notice of intention to release information that states the type of information to be released is given.**
- b. Parent or guardian knows they have the right to refuse to permit release.**
- c. Parent or guardian does not notify the school of their refusal within 24 hours of notification.**

RULES, REGULATIONS, AND PROCEDURES

Attendance

State law requires that every parent or guardian having custody of any child between the ages of 5 and 17 inclusive on/before August 1st of the current school year shall send the child to public or private school. Excessive absences will be reported to the proper authorities by the school administration.

Arrie Goforth Elementary and Norfolk Public Schools believe that children should be in attendance every day that school is in session. Establishing a good attendance record is an important aspect of building a responsible work ethic. Absences should be limited to illness or family emergencies. The Norfolk Schools Board of Education has determined that 10 days of absences a semester is considered excessive.

Although attendance will be recorded daily (daily attendance is taken from 7:55 – 8:00 a.m.), any 4-6th grade student who has 10 or more unexcused absences in any class and any Kindergarten – third grade student who has 10 or more unexcused

absences per semester will be reported to juvenile services and the prosecuting attorney's office. The student will also be assigned a failing grade (F) for the subject and be denied credit for the semester. The parents will be notified upon the student's 5th, 8th, and 10th absence.

BEFORE the 10th unexcused absence occurs (unless extenuating circumstances can be shown), the parent may request a meeting with the principal and a committee appointed by the principal. The purpose of the meeting will be to determine the reason for the excessive absences and to decide if special arrangements to address the student's absences may be made. If arrangements are granted, they shall be formalized into a written agreement along with the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, and the principal or his/her designee.

It is extremely important that documentation of the reason for the absence be presented to the office. This documentation will be used to determine allowable make-up work and may be used by the principal and appointed committee to determine whether to deny or grant credit after excessive absence.

Excused absences will be granted under the following conditions:

- A. Illness/Appointment with a Doctor's note.
- B. Illness/Appointment with a parent's note (NO MORE than 3 days total allowed with parent's note).
- C. Death/Funeral in immediate family with a parent note.
- D. Other special circumstances as approved by principal.

Only the above reasons will be excused. All others will be considered unexcused.

Any attendance guidelines set forth in a student's IEP or 504 Plan will take precedence over this attendance policy.

Tardies:

- A. Students are tardy when they arrive in class after 8:00 but before 9:30 a.m.
- B. Tardies are excused based on the same reasons as absences.
- C. Three unexcused tardies will prevent a child from receiving perfect attendance.
- D. Upon the 4th unexcused tardy in a semester, a parent meeting will be required.
- E. Upon the 5th unexcused tardy in a semester, the school will file a FINS with juvenile services.

Students in 4th thru 6th grades will also receive tardies if they are not in class with all materials and ready to work when the bell rings between classes.

- A. 1st tardy – warning
- B. 2nd tardy – warning
- C. 3rd tardy – 1 day of after school detention
- D. 4th tardy – 1 day of after school detention or 1 day of in school suspension
- E. 5th tardy – 1 day of in school suspension or swats.

Half-Day Absences:

- A. Students are counted absent ½ day if they arrive after 9:30 a.m. or depart before 1:30 p.m.**

Early Departures:

- A. K-3 students depart early when they leave school between 1:30 p.m. and 3:00 p.m.**
- B. 4-6 students depart early when they leave school between 1:30 p.m. and 3:10 p.m.**
- C. Early departures are excused based on the same reasons as absences. A medical note is required to be considered excused.**
- D. Three early departures will prevent a student from having perfect attendance.**
- E. Upon the 4th unexcused early departure in a semester, a parent meeting will be required.**
- F. Upon the 5th unexcused early departure in a semester, the school will file a FINS with juvenile services.**

Make-Up Work

All students are responsible for making up homework and tests after an absence. A student will have two additional days for the first day of the absence and one additional day for each consecutive absence to make up homework and tests.

Example: If a student is absent Monday, returns Tuesday, homework and test are due Thursday. If a student is absent Monday and Tuesday, and returns Wednesday, homework and tests are due the following Monday.

Students will be allowed to make up assignments when absent for the following reasons:

- E. Illness/Appointment with a Doctor's note.**
- F. Illness/Appointment with a parent's note (NO MORE than 3 days total allowed with parent's note).**
- G. Death/Funeral in immediate family.**
- H. School sponsored activity (not recorded as an absence).**
- I. Other special circumstances as approved by principal.**

Only the above reasons will be excused. All others will be considered unexcused.

Homework Policy

As a student advances through school, more and more homework will be demanded. Secondary schools demand more work outside the classroom than do elementary schools. Those students who continue their education beyond high school will be required to do the majority of their studying outside the classroom. It is important

that good study habits are developed at an early age to ensure that individuals are able to cope with the educational demands of the workplace or higher education after leaving public school.

Parents are encouraged to provide students with a desirable environment in which to study. This should include a quiet place free from distractions; space such as a desk or table with adequate lighting, a specific time in which they are to study; a time when a parent can provide help and supervision; and materials that are needed to complete the assigned work. Parents should encourage students to read the work exercises that are not assigned to help the student develop a better understanding of skills and concepts. Parents need to be positive and encouraging, and should check to see that homework assignments are complete and put in a safe place to be taken to school.

Students should write assignments in a notebook and make sure they have a clear understanding of what is expected. All books and materials needed should be taken home. The homework assigned will be related to the school's aims of education and to meet specific objective of the class. Homework will count as no more than 10% of the grade the student receives. If homework assignments are not completed, the student will be subject to disciplinary action.

When making homework assignments, the teachers will generally adhere to the following time allotment. However, please recognize that all students do not work at the same rates so the times required for homework may vary for some students.

Kindergarten

Homework assignments at this level will be minimal. However, parents should set aside a minimum of 15 minutes per day for working with their child in some type of learning activity. Reading stories, going over letters and numbers, sounds of letters, discussing new words, and just talking to your child about how the day went are all appropriate learning activities for children of this age. It is essential to let your children know that school is important.

Grades 1-2

Time to complete homework assignments may range from 10 - 20 minutes per night. The areas of reading, mathematics, language, and spelling will be the major assignments.

Grade 3

The daily assignment of homework may range from 20 - 30 minutes. The areas of reading, mathematics, language, and spelling will be the major assignments.

Grade 4-6

The daily assignment of homework may range from 40 - 60 minutes. Most areas of the curriculum will require homework.

REMEMBER: HOMework IS FOR PRACTICE AND IT TAKES PRACTICE TO GET BETTER AT ANYTHING.

School Day Procedures

School begins at 7:55 a.m. Students may arrive on campus between 7:00 and 7:40 a.m. A staff member will be available for homework assistance and supervision of students during this time. Please be sure that students do not arrive before a staff member is on duty to supervise. Students arriving by car between 7:00 and 7:55 a.m. must be dropped off at the car rider entrance. The car rider entrance is the driveway before the playground which goes to the back of the building. The car rider entrance will be closed after 7:55. For the safety of your child, you must drop your child off at the front entrance once this door is closed.

The front entry doors will not be opened until 7:30 a.m. Any bus driver who also works as a teacher or office personnel may drop students off at this time.

From 7:55 a.m. to 8:00 a.m. students should be in their seats doing their homework, morning seatwork, or reading. Students in grades 4-6 are required to report to their homeroom teachers at 7:55 a.m. for attendance and lunch count. Classes will begin promptly at 8:00 a.m. and students coming in after that time will be counted tardy. Prior to morning announcements, a moment of silence will be observed for reflection, prayer, or silent activity. (Arkansas code § 6-10-115) The Pledge of Allegiance will be recited daily. (Act 682 of 2003)

School will be dismissed at 3:15 p.m. If it is necessary for a student to leave school before school is out, a parent must sign the student out in the principal's office. If the parent is not picking the child up, a note must be sent to the school giving another adult permission to pick up the child. It is very important that children get the benefit of the full school day. Therefore, it would be in the child's best interest for non-emergency dental and doctor appointments to be made after school hours. Classes will be in full session until time to load the school buses.

Dismissal of Students

Parents must sign out students in the office any time they leave school before regular dismissal.

Unless a court has indicated otherwise by custody papers, we will release a student only to the parent/s indicated on the enrollment forms.

1. The school must have on file a copy of the legal custody papers before preventing a restricted parent from taking his or her child from school. It is the responsibility of the parent/guardian possessing the court documents to bring them to the front office. We will have up to 24 hours to read and verify the documents.

2. We are not officers of the law and cannot be expected to enforce the rulings in these documents. However, we will do our best to ensure that every child is safe.
3. We cannot accept the word of one parent over another without legal authority. Individuals other than parents must have an official certificate of guardianship on file in the office for children to attend school here. We will have up to 24 hours to read and verify the documents.

If a student is to go home in some way other than the normal method, parents must send a note to the classroom teacher stating the reason, time, and with whom the child is to leave. The teacher must send a copy of parental permission to the office. In such circumstances, students will only be allowed to leave school with written parent permission. Students who are to spend the night with a friend must have a parent note. They will not be allowed to call home to get verbal permission.

THE TELEPHONE AT SCHOOL IS A BUSINESS PHONE. STUDENTS WILL NOT BE ALLOWED TO USE THE PHONE EXCEPT IN CASE OF AN EMERGENCY. Emergency/non-emergency status will be determined by the building principal.

How to Contact Your Child at School

Please inform your children before they leave home about your plans for the day, after school activities, and rides home. Classroom activities are not to be disrupted by unnecessary intercom messages. Please limit your calls to cases of emergency only.

Emergency calls changing a student's transportation plans must be made before 2:00 p.m. each day. Any calls (or texts) to change a child's transportation after 2:00 p.m. will require the approval of the principal. Repeated requests will be denied. Please do NOT abuse this privilege. Daily transportation messages WILL NOT be delivered to students.

If it is necessary to check your child out before school is dismissed, please sign them out in the office and the secretary will notify the teacher.

Your child should have a set afternoon transportation plan. Not having such a plan interferes with a child's ability to focus in the classroom and can impact his/her learning. Also, uncertainty regarding afternoon and/or emergency transportation arrangements can become a safety issue for your child.

School Dress and Appearance

There are many factors that determine success. One such factor is how a person feels about how they look. At Arrie Goforth Elementary we want all children to have high self-esteem. Therefore, we expect parents to ensure that students dress in a manner which does not cause health and safety hazards or cause disruption to the learning process. Parents are responsible for seeing that their child is adequately dressed for school.

The following guidelines for student dress are given:

-->Physical Education is mandated by the state standards. Students should dress appropriately on their P.E. days. This includes tennis shoes (socks may be worn if shoes are forgotten or not suitable for the floor) and comfortable pants or shorts when appropriate. The student may choose to wear or bring the required items necessary for full participation. Participation in P.E. is required.

-->Students may not wear clothing, jewelry, tattoos, or hairstyles that can be hazardous to them or limit their educational activities.

***Shoes with cleats or rollers (skate shoes) are not allowed.**

***Students in kindergarten through third grade are not allowed to wear make-up.**

***Any articles that could be used as weapons or used to inflict injury such as wallet chains, large rings, etc. are prohibited.**

-->Dress and grooming should not disrupt the instructional process.

***Students may wear shorts before October 15 and after Spring Break.**

+ Shorts must be mid-thigh to knee length (4th - 6th grades)

+ Absolutely no short shorts, spandex shorts or biking shorts will be permitted.

+ Leggings, tights, and other such attire may be worn with a shirt that is at least fingertip length.

+ The October 15 cut-off date may be modified by the administration if unseasonable weather conditions exist. If modified, written notification will be sent home.

+Students will not be allowed to wear t-shirts or other clothing items or accessories which promote violence, aggression, or hate toward any particular group of people.

+ Examples of unacceptable clothing include any logo, picture, or slogan which promotes or is identified with hate groups or any clothing that would promote violence, drugs, sex, or which portray lewdness or vulgarity.

***Pants must fit at the waist for male and female students. There will be no sagging pants or exposed undergarments. There are to be no holes above the knees in jeans or pants of any kind, unless leggings are worn underneath.**

***Tops must cover the torso.**

+ No bare-backs, low-cut necks, or exposed midriffs.

+Tank tops must have straps at least 1 inch wide.

+ Mesh shirts and sweaters are not permitted unless worn over another garment that is allowed by the dress code.

***No hats, caps, head scarves, bandannas, or other headwear may be worn inside the building.**

-->Common health and cleanliness dictate that the student and their clothes should be clean and adequate for the season.

Strict compliance with this dress code is expected from students in grades 4-6. Some discretion is given to students in grades K-3. Final determination regarding questionable dress code violations will be made at the discretion of the building principal. If it is determined that inappropriate clothing is being worn, parents will be called to bring other clothing.

Playground & Physical Activity

A playground that is safe and orderly is an important part of an elementary school. Students must follow rules of health and safety.

1. Every child will go out and participate in Physical activity/recess unless they have a note from their doctor. Students may be excused from participation with a note from the school nurse or parent up to 3 days total for the school year. No student will be allowed to stay in from recess for more than three consecutive days without a note from a doctor.
2. Students must have permission to re-enter the building during recess.
3. When the playground supervisor blows the whistle to come in, all games will stop and all students will line up in an orderly fashion and wait for instructions.
4. Good sportsmanship will govern all games. Any conflict or disagreement will be handled by the supervising teacher.
5. Activities considered improper or unsafe will merit disciplinary action.
6. Students displaying unsportsmanlike conduct will be disciplined.
7. Contact sports such as tackle football are prohibited.
8. Rainy day recess will be held in the multi-purpose building and may be limited to classroom/board games.
9. Students will not have outdoor recess if the temperature is 32 degrees or below, or if the wind chill factor is 32 degrees or below.
10. Students may be required to wear a coat to participate in outdoor recess. This requirement will be at the discretion of the duty teacher/s. If you are uncertain whether or not a coat is appropriate for the weather conditions, send a coat with your child. If a child does not have a coat when one is deemed necessary, he/she will not be allowed to go outside.

***Time outs issued during physical activity will not result in loss of exercise time. The student will continue to receive physical activity but will not be allowed to participate with peers during the timeout.**

Physical Education

All students are required to have a minimum of 40 minutes of Physical Education per week. Students may be excused from participation with a note from a doctor. Students may be excused from participation with a note from the school nurse or

parent up to 3 days total for the school year. No student will be allowed to stay in from recess for more than three consecutive days without a note from a doctor.

Internet Use

Children in grades K-6 will have exposure to the use of the Internet. This will be closely supervised. The Internet has some wonderful learning opportunities, but unfortunately the Internet has some information that is not suitable for anyone. We use the Arkansas Department of Information's filter to try to prevent access to unacceptable sites. Be aware that this will not guarantee that all inappropriate sites are blocked. The use of the Internet will be very closely supervised. All students who use the Internet will have a signed form on file indicating parent and student understanding of the district's Acceptable Use Policy and parental consent for student internet use (please see the acceptable use policy at the end of this handbook).

Food in Classrooms/Holiday & Birthday Parties

Any foods brought or sent to school must be in unopened packages from stores or bakeries. This includes all snacks for elementary grades including the snacks and treats for the three holiday parties - Halloween, Christmas, and Valentine's Day.

Eating candy or other foods, chewing gum, or drinking beverages in the classrooms or on the playground is prohibited unless the teacher or principal gives special permission.

Birthday parties for grades K – 6 will be limited to the last Friday of each month in the cafeteria with the principal. No individual or classroom birthday parties will be allowed...not even as the afternoon snack. Personal birthday or other party invitations may be passed out at school if given to the classroom teacher with a list of students to be invited (k-3). 4-6 students may dispense invitations with permission of the classroom teacher.

Summer birthdays will be celebrated as follows:

- May and June birthdays will be celebrated in May.
- July and August birthdays will be celebrated in August.

Balloon/Flower Deliveries at School

The delivery of flowers and balloons to students at Arrie Goforth Elementary will not be allowed. They are a distraction, children are frequently disappointed when they don't receive anything, and some individuals are allergic to the materials the deliveries may contain. Such items also create hazardous driving conditions for school bus drivers. This decision has been made to improve the safety and well-being of our students and staff.

School Visitors

Parents are welcome to visit Arrie Goforth Elementary, as parents you play a vital role in the education of your child. We encourage parents to become acquainted with the teachers and the principal. The more involved parents are in their children's education, the better the children's academic performance. We need your support and participation. Each teacher has a conference/planning period daily. Therefore, we ask you to schedule conferences at those times if possible.

All visitors must check in at the office upon arriving on campus. This is necessary to protect the safety of our children and teachers, and to prevent unnecessary disruptions in the classroom.

Parents/Guardians/Grand Parents are invited and encouraged to eat lunch/breakfast at school with their children. There are certain guidelines that will be maintained during this time. Please check in with the office to receive a visitor's pass and read and sign a copy of these guidelines.

Visitors are NOT allowed on the playground with the students and must leave campus immediately following the breakfast/lunch period.

We understand the first few weeks of school may be hard for the younger students. Due to this, parents may escort their K -3 students to their classrooms for the first two weeks of the school year and 4th grade parents may escort their children for the first week of school. After this time parents will not be allowed in the hallways in the mornings.

Cafeteria

Student Breakfast and Lunch Prices:

Lunch..... Full Price	\$1.30/day	Reduced Price	\$0.40/day
Breakfast..... Full Price	\$0.40/day	Reduced Price	\$0.30/day
Adult Breakfast-	\$1.75/day	Adult Lunch-	\$3.00/day

We request that lunches and breakfast be paid on Monday for the entire week or on the first Monday of the month if paid monthly. The district does not offer credit for food items purchased in the school cafeteria.

*Free and reduced price lunches and breakfasts are available to those who qualify. The school encourages all parents to complete the application. This application will be sent home with your child the first day of school. Questions concerning food service may be directed to Candace Beavers at 499-7192.

*Misbehavior such as excessive noise, throwing anything, being disrespectful or failure to follow directions may result in loss of cafeteria privileges or other discipline.

***Lunches brought from home should be ready to eat. No heating of lunches brought from home will be performed by faculty or staff members.**

***Students requiring juice in place of milk for lunch must have a note from their doctor on file with the school nurse before this can be provided by food service.**

Breakfast will be served from 7:40 – 8:00 a.m. for grades K-3 and from 7:40 – 7:55 a.m. for grades 4–6. Homeroom begins at 7:55 in grades 4-6.

Things to Leave At Home

***Radios, CDs, DVDs, computer games, tape recorders, MP3 players, iPods, iPads, electronic gaming devices and other valuable items. These items are likely to get lost, damaged, or stolen. The school will not be responsible for the recovery of these items. At the discretion of the principal and with prior approval, students may be allowed to bring these items.**

Cell phones may be brought to school. However, they are to be powered off and are not to be kept on the student's person (may be kept in a purse, back pack, cubby, etc.)

***Games, toys, or pets, unless requested and approved by the teacher, should be left at home.**

***Dangerous items such as knives, cinnamon oils, fireworks, lighters, matches, etc. are not to be brought to school. Lasers are strictly prohibited as mandated by state law. Toy guns and other toy weapons are not allowed in school or on the school bus.**

***If a student brings or is in possession of a firearm or other dangerous weapon on the bus, on school premises, or at any school activity, expulsion from school will normally be recommended. Authorities will be notified.**

***Tobacco, e-cigarettes, alcohol and other drugs are strictly prohibited. Any violation will result in suspension from school for three days and other punishment from the principal, if deemed necessary and/or for repeat offenses. Any student caught using, buying or selling alcohol or narcotics at school or school activities is subject to expulsion. Since this is state law, such actions will be reported to the authorities and could result in prosecution.**

Damage to School Property

Student damage to school property will require compensation by the student. Accidental breakage in the course of proper use would not be charged to the student. Textbooks, workbooks, and desks must be kept in good order or damage fines may be assessed. For willful acts of vandalism, a student and his/her parents may be prosecuted by the law for criminal behavior. The stealing of school property could result in expulsion if the student is proven guilty.

Bullying and Taunting

Bullying and taunting are prohibited. Bullying is when an individual hurts or frightens another individual deliberately (on purpose) and repeatedly (again and again).

Bullying may include but is not limited to acts such as teasing, name calling, threats of violence, intimidation, attacks on an individual's character or reputation - either directly or through technological means, taking or destroying items belonging to others, as well as physical violence toward others.

Bullying and/or taunting will not be tolerated in school, on school property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, or at school sanctioned events. Any person who reports bullying will not be subject to retaliation or reprisal in any form.



In light of the recent incidents of school violence there is one common thread. The children who committed these acts were all bullied or teased by other students. Parents, school personnel and students must work hard to stop this pattern of behavior and its effects. Students that bully and taunt other students will be subject to disciplinary action. Repeat offenders could be subject to suspension or expulsion.

Library Materials/Textbooks

Writing or marking in books, any other damage to books, or loss of a book will result in full payment for damage or replacement of the book.

If a student has an overdue library book, he/she may not be allowed to check out another book until the missing book has been returned or arrangements made to pay for the lost item. Students may check out only one book at a time from the elementary library. End of year report cards will be held until all missing materials are returned or paid for.

Field Trips

School-sponsored trips and special activities will be supervised by teachers and staff. If additional help is needed, volunteers may be assigned. Notice will be given in advance about student dress, money required, and any other relevant information about your child's safety and personal welfare. A permission slip will be sent home requiring a parent's signature in order for the child to participate. If you do not want your child to participate in field trips, please send a note to the teacher. Going on field trips is considered a privilege. Students with poor behavior records may not be allowed to go on

field trips. A committee including the principal and relevant faculty/staff will make the final decision. Students who do not go on the field trip and do not come to school will be counted absent. If these students are seen at the field trip location they will be considered truant from school and may be reported to juvenile services.

Parental Involvement

To educate all children effectively, the school and parents must work together as knowledgeable partners. We know that this is essential to improve student achievement. According to Act 603 of 2003, all public schools shall create a Parental Involvement Plan. A certified staff member selected by the school principal will be the facilitator to organize meaningful training for staff and parents, promote and encourage a welcoming atmosphere, encourage parental involvement in the school, and to undertake efforts to ensure that parental participation is recognized as an asset to the school. The Parental Involvement Plan can be found on the school website. Please call the office if you would like a copy.

Teacher/Staff Responsibilities

Teachers and staff have the responsibility to correct the behavior of those students who are disrespectful of others. Each teacher has established specific rules for their classroom. These rules contribute to the learning environment of all students. Any distraction may prevent someone from learning and will be dealt with by the classroom teacher or staff member. If the problem persists, the student will be referred to the principal. All children have a right to an education and no child has the right to interfere with that process.

The teachers and staff are also responsible for enforcing the Arrie Goforth Elementary policies and rules.

EXTRACURRICULAR ACTIVITIES

Grades

Any student enrolled in grades K – 6 who wishes to participate in, practice, or play any extracurricular activity must have and maintain a 2.0 grade point average or be making progress on his/her Individualized Education Plan or RTI Plan. A committee including the principal and relevant faculty/staff will make the final decision. Only core courses will be used to determine a student's grade point average. Mid-quarter progress reports and report cards will be checked to determine eligibility. Students who do not meet the grade point requirement may petition to the committee if they feel they have been making acceptable progress on the IEP or RTI Plan.

Requirements to Play Basketball

1. Each student must have a physical exam completed and on file in the nurse's office by October 1 of the current year.
2. Participation forms informing the students and parents of the rules and

regulations must be signed and on file in the office in order for the student to participate in the Peewee basketball program. Peewee basketball is a team sport and all members of the team must abide by the team rules. The rules will be set by the coach and the members of the team and will be approved by the building principal. Good sportsmanship is expected from both students and parents.

3. Permission forms to stay after school for scheduled practices must be on file by October 1 with the coach.

Appearance

When representing Arrie Goforth Elementary at school-sponsored functions (i.e. ballgames, field trips, quiz bowl, etc.), students are to dress in an appropriate fashion that reflects high standards in academics and character. If you, the student, are unsure of an outfit for a special occasion, ask your teacher before the day of the event.

Unauthorized Classroom Interruptions

Office personnel must approve classroom interruptions concerning extracurricular activities. If possible notices and announcements will be placed in a file box outside the appropriate classroom door/s.

All high school students MUST check in with the office.

School Organizations

Students of Arrie Goforth Elementary have the right to form or join existing clubs and are not to be restricted from membership on the basis of race, sex, national origin or other arbitrary criteria.

A. Exemptions

Students may be restricted to membership on the basis of their sex, but only if the organization is entitled to Title IX exemption under the Bahy Amendment. The amendment gives exemption to organizations that are:

1. Voluntary youth service organizations,
2. Tax exempt under Section 501 of the 1954 Internal Revenue Code (religious and charitable organization),
3. Single sex by tradition, or
4. Principally composed of members under the age of 19.

School sponsored clubs of any kind that discriminate or restrict membership on the basis of sex will not be allowed.

School fraternities, secret societies, and gangs are banned in Arkansas Public Schools. Clothing, outer wear, pins, symbols, or insignia of gang type organizations will not be worn to school or at any school related activity.

GRADE REPORTS

All student grades for 1st - 6th grade students are available on-line at <https://hac.k12.ar.us/homeaccess>. Parents or guardians will be provided a confidential user name and password to access their child's grades. If more than one child in a family attends school within the district, different user names and passwords will be provided to parents/guardians for each child. User names and passwords should be kept secure. If this information is lost or misplaced, parents/guardians must come to the school in person to have user names and passwords reset and reissued.

Parents will receive progress reports 4 ½ weeks into the nine-week quarters. Parents will receive a grade report for each quarter.

Grading Scales (1-6)

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

Grading Scales (K)

E = Excellent (90-100) N = Needs Improvement (70-79)
S = Satisfactory (80-89) U = Unsatisfactory (Below 70)

According to Arkansas State Law, grades will reflect educational objectives only. These objectives will be assessed using both traditional and nontraditional grading scales and rubrics.

A notation will be made on the student's permanent record to indicate enrollment in special education classes. Notation will also be made on report cards in subjects that the student received special modification. Any grade that is based on classroom work modified below grade level will receive an "M" beside the grade. This will include students reading below grade level in the regular classroom. Grades without notation will represent assignments completed at grade level or above.

Promotion and Retention Policy

Promotion of a child is a tool used to expedite the educational process of the child. Promotion to a higher grade indicates a child has successfully achieved the objectives, skills, maturation, and readiness deemed necessary to benefit from the experiences of the higher grade. Promotion for students who have reached this threshold will be allowed. Students that will benefit from the experiences of the higher grade will be promoted. Students that need more time at their present level

will be retained. Retention may be considered if student progress in one or more of the following areas is as indicated:

1. Norm referenced (Standardized) test scores are below 50 NPR.
2. Criterion referenced test scores are below the proficient level.
3. Grades K-3: Reading and/or Math level below grade level.
4. 4th-6th Grade: Final grades below a “C” average in 2 or more of their 6 core subjects.
5. Excessive absences and/or tardies.
6. Working on a modified level in the regular classroom in reading and/or math.

When a child’s promotion seems to be in jeopardy, the classroom teacher will talk with the child (if age appropriate), the parent, and the principal about this concern no later than the spring parent/teacher conference. The parent and teacher will work with the student to attempt to bring him/her up to grade level. A parent and/or a classroom teacher may schedule a conference with all the educators directly involved with the student’s work in an effort to remedy the problem before the decision to retain a child is made. The building principal, after a conference with all concerned parties, will make the final decision about promotion or retention at the end of the school year. Parents will be notified of retention in a timely fashion in a personal conference or by registered letter. If available, retained students in grades K-3 will be placed in a different teacher’s classroom for the next school year.

Remediation/Intervention

Students who fail to reach proficiency on state-mandated norm referenced and criterion referenced exams or are identified as being academically at-risk, will be provided with an Academic Improvement Plan (AIP) and will be required to participate in an appropriate remediation/intervention program. Students who do not participate in the remediation program will be retained. Ark. Ann. Code 6-15-2003.

Summer School

Summer School may be offered as a possible alternative to retention. The offering of summer school will be at the discretion of the school. Students must be recommended as summer school candidates by their classroom teacher/s, and recommendations must be approved by the building principal. If summer school is offered, students being considered for retention will be subject to the following criteria:

1. Students being considered for retention who do not participate in summer school may be retained.
2. In order to be considered for promotion to the next grade, students attending summer school must

- a. arrive at or before 8:30 a.m. each day,
- b. follow the policies and procedures of the student handbook,
- c. attend the required number of days, and
- d. make significant academic progress.

Parents must provide transportation or make transportation arrangements for children attending summer school. Students will be allowed only one unexcused absence from summer school classes. Simply attending the summer school program will not be adequate justification for promotion.

Smart Core Curriculum Policy

Students are recommended to follow the Smart Core Curriculum. This affects students in the 6th grade who are pre-registering for the 7th grade. Norfolk Public Schools Smart Core Curriculum Policy is as follows:

- A. This policy will include parents, staff, and students.
- B. The process for the review of the Smart Core Curriculum and course of study for graduation will include the distribution of a written copy of the curriculum to parents and students, and an explanation of courses Norfolk High School offers to meet the requirements of the curriculum. This explanation, including naming specific courses, should ensure informed understanding of the Smart Core Curriculum and courses necessary for graduation.
- C. The following measures will ensure parent and student notification of Smart Core curriculum beginning in grade 6 and continuing through grade 12:
 1. Review at annual public meeting each fall
 2. Parent/Student meeting at the end of the 8th grade year
 3. Parent/Teacher conferences
- D. The Smart Core is recommended for most high school students in the state. A parent may, however, choose the optional Core curriculum for their child. Possible negative consequences for choosing Core are listed on the Smart Core Informed Consent Form. This waiver must be signed by a parent of every student to indicate which curriculum path their child will take.
- E. Procedures and methods to inform parents and students include the inclusion in the student handbook, counselor meetings with parents and students, parent/teacher conferences, and counselor newsletter to parents and students.
- F. A parent of every student must sign the Smart Core Informed Consent Form provided by the Arkansas Department of Education.
- G. The signed form will be attached to the permanent student transcript.

- H. If a parent wishes to reverse the informed consent agreement, they must inform the counselor. If the new required course of study can be completed by the end of the senior year, a meeting will be held with parent/s, teachers, and the counselor to decide if a change is to be made.
- I. Norfolk Schools will provide workshops through the Norfolk School District, North Central Cooperative, and the State Department of Education.

SMART CORE CURRICULUM

English – 4 units

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade

Mathematics – 4 units; One unit must be taken at 11th or 12th grade

- Algebra I or First Part and Second Part Algebra I (Grades 7-8 or 8-9)
- Geometry or First Part and Second Part Geometry (Grades 8-9 or 9-10)
- Algebra II
- Fourth Math--Choice of: Advanced Topics and Modeling in Mathematics, Algebra III, Calculus, Linear Systems and Statistics, Mathematical Applications and Algorithms, Pre-Calculus, or an Advanced Placement mathematics

Natural Science – 3 units with lab experience chosen from:

- Biology (1 unit)
- Two units from the following three options:
- Physical Science
 - Chemistry
 - Physics or Principles of Technology I & II or PIC Physics

Social Studies – 3 units (see note beside economics)

- Civics – ½ unit
- World History – 1 unit
- American History – 1 unit

Oral Communication – 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

Beginning with the entering 9th grade class of 2014 – 2015 school year, each high school student shall be required to take at least one digital learning course for credit to graduate. (Act 1280 of 2013)

Parent/Teacher Conferences

Parent/teacher conferences will be held twice yearly following the first and third nine weeks of school. All parents must be contacted either by phone or appointment each nine (9) weeks. An up-to-date parent contact log will be kept by teachers. This log should contain the date and method of contact as well as a short description of the reason for the contact.

If you desire an immediate conference with a teacher, you may make an appointment either by note to the teacher or by telephoning the office to leave your message. Teachers have many responsibilities between 7:40-8:00 a.m. including supervision of children and may not have unscheduled conferences during this time frame. Conferences will be scheduled during conference periods or after school.

Process for Resolving Parental Concerns

It is the goal of Norfolk Schools to be responsive to the community and continuously improve the educational programs offered. Each school welcomes constructive criticism when it is offered with the intent of improving the quality of the educational program or the delivery of services. Individuals who have concerns about personnel, curriculum, or discipline need to address those complaints according to the following sequence:

1. Teacher, coach or other staff member involved with concern
2. Principal
3. Superintendent

Communication

Information about our school may be found as follows:

1. Menus will be sent to the Baxter Bulletin and KTLO FM 97.9.
2. Information will be sent to parents via the Text Messaging System set up through the office.
3. Information regarding scheduled school cancellations and important announcements will be sent home with your child.

STUDENT DISCIPLINE Policies & Procedures

Student Conduct

In order to provide the safe and orderly atmosphere necessary for quality educational opportunities for each student, it shall be the policy of the district to:

- A. Encourage mutual and self-respect, emphasizing personal integrity and responsibility in all relationships and task.
- B. Stress acceptable behavior and the timely (early) correction of behavior which is inconsistent with learning.
- C. Establish rules and regulations for each school which:
 - 1. Ensure the individual rights of Norfolk students, staff, parents, and citizens;
 - 2. Are consistent with federal, state and local statutes and ordinances and court rulings; and
 - 3. Are practical and possess district-wide continuity.
- D. Re-evaluate rules and regulations as necessary.
- E. Enforce rules and regulations consistently.
- F. Make known the content and purpose of all rules and regulations to the community.
- G. Provide due process or equal protection of the law to any public school pupil involved in a dismissal proceeding, which may result in suspension, exclusion, or expulsion.

All members of the school community (parents, students, and staff) have the responsibility to work together to create and maintain an environment in which the right to an education is insured.

Student behavior that unduly disrupts class work, creates disorder, is illegal, or invades the rights of others will not be tolerated.

School Responsibilities

- A. The Norfolk School Board shall adopt written policy, which will outline the rules of conduct and the behavior expected of students in the school district.
- B. The superintendent shall work with the administrative staff toward the development of rules of conduct and procedures for enforcement of these rules, and will recommend such to the School Board for approval. The superintendent shall provide support to district personnel who, in dealing with students on disciplinary matters, act in accordance with state statute, State Board of Education regulations, and this policy.
- C. The building principal shall be responsible for the enforcement of rules and regulations regarding student conduct in his/her building and provide his/her staff with the support it needs to effectively carry out the provision of this policy.
- D. Teachers and other staff members will have the responsibility to ensure an orderly environment in their classrooms and in their building through fair and consistent enforcement of the rules and regulations that serve as guidelines for proper behavior.

Student Rights and Responsibilities

Students will have the right to:

1. An environment free from distraction and disturbances from fellow students.
2. An equal educational opportunity and the freedom from discrimination.
3. Due process of the law.
4. Freedom of inquiry and expression.
5. Protection of personal property.
6. Be informed of school rules and the consequences of breaking those rules.
7. Be free from verbal and physical abuse from staff and other students.

Students will have the responsibility to:

1. Attend school daily except when excused by the principal or his/her designee, and to be on time to all classes.
2. Pursue and attempt to complete the course of study prescribed by the state and local authorities.
3. Make necessary arrangements for making up work when absent from school.
4. Be aware of all school rules and regulations, and conduct themselves in accordance with them.
5. Protect and take care of school property.
6. Dress and groom themselves to meet fair standards of safety, health, and common standards of decency.
7. Display good manners and respect for others.

Parent/Guardian Responsibilities

The Parents/Guardians of students have the responsibility to:

1. Know the rules of behavior required of students in their school and to strongly encourage their children to abide by these rules.
2. Work cooperatively with school officials and teachers in assuring a learning environment that is free from unnecessary distraction or disruption.
3. Inform the school when a student is or has been absent or tardy.
4. Work cooperatively with the school in the enforcement of district and/or building rules and regulations.
5. Send written communication to teachers through the principal's office.

Disciplinary Procedures

K- 6 Discipline Plan

An assertive discipline plan is used in Arrie Goforth Elementary School to help provide a favorable learning environment for all students.

1st Reprimand – Warning- Teacher will talk with the student.

2nd Reprimand – Student may miss 5 -10 minutes of interactive physical activity.

3rd Reprimand – Students will be isolated in the classroom and discipline note will be sent home to the parent. Student may miss additional recess time and/or be sent to the principal’s office. The discipline note must be signed and returned.

4th Reprimand – Sent to principal’s office.

*****Some offenses may result in immediate action by the principal. *****

Punishment from the principal could include but is not limited to the following:

- 1. Written Warning (minimum)**
- 2. Classroom isolation.**
- 3. Writing assignment.**
- 4. Lunch/physical activity time-out/ detention**
- 5. Afternoon detention.**
- 6. In-school suspension.**
- 7. Corporal punishment.**
- 8. Out-of-school suspension**
- 9. Expulsion (maximum)**

Excessive abuse of rules will result in a conference with parent, teacher, student, principal, and other educators involved.

A recognition plan for students who are well behaved and follow all rules is in place. This may include but is not limited to: consistent praise, extra privileges, and recognition in classrooms and assemblies.

Discipline For Students With Disabilities (PL 94-142)

Students with disabilities who engage in misbehavior are subject to normal school discipline rules and regulations so long as such treatment does not abridge the right to free appropriate public education.

After-School Detention

Detention will be used as a disciplinary measure. After-school detention will be held 2 days per week from 3:15-4:15 p.m.

A discipline slip indicating the date and time of the assigned detention will be sent home to parents prior to the detention date. The discipline slip must be signed and returned to the office the next school day. Detention may be re-scheduled by parents one time before the detention date.

An additional day of detention will be assigned for each scheduled detention date missed by students. If students are not in attendance on their scheduled detention date, they will be automatically re-assigned to the next available detention date.

Additional re-scheduling of detention by parents may be allowed if EXTENUATING CIRCUMSTANCES exist.

BUS RULES AND SAFETY

Students must ride their assigned bus. Those needing to ride another bus or get off the bus at a point other than normal for any reason must bring a note with parent permission to their building principal. The note will be authorized by the office and must be given to the driver. NO more than 3 students will be approved to ride a different bus home with a friend. Each student will board and leave the bus at regular stops. All students will be given a bus form upon enrolling, stating the rules they must follow when they ride the bus. This form will be signed by both students and parents and returned to the principal's office.

All students in our school system who ride a bus are subject to regulation until they get off at school or the bus stop near their home. Any misbehavior which distracts the driver is a very serious hazard to the safe operations of the bus and jeopardizes the safety of all passengers. While riding the bus, students are under the supervision of the driver and must obey the driver at all times. Federal regulations require that each child is to have an assigned seat and that all students must remain seated while the bus is in motion. Students will be disciplined for the following misbehavior on the bus:

Failure to remain seated
Refusing to obey the driver
Spitting
Throwing objects on the bus
Eating/drinking on the bus
Vandalism
Fighting

Smoking
Throwing objects out of the bus
Lighting matches
Profanity
Using any tobacco products
Bothering others
No toys or animals on the bus

Any other subversive action which might result in an unsafe environment not specifically listed above.

Riding the Norfolk School Bus is a Privilege. Not conforming to the rules will (depending on seriousness of the infraction) result in any of the following disciplinary actions:

1st to 3rd transportation disciplinary referrals - Verbal reprimands, corporal punishment, suspension of riding privileges, suspension or expulsion.

4th – 5th transportation disciplinary referrals – minimum 3 days suspension from the bus.

6th - transportation disciplinary referral – expulsion from the bus for the remainder of the school year.

If your child is reported for any of the above activities, he/she will be subject to disciplinary actions. Bus misbehavior is treated very seriously because it affects the lives of all children.

It is the sincere desire of the school system and each bus driver for all bus trips to be as safe as possible. Therefore, we ask each parent to review safety rules with their child frequently. In Arkansas, school bus service is a permissible service that the school may provide to its students, and not a mandatory service.

Corporal Punishment

According to Act 904 of 1977 the Norfolk School District will include the administration of corporal punishment to a student in the exercise of sound discretion by a certified employee of the district, provided that corporal punishment is not excessive or unduly severe.

- 1. Corporal punishment is to be administered by the district only under the following procedures:**
 - a. Must have exhausted other alternatives, including but not limited to counseling and calling parents, unless circumstances include severe or habitual misbehavior, including but not limited to committing or threatening to commit bodily harm upon any person, destroying another's property, disrupting the learning environment, or failing to obey an adult staff member.**
 - b. Must be administered in the presence of a certified school administrator.**
 - c. Must not be administered in the presence of other students.**
 - d. Must inform student of the rule and infraction for which corporal punishment is being administered. This must be done in the presence of the witness, and should the student claim innocence he must be given the opportunity to state his/her position.**

- 2. Corporal Punishment comments:**
 - a. School officials are not required to conduct a formal hearing prior to administration of corporal punishment.**
 - b. Refusing to accept corporal punishment could result in suspension or other disciplinary measures.**
 - c. When corporal punishment has been administered, a written report must be filed in the principal's office.**
 - d. Act 904 of 1977 authorizes any teacher or principal to use corporal punishment in reasonable manner against any pupil for good cause in order to maintain discipline and order within the public schools.**
 - e. U.S. Supreme Court upheld the use of corporal punishment (Ingraham V. Wright, 425 U.S. 990, 1976).**

- f. Every student enrolled in Arrie Goforth Elementary is entitled to due process in every instance of disciplinary action for which the student may be subjected to suspension or expulsion.
- g. Any student who has been suspended twice during the school year and his/her behavior is such that further disciplinary measures become necessary, will automatically be a candidate for expulsion proceedings.

Suspension

Pre-Condition

No suspension from school shall be imposed without an informal administrative conference with the pupil, except where it appears that the pupil will create an immediate and substantial danger to persons or property around him/her.

Procedures

1. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of this policy shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon his/her parent or guardian by the certified mail within 48 hours of the conference. In the event the pupil is suspended without an informal administrative conference due to danger to persons or property around him/her, the written notice shall be served either personally or by certified mail upon the pupil and his parent or guardian within 48 hours of suspension. Service by certified mail is complete upon mailing.
2. Notwithstanding the provisions of Pre-Condition and #1 above, the pupil may be suspended pending the School Board's decision in an expulsion or exclusion hearing, provided that an alternative program shall be implemented to the extent that suspension exceeds five days.
3. Any student will be readmitted to school following the expiration of the suspension unless expulsion proceedings have begun.
4. Any student who has been suspended twice during the school year and his/her behavior is such that further disciplinary measures are necessary, will automatically be candidate for expulsion proceedings.

Expulsion

The Board of Education is authorized to expel a student for the remainder of the semester, the remainder of the year, for one calendar year, or permanently for behavior it deems to be of such gravity as to make a suspension inappropriate.

The superintendent shall give written notice to the parent or guardian (mailed to the address reflected on the school district records) that he has recommended to the Board of Education a student be expelled and the notice shall contain a statement of reasons for the recommendation. The notice shall reflect the date, hour, and place where the Board of

Education will consider and dispose of the recommendation, and such hearing shall be conducted not earlier than three calendar days nor more than seven calendar days following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation.

The President of the Board, or in his/her absence another member selected by the Board, shall preside at the hearing which will be a public hearing. (Act 441 of 1997 amends the Freedom of Information Act to allow school boards to consider pupil suspension matters in executive session if such is requested by the parent or guardian of the student.)

The superintendent may present any evidence - including statements of those persons having personal knowledge of the events and circumstances giving rise to the expulsion recommendation - at the hearing. The students or his representative may then present statements of any persons with personal knowledge of events or circumstances relevant to the issues. Normally, formal cross-examination is not permitted. However, if during the course of the hearing, the board determines that credibility of any of the witnesses is an issue, it will permit cross-examination by the student and the Superintendent (or their representatives) of those witnesses for whom credibility has become an issue. Such cross-examination shall be limited to the question or questions where the credibility of the witness/es has become an issue.

Written questions may be submitted by the Superintendent or student to any witness presented by the other, and the witness will answer those which the School Board deems material and relevant. Members of the Board may question any witness. It is noted that Arkansas law makes no provision for the taking of testimony under oath and no sanctions for perjury at proceedings such as these.

At the conclusion of the hearing, the Board's decision on the question of expulsion will be made in an open meeting.

REPORTS TO SERVICE AGENCY

The School Board shall report any action taken pursuant to this policy to the appropriate public service agency, when the pupil is under the supervision of such agency.

REPORTS TO STATE DIRECTOR OF EDUCATION

The School Board shall report each expulsion within 30 days of the effective date of the action to the State Director of Education.

NOTICE OF RIGHT TO BE REINSTATED

Whenever pupil fails to return to school within ten school days of the termination of dismissal, the pupil and his/her parents shall be informed by certified mail of the pupil's right to attend and to be reinstated in the pupil's school.

STUDENT HEALTH AND WELLNESS

Help! Emergency! Injury! Illness!

If a serious accident should occur to your child while he/she is in school or if he/she becomes ill. . . **WHERE? and HOW? DO WE REACH YOU?** Be sure the school **always** has your **correct** address, telephone number, information regarding your workplace, and an emergency contact number. **PLEASE KEEP THIS INFORMATION UPDATED AND KEEP US INFORMED.**

On the first day of school your child will bring home an emergency form. Please fill out the form completely and return with your child the **next day**. Please notify us of any changes in a timely manner.

Medical Requirements

State law requires immunization of all school children against rubella, measles, diphtheria, tetanus and polio. Students have thirty calendar days to produce evidence of immunization before they are restricted from attendance.

Immunizations exemptions are for religious or medical reasons only and should be properly authenticated with the proper paperwork from the Arkansas Department of Education.

All medications will be brought to school by the parents. No child will be allowed to bring his/her own medication to the nurse.

The school nurse maintains all school medical records, administers medications, and determines if a child is ill enough to be sent home.

The nurse is not a substitute for the doctor. Recommendations may be made, but parents should take their children to the doctor if questions or concerns exist.

Parents, with the cooperation of physicians, are requested to schedule the giving of all medication to children at home. When it is necessary to take medication at school, the medication must be in the original bottle with the doctor's orders for administration. No medicine should be brought to school or taken at school without signed parent permission and approval by the principal.

Head Lice

This condition is an infestation of lice on the scalp. Lice are small insects about the size of sesame seed. They are usually brown in color.

Signs and Symptoms

1. Itching of scalp and/or back of neck.
2. Presence of louse.
3. Presence of nits (eggs) on hair shaft.

(Nits resemble dandruff, but dandruff can be easily removed from the hair shaft and lice nits cannot.)

4. Reddened areas around the hairline, behind ears and neck.

Exclusion/Readmission

In accordance with school district policy, students with head lice will be excluded until properly treated and all nits are removed. **Student absences due to head lice/knits will be unexcused.**

Parents will be informed if head lice are found on a student in your child's classroom.

First finding—Students confirmed with head lice will be sent home to be treated **immediately**. Live bugs must be removed before returning to school. Proof of treatment (i.e.: box top of shampoo) must be shown upon returning to school. If a student returns without being treated, he/she will be sent home **immediately**. If a child has been treated and nits remain, the child will be monitored until clear. A note will be sent home to parents stating the nits should be treated until gone. If live bugs return, the student will be sent home.

When the same child is found with head lice three times, the student will be re-admitted to school only after the school receives a Free From Infection Statement from a physician or the Health Department. The school will make a report to the Department of Human Services (DHS) if a child is repeatedly found with head lice.

Help Us Keep Our School Healthy

Parents will be asked to pick up their children from school when the child appears to have an illness that could be contagious to other students or if the child is too sick to complete schoolwork and/or activities. This will be left to the discretion of the school nurse. The following are guidelines for a few particular medical situations.

Fever Illnesses

A temperature of 100 degrees or higher usually means the child is ill enough that they do not feel up to school activities and may have an infection that could be passed on to others. Children will be sent home with a temperature of 100 degrees or above. We ask that you keep children home until they have been without a temperature (fever free) for a 24 hour period.

Chickenpox

Chickenpox is a highly contagious disease marked by a rash with a tiny raised center that later looks like a blister.

Exclusion/Readmission: Students may return to school a minimum of 7 days after the rash appears. This is a state guideline.

Pinkeye

Pinkeye is an inflammation of the mucous membrane that lines the eyelids and extends over the eye.

Exclusion/Readmission: It is recommended that students who appear to have viral or bacterial pinkeye be evaluated by a physician for possible medication. It is the nursing staff's preference that all lower elementary (K-3) students who have pinkeye remain out of school as long as they are having yellow, sticky eye drainage. Older students who can maintain proper hygiene precautions will not be excluded.

EMERGENCIES

EMERGENCY CLOSING & SEVERE WEATHER POLICY

If inclement weather conditions arise, school buses will not run routes until the administration determines that conditions are safe. If school should be called off or dismissed early due to inclement weather or other factors, the following radio stations will be notified as soon as possible:

1. KTLO – FM 97.9 – Mountain Home
2. KPFM – FM 105.5 – Mountain Home
3. For those who have signed up for the Remind101 Text, a mass text will be sent out.

Please listen to the radio stations listed above if there is a concern regarding bad weather conditions. **DO NOT** call the administrators or teachers to see if we are having school.

Bomb Threat

A student who calls in a bomb threat and/or any other threat to the health and safety of students and employees will be referred to the legal authorities and will be suspended and/or recommended for expulsion.

Terrorist Threat

Act 648 of 2003 requires school districts to develop a plan to provide for the safety of students and employees in the event of a terrorist attack or war. This plan must be in effect by January 1, 2004. The plan will include policies and procedures to ensure a safe and productive learning environment for students and employees, and shall include techniques for prevention, intervention, and conflict resolution. These plans will also include an emergency plan for terrorist attacks.

(Plan available upon request.)

Reporting Requirements for Acts of Student Violence

Act 1520 of 1999 requires school principals to report acts or threats of violence or any crime involving a deadly weapon by any person on school property or while under school supervision to the appropriate law enforcement agency and to the

superintendent. Also, the principal is required to notify any person who initially reported the incident that a report has been made to the law enforcement agency.

MISCELLANEOUS

Gambling

A student will not participate in any activity which may be termed gambling or wagering where the stakes are money or any other objects.

Label Student's Clothing

Please write your child's name in all clothing, lunch boxes, and other personal belongings.

Lost and Found

A small box will be kept next to the trophy case across from the bathrooms for lost and found items. Please feel free to check this box for clothing or other items that have not returned to your home. If lost items (such as coats, shirts, caps, etc.) are not claimed within 14 days, items may be sent to the community food room to be given to a needy family. If your child leaves an item at school, please send a note promptly (with description) and we will be glad to get the item back to you if located.

Selling

Adults and students are not allowed to sell items on the school bus or campus without permission from the Norfolk School Board of Education or the building principal.

CIVIL RIGHTS AND RESPONSIBILITIES

Assurance of the Norfolk School District Compliance

Title VI, section 601, or the Civil Rights Act of 1964

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

Title IX, Section 901, of the Education Amendment of 1972

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving federal financial assistance.

Sexual harassment is sex discrimination under Title IX. It is the policy of the Arrie Goforth Elementary to maintain a learning and working environment that is free from sex discrimination, including sexual harassment.

Section 504 of the Rehabilitation Act of 1973

No otherwise qualified handicapped individual in the United States. . . shall, solely by reason of handicap, be excluded from the participation, be denied the benefit of, or be subjected to discrimination under any program or activity receiving federal financial assistance. If you need further information about our district 504 procedures, please contact the building coun

NORFORK SCHOOL DISTRICT TECHNOLOGY ACCEPTABLE USE POLICY

The Norfolk School District is committed to promoting ethical, legal, and responsible use of any and all technology, computers, and network resources. All Norfolk School District teachers will educate students about appropriate online behavior. This shall include cyber bullying awareness, choosing appropriate matter to view on the internet and World Wide Web, safety while interacting with other individuals on social networking sites, in chat rooms, using electronic mail, and other forms of direct electronic communications. Misuse of these resources will not be tolerated. The use of these resources is a privilege, not a right, and should be treated as such. This policy covers any person (student/employee/guest) using these resources, while on campus, or when accessing the district's system from resources outside the physical boundaries of the district. **ALL** potential users of these resources, provided by the Norfolk School District, must agree to abide by the following policy before being granted access to this system.

A. EDUCATIONAL PURPOSE

1. This network has been established for educational and administrative purposes only.
2. Students may not, under any circumstances, access the school network/internet from their personal laptop (or any non-school provided computer), MP3 or MP4 Players, personal gaming devices, internet-capable cellular phones, or any other wireless devices. (Exceptions for special education students with an IEP that allows them to use special devices for specific activities may be made by the district technology coordinator or the building principal.)

B. INTERNET ACCESS/PERSONAL SAFETY

To ensure the personal safety of all students and to prevent access by minors to inappropriate matter on the internet and World Wide Web:

1. All users will be provided a personal account with login information. Users must agree to keep this personal information private and log out correctly after each use.
2. Students may only access the computer/network under the **direct supervision of an adult employee.**
3. The Norfolk School District or its employees shall not disclose, use, or disseminate personal information regarding students.
4. The Norfolk School District uses the filtering system set by the Arkansas Department of Information Systems (DIS).
5. Nothing is to be placed on the district's web site without permission and approval by the district webmaster.
6. Students should not use the district's network to post personal information about themselves or others, such as personal addresses, social security numbers, telephone numbers, pictures, videos, or any other information which may compromise the safety of themselves or others.

C. UNACCEPTABLE USES

The following uses of the district's technology resources are unacceptable:

1. **ILLEGAL ACTIVITIES**
 - a. Gaining, or attempting to gain, unauthorized access to the network, a computer, another user's account, or any part of the system. This includes going beyond authorized access by the supervising teacher, logging in under another user's account, or accessing, damaging, or deleting another user's files.
 - b. Any unauthorized or deliberate action that damages or disrupts the technology resources. This may include, but is not limited to, releasing a virus or worm into the system, unauthorized access of the wireless resource, accessing streaming video/audio.
 - c. Viewing social network sites or personal websites unless authorized to do so by a teacher for a classroom assignment.
 - d. Engaging in illegal activities such as, but not limited to, arranging drug/alcohol sales and/or purchases, criminal gang activity, threatening, bullying and harassment. Posting inflammatory comments, pictures, or videos, as well as, viewing such material posted by others.

2. **INAPPROPRIATE LANGUAGE/CONTENT**
 - a. Use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, and/or otherwise objectionable language.
 - b. Accessing materials or information from any site that contains offensive, obscene, or immoral pictures (pornography and nude photos), profane language, or any other material inappropriate for the educational setting. This includes sites with violent content, illegal acts, and/or hate messages.
 - c. Attempts to bypass the school's filtering process. The chosen filter may not block all appropriate content. It is the responsibility of the user to recognize such sites and avoid them.
 - d. Posting personal attacks and/or threatening remarks and posting false or defamatory information about others. (Cyber bullying)
 - e. Sending/forwarding numerous electronic mail messages (SPAM) or chain letters, accessing chat rooms, or instant messaging.
 - f. Accessing games via the internet, downloading games, programs, or files of any kind, accessing streaming audio or video.

3. **HARDWARE**
 - a. Vandalizing, stealing, defacing, or damaging the technology resources (computers, cameras, printers, projectors, etc.)
 - b. Wasting resources, for example, printing personal materials not used for educational purposes.
 - c. Installation, un-installation, or unauthorized relocation of hardware.

4. **PICTURES/VIDEO**
 - a. The taking of video on the school campus is strictly prohibited. Exceptions may be granted to students working on special projects. In these cases, the teacher must notify the building principal of the activity and students

given permission to video. These students may only video material pertaining to the class project.

- b. Digital cameras may be used to capture still images on campus as long as the subject matter is appropriate. Students may not take or post pictures of others without their permission. Picture-taking in the classroom is at the discretion of the classroom teacher.
- c. Cellular phones may NOT be used to capture or show video or pictures or listen to music from 7:45 until 3:15. (Reminder, even during permitted times of cell phone use; no video may be taken on campus.)

D. SEARCH AND SEIZURE

1. The Norfolk School District reserves the right to monitor and/or log all network activities, with or without notice. This includes electronic files, electronic mail, and all website communication. Users have no reasonable expectations of privacy in the use of the district's technology resources.
2. Any materials found in your files are your responsibility. **KEEP YOUR PASSWORDS PRIVATE!**
3. Routine maintenance and monitoring of the system may lead to the discovery that you have violated this policy or the law. Upon reasonable suspicion that you have violated this policy or the law, an individual search that is reasonable and related to the suspected violation, will be conducted.
4. Students' parents or legal guardians may at any time request to see the content of your file.

E. DUE PROCESS

1. The Norfolk School District will cooperate fully with local, state, and/or federal officials in any investigation related to illegal activities conducted through this system.
2. In the event that there is a claim that you have violated this policy in your use of the district's technology resources, you will be provided with a verbal or written notice of the suspected violation and given an opportunity to present an explanation before the appropriate administrator.
3. If the violation also involves other provisions of the Student Handbook, disciplinary actions may be handled in a manner relating to that violation, as well.

CONSEQUENCES OF VIOLATIONS OF THIS POLICY

FIRST OFFENSE: One week's *suspension from the technology resources at school **plus** any other action deemed necessary and/or appropriate by the principal.

SECOND OFFENSE: Three week's *suspension from the technology resources at school **plus** any other action deemed necessary and/or appropriate by the principal. A parent-principal meeting will be held before access is resumed.

THIRD OFFENSE: *Suspension from the technology resources at school for the remainder of the semester (a minimum of four week's which may be

carried into the next semester) **plus** any other action deemed necessary and/or appropriate by the principal.

SEVER CLAUSE: The principal has the discretion to bypass any level of offense and invoke a higher penalty when violations are extreme.

***Students are responsible for all computer related assignments while suspended from the school's technology resources. They must use resources off-campus to complete assignments or receive zeros for these assignments.**

FINAL NOTES

1. Improper use of the school's technology resources will not be tolerated. When using a network, you are leaving electronic foot prints which can be traced back to your activity. Be a responsible user and exhibit common sense. Do what you know is right and you will not have a problem.
2. Students caught using cellular phones or any other electronic devices to violate this policy will have the device confiscated. If confiscated under this policy, the device must be picked up in the principal's office by a parent or guardian. Students have no right of privacy as to the content contained on the device once it is confiscated.

**ARRIE GOFORTH ELEMENTARY
Faculty & Staff**

Peggy Acklin	Kindergarten
Sandra Lackey	Kindergarten
Carrie Marshall	1st Grade
Crystal Parnell	1st Grade
Maranda Ghassimi	2nd Grade
Lisa Guthrie	2nd Grade
Rhonda Brown	3rd Grade
Amy Laymon	3rd Grade
Sarah Quinney	5th & 6th Math/Gifted and Talented
Brandy Sallee	4th & 5th Social Studies/Literacy
Kerry Kanatzar	5th & 6th Social Studies/Literacy
Laura Laymon	5th & 6th Literacy/Social Studies, K-6 Keyboarding
Tara Crowe	4th-6th Math/Literacy/Social Studies
Shelly Hudspeth	4th, 5th, & 6th Science
Carla Sutterfield	5th & 6th Literacy/Social Studies
Keela Olson	Counselor/Art
Jesse Crowley	Band/Music
Mandy Bennett	Library/Media Specialist
Dena McNeely	Physical Education/ 5th & 6th Math
Will Roach	Special Education
Crystal Baker	Special Education
Kelly Shaddy	Resource/Intervention
Brittany Reeves	PROWL (Alternative Education)
Darren Wyatt	Paraprofessional
Lila Langston	Paraprofessional
Karen Greve	Technology/Paraprofessional
Marinda Sallee	Paraprofessional
Malinda Foret	Paraprofessional
Tyra McGowan	Paraprofessional
Lavonda Rea	Paraprofessional
Jason Stone	Maintenance Supervisor
Susan Hutchins	Custodian
Rebecca Morris	Custodian
Billy Flowers	Transportation Supervisor
Crystal Snow/Sherry Scott/Sherri Seay	Nurse
Mike Seay	Superintendent
Deanna Klaus	Principal
Amanda Rychtarik	Secretary to Principal
Kathy Martin	Bookkeeper
Janice Killian	Secretary to Superintendent
Angie Parnell	Assistant Bookkeeper

