

## **PHILOSOPHY OF THE MCGEHEE SCHOOL DISTRICT**

We realize that we owe the community the best educational program possible. We realize too that the school board, the administration, and the faculty have an obligation to the community to provide an educational program that will meet the total needs of the citizenry of the community.

We believe that our program will only be as strong as those who plan and administer it. Therefore, we plan for ourselves a program of continuous training (through reading professional literature, through study, and through participation in professional organizations) to keep us cognizant of trends in the profession as well as the needs of changing youth in a changing society.

McGehee School is dedicated to the purposes of education for all the students within the boundaries of its district. The school is organized and administered to provide students adequate educational opportunities necessary for good citizenship. Therefore, we believe that our program should provide opportunities through classroom experiences and extra-curricular activities to teach students to participate in fundamental democratic processes.

We recognize the responsibility we have to adapt our school program to the basic needs of our society - educational, social, economic, scientific, and technological. We also recognize that as our society changes, we must develop new curriculums that modify techniques already employed.

Our total school program strives to prepare students for education in institutions of higher learning and/or to provide students with specific skills knowledge and abilities for employment. We believe there should be a correlation of effort between students and teachers, between teachers and administrators, and between school and community to aid students in planning their programs of study to meet the total needs of the total school community.

### **ENROLLMENT INFORMATION**

#### **INITIAL ENROLLMENT**

Children who enter the McGehee School District Pre-School must be four years old on or before September 15. A birth certificate, social security number, or other documentation, as provided by law shall be required to enroll in school.

Children who enter Public School Kindergarten must be five years old on or before September 15<sup>th</sup>. A birth certificate, social security number, or other documentation, as provided by law shall be required

to enroll in school.

#### **PHYSICAL EXAMINATION**

All enrolling kindergarten students must have a physical examination and developmental screening. The child may have the physical done by their private physician.

#### **SOCIAL SECURITY NUMBERS**

Act 838 of 1991 mandates that the school must have each student's social security number. If a parent/guardian does not want to release this number to the school, a nine digit identification number will be assigned to the student.

#### **IMMUNIZATION**

No child will be admitted to public school without his/her required immunizations. It is the responsibility of the parents to see that the child received these immunizations before entry to school. A certificate showing dates and immunizations that have been given by a licensed doctor or public health department must be shown upon enrollment for school. The requirements are:

\*DTP - Minimum of three, the last dose being after the child's 4<sup>th</sup> birthday.

\*Polio - Minimum of three, the last dose being after the child's 4<sup>th</sup> birthday.

\*MMR - Minimum of two

\*Hepatitis B - Minimum of three

\*Varicella (Chickenpox) - One dose unless child had disease.

#### **ENROLLMENT RESTRICTIONS**

It shall be the policy of McGehee School District to forbid enrollment of a student currently under disciplinary action in another school/school district. It shall further be the policy of McGehee School District to require alternative school scheduling for students officially accused of felonies involving physical threat or harm to others by law enforcement officials. Denial of school attendance will be imposed for extreme or severe cases until charges or penalties have been satisfactorily addressed. This policy also applies to any person who, by intimidation or duress, causes, aids, abets, encourages, solicits, or recruits a minor to become or remain a member of a group which he knows to be a criminal gang.

#### **SCHOOL CHOICE**

The Board will consider all applications for School Choice postmark not later than the July 1 preceding

the fall semester the applicant would begin school in the District. The Board shall notify the parent or guardian and the student's resident district, in writing, of the Board's decision to accept or reject the application within 30 days of its receipt of the application

The District shall advertise in appropriate print and broadcast media to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline and the requirements and procedure for participation in the program. Such pronouncements shall be made in the spring, but in no case later than June first.

When considering applications, priority will be given to applications from siblings or stepsiblings residing in the same residence or household of students already attending the District through school choice.

The District may reject a nonresident's application for admission if its acceptance would necessitate the addition of staff or classrooms, exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school. The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation. Letters of rejection shall state the reason(s) for the rejection.

The Board of Directors reserves the right, after a hearing before the board, not to allow any person who is currently under expulsion from another district to enroll in a District school.

Students admitted under this policy shall be entitled to continued enrollment until they graduate or are no longer eligible for enrollment in the District's school.

#### **PLACEMENT OF HOME SCHOOLING AND/OR STUDENTS FROM NON-ACCREDITED SCHOOLS**

Any student transferring from a school accredited by the Department of Education to another school accredited by the Department of Education shall be placed into the same grade the student would have been in had the student remained at the former school.

Any student transferring from home school or a school that is not accredited by the Department of Education to a school that is accredited by the

Department of Education shall be evaluated by the staff of that accredited school to determine that student's proper placement in the accredited school.

When a student enters the McGehee School District from a home school/non-accredited school, student placement will be at the discretion of a placement committee. The placement committee will be composed of the principal, the counselor, and other appropriate personnel. Placement will be made upon completion of evaluation by the committee, the administration of placement test and/or other indicators. Student placement criteria will vary depending on the age of the student, previous courses taken and the type of school he/she has been attending.

#### **Procedures (Grades K - 6<sup>th</sup>)**

1. Any student desiring to enter the McGehee School District claiming to have been in a home school must have proof that his/her application for home schooling has been filed with the student's previous school district.
2. Students will be given a general achievement test to determine if the student is eligible for grade level placement. If the student has participated in the SAT 9 testing or the equivalent, the results can be used in lieu of another test.
3. Should a student not achieve satisfactorily on the achievement test, grade placement will be determined by the McGehee School District. A placement conference will be held for any student whose scores fall below the 25<sup>th</sup> percentile on any of the basic battery (reading, language arts, and mathematics). Conference participants shall include an administrator, counselor, parent(s), and other school personnel deemed necessary. The McGehee Elementary School shall retain the option to consider age appropriate placement.
4. A home-schooled/non-accredited school student could be eligible for honor/merit graduate status if he/she has been continuously enrolled at McGehee Elementary School for 6 consecutive semesters. Example: The student must be at McGehee Elementary his/her 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade years.
5. A student who was previously identified as eligible for special education services or a student with limited English proficiency (LEP) will be placed at the appropriate grade level by the student's IEP team (special education) or the language placement committee (LEP). An LEP student may be temporarily placed at the level the student requests until the LEP placement committee has assembled data to make a permanent placement.

## **GRADING**

### **Grading Scale**

The following letter grades will be used as the grading scale for McGehee Elementary grades 1 - 6.

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

P.E., Music, Library, Character Ed. and Art grades will be graded under a separate grading scale:

- CR = Credit
- NC = Non-Credit

A conduct grade in all pull-out classes of S, N, or U will be given.

Grades assigned to students for performance in a course shall reflect only the extent to which students have achieved the expressed academic objective of the course. Students will be expected to work on grade level. Grades will be given accordingly.

## **HOMEWORK POLICY**

### **INTRODUCTION**

Homework, properly designed, carefully planned, and geared to the development of the individual student meets a real need and has a definite place in the educational program. It is assigned to help the student become self-reliant, learn to work independently, improve the skills that have been taught, and complete certain projects. Homework assignments also afford a way for parents to acquaint themselves with the school programs and their own child's educational progress. Because of individual differences and needs of pupils to experience the same kind of homework in connection with their school instruction, the teacher must consider the ability of each student in assigning homework.

### **PHILOSOPHY**

The McGehee School District believes homework to be an integral part of each student's educational program. It also recognizes the importance of developing good study habits and responsibility for assignments. Whenever homework is given, it should be based on one or more of the following purposes:

1. To reinforce what was learned in class.
2. To practice what was learned in class.
3. To finish what was started in class.
4. To research a topic chosen or assigned in class.

5. To study independently a topic started in class.
6. To explore new areas of study.
7. To encourage reading.

### **DEFINITION**

Homework is an extension of the regular school day. Therefore, whenever homework is given, it should supplement, compliment and reinforce classroom teaching and learning. Teachers will not use homework as a disciplinary measure.

### **AMOUNT**

Kindergarten: Generally, students are not given homework assignments at the kindergarten level.

Grades 1 & 2: Students may be assigned homework for 20 minutes a night.

Grades 3 & 4: Students may be assigned homework for 45 minutes a night.

Grades 5 & 6: Students may be assigned homework for an average of one hour a night.

\*These times include a total for all subjects combined.

### **MAKE-UP OPPORTUNITIES AND PROCEDURES**

In grades K-6, it is the student's or parent's responsibility to find out what work has been missed and make arrangements with the teacher to make up the work. Parents must call before 9:00 a.m. to request make-up work and pick it up between 2:00 p.m. and 3:00 p.m.

The student will be given the same number of days to make up the work as the number of days absent excluding the day they return to school if it was assigned to the student the day prior to the absence.

## **PROMOTION POLICY**

The McGehee School District recognizes the importance of students making successful progress for promotion to the next grade. We feel it is imperative to have a supportive home/school connection. In order for a student to be promoted to the next level, successful progress has to be made on identified criteria for kindergarten through sixth grade. Parents will receive written documentation of what will be considered successful progress for his/her child's grade level and what the identified criteria is at each grade level.

Students not making successful progress will be identified at the 3<sup>rd</sup> nine week progress report. A parent/student/teacher conference will be held to strengthen the home/school connection in assisting the student in making successful progress for

promotion. A second conference will be held at the end of the third nine weeks to review the student's progress. Subsequent conferences may be held at any time. The student's promotion will be determined at the end of the school year.

The final decision for promotion to the next grade will be made by the school personnel.

## **CODE OF STUDENT CONDUCT**

McGehee Elementary School will operate fully within the framework of the following Code of Student Conduct:

### **A. CLASSROOM CONDUCT**

1. Each student will be responsible for following his/her classroom teacher's set of rules.
2. No student will be allowed to display any disruptive behavior which will interfere with the learning environment of the classroom.
3. Students will be expected to care for their textbooks, furniture and equipment.

### **B. HALLWAY CONDUCT**

1. In order to avoid injury inside the building, students must not run in the halls at any time.
2. Loitering or playing in the halls is unnecessary. Students are to go to the restrooms, water fountains and playgrounds as quickly and as quietly as possible.
3. Students should not use the restrooms or be in the halls during class time except in emergencies.

### **C. PLAYGROUND CONDUCT**

1. The playground duty teacher is to be obeyed by all students on the playground. All playground problems will first be taken to the duty teacher.
2. For the safety of students, no pushing, hitting, wrestling or fighting type activities are allowed. Students are expected to participate in approved, organized game activities.
3. Students must stay within the boundaries of their playground and in sight of the duty teachers.
4. Rock, dirt and wood-chip throwing will not be allowed on the playground.
5. Playing ball before school will not be allowed.
6. Students will line up by class when morning bell rings before entering building.
7. Eating, drinking or gum chewing during recess periods will not be allowed.

### **D. CAFETERIA CONDUCT**

1. Lunches may be purchased for the week or for the day.
2. Students displaying poor conduct in the cafeteria

- will be disciplined and may be asked to leave.
3. One carton of milk is furnished with the meal. Extra milk may be purchased with a lunch.
4. Students are to enter and exit the cafeteria by grade level in an orderly manner.
5. Talking during lunchtime is kept at a minimum level. Teachers are on duty in the cafeteria at all times.
6. Students may be assigned seats in the cafeteria.

### **E. BUS CONDUCT/CONSEQUENCES**

Riding a bus to and from school or on a field trip is a privilege. With that privilege goes the responsibility of obeying the following regulations:

1. Follow directions of the driver the first time they are given.
2. Stay in your seat.
3. Keep all parts of your body inside the bus.
4. Keep your hands and feet to yourself.
5. Do not litter, write on, or damage the bus in any way.
6. No cursing, swearing, or loud talking.

Consequences:

- 1<sup>st</sup> - Driver warns students, talks to him/her, and may assign the student a specific seat.
- 2<sup>nd</sup> - If a student continues to misbehave, he/she will be referred to the principal.
  - 1<sup>st</sup> time - Student warned and parent notified
  - 2<sup>nd</sup> time - Student suspended from bus for 2 days
  - 3<sup>rd</sup> time - Student suspended from bus for a week
  - 4<sup>th</sup> time - Student suspended from bus for a month
  - 5<sup>th</sup> time - Student suspended from bus for remainder of semester

During a bus suspension, the student is not allowed to ride any school bus.

Severe clause:

Suspension of the bus privileges may be immediate and without warning depending upon the severity of the infraction.

## **MCGEHEE SCHOOL DISTRICT STUDENT DISCIPLINE POLICIES**

This instrument has been prepared for the purpose of outlining expected behavior for students in McGehee School District.

The McGehee School District recognizes that students are guaranteed full rights of citizenship by the United States Constitution and these rights may not be denied except in accordance with due process

of the law. The district further recognizes that with these rights there are responsibilities which are designed to help all participants acquire the full benefits of the educational program regardless of race, sex, creed or national origin.

The principal has the responsibility to see that McGehee School Board Policies are adhered to by developing and making available the building procedures.

#### **A. SCHOOL ATTENDANCE**

It shall be the policy of the McGehee School Board to provide the opportunity for each child to attend public kindergarten who is five (5) years of age on or before September 15<sup>th</sup> of the year enrolled. All children between the ages of seven (7) and seventeen (17) both inclusive shall attend school.

The student attendance policy will allow a maximum of ten (10) days absent per semester. Parents will be notified by letter when a student has missed five (5) days of school. Parents will receive a second letter when a student has missed seven (7) days. Excessive absences and tardies are not acceptable. Notification of the proper authorities (including the truant officer and/or court system) will be made if necessary to find the reason for the absence from school. Extenuating circumstances may be considered when an atypical condition exists.

Absences will be excused when a parent/guardian provides an appropriate excuse. (From doctor or parent, stating date(s) of absence, child's legal name, and reason for absence.) Absences for any reason or reasons other than illness need to be addressed by the parent/guardian with the principal prior to the student's absence.

#### **B. DRESS CODE**

Students should observe customs of good taste in school dress. Students who are dressed inappropriately must make the necessary dress changes as requested by the principal.

##### **ATTIRE THAT WILL BE CONSIDERED INAPPROPRIATE**

1. Halter tops
2. Bare midriffs
3. Hip Huggers/Sagging - Belts should be worn when necessary. Underclothing should not be visible.
4. See-through blouses or shirts, spaghetti strap blouses or dresses. Any shirt with a strap width less than two inches is NOT acceptable.
5. Shirts and blouses cannot hang loosely under the arm, they must not reveal undergarments.

6. Clothing with vulgar language or obscene pictures.
7. Headdress (e.g. hats, caps, bandannas, etc.) inside of buildings.
8. Clothing with vulgar, obscene, suggestive, or offensive messages, or which advertise or support violence, drugs, alcohol, or tobacco is not allowed at school.
9. Skirts (Dresses) or shorts must be no shorter than fingertip length.
10. Cosmetic and other personal grooming items are not appropriate for classrooms.

Final decisions of wearing apparel will be at the discretion of the principal. This decision will be based on whether or not the clothing is disruptive to the educational process.

#### **C. ELECTRONIC DEVICES OR TOYS**

Items such as C.D. players, tape recorders, jam boxes, cellular phones, laser lights, toys, games, etc. are not allowed at school. Any electronic device or toy will be taken up and returned to parents. All pagers will be turned over to the police.

Audio electronic devices with headphones may be taken on field trips at the discretion of the building principal. Neither the school nor school personnel will be responsible if items are damaged, stolen or lost.

#### **D. DISTRIBUTION OF LITERATURE/SCHOOL NEWSPAPERS & OFFICIAL PUBLICATIONS**

Students shall have the right to distribute and process any form of literature including, but not limited to, newspapers, magazines, leaflets and pamphlets, except that the principal may prohibit a specific issue of a specific publication if there is a substantial, factual basis for believing its possession or distribution will cause or is causing substantial disruption with school activities. The right of distribution shall extend to school grounds and buildings absent the requisite finding of disruption.

The time, place and manner of student distribution of literature may be reasonably regulated by the principal provided such regulations:

1. Are uniformly applied to all forms of literature.
2. Do not prohibit distribution at times or places either inside or outside the school building for which no factual basis exists to conclude that any interference with school activities would occur.
3. Are specific as to places and times where distribution is prohibited.
4. Do not inhibit a person's right to accept or

reject any literature distributed in accordance with the rules.

5. Invitations shall not be distributed at school.

The principal or any member of the school staff shall not require that literature, including school-sponsored publications, be submitted for approval or consent prior to distribution. The principal may require that no literature be distributed unless a copy thereof is submitted to the principal or designee no later than the time distribution commences.

#### **E. GUN-FREE CAMPUS**

The possession of weapons at school “requires expulsion for students for a period of not less than one year for possession of any firearm or other weapon prohibited upon school campus by law; however, the superintendent shall have discretion to modify such expulsion requirements for a student on a case-by-case basis.”

#### **F. SEARCH AND SEIZURE**

The Board of Education fully recognizes the implementation of constitutional law in the area of student privacy. The Board is equally aware that such tangible personal property items as student desks and related properties are and remain the property of the Board of Education.

##### **Personal Searches**

A search of a student’s person shall be limited to a situation in which the administration has reasonable belief that the student is concealing evidence of an illegal act, contraband or has violated a school rule.

1. An adult witness shall be present when a personal search is conducted.
2. Students should be asked for their consent prior to a personal search. A search warrant shall be obtained if a student objects to a personal search, unless there is reasonable cause to believe that a dangerous weapon such as a gun or knife is being concealed.
3. A pat down search of a student’s person shall be done by a school official of the same sex and with an adult witness present.

Dangerous items (such as firearms, weapons, knives), controlled substances as defined by Act 590 of 1971 as amended, and other items which may be used to disrupt substantially the educational process shall be removed from the student’s possession and shall be reported and transmitted to the proper authorities.

#### **G. CLASSROOM MANAGEMENT**

Class management will be based on the following discipline procedures.

#### **Elementary Assertive Discipline Rules:**

1. Be in your assigned seat ready to work when the tardy bell rings.
2. Keep hands, feet, books and objects to yourself.
3. No swearing, rude gestures, cruel teasing or put-downs.
4. Follow all directions.

#### **KINDERGARTEN DISCIPLINE PLAN**

##### **1<sup>st</sup> Nine Weeks Discipline Plan:**

- 1<sup>st</sup> time: Warning
- 2<sup>nd</sup> time: Lose ALL Center Time
- 3<sup>rd</sup> time: Lose ALL Center Time, Letter Sent To Parent, & Lose 15 Minutes Recess
- 4<sup>th</sup> time: Paddling/Principal

##### **2<sup>nd</sup> Nine Weeks Discipline Plan:**

- 1<sup>st</sup> time: Lose 10 Minutes Recess
- 2<sup>nd</sup> time: Lose 20 Minutes Recess
- 3<sup>rd</sup> time: Lose ALL Recess & Letter Sent To Parent.
- 4<sup>th</sup> time: Paddling/Principal

##### **3<sup>rd</sup> & 4<sup>th</sup> Nine Weeks Discipline Plan:**

- 1<sup>st</sup> time: Lose 15 Minutes Recess
- 2<sup>nd</sup> time: Lose ALL Recess
- 3<sup>rd</sup> time: Paddling & Letter To Parent
- 4<sup>th</sup> time: Principal/Parent Conference

#### **SEVERE DISRUPTION: IMMEDIATELY SENT TO PRINCIPAL AND PARENT CALLED**

\*Consequences for students who cannot be paddled are as follows:

\*\*The parent of a child who cannot be paddled will be asked to sit with his/her child in the classroom an entire school day or...

\*\*If a parent chooses not to come, the student may be suspended for one (1) day and the parent MUST come and check him/her back into school the following day.

\*Students who miss recess will assigned a time-out determined by the teacher/administration.

\*These offenses will be kept on a daily basis.

**\*Students who continually disregard school rules and policies or who have been sent for severe disruption may advance to corporal punishment or suspension without first losing noon recess.**

#### **GRADE 1 - 2 DISCIPLINE PLAN**

- 1<sup>st</sup> time: Warning (Name on Board)
- 2<sup>nd</sup> time: 1 Check - Sit Out Noon Recess (Parent Notification)
- 3<sup>rd</sup> time: 2 Checks - Paddling/Parent Notification
- 4<sup>th</sup> time: 3 Checks - Principal Referral

SEVERE DISRUPTION: IMMEDIATELY SENT

## TO PRINCIPAL

\*After 4 missed recesses in one month, a mandatory parent conference will be scheduled

\*After a student has served 3 days of ISS, parent will be asked to sit in the classroom with student for an entire day or...

\*If a parent chooses not to come, the student may be suspended for one (1) day and the parent MUST come and check him/her back into school the following day.

\*A student who cannot be paddled will receive one (1) day of suspension.

\*These offenses will be kept on a daily basis.

**\*Students who continually disregard school rules and policies or who have been sent for severe disruption may advance to corporal punishment or suspension without first losing noon recess.**

## GRADES 3 - 6 DISCIPLINE PLAN

1<sup>st</sup> time: Warning/Name on Board

2<sup>nd</sup> time: 1 Check - Lose Recess and Parent Notification

3<sup>rd</sup> time: 2 Checks - After School Detention /Dean of Students

4<sup>th</sup> time: 3 Checks - Referral/Dean of Student

## **SEVERE DISRUPTION: IMMEDIATELY SENT TO PRINCIPAL**

\*A student who cannot be paddled will receive one **complete** day of ISS/Suspension.

\*After a student has served 3 days of ISS, Parent will be asked to sit in the classroom with student for an entire day or...

\*If a parent chooses not to come, the student may be suspended for one (1) day and the parent MUST come and check him/her back into school the following day.

\*A paddling from the teacher will be administered at the teachers discretion.

\*Third thru Sixth graders' offenses will be kept on a weekly basis.

**\*Students who continually disregard school rules and policies or who have been sent for a severe disruption may advance to corporal punishment or suspension without first losing noon recess.**

## H. STUDENT CONDUCT NOT PERMITTED

Please be aware of the fact that while minimum and maximum penalties are listed; consequences including corporal punishment and other short term suspensions/consequences may be administered by the principal depending on the severity or frequency of disciplinary infractions.

1. Disregard of directions or commands - Students shall follow the directions and command of any staff member.

Consequences:

Minimum - Parent Conference

Maximum - Ten (10) Days Suspension

2. Disruption and interference with school - No student shall:

a. Occupy any school building or properties with intent to deprive others of its use or where the effect thereof is to deprive others of its use.

b. Block the doorway or corridor of any school building or property so as to deprive others of access.

c. Prevent or attempt to prevent the convening or continued functioning of any school class, activity, lawful meeting or assembly on the school campus.

d. Prevent students from attending a class or school activity.

e. Block normal pedestrian or vehicular traffic on the school campus or adjacent grounds unless under the direction of a school administrator.

f. Continuously and intentionally make noise or act in any other manner so as to interfere seriously with the teacher's ability to conduct the class or any other school activity.

g. In any manner by the use of violence, force, notice, coercion, threat, intimidation, harassment, fear, passive resistance, or any other conduct intentionally cause the disruption of any lawful process or function of the school or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful process or function.

h. Refuse to identify himself/herself on request of any teacher, principal, superintendent, school bus driver, school security officer or other school personnel.

i. Encourage other students to violate any rule or school board policy.

Consequences:

Minimum - Parent Conference

Maximum - Recommended Expulsion

3. Immorality - Students will not behave in any manner inconsistent with expected student behavior.

Consequences:

Minimum - Parent Conference

Maximum - Recommended Expulsion

4. Fireworks - Any type of fireworks are prohibited on school grounds.

Consequences:

Minimum - Parent Conference

Maximum - Recommended Expulsion

5. Gambling - No form of gambling will be allowed on school grounds.

Consequences:

Minimum - Parent Conference

Maximum - Recommended Expulsion

6. Threats, physical abuse or assault of school staff -

A student shall not cause or attempt to cause physical injury or behave in such a way to cause injury to a school employee, fellow student, or any other individual. Arkansas Laws 513- 204-301 & 6-17-113 requires the authority to be notified.

Consequences:

Minimum - Parent Conference and five (5) to ten (10) days suspension.

Maximum - Recommended Expulsion

7. Firearms or other weapons - A student shall not possess, handle, or transmit firearms, dangerous instruments or other objects that reasonably can be considered a weapon.

Consequences:

Minimum - Parent Conference and five (5) to ten (10) days suspension

Maximum - Recommended Expulsion

8. Beer, alcoholic beverages or drugs - A student shall not possess, sell, use, transmit or be under the influence of alcohol or intoxicant of any kind. Controlled substances may be possessed and used by a student who has a prescription for the substance provided the substance remains in the container in which it was obtained from the pharmacist. In grades K-6, the substance will be dispensed from the nurse or his/her designee. All medication will be kept under lock and key.

A faculty member observing a student displaying unusual behavior and possibly under the influence of drugs shall take the student to the principal's office. After observing and talking with the student, if the principal or his/her designee suspect drug abuse, the parent/guardian shall be notified.

If the school is unable to reach the parent/guardian and the situation warrants, law enforcement or medical authorities may be notified.

Disciplinary action may be taken following a complete investigation, if warranted.

If a faculty member sees what appears to be drugs being transferred from one student to another, the students shall be taken immediately to the principal's office. The principal or his/her designee shall secure from the student the known or suspected contraband in the presence of the faculty member. Evidence obtained shall be placed in an envelope, sealed and initialed by both staff members.

The principal or his/her designee shall call law enforcement officials if suspected illegal drugs are confiscated. The suspected illegal drugs shall be handed to the law officer personally by the principal or his/her designee for appropriate action. The parent/guardian shall be contacted and notified of the situation concerning their child and given an opportunity to appear with the student before school officials.

Consequences:

Minimum - Parent Conference and three (3) to ten (10) days suspension.

Maximum - Recommended Expulsion

9. Damage or destruction of school property - No person shall cause or attempt to cause damage or destruction of school property. The school district will attempt to recover damage or replacement costs from the student destroying the property. Parents will be held liable for damages caused by minors living with the parents as prescribed by law.

Consequences:

Minimum - Parent Conference

Maximum - Recommended Expulsion

10. Theft - No person shall steal or attempt to steal property owned by the school or possessions of any person attending school or a public school function.

Consequences:

Minimum - Parent Conference

Maximum - Recommended Expulsion

11. Disorderly Conduct - Students engaging in pushing, shoving, hitting, or any other activity that might be construed as fighting will result in immediate removal from their peers to the principal's office.

Minimum - Parent Conference

Maximum - Recommended Expulsion

12. Verbal Altercations - Causing confrontations or altercations by repeating or initiating information that causes ill feelings between individuals.

Minimum - Parent Conference

Maximum - Recommended Expulsion

13. Use of tobacco products - Use or possession of tobacco products by students while on campus will be prohibited. This includes smoking, dipping or chewing with penalties of three, five, and ten day suspensions for first, second and third offenses.

14. Sexual advances, Assaults or Harassment - No student shall make inappropriate/sexual advances, statements, gestures or physical assaults on any person while under the jurisdiction or on the premises of the McGehee

School District.

Penalties for breach of this rule may include, but not be limited to, any one or any combination of the following consequences depending on the severity of the infraction:

1. Corporal Punishment
2. Suspension
3. Expulsion Recommendation
4. Prosecution

15. Gangs and Gang Activity - Gangs, secret societies, or other similar groups, whether organized in the community or in other settings, are prohibited on the school grounds and campus and at any school-sponsored activity.

Gang related activity, whether genuine or a pretense, that is identified by school officials will result in a five (5) day suspension up to a maximum of expulsion for the remainder of the semester. A second offense of gang related activities will result in a recommendation for expulsion for the remainder of the semester, the remainder of the school year, for one calendar year, or permanently. Students who are arrested for gang related offenses, regardless of where the offense may have occurred, may be expelled for the remainder of the semester, for the remainder of the school year, for one calendar year, or permanently, depending on the circumstance of the arrest. Gang related activities include but are not limited to such activities as wearing apparel associated with gangs, displaying gang insignia, "throwing signs" or other gestures or language associated with gangs, intimidation, and threats.

16. Congregating - No person shall congregate around students engaged in any type of confrontation or altercation which impedes the progress of school officials to resolve the situation.

Minimum - Parent Conference

Maximum - Recommended Expulsion

17. Bullying - Bullying is any pattern of behavior by a student, or a group of students, that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another child or group of children. Bullying behavior can be a threat of, or actual physical harm or it can be verbal abuse of the child. Bullying is a series of recurring actions committed over a period of time directed toward one student, or successive separate actions directed against multiple students. Students who bully another person shall be held accountable for their actions whether it occurs on the school grounds; off school grounds at a school sponsored or approved function, activity,

or event; or going to or from school or a school activity.

Minimum - Parent Conference

Maximum - Recommended Expulsion

18. Behavior not covered - McGehee School District reserves the right to punish behavior which is subversive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules.

All students must, upon request, identify themselves to school authorities at school or any school function. Students at school sponsored events on or off the campus are governed by school rules and regulations and are subject to the authority of school personnel.

Weapons or any other articles determined to be a threat to the safety or security of others shall be seized by school authorities. Any item which may interfere with the educational process may be removed from the student.

No petition(s) may be circulated on campus without prior approval of the Superintendent of Schools.

## **I. DISCIPLINE OF HANDICAPPED**

Handicapped students will follow the same guidelines and procedures as all other students unless the handicapping condition contributes to the problem. In such cases, alternate methods of discipline will be used.

## **J. DUE PROCESS**

Students have the right to be immediately informed of alleged violations of standards of behavior as established by the McGehee Board of Education and to be informed of appeal procedures.

## **K. CORPORAL PUNISHMENT**

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

Corporal punishment will be administered according to the following requirements:

1. This method may be used only after other alternatives (including but not limited to counseling) have failed or in unusual circumstances.
2. It will be administered in the presence of at least one certified employee in addition to the person dispensing it.
3. It will not be administered in the presence of

other students nor in a spirit of malice or anger, nor will it be excessive.

4. Before corporal punishment is administered, the student should be advised of the rule and infraction for which the student is being punished in the presence of the witness. If the student claims innocence, the certified employee will permit the student to state his/her position which shall be considered prior to punishment. School officials are not required to conduct formal hearings prior to corporal punishment.
5. Refusal to take corporal punishment may result in suspension or other disciplinary measures.
6. Refusal by a parent/guardian for a child to receive corporal punishment shall result in a one day suspension.
7. The principal will be notified when corporal punishment is administered and a written report shall be filed in the principal's office.

A student and/or the student's parent may question any part of the student's disciplinary record maintained by the school district on the grounds that it is an inaccurate record or that the conduct did not warrant the discipline assessed. The principal will receive any evidence tendered on behalf of the student on the issue and will make such other necessary investigations. If the record is found to be inaccurate, it will be corrected, or if it is found that the student's conduct did not warrant the discipline assessed, the record will be amended to reflect the finding.

Disciplinary actions will not be entered on the student's permanent record card except for expulsions. Individual records shall be treated as confidential and disclosed only with permission of the student if he or she is an adult, or the student's parent if the student is a minor or under court order to the public authorities requesting information in the course and scope of their legal duties.

#### **L. SUSPENSION**

Students may be suspended from school for insubordination or behavior which is detrimental to the learning process and effective operations of an educational institution. Students who are suspended will receive no credit for work missed.

Suspension from school may be from 1-10 days by the principal or his/her designee without having a right to appeal other than to the superintendent.

Students who are suspended will not be permitted on any school campuses, to attend or participate in assemblies, athletic contests, or any school sponsored activity.

The parent will be mailed a letter stating the reason

for the suspension, and the number of days the student will be suspended. A parent must come for a conference when the child returns to school.

#### **M. EXPULSION**

The Board of Education is authorized to expel a student for the remainder of the semester, the remainder of the 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 this 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 (3) calendar days, nor more than seven (7) 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 1979 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 student 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 will not be permitted. However, if during the course of the hearing the Board determines that credibility of any of the witnesses is an issue, then it will permit cross-examination by the student and the Superintendent (or their representative) of those witnesses as to whom credibility has become an issue. Such cross-examination shall be limited to the question or questions as to which the credibility of the witnesses 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 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.

#### **N. TITLE IX:**

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

The law states in part that "no person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under an education program or activity receiving federal assistance..."

Male and female students must be eligible for benefits, services and financial aid without discrimination on the basis of sex.

The superintendent of school will be the person designated as the grievance officer for Title IX.

#### **O. COMPUTER RESOURCES**

The McGehee School District, through a cooperative venture with the Arkansas Public School Computer Network, makes available to staff and students the global resources of the Internet, as well as the computer resources of our local area network on campus. Through our computer resources, educators and students can communicate with others, share resources, search databases, and retrieve useful information. User accounts are provided, at no charge to students and staff of the school district, by the System Administrator and are bound by the following appropriate use policy. Activity on the McGehee School district computer system assumes agreement with the conditions of this policy.

##### **General Policy Provisions**

1. This system is to be used for educational purposes only. All users should treat this facility with respect and recognize that access to the system or the Internet is a privilege not a right.
2. No illegal activity is permitted.
3. Proper courtesy should be observed at all times.
4. Playing Multi-User Dungeons (MUDs) is not an appropriate activity.
5. Keep your log-in and password private. Users who "loan" an account or enable unauthorized access will lose their account immediately.
6. Due to the "open" nature of the Internet, no liability will be assumed by the McGehee School District, any district employee, or any other

participant in McGehee's administration for the use or misuse of this system. It is the responsibility of each user to make good decisions as to what information is retrieved and what is done with that information. Any student or user under the age of eighteen agrees to make this policy known to his/her parents or guardians and obtain their approval to use the network computer resources of the McGehee Public School District.

7. Non-compliance with this policy will result in immediate removal of the users account. "Zero tolerance" will be used against any user who chooses to use the system or Internet improperly.

##### **User Responsibilities**

1. Use of network resources is recognized by the user as a privilege.
2. The user will cooperate with the certified or designated non-certified professional staff member that is present to monitor the student use of electronic online resources.
3. The user is responsible for following local, state, national, and international copyright, intellectual property rights, and adhering to acceptable network use.
4. The user is responsible for protecting his/her own network account and is solely responsible for all actions taken while accessing and using information resources.
5. The user will work in a moral and ethical fashion that supports district educational goals.
6. The user will be responsible for adhering to the policies of other networks accessed.
7. The user will not violate the integrity of a network or computer system, change its performance or intentionally make it malfunction, or add or delete programs or information resources unless acting upon approved authorization from the System Administrator.
8. Student E-mail activity is prohibited.
9. In general, a user is not authorized to transfer programs to or from the district's local area network.
10. A user's privilege of access to remote electronic information resources shall be temporarily, or permanently, revoked for inappropriate use or violation of the district's policy. In each specific case, such action must be initiated by the staff monitoring such activities. Violations shall be documented. Documented violations and repeated violations by a user shall be presented to the school administrator for appropriate action.

#### **IN-SCHOOL-SUSPENSION**

The focus of McGehee Elementary In-School-Suspension is to help students become successful in the classroom. Any student exhibiting one or more of the following characteristics may be eligible for placement at any time.

- \*Disruptive behavior
- \*Aggressive behavior
- \*Behavior which continually disrupts the classroom or school climate

The minimum placement in In-School-Suspension is one day. The maximum placement depends on the severity and the number of offenses. Additional days may be added by the director of the alternative classroom after consultation with the building principal. The final determination on placement is made by the principal.

#### **GENERAL INFORMATION:**

#### **MCGEHEE SCHOOL DISTRICT PARENT INVOLVEMENT POLICY**

The McGehee School District believes that all students can learn. The district accepts the responsibility of helping students achieve their highest potential of learning while fostering positive growth in social and emotional behaviors and attitudes.

McGehee School District will convene an annual meeting to which parents are invited and encouraged to attend to inform parents of their schools' participation in the Title I Program. McGehee School District will encourage parents to become full partners in the education of their children and will encourage parent participation at all grade levels in the individual Title programs and activities.

The McGehee School District assures that each participating school has jointly developed with parents of all participating children a school-parent compact as a part of its parent involvement policy that outlines how parents, school staff, and students will share responsibility for improving student achievement. The district also assures that each Title I school will provide parents of participating children the following:

- A. Timely information about programs
- B. School performance profiles and their child's individual student assessment result, including an interpretation of such results .

#### **PARENT RIGHTS TO PROFESSIONAL QUALIFICATIONS**

Federal law allows parents to ask for the following

information about the professional qualifications of the classroom teachers who instruct their child:

1. Whether the Arkansas Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
  2. Whether the Arkansas Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
  3. The teacher's college major; whether the teacher has any advanced degrees; and, if so, the subject of the degrees.
  4. Whether any teachers' aides or similar paraprofessional provide services to their child and if they do, their qualifications.
- Parents requesting any of this information should contact the principal.

#### **SCHOOL AND EDUCATIONAL RECORDS**

The Family Education Rights and Privacy Act of 1974 (Public Law 93-380) states in part that "all academic and personal records pertaining to individual students are confidential and can only be inspected by parents and school officials."

Laws and regulations require McGehee Public Schools to:

1. Provide parents who have parental rights and eligible students the opportunity to inspect educational records.
2. Provide parents and eligible students the opportunity to challenge the contents of the record when they believe it is inaccurate, misleading or an invasion of the student's right to privacy.
3. Limit disclosure of information from a student's records to those who have written consent of the parent or eligible student, or to officials specifically permitted by law, to those of other schools in which the student seeks to enroll and (under certain conditions and for specific purposes) to local, state and federal officials.
4. The law also requires the school system to define "directory information" and to inform parents and eligible students what it is and to explain how this can prevent any or all parts of directory information from being released.

Directory items:

- a. Student's name
- b. Grade line
- c. Participation in activities
- d. Height and weight, if members of athletic teams
- e. Dates of attendance
- f. Honors or awards received

- g. Schools attended
- h. Photographs

Parents and eligible students may refuse to allow the release of any of the above items. They must notify the principal of the student's school in writing and identify the specific information to be withheld. When a student has reached the age of 18 or is attending an institution of post-secondary education, the law states that "the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student.

### **DAILY PLANNERS**

The daily planner is designed to keep the parent informed about the academic progress and any behavioral problems the student may be having. Parents are encouraged to send notes to the teacher in the folder or call the school for a conference any time they have comments or questions.

The daily planner will be sent home daily containing all the student's work and reports of any behavior problems that occur during the previous week in the classroom, outside the classroom, or on the bus. A check mark will be in the appropriate column beside the date, if there is a behavior report in the folder.

Parents should review and discuss the papers with their child. Parents will sign the planner and return it daily. If the planner is not returned on a daily basis, the student is reminded to bring it back.

### **TELEPHONES**

The office telephone is a business phone and will NOT be used by pupils. Parents should call for students only in cases of real emergency. Students will not be called to the phone.

### **MESSAGES AND INFORMATION**

It is the school's policy to give only medical emergency messages. Before the messages are accepted, questions will be asked to determine that an actual emergency exists. Students will not be called to the phone.

### **HEALTH SERVICES, FIRST AID AND ILLNESS**

McGehee Elementary School maintains first aid supplies for use when a child becomes ill or hurt during the school day. Parents are notified immediately in the event of a serious accident or illness.

Over the counter medicine is not administered at school.

To appraise and identify the health needs of students, the school nurse will perform screening tests such as vision, hearing, height, weight, scoliosis, head lice, blood pressure, and BMI..

McGehee Elementary School has a no-nit policy concerning head lice.

### **LOST LIBRARY BOOKS**

A student must pay for a library book when it has been lost for 10 days. If the book is later located, the student may keep that book, as money is not refunded.

### **GRADUATION**

Sixth grade graduation is held in the spring of the year. Caps and gowns must be paid for by the student. To qualify as an 'Honor Graduate' the student must have all A's for each semester in the sixth grade. To qualify as a 'Merit Graduate' the student must have all A's and B's for each semester in the sixth grade.

### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are desirable for various reasons and purposes. These conferences may be initiated by either the parent or the teacher. Conferences should not be casual meetings in the presence of others, nor should they occur during the regular school teaching periods. A conference is to be prearranged at the convenience of both parent and teacher. There will be two scheduled Parent/Teacher Conferences each year-during the 1<sup>st</sup> quarter and the 3<sup>rd</sup> quarter. Teachers will follow-up by telephone or other personal contact with parents who do not attend these scheduled conferences. The school is required by law to make two parent contacts for academics per year. If a parent does not attend the regular scheduled parent/teacher conference, report cards will not be sent home until a parent contact is made.

### **ARRIVAL AND DISMISSAL TIMES**

Unless students ride the bus, they should NOT arrive earlier than 7:35 a.m. Students arriving earlier than this time will not be supervised. When students arrive at school, they should report to their assigned area.

Anytime after 8:05 a.m. is considered a tardy and parents must sign their child in. Anytime after 10:00 a.m. is counted as a half day absence. A student must have an admit slip from the office before entering the classroom.

### **BELL TIMES ARE:**

#### **Morning Bells**

**7:50 a.m. - First Bell**

**8:00 a.m. - Second Bell**

**8:05 a.m. - Tardy Bell**

**Afternoons Bells**

**2:50 p.m. - Shuttle Bus and Boys & Girls Club**

**2:55 p.m. - Regular Bus**

**3:00 p.m. - Car Riders and Walkers**

**VISITORS AND/OR PARENTS**

All visitors must check in at the office upon arrival at the school. A visitor's pass will be issued to those who have legitimate reasons for visiting locations other than the office. All visitors must conduct themselves so as not to materially or substantially interfere with the operation of the school under penalty of law, ASLA 6-17-106.

**CHECK OUT PROCEDURES**

Students are NOT to leave school while it is in session without permission from the office. Parents wishing to check students out of school before dismissal time must come by the office to do so. Students may not check themselves out. A responsible adult must check students out through the front office.

**PARTIES**

No class time will be used for parties of any type without prior consent from the office. Each classroom is allowed the following parties: Christmas and Valentine.

Kindergarten and First grade are allowed to have Easter parties.

**EMERGENCIES**

The faculty of McGehee Schools works closely with the law enforcement and civil defense authorities in the event of an emergency. School signals and procedures to follow in the emergency of a fire or tornado have been planned. Drills are held periodically in order to prepare students and teachers to execute the planned procedures efficiently. A Emergency Crisis Plan is available for view in the office.

**CAFETERIA**

All students in the McGehee School District will receive 1 (one) lunch card. If the card is lost the cost of each new card starts off at \$1.00 and rises by a dollar for each card having to be purchased. (Example - 1<sup>st</sup> card \$1.00, 2<sup>nd</sup> card \$2.00 and so on.)

**HANDBOOKS & TUESDAY FOLDERS**

Additional copies of the MES student agenda are \$5.00 per agenda and MES Tuesday folder are \$2.50

per folder. Each student is given one free copy at the beginning of the school year.

**LOST AND FOUND**

Each year a large number of coats, jackets, sweaters, glasses, etc., are placed in the "lost and found". Should you lose something at school, check immediately with "lost and found" in the area outside the nurse's office. If you find something on campus, please take it to the lost and found box. Unclaimed items are given to charity at the end of the school year.

**PARENTS - PLEASE PUT YOUR CHILD'S NAME ON ALL PERSONAL PROPERTY!!**

**INCLEMENT WEATHER**

All schools in the McGehee School District will be open on all regularly scheduled days unless closed by the Superintendent of Schools because of an emergency. When the schools are confronted with an emergency (such as extreme conditions of snow, ice or mechanical failures) which necessitates the closing of school for an entire day, an announcement will be given to local radio and T.V. stations as early as possible.

Every effort will be made to keep students in school once they have arrived. If an emergency occurs during the school day which necessitates the closing of school, an announcement will be given to the local radio station, and repeated at intervals thereafter. The ultimate decision as to whether a child will attend school, if school is open, rests with the parents.

**EMERGENCY DATA**

The school office and each child's teacher MUST have current home and emergency phone numbers and current address in case of emergencies for each student. Parents should also notify teachers about any critical health or medical student information. Please notify the school office about any change of address or change in telephone number.

**GUIDANCE DEPARTMENT**

McGehee has counseling services to serve grades pre-kindergarten through six. Parents, teachers and students are free to discuss with the counselor home problems, school problems, testing and test results, and any other problem which affects the student's well-being.

**FIELD TRIPS**

A student going on a field trip must ride the bus to and from the destination of the trip. He/She must stay with his/her class/group while on the field trip. A chaperone/volunteer going on the trip must be

approved by the administration. Other children or siblings may not go on a class field trip with the parent/guardian/student.

### **STUDENT ORGANIZATIONS**

Extra-curricular activities will be scheduled in such a way that will limit interruptions of the educational process. Students participating in any activity will meet the eligibility requirements set by the Board of Education for participation in extra-curricular activities and those set by the Arkansas Activities Association. Extra-curricular activities are an extension of the school and are subject to school discipline, whether students are participating or observing.

Any student missing classes because of extra-curricular activities is held accountable for any missed work.

Students who are suspended will not be permitted on any school campuses to attend or participate in assemblies, athletic contests, or any school sponsored activity. Following is a list of each organization and its description.

### **HOMELESS**

Under the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) the McGehee School District will assist families who have become homeless.

“Homeless” means individuals who lack a fixed, regular, and adequate nighttime residence. The definition includes: (1) Children who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; (2) Children who have a primary nighttime residence that is a public or private place not ordinarily used as a regular sleeping accommodation for human beings; (3) Children who are living in cars, parks, public spaces, abandoned buildings, substandard housing; bus or train stations, or similar settings; and (4) Migratory children who qualify as homeless because they are living in circumstances described above.

### **FIRE MARSHALS**

Criteria for selection - Students must be in the 6<sup>th</sup> grade and are nominated by their teachers based on the following qualifications - being responsible, dependable, and level-headed.

Responsibilities - The students must check in their designated area that all classrooms are clear, all doors

are closed and all restrooms are empty.

### **FLAG RAISERS**

The flag raisers are responsible for raising and lowering the American and Arkansas flags each day. They are taught flag etiquette by the principals.

The flag raisers are selected from the fifth grade student body. They can be girls or boys. The fifth grade teachers select students that are punctual, dependable and responsible. The students serve as flag raisers for nine week periods.

### **SAFETY PATROL**

Students are nominated in the spring by the 4<sup>th</sup> and 5<sup>th</sup> grade teachers. They are then rated on a scale of 1 to 5 with 1 being the lowest and 5 being the highest. The committee consists of classroom teachers and support staff. Eight students will be selected. Alternates will also be chosen.

The primary aims of safety patrol are:

- (1) To help protect children from automobile accidents.
- (2) To help children to develop sound habits in use of streets.
- (3) To foster qualities of leadership and good citizenship in patrol members.

Students elected to safety patrol are expected to be on time for duty every day. Members will follow a demerit system.