

K-6 Handbook for Students and Information Kit for Parents 2014-2015



Approved by the SCCSD Board of Education

**South Conway County School District
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4.01 RESIDENCE REQUIREMENTS

Effective: July 1, 2009

Definitions:

“Reside” means to be physically present and to maintain a permanent place of abode for an average of no fewer than four (4) calendar days and nights per week for a primary purpose other than school attendance.

“Resident” means a student whose parents, legal guardians, persons having legal, lawful control of the student under order of a court, or persons standing in loco parentis reside in the school district.

“Residential address” means the physical location where the student’s parents, legal guardians, persons having legal, lawful control of the student under order of a court, or persons standing in loco parentis reside. A student may use the residential address of a legal guardian, person having legal, lawful control of the student under order of a court, or person standing in loco parentis only if the student resides at the same residential address and if the guardianship or other legal authority is not granted solely for educational needs or school attendance purposes.

- A. The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the District and to all persons between those ages who have been legally transferred to the District for educational purposes.
- B. Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parents or guardians for school attendance purposes.
- C. In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District’s schools separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance. However, a student previously enrolled in the district who is placed under the legal guardianship of a noncustodial parent living outside of the district by a custodial parent on active military duty may continue to attend district schools.
- D. Under instances prescribed in A.C.A. §6-18-203, a child or ward of an employee of the district or of the education coop to which the district belongs may enroll in the district even though the employee and his/her child or ward reside outside the district.
- E. Act 1255 of 2005 gives the Department of Human Services the authority to require a school district to waive the residency requirement for foster children unless a court determines it is not in the child’s best interest for the child to remain in his/her current school. The Act further provides that districts are “encouraged to work out a plan for transportation for the child to remain in the child’s current school.”

Legal References: A.C.A. §6-18-202, A.C.A. §6-18-203, A.C.A. §6-27-102, 112

History BOE: Revised: 7/11/05, 6/8/09

4.02 ENTRANCE REQUIREMENTS

Effective: July 1, 2012

- A. To enroll in a school in the District, the child must be a resident of the District as defined in District policy (4.1—RESIDENCE REQUIREMENTS) meet the criteria outlined in policy 4.40—HOMELESS STUDENTS or in policy 4.52 - STUDENTS WHO ARE FOSTER CHILDREN, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option.
- B. Students may enter kindergarten if they will attain the age of five (5) on or before August 1 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District.
- C. Any child who will be six (6) years of age on or before October 1 of the school year of enrollment and who has not completed a state-accredited kindergarten program shall be evaluated by the District and may be placed in the first grade if the results of the evaluation justify placement in the first grade and the child's parent or legal guardian agrees with placement in the first grade; otherwise the child shall be placed in kindergarten.
- D. Any child may enter first grade in a District school if the child will attain the age of six (6) years during the school year in which the child is seeking enrollment and the child has successfully completed a kindergarten program in a public school in Arkansas.
- E. Any child who has been enrolled in the first grade in a state-accredited or state-approved elementary school in another state for a period of at least sixty (60) days, who will become age six (6) years during the school year in which he/she is enrolled in grade one (1), and who meets the basic residency requirements for school attendance may be enrolled in the first grade.
- F. Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Home-schooled students shall be evaluated by the District to determine their appropriate grade placement.
- G. The District shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment.
- H. Prior to the child's admission to a District school:
 - 1. The parent, guardian, or other responsible person shall furnish the child's Social security number, or if they request, the District will assign the child a nine (9) digit number designated by the department of education.

2. The parent, guardian, or other responsible person shall provide the District with one (1) of the following documents indicating the child's age:
 - a. A birth certificate;
 - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
 - c. An attested baptismal certificate;
 - d. A passport;
 - e. An affidavit of the date and place of birth by the child's parent or guardian;
 - f. United States military identification; or
 - g. Previous school records.
 3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school District or is a party to an expulsion proceeding. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another district to enroll as a student until the time of the person's expulsion has expired.
 - 4.
 5. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubella) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization. Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year. Requests should be sent to the Director, Division of CD/Immunization, Arkansas Department of Health, 4815 W. Markham, Slot 48, Little Rock, Arkansas, 72205. Letters of exemption or denial will be issued to the school. A child enrolling in a District school and living in the household of a person on active military duty has thirty (30) days to receive his/her initial required immunizations and twelve (12) months to be up to date on the required immunizations for the student's age.
- I. A Student enrolled in the District who has an immunization exemption may be removed from school during an outbreak of the disease for which the student is not vaccinated at the discretion of the Arkansas Department of Health. The Student may not return to the school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health.
- J. Uniformed Services Member's Children**
1. For the purposes of this policy,
 - a. "**active duty**" members of the uniformed services" includes members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211;
 - b. "**uniformed services**" means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services;

- c. **"veteran"** means: a person who served in the uniformed services and who was discharged or released there from under conditions other than dishonorable.
- 2. This policy applies to children of: active duty members of the uniformed services; members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.
- 3. An eligible child as defined in this policy shall:
 - a. be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;
 - b. be eligible for enrollment in the next highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;
 - c. enter the District's school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;
 - d. be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses/and/or programs;
 - e. be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
 - f. make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
 - g. be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;
 - h. be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

Legal References: A.C.A. § 6-4-302, A.C.A. §6-18-201 (c), A.C.A. § 6-18-207, A.C.A. §6-18-208, A.C.A. §6-18-702, A.C.A. §6-15-504 (f), ~~A.C.A. §6-27-102, 105~~, A.C.A. §9-28-113, *Plyler v Doe* 457 US 202,221 (1982)

History BOE: Revised: 7/11/05, 6/9/08, 6/8/09, 4/12/10, 3/14/11, 4/9/12, 6/11/12

4.03 COMPULSORY ATTENDANCE REQUIREMENTS

Adopted: July 1, 2010

- A. Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by policy (4.1-RESIDENCE REQUIREMENTS), within the District shall enroll and send the child to a District school with the following exceptions.
1. The child is enrolled in private or parochial school.
 2. The child is being home-schooled and the conditions of policy (4.6-HOME SCHOOLING) have been met.
 3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
 4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
 5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
 6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

Legal Reference: A.C.A. §6-18-201

History BOE: Adopted: 6/14/04, 6/8/09, 6/16/11

4.04 STUDENT TRANSFERS

Effective: June 14, 2004

- A. The South Conway County School District shall review and accept or reject requests for transfers, both into and out of the district, on a case by case basis.
- B. 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.
- C. Any student transferring from a school accredited by the Arkansas Department of Education to a school in this district shall be placed into the same grade the student would have been in had the student remained at the former school.
- D. Any student transferring from home school or a school that is not accredited by the Department of Education to a District school shall be evaluated by District staff to determine the student's

appropriate grade placement. The District specifically reserves the right to utilize various assessment techniques to determine appropriate grade placement.

- E. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another district to enroll as a student until the time of the person's expulsion has expired.
- F. The responsibility for transportation of any nonresident student admitted to a school in this District shall be borne by the student or the student's parents. The District and the resident district may enter into a written agreement with the student or student's parents to provide transportation to or from the District, or both.

Note: Your application of "capacity" should be consistent in order to avoid potential exposure to liability for unlawful discrimination against disabled persons. For example, you should not choose to accept a student who requires no special services, but would require you to add an additional elementary teacher, but refuse to accept a handicapped student because it would require you to add an additional special education teacher. You may refuse to accept the transfer of a handicapped student whose acceptance would necessitate the hiring of an aide, interpreter, or other additional staff member.

Legal References: A.C.A. § 6-18-316, A.C.A. § 6-18-510, A.C.A. § 6-15-504 (f), *State Board of Education Standards of Accreditation 12.05*

History BOE: Adopted: 6/14/04, Revised 6/11/07

4.05 SCHOOL CHOICE

Effective: July 1, 2013

Standard School Choice

- A. **Exemption:** By March 31 of each year, the Board shall determine if the District is subject to a desegregation order or mandate of a federal court or agency remedying the effects of past racial segregation. A District that determines it is subject to such an order or mandate may declare an exemption from the provisions of the School Choice Act of 2013 (the Act) codified at A.C.A. § 6-18-1901 et seq. If the District determines it is eligible for exemption, it will notify the Arkansas Department of Education (ADE) by April 1 whether or not it will declare an exemption from the Act. If the District has previously declared an exemption from the Act and chooses to no longer exercise its exemption option, it shall notify the ADE by April 1 of the District's decision to participate in the school choice provisions of the Act. If the District chooses to exercise its exemption option, it should notify the superintendents of each of its geographically contiguous school districts of its decision. Each decision regarding exemption is binding for one-year from the date the District notifies the ADE of the declaration of exemption.
- B. **Definition:** For the purpose of this policy, "sibling" means each of two (2) or more children having a common parent in common by blood, adoption, marriage, or foster care.

Legal References: A.C.A. §6-1-106, A.C.A. §6-15-430(b), A.C.A. §6-15-2103, A.C.A. §6-18-227, A.C.A. §6-18-510, A.C.A. §6-18-1901 et seq. A.C.A. §6-21-812, ADE Rules Governing the Guidelines, Procedures and Enforcement of the Arkansas Opportunity Public School Choice Act.

History BOE: Adopted: 6/14/04, Revised 6/12/06, 6/11/07, 4/9/12, 6/11/12, 3/11/13

4.06 HOME SCHOOLING

Effective: June 14, 2004

- A. Parents or legal guardians desiring to provide a home school for their children must give written notice to the Superintendent of their intent to do so and sign a waiver acknowledging that the State of Arkansas is not liable for the education of their children during the time the parents choose to home school. Notice shall be given:
 - 1. At the beginning of each school year, but no later than August 15;
 - 2. By December 15 for parents who decide to start home schooling at the beginning of the spring semester; or
 - 3. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter.
- B. The parents or legal guardians shall deliver written notice in person to the Superintendent the first time such notice is given and the notice must include:
 - 1. The name, date of birth, grade level, and the name and address of the school last attended, if any;
 - 2. The location of the home school;
 - 3. The basic core curriculum to be offered;
 - 4. The proposed schedule of instruction; and
 - 5. The qualifications of the parent-teacher.
- C. To aid the District in providing a free and appropriate public education to students in need of special education services, the parents or legal guardians home-schooling their children shall provide information which might indicate the need for special education services.
- D. Any student transferring from home school to a District school shall be evaluated by District staff to determine the student's appropriate grade placement. The District specifically reserves the right to utilize various assessment techniques to determine appropriate grade placement.

Legal References: A.C.A. §6-15-503, A.C.A. §6-41-206

History BOE: Adopted: 6/14/04, 6/11/12

4.07 ABSENCES

Effective: July 1, 2011

- A. If any student's Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence.
- B. Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement.

Excused Absences

- A. Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement to the principal or designee upon his/her return to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will **not** be accepted.
 - 1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
 - 2. Death or serious illness in their immediate family;
 - 3. Observance of recognized holidays observed by the student's faith;
 - 4. Attendance at an appointment with a government agency;
 - 5. Attendance at a medical appointment;
 - 6. Exceptional circumstances with prior approval of the principal; or
 - 7. Participation in an FFA, FHA, or 4-H sanctioned activity;
 - 8. Participation in the election poll workers program for high school students.
 - 9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
 - 10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).
- B. Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.
- C. It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Excessive absences may, however, be the basis for the denial of course credit, promotion, or graduation.

Unexcused Absences

- A. Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with ten (10) unexcused absences in a course in a semester shall not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.
- B. When a student has five (5) unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.
- C. Whenever a student exceeds ten (10) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.
- D. At any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee.
- E. Students who attend in-school suspension shall not be counted absent for those days.
- F. Days missed due to out-of-school suspension or expulsion shall be unexcused absences.
- G. The District shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and Administration is required to suspend the former student's operator's license unless he/she meets certain requirements specified in the statute.
- H. Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present proof of a "C" average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record.

Legal References: A.C.A. § 6-4-302, A.C.A. § 6-18-209, A.C.A. § 6-18-220, A.C.A. § 6-18-222, A.C.A. § 6-18-229, A.C.A. § 6-18-23, A.C.A. § 6-27-113(f), A.C.A. § 7-4-116, A.C.A. § 6-18-507(g), A.C.A. § 27-16-701

History BOE: Approved 7/11/05 Revised 6/9/08, 6/8/09, 4/12/10, 6/11/12

4.08 MAKE-UP WORK

Effective: July 1, 2012

- A. Students who miss school due to an absence shall be allowed to make up the work they missed during their absence. It is the responsibility of the student to arrange for all make-up work with his/her teacher(s). Each school shall establish a uniform timetable in which students must make up their work to receive credit.
- B. Work may not be made up for credit for absences in excess of the number of allowable absences in a semester unless the absences are part of a signed agreement as permitted by policy 4.7 - ABSENCES.
- C. Each school shall establish a uniform procedure in which to award or deny credit for out-of-school suspensions.

History BOE: Adopted 6/14/04, 4/9/12, 6/11/12

4.09 TARDIES

Effective: June 14, 2004

- A. Promptness is an important character trait that District staff is encouraged to model and help develop in our schools' students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement.
- B. Each school shall establish a uniform procedure in which to discipline students with respect to tardiness.
- C. Tardiness to school in the morning is disruptive, and repeated tardiness cannot be tolerated. When excessive tardiness is a problem, a team of school officials and the student and parent will meet to develop a plan to alleviate the problem.
- D. Students checking in after 9:00 a.m. or checking out before 2:15 p.m. shall be given credit for one-half day of attendance in grades K-3. Attendance will be taken by class periods in grades 4-6. Any tardiness of fifteen minutes or more in grades 4-6 will result in an absence for that class.

History BOE: Adopted 6/14/04

4.10 CLOSED CAMPUS

Effective: June 14, 2004

- A. All schools in the District shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day unless given

permission to leave the campus by a school official. Students must sign out in the office upon their departure.

History BOE: Adopted 6/14/04, 6/11/12

4.11 EQUAL EDUCATION OPPORTUNITY

Effective: June 14, 2004

- A. No student in the South Conway County School District shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District.

History BOE: Adopted 6/14/04

4.12 STUDENT ORGANIZATIONS/EQUAL ACCESS

Effective: June 14, 2004

- A. Non-curriculum-related secondary school student organizations wishing to conduct meetings on school premises during non-instructional time shall not be denied equal access on the basis of the religious, political, philosophical, or other content of the speech at such meetings. Such meetings must meet the following criteria.
1. The meeting is to be voluntary and student initiated;
 2. There is no sponsorship of the meeting by the school, the government, or its agents or employees;
 3. The meeting must occur during non-instructional time;
 4. Employees or agents of the school are present at religious meetings only in a non-participatory capacity;
 5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
 6. Non-school persons may not direct, conduct, control, or regularly attend activities of student groups.
- B. All meetings held on school premises must be scheduled and approved by the principal. The school, its agents, and employees retain the authority to maintain order and discipline, to protect the well being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- C. Fraternities, sororities, and secret societies are forbidden in the District's schools. Membership to student organizations shall not be by a vote of the organization's members, nor be restricted by the student's race, religion, sex, national origin, or other arbitrary criteria.

***Legal References:** A.C.A. § 6-21-201 et seq., 20 U.S.C. 4071 Equal Access Act, Board of Education of the Westside Community Schools v. Mergens, 496 U.S. 226 (1990), A.C.A. § 6-18-601 et seq.*

History BOE: Adopted 6/14/04

4.13 PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION

Effective: July 1, 2012

- A. 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 parents or guardian 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 forty five (45) days of the request. The District forwards education records, including disciplinary records, to schools that have requested them 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.
- B. The District shall receive written permission before releasing education records to any agency or individual not authorized by law to receive and/or view the education records without prior parental permission. The District shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of, personally identifiable information (hereinafter "PII") from the education records of each student. Disclosure of education records is authorized by law to school officials with legitimate educational interests. A personal record kept by a school staff member is **not** considered an education record if it meets the following tests.
- it is in the sole possession of the individual who made it;
 - it is used only as a personal memory aid; and
 - information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute.
- C. For the purposes of this policy a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- D. For the purposes of this policy a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility, contracted duty, or duty of elected office.
- E. The District discloses PII from an education record to appropriate parties, including parents, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The superintendent or designee shall determine who will have access to and the responsibility for disclosing information in emergency situations.

- F. When deciding whether to release PII in a health or safety emergency, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- G. For purposes of this policy, the South Conway County School District does not distinguish between a custodial and non-custodial 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.
- H. If there exists a court order which directs that a parent not have access to a student or his records, the parent or 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.
- I. 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 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.
- J. Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, "directory information" about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, his/her placement on the honor role (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. "Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier

used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user. A student's name and photograph will only be displayed on the District or school's web page(s) after receiving written permission from the student's parent or student if over the age of 18.

- K. The form for objecting to making directory information available is located in the back of the student handbook and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year or the date the student is enrolled for school. Failure to file an objection by that time is considered a specific grant of permission. The District is required to continue to honor any signed opt-out form for any student no longer in attendance at the District.

The right to opt out of the disclosure of directory information under FERPA does not prevent the District from disclosing or requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled.

Parents and students over the age of 18 who believe the District has failed to comply with the requirements for the lawful release of student records may file a complaint with the U.S. Department of Education at

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Legal Reference: A.C.A. §9-29-113(b) (6), 20 U.S.C. §1232g, 20 U.S.C. § 7908 (NCLB Section 9528), 34 CFR 99.3, 99.7, 99.31, 99.21, 99.22, 99.30, 99.31, 99.32, 99.33, 99.34, 99.35, 99.36, 99.37, 99.63, 99.64

History BOE: Adopted 6/14/04, Revised 6/12/06, 5/11/09, 4/9/12, 6/11/12

4.14 STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE

Effective: June 14, 2004

- A. **Student Publications** --All publications that are supported financially by the school or by use of school facilities, or are produced in conjunction with a class shall be considered school-sponsored publications. School publications do not provide a forum for public expression. Such publications, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial control of the District's administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations.
1. Advertising may be accepted for publications that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorse such things as tobacco, alcohol, or drugs.

2. Publications may be regulated to prohibit writings which are, in the opinion of the appropriate teacher and/or administrator, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
3. Publications may be regulated to refuse to publish material which might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.
4. Prohibited publications include:
 - a. Those that are obscene as to minors;
 - b. Those that are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, which are made with knowledge of their falsity or reckless disregard of the truth;
 - c. Those that constitute an unwarranted invasion of privacy as defined by state law,
 - d. Publications that suggest or urge the commission of unlawful acts on the school premises;
 - e. Publications which suggest or urge the violation of lawful school regulations;
 - f. Hate literature that scurrilously attacks ethnic, religious, or racial groups.

B. Student Publications on School Web Pages -- Student publications that are displayed on school web pages shall follow the same guidelines as listed above plus they shall

1. Not contain any non-educational advertisements. Additionally, student web publications shall;
2. Not contain any personally identifying information, as defined by “Directory Information” in Policy 4.13 (Privacy of Student Records), without the written permission of the parent of the student or the student if over eighteen (18);
3. State that the views expressed are not necessarily those of the School Board or the employees of the district.

C. Student Distribution of Non-school Literature Publications, and Materials – A student or group of students who distribute ten (10) or fewer copies of the same non-school literature, publications, or materials (hereinafter “non-school materials”), shall do so in a time, place, and manner that does not cause a substantial disruption of the orderly education environment. A student or group of students wishing to distribute more than ten (10) copies of non-school materials shall have school authorities review their non-school materials at least three (3) school days in advance of their desired time of dissemination. School authorities shall review the non-school materials, prior to their distribution and will bar from distribution those non-school materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial of distribution by the principal shall be heard by the superintendent or his designee, whose decision shall be final. The Deputy Superintendent shall review non-school publications prior to their distribution and will bar from distribution those materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that disruption will likely result from the distribution.

- D. The school principal or designee shall establish reasonable regulations governing the time, place, and manner of student distribution of non-school materials.
The regulations shall:
1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
 2. Be uniformly applied to all forms of non-school materials;
 3. Allow no interference with classes or school activities;
 4. Specify times, places, and manner where distribution may and may not occur;
 5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.
 6. Students shall be responsible for the removal of excess literature that is left at the distribution point for more than three (3) days and are responsible for picking up any materials thrown on school grounds.
- E. The Superintendent, along with the student publications advisors, shall develop administrative regulations for the implementation of this policy. The regulations shall include definitions of terms and timelines for the review of materials.

Legal References: A.C.A. § 6-18-1202, 1203, & 1204, *Tinker v. Des Moines ISD*, 393 U.S. 503 (1969), *Bethel School District No. 403 v. Fraser*, 478 U.S. 675 (1986), *Hazelwood School District v. Kuhlmeier*, 484 U.S. 260 (1988)

History BOE: Adopted 6/14/04, Revised 6/11/07

4.15 CONTACT WITH STUDENTS WHILE AT SCHOOL

Effective: August 8, 2005

- A. Parents wishing to speak to their children during the school day shall register first with the office. If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or his/her designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-Custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours And the prior approval of the school's principal. Such contact is subject to the limitations outlined in Policy 4.16, Policy 6.5, and any other policies that may apply. Unless prior arrangements have been made with the school's principal, Arkansas law provides that the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation.
- B. **CONTACT BY LAW ENFORCEMENT, SOCIAL SERVICES, OR BY COURT ORDER**
State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without

first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant. If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis identified on student enrollment forms.

- C. In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-hours telephone number.

Legal Reference: A.C.A. § 6-18-513, A.C.A. §12-12-509,510 and 516, A.C.A. §9-13-104, Attorney General's Opinion 2005-077

History BOE: Revised 8/08/05

4.16 STUDENT VISITORS

Effective: August 8, 2005

- A. The board strongly believes that the purpose of school is for learning. Social visitors, generally, disrupt the classroom and interfere with learning that should be taking place. Therefore, visiting with students at school is strongly discouraged, unless approved by the principal and scheduled in advance. This includes visits made by former students, friends, and/or relatives of teachers or students. Any visitation to the classroom shall be allowed only with the permission of the school principal and all visitors must first register at the office.

History BOE: Revised 8/08/05

4.17 STUDENT DISCIPLINE

Effective: June 14, 2004

- A. The South Conway County School Board of Education has a responsibility to protect the health, safety, and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs:

1. at any time on the school grounds;
 2. off school grounds at a school sponsored function, activity, or event;
 3. going to and from school or a school activity.
- B. The District's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and including expulsion. Such acts could include, but are not limited to a felony or an act that would be considered a felony if committed by an adult, an assault or battery, drug law violations, or sexual misconduct of a serious nature. Any disciplinary action pursued by the District shall be in accordance with the student's appropriate due process rights.
- C. The District's personnel policy committee shall review the student discipline policies annually and may recommend changes in the policies to the South Conway County School Board of Education. The Board shall approve any changes to student discipline policies.
- D. The District's student discipline policies shall be distributed to each student during the first week of school each year and to new students upon their enrollment. Each student's parent or legal guardian shall sign and return to the school an acknowledgement form documenting that they have received the policies.
- E. It is required by law that the principal or the person in charge, report to the police any incidents the person has personal knowledge of or has received information leading to a reasonable belief that a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision. If the person making the report is not the Superintendent, that person shall also inform the Superintendent of the incident. Additionally, the principal shall inform any school employee or other person who initially reported the incident that a report has been made to the appropriate law enforcement agency. The Superintendent or designee shall inform the Board of Directors of any such report made to law enforcement.
- F. The minimum penalty for student misconduct will be a verbal warning and the maximum penalty will be expulsion by the Board or legal action dependent upon the severity and frequency of the misconduct.

Legal Reference: A.C.A. §6-18-502, A.C.A. §6-17-113

History BOE: Adopted 6/14/04, 6/11/12

4.18 PROHIBITED CONDUCT

Effective: July 1, 2009

- A. Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the Board. Prohibited behaviors include, but shall not be limited to the following.
1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
 2. Disruptive behavior that interferes with orderly school operations;
 3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
 4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
 5. Possession or use of tobacco in any form on any property owned or leased by any public school;
 6. Willfully or intentionally damaging, destroying, or stealing school property;
 7. Possession of any cell phone, paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration;
 8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
 9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
 10. Inappropriate public displays of affection;
 11. Cheating, copying, or claiming another person's work to be his/her own;
 12. Gambling;
 13. Inappropriate student dress;
 14. Use of vulgar, profane, or obscene language or gestures;
 15. Truancy;
 16. Excessive tardiness;
 17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
 18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in a hard copy form.
 19. Hazing, or aiding in the hazing of another student;
 20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
 21. Sexual harassment; sexual intercourse or other sexual activity; and
 22. Bullying.

- B. The Board directs each school in the District to develop implementation regulations for prohibited student conduct consistent with applicable Board policy, State and Federal laws, and judicial decisions.

Legal References: A.C.A. §6-18-502, A.C.A. §6-18-707, A.C.A. § 6-15-1005, A.C.A. §6-21-609,
A.C.A. §6-18-506, A.C.A. §6-18-222, A.C.A. §6-5-201, A.C.A. §6-18-514

History BOE: Revised 7/11/05, 6/12/06, 5/11/09, 6/11/12

4.19 CONDUCT TO AND FROM SCHOOL AND TRANSPORTATION ELIGIBILITY

Effective: June 12, 2006

- A. Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules.
- B. The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's bus transportation privileges. Transporting students to and from school who have lost their bus transportation privileges shall become the responsibility of the student's parent or legal guardian.
- C. Rules of Conduct on the School Bus:**
It should be regarded as a privilege to ride a school bus.
1. While riding the bus, students are under the supervision of the driver and must obey the driver at all times.
 2. Students should be at the bus stop five minutes before the scheduled time. Students should stand back at least 10 feet from the bus stop and wait until the door is opened before attempting to board the bus. Playing on the highway or road while waiting for the school bus is prohibited. If a student misses the bus, do not attempt to walk or hitchhike to or from school.
 3. Students must board the bus quietly and orderly and be seated quickly. Students must remain seated until the bus arrives at school or at their approved stop.
 4. Students will keep their hands, feet, books, etc. to themselves. (No hitting, slapping, kicking, or throwing things).
 5. Students are not permitted to yell or talk loud, use vulgar language, tease other students, use rude gestures, or put down others while riding the school bus.
 6. Students are expected to conduct themselves in such a manner that they will not distract the attention of the driver or disturb other riders on the bus.
 7. Students are not to tamper with any of the safety devices such as door latches, fire extinguishers, etc.
 8. Students are not permitted to put their hands, arms or heads out the window.
 9. Students are not to deface the school bus by writing on the bus or damaging the seats.
 10. Students are not allowed to eat, drink, chew gum or use tobacco while riding the bus. Aisles should be kept clear of books, lunches, coats, feet, etc. Students are encouraged to

keep the bus clean at all times by not throwing paper or other objects on the floor of the bus.

11. In the interest of safety, glass containers, inflated balloons, flowers/vases, or anything which could block the vision of the driver will not be allowed on the bus.
12. Students are not allowed to bring knives, sharp objects, skateboards, fireworks, or firearms on the bus. Pets or other live animals are not permitted on the bus.
13. Students are only allowed to get off the bus at school and at their designated bus stops.
14. Students who must cross the road or highway to enter the bus must wait until the bus has come to a complete stop and the driver has signaled for you to cross in front of the bus. Students who must cross the road after leaving the bus must go to a point on the shoulder of the road ten feet in front of the bus and cross the road only after the driver has signaled them to cross.
15. Students cannot ride any bus except their assigned bus unless they present the driver with a note signed by a parent/guardian and endorsed by a school official.
16. Students that lose their bus riding privileges from one bus cannot ride any bus in the South Conway County School District until the bus riding privileges have been reinstated.

Violation of bus rules will result in disciplinary action ranging from a warning to loss of the privilege of riding a school bus. The district transportation director will be responsible for discipline of students who have violated the rules of conduct on the school bus.

Legal Reference: A.C.A. § 6-19-119 (b), Ark. Division of Academic Facilities and Transportation Rules Governing Maintenance and Operations of Ark. Public School Buses and Physical Examinations of School Bus Drivers 4.0

History BOE: Adopted 6/14/04, Revised 6/12/06

4.20 DISRUPTION OF SCHOOL

Effective: June 14, 2004

- A. No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing disruption or obstruction of any lawful mission, process, or function. Nor shall any student encourage any other student to engage in such activities.
- B. Disorderly activities by any student or group of students that adversely affect the school's orderly educational environment shall not be tolerated at any time on school grounds. Teachers may remove from class and send to the principal or principal's designee office a student whose behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the students, the class, or with the ability of the student's classmates to learn. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration. Local law enforcement will be contacted in the event that the student refuses to leave the classroom voluntarily with the school administrator.

Legal Reference: A.C.A. § 6-18-511 **History BOE:** Adopted 6/14/04

4.21 STUDENT ASSAULT OR BATTERY

Effective: June 14, 2004

- A. A student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). Any gestures, vulgar, abusive or insulting language, taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs.
- B. Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common understanding, is calculated to: a) cause a breach of the peace; b) materially and substantially interfere with the operation of the school; c) arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. Students guilty of such an offense may be subject to legal proceedings in addition to student disciplinary measures.

Legal Reference: A.C.A. § 6-17-106 (a)

History BOE: Adopted 6/14/04

4.22 WEAPONS AND DANGEROUS INSTRUMENTS

Effective: July 1, 2013

- A. No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity, en route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event. Military personnel, such as ROTC cadets, acting in the course of their official duties are accepted.
- B. A weapon is defined as any firearm, knife, razor, ice pick, dirk, box cutter, num-chucks, pepper spray or other noxious spray, explosive, or any other instrument or substance capable of causing bodily harm. For the purposes of this policy, “firearm” means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.
- C. Possession means having a weapon, as defined in this policy, on the student’s body or in an area under his/her control. If, prior to any questioning or search by any school personnel, a student discovers that he/she has accidentally brought a weapon, other than a firearm, to school including a weapon, other than a firearm, that is in a vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon unless it is a firearm. The weapon shall be confiscated and held in the office until such time as the student’s parent/legal guardian shall pick up the weapon from the school’s office. Repeated offenses are

unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

- D. Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of not less than one year. The School Board superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.
- E. The mandatory expulsion requirement for possession of a firearm does not apply to a firearm brought to school for the purpose of participating in activities approved and authorized by the district that include the use of firearms. Such activities may include ROTC programs, hunting safety or military education, or before- or after-school hunting or rifle clubs. Firearms brought to school for such purposes shall be brought to the school employee designated to receive such firearms. The designated employee shall store the firearms in a secure location until they are removed for use in the approved activity.
- F. The district shall report any student who brings a firearm to school to the criminal justice system or juvenile delinquency system by notifying local law enforcement.

Cross Reference: Policy 4.31—EXPULSION

Legal References: A.C.A. §6-18-502 (c) (2) (A) (B), A.C.A. §6-18-507 (e) (1) (2), A.C.A. §6-21-608, A.C.A. §5-4-201, A.C.A. §5-4-401, A.C.A. §5-27-210, A.C.A. §5-73-119(b)(e)(8)(9)(10), 20 USCS §7151 A.C.A. § 5-27-206,

History BOE: Revised 4/11/05, 6/9/08, 5/11/09, 4/12/10, 3/11/13

4.23 TOBACCO AND TOBACCO PRODUCTS

Effective: March 14, 2011

- A. Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff) in or on any real property owned or leased by a District school, including school buses owned or leased by the District, is prohibited. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures.
- B. Possession of tobacco or products containing tobacco in any form in or on any property owned or leased by a District school, including school buses owned or leased by the District, subjects the student to disciplinary measures.

- D. With the exception of recognized tobacco cessation products, this policy's prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipe, or under any other name or descriptor.

Legal Reference: A.C.A. § 6-21-609

History BOE: Adopted 6/14/04, Revised 3/14/11

4.24 DRUGS AND ALCOHOL

Effective: June 14, 2004

- A. An orderly and safe school environment that is conducive to promoting student achievement requires a student population free from the deleterious effects of alcohol and drugs. Their use is illegal, disruptive to the educational environment, and diminishes the capacity of students to learn and function properly in our schools.
- B. Therefore, no student in the South Conway County School District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who; is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; is en route to or from school or any school sponsored activity.
- C. Prohibited substances shall include, but are not limited to, alcohol, or any alcoholic beverage, inhalants or any ingestible matter that alter a student's ability to act, think, or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, "designer drugs," look-alike drugs, or any controlled substance.
- D. Selling, distributing, or attempting to sell or distribute, or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited.

History BOE: Adopted 6/14/04, 6/11/12

4.25 STUDENT DRESS AND GROOMING

Effective: April 11, 2005

- A. The South Conway County School Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the District has a responsibility to promote an environment conducive to student learning. This requires limitations to student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, and unsafe, could cause property damage, or are offensive to common standards of decency.

- B. The Superintendent shall establish student dress codes for the District's schools, to be included in the student handbook, and are consistent with the above criteria.
- C. Nothing in this policy shall be construed as requiring the Board of Education of the school district to adopt a uniform dress code or to hold an election on the issue.
- D. Shorts and skirts are permitted; however, they shall be mid-thigh or longer. Hats shall be worn only on designated days approved by the principal. No covering is allowed on the head inside the building at any time for females or males. Clothing that displays messages or illustrations of a profane or crude nature, or advertisements for drugs, alcohol, or any illegal substance shall not be allowed. **Pants cannot have un-patched holes above the knee. Pajamas are not allowed without permission.** All students must wear shoes; house shoes are not allowed. Blouses and shirts must be long enough to keep the midriff, back, and stomach covered on a consistent basis. Clothing that reveals "cleavage" is not appropriate. Halter tops and tube tops are not allowed. Students shall not wear "sagging" or "low riding" pants.
Penalty: Warning - suspension

History BOE: Revised 4/11/05

4.26 GANGS AND GANG ACTIVITY

Effective: June 14, 2004

- A. The Board is committed to ensuring a safe school environment conducive to promoting a learning environment where students and staff can excel. An orderly environment cannot exist where unlawful acts can occur, causing fear, intimidation, or physical harm to students or school staff. Gangs and their activities create such an atmosphere and shall not be allowed on school grounds or at school functions.
- B. The following actions are prohibited by students on school property or at school functions:
 - 1. Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang;
 - 2. Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;
 - 3. Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or
 - 4. Extorting payment from any individual in return for protection from harm from any gang.
- C. Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion.
- D. Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

History BOE: Adopted 6/14/04

4.27 STUDENT SEXUAL HARASSMENT

Effective: June 14, 2004

- A. The South Conway County School District is committed to having an academic environment in which all students are treated with respect and dignity. Student achievement is best attained in an atmosphere of equal educational opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated.
- B. Believing that prevention is the best policy, the District will periodically inform students and employees about the nature of sexual harassment, the procedures for registering a complaint, and the possible redress that is available. The information will stress that the district does not tolerate sexual harassment and that students can report inappropriate behavior of a sexual nature without fear of adverse consequences. The information will take into account and be appropriate to the age of the students.
- C. It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment as defined in this policy. Any student found, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion.
- D. Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature made by someone under any of the following conditions:
 - 1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
 - 2. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or
 - 3. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile, or offensive academic environment.
- E. The terms "intimidating," "hostile," and "offensive" include conduct of a sexual nature which has the effect of humiliation or embarrassment and is sufficiently severe, persistent, or pervasive that it limits the student's ability to participate in, or benefit from, an educational program or activity.
- F. Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics; and spreading rumors related to a person's alleged sexual activities.
- G. Students who believe they have been subjected to sexual harassment, or parents of a student who believes their child has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will assist them in

the complaint process. Under no circumstances shall a student be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment.

- H. To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form.
- I. Students who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion.
- J. Individuals who withhold information, who purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion.

Legal References: Title IX of the Education Amendments of 1972, 20 USC 1681, et seq., A.C.A. § 6-15-1005 (b) (1)

History BOE: Adopted 6/14/04

4.28 LASER POINTERS

Effective: June 14, 2004

- A. Students shall not possess any hand held laser pointer while in school; on or about school property, before or after school; in attendance at school or any school-sponsored activity; en route to or from school or any school-sponsored activity; off the school grounds at any school bus stop or at any school-sponsored activity or event. School personnel shall seize any laser pointer from the student possessing it and the student may reclaim it at the close of the school year, or when the student is no longer enrolled in the District.

Legal References: A.C.A. § 6-18-512, A.C.A. § 5-60-122

History BOE: Adopted 6/14/04

4.29 INTERNET SAFETY AND ELECTRONIC DEVICE USE POLICY

Effective: July 1, 2014

- A. **Definition:** For the purposes of this policy, "electronic device" means anything that can be used to transmit or capture images, sound, or data.
- B. The District makes electronic device(s) and/or electronic device Internet access available to students, to permit students to perform research and to allow students to learn how to use electronic device technology. Use of district electronic devices is for educational and/or instructional purposes only. Student use of electronic device(s) shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their electronic device use, including email, and that monitoring of student electronic device use is continuous.

- C. No student will be granted Internet access until and unless an Internet and electronic device use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the Internet and electronic device use agreement is incorporated by reference into board policy and is considered part of the student handbook.
- D. **Technology Protection Measures:** The District is dedicated to protecting students from materials on the Internet or world wide web that are inappropriate, obscene, or otherwise harmful to minors; therefore, it is the policy of the District to protect each electronic device with Internet filtering software that is designed to prevent students from accessing such materials. For purposes of this policy, “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
1. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 2. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 3. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- E. **Internet Use and Safety:** The District is dedicated to ensuring that students are capable of using the Internet in a safe and responsible manner. The District uses technology protection measures to aid in student safety and shall also educate students on appropriate online behavior and Internet use including, but not limited to:
1. interacting with other individuals on social networking websites and in chat rooms;
 2. Cyberbullying awareness; and
 3. Cyberbullying response.
- F. **Misuse of Internet:** The opportunity to use the District’s technology to access the Internet is a privilege and not a right. Students who misuse electronic devices or Internet access in any way will face disciplinary action, as specified in the student handbook and/or Internet safety and electronic device use agreement. Misuse of the Internet includes:
1. The disabling or bypassing of security procedures, compromising, attempting to compromise, or defeating the district’s technology network security or Internet filtering software;
 2. The altering of data without authorization;
 3. Disclosing, using, or disseminating passwords, whether the passwords are the student’s own or those of another student/faculty/community member, to other students;
 4. Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student’s academic endeavor. Personally identifying information includes full names, addresses, and phone numbers.
 5. Using electronic devices for any illegal activity, including electronic device hacking and copyright or intellectual property law violations;
 6. Using electronic devices to access or create sexually explicit or pornographic text or graphics;
 7. Using electronic devices to violate any other policy or is contrary to the Internet safety and electronic device use agreement.

4.30 SUSPENSION FROM SCHOOL

Effective: June 11, 2007

- A. Students not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period not to exceed ten (10) school days, including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school-sponsored function, activity, or event; going to and from school or a school activity. A student may be suspended for behavior including, but not limited to that which:
1. Is in violation of school policies, rules, or regulations;
 2. Substantially interferes with the safe and orderly educational environment;
 3. School administrators believe will result in the substantial interference with the safe and orderly educational environment; and/or
 4. Is insubordinate, incorrigible, violent, or involves moral turpitude.
- B. The school principal or designee shall proceed as follows in deciding whether or not to suspend a student.
1. the student shall be given written notice or advised orally of the charges against him/her;
 2. if the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts;
 3. if the principal finds the student guilty of the misconduct, he/she may be suspended.
- C. When possible, notice of the suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent(s), legal guardian(s), or to the student if age 18 or older, prior to the suspension. Such notice shall be handed to the parent(s) legal guardian(s), or to the student if age 18 or older or mailed to the last address reflected in the records of the school district.
- D. Generally, notice and hearing should precede the student's removal from school, but if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as practicable.
- E. It is the parents' or legal guardians' responsibility to provide current contact information to the district which the school shall use to immediately notify the parent or legal

guardian upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority:

1. A primary call number
 2. The contact may be by voice, voice mail, or text message
 3. An email address
 4. A regular first class letter to the last known mailing address
- F. The district shall keep a log of contacts attempted and made to the parent or legal guardian.
- G. During the period of their suspension, students serving out-of-school suspensions shall not be permitted on campus except to attend a student/parent/administrator conference.
- H. During the period of their suspension, students serving in-school suspension shall not attend any school-sponsored activities during the imposed suspension nor shall the student participate in any school-sponsored activities.
- I. Out-of-School suspensions initiated by the principal or his/her designee may be appealed to the Superintendent, but not to the Board of Education. In-School suspensions initiated by the principal or his/her designee may NOT be appealed to the Superintendent or the Board of Education.
- J. Out-of-School suspensions initiated by the Superintendent may be appealed to the Board.

Legal References: A.C.A. § 6-18-507, *Goss v Lopez*, 419 U.S. 565 (1975)

History BOE: Adopted 6/14/04, Revised 6/11/07, 6/11/12

4.31 EXPULSION

Effective: May 11, 2009

- A. The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct deemed to be of such gravity that suspension would be inappropriate, or where the student's continued attendance at school would disrupt the orderly learning environment or would pose an unreasonable danger to the welfare of other students or staff.
- B. The Superintendent or his/her designee shall give written notice to the parents or legal guardians (mailed to the address reflected on the District's records) that he/she will recommend to the Board of Education that the student be expelled for the specified length of time and state the reasons for the recommendation to expel. The notice shall give the date, hour, and place where the Board of Education will consider and dispose of the recommendation.
- C. The hearing shall be conducted not later than ten (10) school 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.

- D. The President of the Board, Board attorney, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. Both the district administration and School Board also may be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent or student if age 18 or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.
- E. During the hearing, the Superintendent, or designee, or representative will present evidence, including the calling of witnesses that gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted. However, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.
- F. Except as permitted by policy 4.22, the Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.
- G. The Superintendent and the Board of Education shall complete the expulsion process of any student that was initiated because the student possessed a firearm or other prohibited weapon on school property regardless of the enrollment status of the student.

Legal Reference: A.C.A. § 6-18-507, A.C.A. §5-27-210

History BOE: Adopted 6/14/04 Revised 6/9/08, 4/13/09

4.32 SEARCH, SEIZURE, AND INTERROGATIONS

Effective: June 12, 2006

- A. The District respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the District in order to promote an environment conducive to student learning. The Superintendent, principals, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

- B. School property shall include, but not be limited to, lockers, desks, and parking lots, as well as personal effects left there by students. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness, however, searches may be done at any time with or without notice or the student's consent. A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.
- C. The Superintendent, principals, and their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs.
- D. A school official of the same sex shall conduct personal searches with an adult witness of the same sex present.
- E. State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.
- F. If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis on student enrollment forms.
- G. In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he/she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-hours telephone number.

Legal Reference: A.C.A. § 6-18-513, A.C.A. § 12-12-509, 510 and 516, A.C.A. § 9-13-104

History BOE: Adopted 6/14/04, Revised 6/12/06

4.34 COMMUNICABLE DISEASES AND PARASITES

Effective: June 14, 2004

- A. Students with communicable diseases or with human host parasites that are transmittable in the school environment shall demonstrate respect for other students by not attending

school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: chicken pox, measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant *Staphylococcus aureus*), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis B or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

- B. To help control the possible spread of communicable diseases, school personnel shall follow the District's exposure control plan when dealing with any bloodborne, foodborne, and airborne pathogens exposures. Standard precautions shall be followed relating to the handling, disposal, and cleanup of blood and other potentially infectious materials such as all body fluids, secretions and excretions (except sweat).
- C. The District shall maintain a copy of each student's immunization record and a list of individuals with exemptions from immunization which shall be education records as defined in policy 4.13. That policy provides that an education record may be disclosed to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- D. A student enrolled in the District who has an immunization exemption may be removed from school at the discretion of the Arkansas Department of Health during an outbreak of the disease for which the student is not vaccinated. The student may not return to the school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health.
- E. The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment will be asked to pick their child up at the end of the school day. The parents or legal guardians will be given information concerning the eradication and control of human host parasites. A Student may be readmitted after the school nurse or designee has determined the student no longer has live human host parasites that are transmittable in a school environment.
- F. Each school may conduct screenings of students for human host parasites that are transmittable in a school environment as needed. The screenings shall be conducted in a manner that respects the privacy and confidentiality of each student.

Legal References: A.C.A. § 6-18-702, Arkansas State Board of Health Rules And Regulations Pertaining To Immunization Requirements

History BOE: Adopted 6/14/04, 6/11/12

4.35 STUDENT MEDICATIONS

Effective: July 11, 2013

- A. Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse.
- B. Unless authorized to self-administer, students are not allowed to carry any medications, including over-the-counter medications or any perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent or legal guardian shall bring the student's medication to the school nurse. Parents are required to meet with the nurse to develop a health care and emergency plan for their child. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity and type of the medication(s). If the medications are brought by a student, the school nurse shall ask another school employee to verify, in the presence of the student the quantity of the medication(s). Each person present shall sign a form verifying the quantity and type of the medication(s).

Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering health care provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its' possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double locked cabinet.

Students with an individualized health plan (IHP) may be given over-the-counter medications to the extent giving such medications are included in the student's IHP.

The only Schedule II medications that shall be allowed to be brought to the school are methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse).

For the student's safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication than permitted by this policy. Students who are taking Schedule II medications which are not allowed to be brought to school shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

The district's supervising registered nurse shall be responsible for creating both on campus and off campus procedures for administering medications.

- C. Students who have written permission from their parent or guardian and a licensed health care provider to self-administer either a rescue inhaler or auto-injectable epinephrine, or both and who have a current consent form on file shall be allowed to carry and self-administer such medication while in school, at an on-site school sponsored activity, while traveling to or from school, or at an off-site school sponsored activity. Students are prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry a rescue inhaler or auto-injectable epinephrine, or both does not require him/her to have such on his/her person. The parent or guardian of a student who qualifies under this policy to self-carry a rescue inhaler or auto-injectable epinephrine, or both on his/her person shall provide the school with the appropriate medication which shall be immediately available to the student in an emergency.
- D. Students may be administered Glucagon in emergency situations by the school nurse or, in the absence of the school nurse, a trained volunteer school employee designated as a care provider, provided the student has:
1. an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of Glucagon in emergency situations; and
 2. a current, valid consent form on file from their parent or guardian.
- E. Emergency Administration of Epinephrine
1. The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to students who have an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of an epinephrine auto-injector in emergency situations.
 2. The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee certified to administer auto-injector epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction.
 3. Students with an order from and a licensed health care provider to self-administer auto-injectable epinephrine and who have written permission from their parent or guardian shall provide the school nurse an epinephrine auto-injector. This epinephrine will be used in the event the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes the student is having a life-threatening anaphylactic reaction and the student is either not self-carrying his/her /epinephrine auto-injector or the nurse is unable to locate it.
 4. The school nurse for each District school shall keep epinephrine auto-injectors on hand that are suitable for the students the school serves. The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician may administer auto-injector epinephrine to those students who the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction

- F. The school shall not keep outdated medications or any medications past the end of the school year. By this policy, parents are notified that ten (10) days after the last day of school, all medications will be disposed of that are left at the school. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be disposed of by the school nurse in accordance with current law and regulations.

Legal Reference: Ark. State Board of Nursing: School Nurse Roles and Responsibilities; Arkansas Department of Education and Arkansas State Board of Nursing; Rules Governing the Administration of Glucagon to Arkansas Public School Students Suffering from Type I Diabetes; A.C.A. § 6-18-707, A.C.A. § 6-18-1005(a)(6). A.C.A. § 17-87-103 (11)

History BOE: Revised 7/11/05, 6/11/12, 3/11/13

4.36 STUDENT ILLNESS/ACCIDENT

Effective: June 12, 2006

- A. If a student becomes too ill to remain in class and/or could be contagious to other students, the principal or designee will attempt to notify the student's parent or legal guardian. The student will remain in the school's health room or a place where he/she can be supervised until the end of the school day or until the parent/legal guardian can check the student out of school.
- B. If a student becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical care facility. The school assumes no responsibility for treatment of the student. When available, current, and applicable, the student's emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date.

History BOE: Adopted 6/14/04, Revised 6/12/06

4.37 EMERGENCY DRILLS

Effective: June 11, 2007

- A. All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than three (3) times per year with at least one each in the months of September, January, and February. Students, who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.
- B. For school-year 2013-14, an annual active shooter drill and school safety assessment may be conducted for all District schools in collaboration, when possible, with local law enforcement and emergency management personnel. Students will be included in the drills to the extent that is developmentally appropriate to the age of both the students and grade configuration of the school.
- C. Drills may be conducted during the instructional day or during non-instructional time periods.

- D. Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event of an earthquake or terrorist attack that might include the use of biological or chemical agents. Students shall be included in the drills to the extent practicable.

Legal Reference: A.C.A. §12-13-109, A.C.A. § 6-10-110, A.C.A. §6-10-121, A.C.A. §6-15-1302, A.C.A. § 6-15-1303, Ark. Division of Academic Facilities and Transportation Rules Governing Maintenance and Operations of Ark. Public School Buses and Physical Exams of School Bus Drivers 4.03.1

History BOE: Adopted 6/14/04, Revised 6/12/06, 6/11/07

4.38 PERMANENT RECORDS

Effective: June 14, 2004

- A. Permanent school records, as required by the Arkansas Department of Education, shall be maintained for each student enrolled in the District until the student graduates or is beyond the age of compulsory school attendance. A copy of the student's permanent record shall be provided to the receiving school district upon the transfer of the student to another district.

History BOE: Adopted 6/14/04

4.39 CORPORAL PUNISHMENT

Effective: June 14, 2004

- A. The South Conway County School Board authorizes the use of corporal punishment to be administered in accordance with this policy by the Superintendent or his/her designated staff members who are required to have a state-issued license as a condition of their employment.
- B. Prior to the administration of corporal punishment, the student receiving the corporal punishment shall be given an explanation of the reasons for the punishment and be given an opportunity to refute the charges.
- C. All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, shall not be excessive, or administered with malice, and shall be administered in the presence of another school administrator or designee who shall be a licensed staff member employed by the District.
- D. Refusal of corporal punishment subjects the student to alternative forms of discipline including suspension.

Legal Reference: A.C.A. §6-18-503(b), A.C.A. §6-18-505 (c) (1)

History BOE: Adopted 6/14/04, 6/11/12

4.40 HOMELESS STUDENTS

Effective: June 14, 2004

- A. The South Conway County 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.
- B. Notwithstanding Policy 4.1, homeless students living in the district are entitled to enroll in the district's school that non-homeless students who live in the same attendance area are eligible to attend. If there is a question concerning the enrollment of a homeless child due to a conflict with Policy 4.1 or 4.2, the child shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. It is the responsibility of the District's local educational liaison for homeless children and youth to carry out the dispute resolution process.
- C. To the extent feasible, the District shall do one of the following according to what is in the best interests of the homeless child. (For the purposes of this policy "school of origin" means the school the child attended when permanently housed or the school in which the child was last enrolled.)
 - 1. continue educating the child who becomes homeless between academic years or during an academic year in their school of origin for the duration of their homelessness;
 - 2. continue educating the child in his/her school of origin who becomes permanently housed during an academic year for the remainder of the academic year; or
 - 3. enroll the homeless child in the school appropriate for the attendance zone where the child lives.
- D. If the District elects to enroll a homeless child in a school other than their school of origin and such action is against the wishes of the child's parent or guardian, the District shall provide the parent or guardian with a written explanation of their reason for so doing which shall include a statement of the parent/guardian's right to appeal.
- E. In any instance where the child is unaccompanied by a parent or guardian, the District's local educational liaison for homeless children and youth shall assist the child in determining his/her place of enrollment. The Liaison shall provide the child with a notice of his/her right to appeal the enrollment decision.
- F. The District shall be responsible for providing transportation for a homeless child, at the request of the parent or guardian (or in the case of an unaccompanied youth, the Liaison), to and from the child's school.

- G. For the purposes of this policy, students shall be considered homeless if they lack a fixed, regular, and adequate nighttime residence and
1. 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. have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 3. are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and includes
 4. are migratory children who are living in circumstances described in clauses (a) - (c).

Legal References: 42 U.S.C. §11431 et seq., 42 U.S.C. §11431 (2), 42 U.S.C. §11432(g)(1)(H)(I), 42 U.S.C. §11432 (g)(1)(J)(i), (ii), (iii), (iii)(I), (iii)(II), 42 U.S.C. §11432 (g)(3)(A), (A)(i), (A)(i)(I), (A)(i)(II), (A)(ii), 42 U.S.C. §11432 (g)(3)(B)(i), (ii), (iii), 42 U.S.C. §11432 (g)(3)(C)(i), (ii), (iii), 42 U.S.C. § 11432 (g)(3)(E)(i), (ii), (iii), 42 U.S.C. §11432 (g)(3)(G), 42 U.S.C. §11432 (g)(4) (A), (B), (C), (D), (E), 42 U.S.C. § 11434a

History BOE: Adopted 6/14/04, 6/11/12

4.41 PHYSICAL EXAMINATIONS OR SCREENINGS

Effective: May 11, 2009

- A. The district conducts routine health screenings such as hearing, vision, and scoliosis due to the importance these health factors play in the ability of a student to succeed in school. The intent of the exams or screenings is to detect defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve to his/her full potential.
- B. The rights provided to parents under this policy transfer to the student when he/she turns 18 years old.
- C. Except in instances where a student is suspected of having a contagious or infectious disease, parents shall have the right to opt their student out of the exams or screenings by using form 4.41F or by providing certification from a physician that he/she has recently examined the student.
- D. A student may be required to pass a physical exam before being allowed to participate in certain extracurricular activities to help ensure they are physically capable of withstanding the rigors of the activity. It is understood that students who refuse to take such an exam will not be allowed to participate in the desired activity.

Legal Reference: A.C.A. §6-18-701 (b), (c), (f)

History BOE: Adopted 6/14/04, Revised 4/13/09

4.42 STUDENT HANDBOOK

Effective: March 12, 2007

- A. It shall be the policy of the South Conway County School District that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this district. In the event that there is a conflict between the student handbook and a general board policy or policies, the more recently adopted language will be considered binding and controlling on the matter provided the parent(s) of the student, or the student if eighteen (18) years of age or older have acknowledged receipt of the controlling language.
- B. Principals shall review all changes to student policies and ensure that such changes are provided to students and parents, either in the Handbook or, if changes are made after the handbook is printed, as an addendum to the handbook.
- C. Principals and counselors shall also review Policies 4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2010-11, 2011-12, AND 2012-13 and 4.45.1—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2013-14 AND ALL CLASSES THEREAFTER and the current ADE Standards for Accreditation Rules to ensure that there is no conflict. If a conflict exists, the Principal and/or Counselor shall notify the Superintendent and Curriculum Coordinator immediately, so that corrections may be made and notice of the requirements given to students and parents.

History BOE: Adopted 6/14/04, Revised 3/12/07, 6/11/12

4.43 BULLYING

Effective: July 1, 2012

- A. Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs his/her of their dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Education. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school sponsored or approved function, activity, or event; or going to from school or a school activity in a school vehicle or school bus; or at designated school bus stops.
- B. A school principal or his or her designee who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation.
- C. **Definitions:**
Attribute means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation

Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that caused or creates actual or reasonably foreseeable:

1. Physical harm to a public school employee or student or damage to the public school employee's or student's property;
2. Substantial interference with a student's education or with a public school employee's role in education;
3. A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
4. Substantial disruption of the orderly operation of the school or educational environment;

Electronic act means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.

Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose;

Harassment means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; and

Substantial disruption means without limitation that any one or more of the following occur as a result of the bullying:

1. Necessary cessation of instruction or educational activities;
2. Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
3. Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
4. Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

Cyberbullying of School Employees is expressly prohibited and includes, but is not limited to:

1. Building a fake profile or website of the employee;
2. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
3. Posting an original or edited image of the school employee on the Internet;
4. Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or

- stealing or otherwise accessing passwords of a school employee; making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
5. Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;
 6. Signing up a school employee for a pornographic Internet site; or
 7. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

Examples of "Bullying" may also include but are not limited to a pattern of behavior involving one or more of the following:

1. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
5. Demeaning humor relating to a student's race, gender, ethnicity or actual or perceived attributes,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings, and/or
10. Threats of harm to student(s), possessions, or others.
11. Sexual harassment, as governed by policy 4.27, is also a form of bullying.
12. Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles (Examples: "Slut") or conduct or is homosexual, regardless of whether the student self-identifies as homosexual (Examples: "You are so gay." "Fag" "Queer").

- D. Students are encouraged to report behavior they consider to be bullying; including a single action which if allowed to continue, would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted. The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.
- E. Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration

may be given to other violations of the student handbook which may have simultaneously occurred.

- F. Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice.
- G. Copies of this policy shall be available upon request.

Legal Reference: A.C.A. § 6-18-514, A.C.A. § 5-71-217

History BOE: Revised 7/11/05, 6/12/06, 6/11/07, 3/14/11, 4/9/12

4.45 SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2015, 2016 and 2017

Effective: July 1, 2014

- A. All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign Smart Core Waiver to not participate. While Smart core is the default option, both a Smart Core Informed Consent Form and a Smart Core Waiver Form will be sent home with the students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed for in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the student's permanent records. This policy is to be included in student handbooks for grades 6 – 12 and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.
- B. While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum providing they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing.
- C. This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.
- D. Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means.
 - 1. Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
 - 2. Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;
 - 3. Discussions held by the school's counselors with students and their parents; and/or
 - 4. Distribution of a newsletter(s) to parents or guardians of the district's students.
- E. Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

- F. Graduation Requirements - The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. However, the South Conway County School District requires a minimum of 26 units for graduation. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.
- G SMART CORE: Sixteen (16) units
1. English: four (4) units – 9th, 10th, 11th, and 12th
 2. Oral Communications: one-half (1/2) unit
 3. Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)
 - Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9
 - Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10
 - * A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the graduation requirement, but only serve as one unit each toward fulfilling the Smart Core requirement.
 - Algebra II
 - Beyond Algebra II: this can include Pre-Calculus, Calculus, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses
 - (Comparable concurrent credit college courses may be substituted where applicable)
 4. Natural Science: a total of three (3) units with lab experience chosen from one unit (1) of Biology; and two (2) units chosen from the following three categories (there are acceptable options listed by the ADE for each)
 - a. Physical Science
 - b. Chemistry
 - c. Physics or Principles of Technology I & II or PIC Physics
 5. Social Studies: three (3) units
 - a. Civics One-half (1/2) unit
 - b. World History – one (1) unit
 - c. American History – one (1) unit
 6. Physical Education: one-half (1/2) unit
Note: While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.
 7. Health and Safety: one-half (1/2) unit
 8. Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.¹⁰
 9. Fine Arts: one-half (1/2) unit
- I. CAREER FOCUS: - Six (6) units –

1. All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.
2. However, the South Conway County School District requires a minimum of 26 units for graduation.

J. CORE: Sixteen (16) units

1. English: four (4) units – 9, 10, 11, and 12
2. Oral Communications: one-half (1/2) unit
3. Mathematics: four (4) units
 - a. Algebra or its equivalent* - 1 unit
 - b. Geometry or its equivalent* - 1 unit
 - c. All math units must build on the base of algebra and geometry knowledge and skills.
 - d. (Comparable concurrent credit college courses may be substituted where applicable)

* A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.
4. Science: three (3) units
 - a. at least one (1) unit of biology or its equivalent
 - b. one (1) unit of a physical science
5. Social Studies: three (3) units
 - a. Civics, one-half (1/2) unit
 - b. World history, one (1) unit
 - c. U.S. history, one (1) unit
6. Physical Education: one-half (1/2) unit
Note: While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.
7. Health and Safety: one-half (1/2) unit
8. Economics – one half (1/2) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.¹⁰
9. Fine Arts: one-half (1/2) unit

K. Career Focus: - Six (6) units –

- a. All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.
- b. However, the South Conway County School District requires a minimum of 26 units for graduation.

4.55-STUDENT PROMOTION AND RETENTION

Legal References: Standards of Accreditation 9.03 – 9.03.1.9, 14.02, ADE Guidelines for the Development of Smart Core Curriculum Policy, Smart Core Informed Consent Form, Smart Core Waiver Form

History BOE: Adopted 4/12/10, Revised 12/13/10, 3/14/11, 3/11/13, 8/5/13, 4/14/14

4.45.1 SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2018 and THEREAFTER

Effective: July 1, 2014

- A. All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh grade, or when a 7-12 grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent records. This policy is to be included in student handbooks for grades 6-12 and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.
- B. While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum **providing** they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing.
- C. This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.
- D. Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means.
 - 1. Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
 - 2. Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;
 - 3. Discussions held by the school's counselors with students and their parents; and/or
 - 4. Distribution of a newsletter(s) to parents or guardians of the district's students.
- E. Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

- F. GRADUATION REQUIREMENTS:** The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, the District requires an additional four (4) units to graduate for a total of 26 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.
- G. Digital Learning Courses:** The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format. In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.
- H. SMART CORE: Sixteen (16) units**
1. English: four (4) units – 9th, 10th, 11th, and 12th
 2. Oral Communications: one-half (1/2) unit
 3. Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)
 - a. Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9
 - b. Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10 *A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the **graduation** requirement, but only serve as one unit each toward fulfilling the **Smart Core** requirement.
 - c. Algebra II
 - d. Beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses
 - e. (Comparable concurrent credit college courses may be substituted where applicable)
 4. Natural Science: a total of three (3) units with lab experience chosen from with one unit of Biology; and Two units chosen from the following three categories (there are acceptable options listed by the ADE for each)
 - a. Physical Science
 - b. Chemistry
 - c. Physics or Principles of Technology I & II or PIC Physics
 5. Social Studies: three (3) units
 - a. Civics one-half (1/2) unit
 - b. World History - one unit
 - c. American History - one unit
 6. Physical Education: one-half (1/2) unit
Note: While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.
 7. Health and Safety: one-half (1/2) unit

8. Economics – one half (1/2) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.
9. Fine Arts: one-half (1/2) unit

I. **CAREER FOCUS: - Six (6) units:** All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

J. **CORE: Sixteen (16) units**

1. English: four (4) units – 9, 10, 11, and 12
2. Oral Communications: one-half (1/2) unit
3. Mathematics: four (4) units
 - a. Algebra or its equivalent* - 1 unit
 - b. Geometry or its equivalent* - 1 unit
 - c. All math units must build on the base of algebra and geometry knowledge and skills.
 - d. (Comparable concurrent credit college courses may be substituted where applicable)
 *A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.
4. Science: three (3) units
 - a. at least one (1) unit of biology or its equivalent
 - b. one (1) unit of a physical science
5. Social Studies: three (3) units
 - a. Civics one-half (1/2) unit
 - b. World history, one (1) unit
 - c. American History, one (1) unit
6. Physical Education: one-half (1/2) unit
Note: While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.
7. Health and Safety: one-half (1/2) unit
8. Economics – one half (1/2) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.
9. Fine Arts: one-half (1/2) unit

K. **CAREER FOCUS: - Six (6) units:** All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

Cross References: 4.55—STUDENT PROMOTION AND RETENTION, 5.11—DIGITAL LEARNING COURSES

Legal References: *Standards of Accreditation 9.03 – 9.03.1.9, 14.02, ADE Guidelines for the Development of Smart Core Curriculum Policy, ADE Rules Governing the Digital Learning Act of 2013, Smart Core Informed Consent Form 2014, Smart Core Waiver Form 2014, A.C.A. § 6-16-1406*

History BOE: Adopted 4/14/14

4.46 PLEDGE OF ALLEGIANCE

Effective: April 11, 2005

- A. The Pledge of Allegiance shall be recited during the first class period of each school day. Those students choosing to participate shall do so by facing the flag with their right hands over their hearts, or in an appropriate salute if in uniform, while reciting the Pledge. Students choosing not to participate shall be quiet while either standing or sitting at their desks.
- B. Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge shall not disrupt those students choosing to recite the Pledge.
- C. Students choosing not to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action.

Legal Reference: A.C.A. § 6-16-108

History BOE: Adopted 4/11/05

4.47 POSSESSION AND USE OF CELL PHONES, BEEPERS, ETC.

Effective: May 11, 2009

- A. Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.
- B. As used in this policy, “electronic devices” means anything that can be used to transmit or capture images, sound, or data.
- C. Misuse of electronic devices includes, but is not limited to:
 - 1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
 - 2. Permitting any audible sound to come from the device when not being used for reason #1 above;
 - 3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
 - 4. Using the device to take photographs in locker rooms or bathrooms;
 - 5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

- D. Use of an electronic device is permitted to the extent it is approved in a student's individualized education program (IEP) or it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- E. Before and after normal school hours, possession of electronic devices is permitted on the school campus. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.
- F. The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians. Repeat offenders for misuse of electronic devices may result in a revocation of permission to possess or use any electronic device. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated.
- G. Students who use a school issued cell phones and/or computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. Students are forbidden from using school issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including expulsion.

Legal Reference: A.C.A. § 6-18-502 (b)(3)(D)(ii)

History BOE: Adopted 7/11/05, Revised 6/12/06, 3/12/07, 6/11/07, 9/10/07, 5/11/09, 6/11/12

4.48 VIDEO SURVEILLANCE

Effective: June 11, 2007

- A. The board has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras in any district building, on district property, and in district buses and vehicles. Video recorder placements shall be based on the presumption and belief that students, staff, and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view of other students, staff, or visitors.
- B. Signs shall be posted on campus buildings and in district vehicles to notify students, staff, and visitors that video cameras may be in use. Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras.
- C. The district shall retain copies of video recordings for a minimum of two (2) weeks before they are erased which may be accomplished by either deletion or copying over

with a new recording. Parents wishing to view a video recording need to be aware that it may not be available after the two week period unless the video contains evidence of misconduct.

- D. Video recordings shall be considered student education records and any release or viewing of such records shall be in accordance with current law. Videos containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct has been settled.
- E. Students who vandalize, damage, disable, or render inoperable surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

Legal References: 20 USC 1232(g), 34 CFR 99.3, 4, 5, 7, 8, 10, 12, 31

History BOE: Adopted 6/11/07

4.50 SCHOOL LUNCH SUBSTITUTIONS

Effective: July 1, 2009

- A. The district only provides substitute meal components on menus to accommodate students with handicapping conditions meeting the definition of a disability as defined in USDA regulations. A parent/guardian wishing to request such a dietary accommodation must submit a Certification of Disability for Special Dietary Needs Form completed by a licensed physician to the district's Child Nutrition Supervisor.
- B. The district will not prepare meals outside the normal menu to accommodate a family's religious or personal health beliefs.

Legal References: Commissioner's Memo FIN-09-044, 7 CFR 210.10(g)

History BOE: Adopted 4/13/09

4. 51 FOREIGN STUDENT EXCHANGE PROGRAM

Effective: July 1, 2014

- A. Morrilton High School will operate its Foreign Student Exchange Program under the following guidelines:
 - 1. All students from foreign student exchange programs accepted by the South Conway County School District must be from a program accredited by the Council on Standards for International Educational Travel.
 - 2. There shall be no more than two students from the same home country.
 - 3. There shall be no more than four students from the same accredited organization during any one school year.
 - 4. There shall be no more than three students allowed per grade level. No more than six total.
 - 5. Students and/or the foreign student exchange program shall furnish a transcript written in the English language upon entering the school. The transcript shall include the following information:

- a. Course titles for each subject taken.
 - b. The school year each class was taken.
 - c. Number of class meetings for each subject per week.
 - d. Number of minutes in each class meeting.
 - e. Grade earned for each class (the grade will be converted to the South Conway County School District system).
6. Credit will not be awarded to students not proficient in the English language. Students affected by this situation will be considered to have a cultural experience only.
 7. Students must be permanently placed in an American host family prior to enrollment, and the host family will be domiciled in the South Conway County School District.
 8. All students must be enrolled in one year study programs.

History BOE: Revised 6/14/04, 4/14/14

4.55 STUDENT PROMOTION AND RETENTION

Effective: July 1, 2014

- A. A disservice is done to students through social promotion and is prohibited by state law. The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.
- B. Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria. If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference between the building principal, the student's teacher(s), counselor, a 504/special education representative (if applicable), and the student's parents shall be held before a final decision is made. The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement or receipt of course credit, the final decision shall rest with the principal or the principal's designee.
- C. Regardless of the student having earned passing grades, a student who falls under one of the following categories shall be considered for retention or shall not receive credit for the course associated with the assessment. The student:
 - does not take the State mandated assessment for the student's grade level or course within the time frame specified by the State;
 - takes the State mandated assessment but does not put forth a good faith effort on the assessment as determined by the assessment administrator/proctor.The Superintendent or designee may wave this provision when the student's failure was due to exceptional or extraordinary circumstances.

- D. Students who do not score proficient or above on their grade level Benchmark Exams shall be required to participate in an Academic Improvement Plan (AIP). Each AIP shall be developed by school personnel and the student's parents and shall be designed to assist the student in attaining the expected achievement level. The AIP shall also state the parent's role as well as the consequences for the student's failure to participate in the plan, which shall include the student's retention in their present grade.
- E. All students must successfully pass all end-of-course (EOC) assessments they are required to take unless exempted by the student's individualized education program (IEP). To receive academic credit on his/her transcript in a course requiring a student to take a EOC assessment, the student must either receive a passing score on the initial assessment or successfully participate in the remediation program identified in his/her Individualized Academic Improvement Plan (IAIP) which shall focus on the areas in which the student failed to meet the necessary passing score. Additionally, the lack of credit could jeopardize the student's grade promotion or classification.
- F. To the extent required by the State Board of Education, students in grade eleven (11) and below who do not meet the required score on a college and career readiness measurement shall participate in the remediation activities prescribed in his/her IAIP which may include additional opportunities to retake the measurement.
- G. Such remediation shall not require the student to pass a subsequent college and career readiness measurement in order to graduate from high school.
- H. Promotion/retention or graduation of students with an IEP shall be based on their successful attainment of the goals set forth in their IEP.
- I. In addition to the possibility of retention or withholding of course credit, students who either refuse to sit for a State assessment or attempt to boycott a State assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are originally administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity, including school dances, prom, homecoming, senior events, and may be prevented from walking or participating in graduation exercises. The student shall remain ineligible to participate until the student takes the same or a following State mandated assessment, as applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. The Superintendant or designee may wave this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

Cross References: 3.30—PARENT-TEACHER COMMUNICATION, 4.56—EXTRACURRICULAR ACTIVITIES - SECONDARY SCHOOLS, 4.56.1—EXTRACURRICULAR ACTIVITIES - ELEMENTARY

Legal References: A.C.A. 6-15-433, A.C.A. § 6-15-2001, A.C.A. § 6-15-2005, A.C.A. § 6-15-2009, *ADE Rules Governing the Arkansas Comprehensive Testing, Assessment, and Accountability Program and the Academic Distress Program*, *ADE Rules Governing Public School End-Of-Course Assessments and Remediation*, *Murphy v. State of Ark.*, 852 F.2d 1039 (8th Cir. 1988)

History BOE: 4/14/14

4.56 EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS

Effective: July 1, 2014

A. Definitions:

1. “**Academic Courses**” are those courses for which class time is scheduled, which can be credited to meet the minimum requirements for graduation, which is taught by a teacher required to have State licensure in the course or is otherwise qualified under Arkansas statute, and has a course content guide which has been approved by the Arkansas Department of Education (ADE). Any of the courses for which concurrent high school credit is earned may be from an institution of higher education recognized by ADE. If a student passes an academic course offered on a block schedule, the course can be counted twice toward meeting the requirement for students to pass four (4) academic courses per semester as required by this policy.
2. “**Extracurricular activities**” are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, inter/intrascholastic athletics, cheerleading, band, choral, math, or science competitions, field trips, and club activities.
3. “**Field Trips**” are when individual students or groups of students are invited to programs or events when there is no competition and the students are not interacting with each other for the purpose of planning, qualifying, or arranging for future programs or for the purpose of receiving recognition.
4. “**Interscholastic Activities**” means athletic or non-athletic/academic activities where students compete on a school vs. school basis.
5. “**Intrascholastic Activities**” means athletic or non-athletic/academic activities where students compete with students from within the same school.
6. “**Supplemental Improvement Program (SIP)**” is an additional instructional opportunity for identified students outside of their regular classroom and meets the criteria outlined in the current Arkansas Activities Association (AAA) Handbook.

B. **Extracurricular Eligibility**

1. The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student’s educational experience. At the same time, the Board believes that a student’s participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities with the expectation not exceed one per week per extracurricular activity (tournaments excepted). Additionally, a student’s participation in, and the District’s operation of, extracurricular activities shall be subject to the following policy. All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.
2. Any student who refuses to sit for a State assessment or attempts to boycott a State assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The

principal or designee may wave this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances.³ Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

- C. **Interscholastic Activities:** Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.

D. **ACADEMIC REQUIREMENTS: Junior High**

1. A student promoted from the sixth to the seventh grade automatically meets scholarship requirements. A student promoted from the seventh to the eighth grade automatically meets scholarship requirements for the first semester. The second semester eighth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum areas specified by ADE's Standards for Accreditation of Arkansas Public Schools.
2. The first semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum areas specified by ADE's Standards for Accreditation of Arkansas Public Schools.
3. The second semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed (4) academic courses the previous semester which count toward his/her high school graduation requirements.
4. Ninth-grade students must meet the requirements of the senior high scholarship rule by the end of the second semester in the ninth grade in order to be eligible to participate the fall semester of their tenth-grade year.

F. **ACADEMIC REQUIREMENTS: Senior High**

1. In order to remain eligible for competitive interscholastic activity, a student must have passed (4) academic courses the previous semester and either:
 - a. Have earned a minimum Grade Point Average (GPA) of 2.0 from all academic courses the previous semester; or
 - b. If the student has passed four (4) academic courses the previous semester but does not have a 2.0 GPA the student must be enrolled and successfully participating in an SIP to maintain their competitive interscholastic extracurricular eligibility.

- G. **STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM:** In order to be considered eligible to participate in competitive interscholastic activities, students with disabilities must pass at least four (4) courses per semester as required by their individual education program (IEP).

- H. **ARKANSAS ACTIVITIES ASSOCIATION:** In addition to the foregoing rules, the district shall abide by the rules and regulations of AAA governing interscholastic activities. AAA provides catastrophic insurance coverage for students participating in AAA governed extracurricular activities who are enrolled in school. As a matter of District policy, no student

may participate in a AAA governed extracurricular activity unless he or she is enrolled in a district school, to ensure all students are eligible for AAA catastrophic insurance.

I. Intrасcholastic Activities

1. **AAA Governed Activities:** Students participating in intrасcholastic extracurricular activities that would be governed by AAA if they were to occur between students of different schools shall meet all interscholastic activity eligibility requirements to be eligible to participate in the comparable intrасcholastic activity. The District will abide by the AAA Handbook for such activities to ensure District students are not disqualified from participating in interscholastic activities.
2. **Non-AAA Governed Activities:** Unless made ineligible by District policies, all students shall be eligible to participate in non-AAA governed intrасcholastic extracurricular activities. Intrасcholastic activities designed for a particular grade(s) or course(s) shall require the student to be enrolled in the grade(s) or course(s).

*Cross References: 4.55—STUDENT PROMOTION AND RETENTION,
4.56.1—EXTRACURRICULAR ACTIVITIES - ELEMENTARY*

*Legal References: State Board of Education Standards for Accreditation 10.05 and 10.06,
Arkansas Activities Association Handbook*

History BOE: 4/14/14

4.56.1 EXTRACURRICULAR ACTIVITIES – ELEMENTARY SCHOOLS

Effective: July 1, 2014

A. Definitions

1. “**Extracurricular activities**” are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, inter/intrасcholastic athletics, cheerleading, band, choral, math, or science competitions, field trips, and club activities.
2. “**Field Trips**” are when individual students or groups of students are invited to programs or events when there is no competition and the students are not interacting with each other for the purpose of planning, qualifying, or arranging for future programs or for the purpose of receiving recognition.
3. “**Interscholastic Activities**” means athletic or non-athletic/academic activities where students compete on a school vs. school basis.
4. “**Intrасcholastic Activities**” means athletic or non-athletic/academic activities where students compete with students from within the same school.

B. Extracurricular Eligibility

1. The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student’s educational experience. At the same time, the Board believes that a student’s participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities with the expectation exceed one per week per extracurricular activity (tournaments or other similar events excepted with approval of the

Superintendent). All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

2. A student may lose his/her eligibility to participate in extracurricular activities when, in the opinion of the school's administration, the student's participation in such an activity may adversely jeopardize his/her academic achievement. Students may also be denied permission to participate in extracurricular activities as a consequence of disciplinary action taken by the administration for inappropriate behavior.
3. Any student who refuses to sit for a State assessment or attempts to boycott a State assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following state mandated assessment, as applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. The superintendant or designee may wave this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

*Cross References: 4.55—STUDENT PROMOTION AND RETENTION,
4.56—EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS*

Legal Reference: State Board of Education Standards for Accreditation 10.05 and 10.06

History BOE: 4/14/14

4.56.2 EXTRACURRICULAR ACTIVITIES – HOME SCHOOL STUDENTS

Effective: July 1, 2014

- A. Home-schooled student means a student legally enrolled in an Arkansas home school and who meets or has met the criteria for being a home-schooled student, as established by A.C.A. § 6-15-503.
- B. Interscholastic activity means an activity between schools subject to regulations of the Arkansas Activities Association that is outside the regular curriculum of the school district, such as an athletic activity, fine arts program, or a special interest group or club.
- C. Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.
- D. Home-schooled students whose parents or guardians are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student's resident school zone as permitted by this policy. Although not guaranteed participation in an interscholastic activity, home-school students who meet the provisions of this policy, AAA Rules, and applicable Arkansas statutes shall have an equal opportunity to try out and participate in interscholastic activities without discrimination.

- E. To be eligible to try out and participate in interscholastic activities, the student or the parent of a student shall mail or hand deliver the student's request to participate to the student's school's principal before the signup, tryout or participation deadline established for traditional students. Additionally, the student shall demonstrate academic eligibility by obtaining a minimum test score of the 30th percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition; another nationally recognized norm-referenced test; or a minimum score on a test approved by the State Board of Education.
- F. A student who meets the requirements for eligibility to participate in an interscholastic activity is required to register for no more than one course in the District's school where the student is intending to participate in an interscholastic activity.
- G. The student shall regularly attend the class in which the student is registered beginning no later than the eleventh (11th) day of the semester in which the student's interscholastic activity participation is desired. The student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.
- H. A home-schooled student who has met the try out criteria; and who has been selected to participate in the interscholastic activity shall meet the following criteria that also apply to traditional students enrolled in the school:
 - 1. standards of behavior and codes of conduct;
 - 2. attend the practices for the interscholastic activity to the same extent as is required of traditional students;
 - 3. required drug testing;
 - 4. permission slips, waivers, physical exams; and
 - 5. participation or activity fees.
- J. Students who participate in extracurricular or athletic activities under this policy will be transported to and from the interscholastic activities on the same basis as other students are transported.
- K. A student who withdraws from an Arkansas Activities Association member school to be home-schooled shall not participate in an interscholastic activity in the resident school district for a minimum of three hundred sixty-five days after the student withdraws from the member school.

Legal References: A.C.A. § 6-15-509, Arkansas Activities Association Handbook

History BOE: 4/14/14

4.57 TRUANCY

Effective: June 14, 2004

- A. Truancy shall be defined as any absence from school or class without prior parental knowledge and consent.

- B. To promote regular attendance, the school regards truancy as unacceptable. Truancy will result in disciplinary action.

History BOE: Revised 6/14/04

4.59 CONDUCT - ELEMENTARY

Effective: June 14, 2004

The following rules are divided to help our students focus on behaviors that are most common to certain areas of the campus; however, every rule that follows is a school rule and applies to all areas of the school campus.

A. Classroom Rules

1. Be in the classroom on time.
2. Follow directions
3. Be courteous; do not interrupt others.
4. Stay in your seat; keep your hands, feet and other objects to yourself.
5. Toys are not allowed.

B. Corridor Rules

1. Running will not be allowed.
2. Keep hands, feet and objects to yourself.
3. Move in a quiet, orderly fashion to and from class.
4. Show respect to others.

C. Cafeteria Rules

1. Observe good manners and show respect.
2. Stay in your seat; do not rearrange the chairs or tables.
3. Move in a quiet, orderly fashion to and from the cafeteria.
4. Running in the cafeteria will not be allowed.
5. Join the line at the end and remain in line until you are served.
6. Keep your hands, feet and objects to yourself.

D. Assembly Rules

1. Move in a quiet, orderly fashion to and from the assembly.
2. Remain seated in assigned seats or area.
3. Keep hands, feet or objects to yourself.
4. Show respect and observe good manners.

E. Bus Line Rules

1. Students are to stay in designated area.
2. Students are to keep hands, feet and objects to yourself.
3. Students are responsible to the duty personnel and principal at bus loading zone.
4. Students are not allowed to leave designated bus zones at any time.
5. Students must behave in an orderly fashion to and from bus.
6. Students will respect the bus driver's authority.

- F. Playground Rules
1. Stay in boundaries and follow school rules.
 2. Play activity may not involve physical contact, running on the paved area, or throwing objects.
 3. Stay out of the snow, ice and water.
 4. Observe good manners and show respect to others.
 5. Severe behavior problems such as fighting, insubordination, physical abuse, and refusing to follow authorized school personnel will be dealt with in a more severe manner.
- G. Abusive and Foul Language -There are three related types of incidents involving the use of foul and abusive language which the school district wishes to eliminate.
These are:
1. Student-reported incidents of another student using foul or abusive language.
 2. Student-to-student interaction which can be divided into two parts: flagrant and casual. The casual violation of student-to-student interaction using foul or abusive language would be considered when students are overheard talking by either students or teachers and are using foul or abusive language. In the case of flagrant student-to-student interaction, this would be defined as one student using foul or abusive language toward another student to such extent that a number of the student body would be subjected to it.
 3. Student-to-teacher interaction that the school district desires to stop includes any incident in which a student uses foul or abusive language or in any way abuses a teacher, whether verbal or physical.
- H. Damage or Destruction of School Property (Act 104 of 1983 Special Session)
1. A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property.
 2. The school district will attempt to recover damages from the student destroying school property.
- I. Theft - A student shall not steal or attempt to steal property belonging to the school or public or private property while under jurisdiction of the school.

Legal References: Act 104 of 1983, Special Session; Act 146 of 1989, Act 590 of 1971

History BOE: Revised 6/14/04

4.60 COMPLAINTS AND GRIEVANCES

Effective: June 14, 2004

- A. The South Conway County School District's grievance procedure, including steps to be followed by students to resolve a grievance is as follows.
- B. The following procedures will be used for filing, processing and resolving alleged Title VI (race), Title IX (sex), Section 504 (handicap) and discrimination complaints of students.

- C. Every student of the South Conway County School District is guaranteed the right to present his grievance, in accordance with the provisions of this policy, free from interference, coercion, restraint, discrimination or reprisal.

D. DEFINITIONS

1. Discrimination Complaint: A complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, sex, qualified handicap or age.
2. Student Grievant: A student of the South Conway County School District who submits a complaint alleging discrimination based on race, color, national origin, sex or qualified handicap.
3. Equity Coordinator: The person(s) designated to coordinate efforts to comply with and carry out responsibilities under the Civil Rights Laws and other State and Federal Laws addressing equal educational opportunity. The Coordinator is responsible for processing complaints.
4. Respondent: The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisor responsibility for procedures and policies in those areas covered in the complaint.
5. Day: Means a working day. The calculation of days shall exclude Saturdays, Sundays and holidays.

E. Filing and Processing Discrimination Complaints

1. Step I - The grievant submits complaint to the Equity Coordinator, stating name, nature and date of alleged violation; names of persons responsible (where known); and requested action. Complaint must be submitted within thirty (30) days of alleged violation. Complaint forms are available in the school office or the Equity Coordinator's office. The Equity Coordinator issues a decision to the student or employee. If the grievant or respondent is not satisfied with the decision, they must notify the Equity Coordinator and request a hearing with the Superintendent.
2. Step II - The Equity Coordinator schedules a hearing with the grievant and Superintendent. The Superintendent issues a decision following the hearing. If the grievant or respondent is not satisfied with the decision, they must notify the Equity Coordinator and request a hearing with the governing board.
3. Step III - The Equity Coordinator notifies the governing board after receiving the request. The Equity Coordinator schedules a hearing with the governing board. A hearing is to be conducted within thirty (30) days from the date of notification to the governing board. The governing board issues a final written decision after the hearing regarding the validity of the grievance and any action to be taken.

F. General Provisions

1. Extension of Time: Any time limits set by these procedures may be extended by mutual consent of parties involved. The total number of days from the date that complaint is filed until complaint is resolved shall be no more than 180 days.
 2. Access to Records and Regulations: The South Conway County School District shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, qualified handicap or veteran upon request. All parties to the grievance procedure shall have the right to examine any and all records relating to the complaint. For the purpose of confidentiality, names may be omitted.
 3. Confidentiality of Records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the permanent record file. Complaint records shall be maintained on file for three years after complaint resolution.
- G. All parties will be provided with an appropriate amount of time, as established by the governing board, for a general presentation of the situation;
- H. Each party will be provided with the opportunity to provide witnesses and evidence and the right to question opposing witnesses concerning the situation;
- I. Each party will have the right to be represented in whole or in part by a person of his/her own choosing;
- J. The grievant will have the right to a confidential or public grievance hearing.

History BOE: Revised 6/14/04

4. 61 DAILY ATTENDANCE FOR PARTICIPATION

Effective: June 14, 2004

- A. Students that miss any part of the regular school day are ineligible to participate in games, practices, performances, contests, or credited work programs unless the absence is cleared by the building principal.

History BOE: Revised 6/14/04, 4/14/14

4.62 STUDENT HEALTH SERVICES - STUDENTS

Revised: June 14, 2004

- A. The district shall provide a health service program under the direction of a licensed nurse. The program shall include screening, referral, and follow-up procedures for all students. Facilities, equipment and materials necessary for the operation of the program shall be provided at each school. Current health appraisal records for all students will be maintained in accordance with guidelines provided by the Arkansas Department of Education.

Legal References: *Standards for Accreditation of Arkansas Public Schools, (XI)*

4.63 BOMB THREATS - STUDENTS

Effective: June 14, 2004

- A. A student who calls in a bomb threat to a school will be referred to the legal authorities and will be recommended for expulsion.

History BOE: Revised 6/14/04

4.64 SCHOOL SPONSORED TRIPS

Effective: June 14, 2004

- A. Students shall be permitted to return from school sponsored events with parents upon request of the parents. The parent will sign out the student at the school event.

History BOE: Revised 6/14/04

4.66 FOOD SERVICES

Effective: June 14, 2004

It shall be the policy of the Board of Education that:

- A. Free or reduced price lunches shall be provided for children whose parents meet eligibility requirements as set by the Arkansas Department of Education and the U.S. Department of Agriculture. Parents must fill out forms provided by the school to determine eligibility before free and reduced lunches can be served.
- B. Student Lunch Charges - Students who need to charge meals for any reason will be allowed to do so up to a maximum of five (5) times.
 - 1. When a student has five (5) unpaid charges, he (or) she will no longer be able to charge a meal.
 - 2. When a student has three (3) charges, the student and the parent shall be notified of the number of charges the student has, along with an account history, and that after four more charges the student will no longer be served lunch in the school cafeterias until such time as the lunch room charges are paid in full.
 - 3. Parents who wish may request that their child be served a sandwich after the maximum five charges and until such time as the lunch room charges are paid in full. Normally this sandwich will be American Cheese. A glass of water will be available to the student if he/she desires.
- C. Student lunch charges will not be permitted after May 1.

Legal References: Act 826 of 1991.

History BOE: Revised 6/14/04, June 2014

4.67 USE OF STUDENTS BY COMMUNITY ORGANIZATIONS

Effective: June 14, 2004

- A. Community organizations wishing to use students in speeches, programs, etc. shall make their requests known to the appropriate principal at least one day in advance. These students shall be excused only when the permission of the parent is given. The principal shall insure that a minimum of classes will be missed by the student.

History BOE: Revised 6/14/04

4.68 SOLICITATIONS - STUDENTS

Effective: June 14, 2004

- A. Outside organizations shall not be permitted to solicit, advertise, or sell goods or services through the schools of the district unless authorized by the Superintendent.
- B. Participation in any fund raising or charity drive sponsored by the school or outside agency shall be entirely voluntary as far as each student is concerned. There shall be no cause for embarrassment to those who do not or cannot participate or contribute.
- C. All fund raising and charity drives sponsored by a school must receive the approval of the Principal and the Superintendent. In no case will approval be given for such activities during the regular school day.

The following policies are applicable:

- D. SOLICITATION-Prohibited
1. Commercial solicitation of school employees or pupils during school hours by agents, solicitors or salesmen is prohibited. However, individual teachers may confer with them on business at times when they are not engaged in school duties, provided they have the approval of their principals.
 2. No employee of the school district is permitted to use his position in soliciting children or parents in projects which involve the expenditure of money for goods, services, summer camp attendance and the like.
- E. Activities Requiring Written Approval by the Superintendent of Schools
1. Taking pictures of school buildings or pupils for commercial purposes.
 2. Soliciting for any purpose, which includes exhibiting and selling of any book, paper, map, globe, or other article.
 3. Receiving contributions in any school building or on the school premises.
- F. ADVERTISING IN THE SCHOOLS
1. Commercial advertising, as such, shall in no way be allowed in the schools.

2. Lists of names and addresses of teachers, pupils and/or parents shall not be given to any commercial firms for advertising purposes except by direction from the Superintendent of Schools.

G. DISTRIBUTION OF MATERIALS AND LITERATURE THROUGH SCHOOLS

1. Materials submitted by outside agencies are not to be distributed to the pupils or sent to the homes unless authorization of such distribution has come from the Superintendent.

H. EDUCATIONAL/CULTURAL OCCASIONS

1. For occasions of an educational or cultural nature, with the approval of the superintendent, it is the practice to extend cooperation of schools in the following ways:
 - a. To allow advertising posters of a size suitable for school bulletin boards to be placed in schools.
 - b. To allow announcements about the occasion to be made at an appropriate time to students during the school hours.
 - c. To allow principals to excuse early from school a student whose school grades are satisfactory, who has a ticket, and who presents written permission or request by his parents, to attend such an educational affair.

History BOE: Revised 6/14/04

5.06 CHALLENGE TO INSTRUCTIONAL / SUPPLEMENTAL MATERIALS

Effective: July 13, 2009

- A. Instructional and supplemental materials are selected for their compatibility with the District's educational program and their ability to help fulfill the District's educational goals and objectives. Individuals wishing to challenge or express concerns about instructional or supplemental materials may do so by filling out a *Challenge to Instructional Material* form available in the school's office.
- B. The contesting individual may present a copy of the form to the principal and request a conference be held at a time of mutual convenience. Prior to the conference, the principal shall consult with the teacher regarding the contested material. In the conference, the principal shall explain to the contesting individual the criteria used for the selection of the material and its relevancy to the educational program as well as any other pertinent information in support of the use of the material.
- C. Following the conclusion of the meeting, the principal shall have five (5) working days to submit a summary of the concerns expressed by the individual and the principal's response to those concerns to the Superintendent.
- D. If the contesting individual is not satisfied with the principal's response, the individual may, after the five (5) working day period, request a meeting with the Director of Learning Services where the individual shall present the same *Challenge to Instructional Material* form previously

presented to the principal. The Director of Learning Services shall explain to the contesting individual the criteria used for the selection of the material and its relevancy to the educational program as well as any other pertinent information in support of the use of the material.

- E. Following the conclusion of the meeting, the Director of Learning Services shall have five (5) working days to submit a summary of the concerns expressed by the individual and the Director of Learning Services' response to those concerns. The Director of Learning Services shall create a file of his/her response along with a copy of the principal's response and a copy of the contesting individual's *Challenge to Instructional Material* form.
- F. If, after meeting with the Director of Learning Services, the contesting individual is not satisfied with the Director of Learning Services' response, the individual may, after the five (5) working day period, request a meeting with the Superintendent of Schools where the individual shall present the same *Challenge to Instructional Material* form previously presented to the Director of Learning Services'. The Superintendent of Schools shall explain to the contesting individual the criteria used for the selection of the material and its relevancy to the educational program as well as any other pertinent information in support of the use of the material.
- G. Following the conclusion of the meeting, the Superintendent shall have five (5) working days to write a summary of the concerns expressed by the individual and the Superintendent's response to those concerns. The Superintendent shall create a file of his/her response along with a copy of the Director of Learning Services' response, along with a copy of the principal's response and a copy of the contesting individual's *Challenge to Instructional Material* form.
- H. If, after meeting with the Superintendent, the contesting individual is not satisfied with the Superintendent's response regarding the appropriateness of the instructional or supplemental material, he/she may appeal the Superintendent's decision to the Board. The Superintendent shall present the contesting individual's *Challenge to Instructional Material* form to the Board at the next regularly scheduled meeting along with the written responses to the challenge. The Board may elect, if it so chooses, to hear brief verbal presentations from the parties involved in the challenge.
- I. The Board shall decide at that meeting or their next regularly scheduled meeting whether to retain the material, limit the availability of the material, or remove the material from the school. The Board's primary consideration in reaching its decision shall be the appropriateness of the material for its intended educational use.

Legal References: 20 USCS 1232(h)(c)(C)

History BOE: 6/14/2004, 7/14/08, 7/13/09

5.07 SELECTION OF LIBRARY/MEDIA CENTER MATERIALS

Effective: July 12, 2004

- A. The ultimate authority for the selection and retention of materials for the schools' media centers rests with the Board of Education which shall serve as a final arbiter in resolving a challenge to any media center materials. Licensed media center personnel shall make the initial selections in

consultation with school and district licensed staff. Materials selected shall be in accordance with the guidelines of this policy.

- B. The purpose of the schools' libraries/media centers is to supplement and enrich the curriculum and instruction offered by the District. Promoting the dialogue characteristic of a healthy democracy necessitates the maintenance of a broad range of materials and information representing varied points of view on current and historical issues. In the selection of the materials and resources to be available in each library/media center consideration will be given to their age appropriateness. Materials should be available to challenge the different interests, learning styles, and reading levels of the school's students and that will help them attain the District's educational goals.
- C. **Selection Criteria** - The criteria used in the selection of media center materials shall be that the materials:
1. Support and enhance the curricular and educational goals of the district;
 2. Are appropriate for the ages, learning styles, interests, and maturity of the schools' students, or parents in the case of parenting literature;
 3. Contribute to the examination of issues from varying points of view and help to broaden students understanding of their rights and responsibilities in our society;
 4. Help develop critical thinking skills;
 5. Are factually and/or historically accurate, in the case of non-fiction works and/or serve a pedagogical purpose;
 6. Have literary merit as perceived by the educational community; and
 7. Are technically well produced, physically sound (to the extent appropriate), and represent a reasonably sound economic value.
- D. **Retention and Continuous Evaluation** - Media center materials shall be reviewed regularly to ensure the continued appropriateness of the center's collection to the school's curriculum and to maintain the collection in good repair. Those materials no longer meeting the selection criteria, have not been used for a long period of time, or are too worn to be economically repaired shall be withdrawn from the collection and disposed of. A record of withdrawn media materials including the manner of their disposal shall be maintained for a period of three years.
- E. **Gifts** - Gifts to the media centers shall be evaluated to determine their appropriateness before they are placed in any media center. The evaluation shall use the same criteria as for all other materials considered for inclusion in the media centers. Any items determined to be unacceptable shall be returned to the donor or disposed of at the discretion of the media specialist. The media centers shall have a list of desired items to give to prospective donors to aid them in their selection of materials to donate.
- F. **Challenges** - The parent of a student affected by a media selection, a District employee, or any other resident of the district may formally challenge the appropriateness of a media center selection by following the procedure outlined in this policy. The challenged material shall remain available throughout the challenge process.
- G. Before any formal challenge can be filed, the individual contesting (hereinafter complainant) the appropriateness of the specified item shall request a conference through the principal's office with a licensed media center employee. The complainant shall be given a copy of this policy and the

Request for Formal Reconsideration Form prior to the conference. The meeting shall take place at the earliest possible time of mutual convenience, but in no case later than five (5) working days from the date of the request unless it is by the choice of the complainant.

- H. In the meeting, the media specialist shall explain the selection criteria and how the challenged material fits the criteria. The complainant shall explain his/her reasons for objecting to the selected material. If, at the completion of the meeting, the complainant wishes to make a formal challenge to the selected material, he/she may do so by completing the *Request for Formal Reconsideration Form* and submitting it to the principal's office.
- I. To review the contested media, the principal shall select a committee of five (5) or seven (7) licensed personnel consisting of the principal as chair and at least one media specialist. The remaining committee members shall be personnel with curriculum knowledge appropriate for the material being contested and representative of diverse viewpoints. The task of the committee shall be to determine if the challenged material meets the criteria of selection. No material shall be withdrawn solely for the viewpoints expressed within it and shall be reviewed in its entirety and not selected portions taken out of context.
- J. The principal shall convene a meeting after a reasonable time for the committee members to adequately review the contested material and the *Request for Formal Reconsideration Form* submitted by the complainant. The complainant shall be allowed to present the complaint to the committee after which time the committee shall meet privately to discuss the material. The committee shall vote by secret ballot to determine whether the contested material shall be removed from the media center's collection. A member from the voting majority shall write a summary of the reasons for their decision. A notice of the committee's decision and the summary shall be given (by hand or certified mail) to the complainant.
- K. If the decision is to not remove the material, the complainant may appeal the committee's decision to the district Board of Education by filing a written appeal to the Superintendent within five (5) working days of the committee's decision or of written receipt of the decision. The Superintendent shall present the original complaint and the committee's decision along with the summary of its reasons for its position plus a recommendation of the administration, if so desired, to the Board within fifteen (15) days of the committee's decision. The Board shall review the material submitted to them by the Superintendent and make a decision within thirty (30) days of receipt of the information. The Board's decision is final.

Legal Reference: A.C.A. § 6-25-101 et seq.

History BOE: 6/14/2004, Revised 7/12/04

5.08 USE OF COPYRIGHTED MATERIALS

Effective: July 1, 2014

Use of Copyrighted Work in Face-to-Face Classroom

- A. The Board of Education encourages the enrichment of the instructional program through the proper use of supplementary materials. To help ensure the appropriate use of copyrighted materials, the Superintendent, or his designee, will provide district personnel with information regarding the "fair use" doctrine of the U.S. Copyright Code as detailed

in the “Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions with Respect to Books and Periodicals” and “Guidelines for Educational Uses of Music.”

Use of Copyrighted Works in Digital Transmissions

B. Definitions:

1. “**Class session**” means the length of time provided for students to access the materials necessary for the completion of course assignments and tests. Depending on the copyrighted work's overall importance to the course, which can vary from a single assignment to an entire course focusing on the copyrighted work, the class session will end on:
 - a. The date set by the teacher for an assignment to be submitted; or
 - b. The date on the school calendar for the end of classes.
2. “**Course packs**” are premade compilations of book excerpts; newspaper, magazine, and journal articles; and instructor-authored materials.
3. “**Mediated Instructional activities**” includes textbooks, workbooks, and course packs.
4. “**Transmission**” is the remote accessing, whether on or off campus, by students of a copyrighted work by means of a closed circuit television, an educational television channel, or in a digital format on a password protected secure webpage.

C. The District recognizes that advances in technology have resulted in the need for guidelines for the use of copyrighted materials that are transmitted to students through a digital network. While the requirements to use a copyrighted work in a digital transmission have many similarities to those required, to use a copyrighted work in a face-to-face classroom, Federal law places several additional requirements on the District's teachers, IT staff, and librarians for the use of a digitally transmitted copyrighted work. The District is dedicated to providing the tools necessary for teachers, IT staff, and librarians to meet these additional Federal requirements.

D. The District shall make sure the server where materials are stored is secured, whether the server is located locally or remotely.

E. The District's Informational Technologies staff shall develop the proper protocols and train teachers on their use in order to ensure:

1. The transmission of the copyrighted work is limited to only the students enrolled in the course;
 - a. Each student shall have a unique ID and password for accessing digital courses/materials; or
 - b. Each course shall have a unique password to access course materials; and
 - c. The password to access the course materials shall be changed immediately following the close of the course.
2. To prevent students from retaining or further disseminating the copyrighted work for more than one class session;
 - a. The print function will be disabled;
 - b. A transparency shall be placed over any literary work, sheet music, or photograph;
 - c. Audio and video transmissions will be set to be streamed; and
 - d. The link to the webpage with a copyrighted work shall be deactivated at the end of the applicable class session.

- F. Teachers who wish to provide copyrighted works to students through a digital transmission as part of a digital course as well as teachers wishing to supplement a face-to-face classroom course with a digital transmission must meet applicable copyright statutes and policy 5.11—DIGITAL LEARNING COURSES as well as the following requirements in order to use a copyrighted work:
1. The use of the copyrighted work(s), whether in whole or in part, must be a part of regular classroom instruction and must be directly related and of material assistance to the course content;
 2. The extent of a copyrighted work that is used must comply with one or more of the following criteria:
 - a. The entirety of a non dramatic literary or musical work may be used. A non dramatic literary work includes poems and short stories. A non dramatic musical work covers all music that is not part of an opera or musical and does not cover the use of the music video format of a song.
 - b. Dramatic literary and musical works as well as videos may only be used in limited portions. Dramatic literary and musical works may only be used in the same amount as set forth in the requirements for a face-to-face classroom while videos, including music videos, may only have the portion used that is directly related to the subject of the class session and may not be transmitted in their entirety.
 - c. Still images or slides that a teacher would have used in the ordinary course of a face-to-face classroom session on a projector or a transparency may be used in a transmission.
 - d. Works primarily produced or marketed for use in the digital education market may not be transmitted.
 - e. Works the teacher had knowledge or reasonably believes to be unlawfully made or acquired may not be used.
 - f. Mediated Instructional activities may not be transmitted.
 3. A statement that works may be subject to copyright shall be placed in at least one of the following areas to provide notice to students of copyright status:
 - a. Course syllabus;
 - b. Home webpage for the course;
 - c. Webpage for the particular class session; and/or
 - d. Webpage with the copyrighted work.
- G. The teacher and the District librarian shall work together when making digital copies of copyrighted work from physical or analog versions and shall fulfill the following requirements:
1. The amount converted is only the amount allowed by law; **and**
 2. The District has no digital copy of the copyrighted work available; **or**
 3. The District's digital copy of the copyrighted work that is available has technological protections that prevent the use of the copyrighted work in the manner prescribed by law.
- H. The District will not be responsible for any employee violations of the use of copyrighted materials.

Cross Reference: 5.11-DIGITAL LEARNING COURSES

Legal Reference: 17 USCS § 101 to 1010 (Federal Copyright Law of 1976)

5.11 DIGITAL LEARNING COURSES

Effective: July 1, 2014

- A. **Definitions.** For the purposes of this policy
1. “Blended Learning” is education in which instruction and content are delivered through supervised instruction in a classroom and online delivery of instruction with some element of student control over time, place, path, or pace.
 2. “Digital Learning” means a digital technology or internet-based educational delivery model that does not rely exclusively on compressed interactive video (CIV). Digital learning includes online and blended learning.
 3. “Highly Qualified Teacher” means a teacher who holds at least a Bachelor’s Degree and has demonstrated subject area competence in each of the core academic subjects in which the teacher teaches. A highly qualified teacher that delivers digital learning courses under these rules is not required to be licensed as a teacher or administrator by the State Board of Education. This definition, however, does not override the fact that Federal laws or regulations may require teachers in certain subject areas to hold a teaching license (e.g., special education teachers who teach core academic subjects).
 4. “Instructional Materials” means:
 - a. Traditional books, textbooks, and trade books in printed and bound form;
 - b. Activity-oriented programs that may include:
 - Manipulatives;
 - Hand-held calculators;
 - Other hands-on materials; and
 - c. Technology-based materials that require the use of electronic equipment in order to be used in the learning process.
 5. “Online Learning” is education in which instruction and content are delivered primarily over the Internet. The term does not include print-based correspondence education, broadcast television or radio, videocassettes, compact disks and stand-alone educational software programs that do not have a significant Internet-based instructional component.

Digital Course Offerings

- B. The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format and shall be tailored to meet the needs of each student.
- C. All digitally offered courses shall meet or exceed the State Board of Education's curriculum standards and requirements and be capable of being assessed and measured through standardized or local assessments. Additionally, the District shall ensure there is sufficient infrastructure to handle and facilitate a quality digital learning environment.
- D. As an approved digital learning provider, the District shall annually determine what District created digital learning courses it will provide to our students. The District may also choose to provide digital learning courses by contracting with outside providers of such courses, who have been pre-approved by the Arkansas Department of Education (ADE). The School Board shall

determine the provider method or combination of methods for the District. The Superintendent shall ensure that all digital learning courses provided to District students, regardless of the source of the course, have been approved by ADE.

- E. District created digital courses and any digital courses the district purchases from outside providers shall adhere to the guidelines for the use of digitally transmitted copyrighted materials set forth in Policy 5.8-USE OF COPYRIGHTED MATERIALS as well as applicable statutory requirements.
- F. The District shall require all outside providers to incorporate Policy 5.8 as a condition of the service contract. Failure of the outside provider to abide by Policy 5.8 shall constitute a breach of contract and the outside provider shall be responsible for any costs resulting from such breach.
- G. Students may take more than one (1) digital learning courses.
- H. The District is responsible for providing all instructional materials for each student who enrolls in a District approved digital learning course.
- I. Regardless of any other provisions of this policy, the District may restrict a student's access to digital courses when the student's school principal determines the student's participation in such a course would not be academically appropriate based on the student's past performance in digital courses. Furthermore, the student's school principal may revoke a student's eligibility to continue taking a digital learning course if the student's performance during the semester indicates the student is not succeeding in the course.
- J. Students graduating in the class of 2018 and thereafter shall be required to complete at least one digital learning course to complete graduation requirements in the South Conway County School District.

Cross References: 4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2018 AND THEREAFTER, 4.45.1—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2015, 2016, AND 2017, 5.8—USE OF COPYRIGHTED MATERIALS

Legal References: A.C.A. § 6-16-1401 et seq., ARKANSAS DEPARTMENT OF EDUCATION RULES GOVERNING THE DIGITAL LEARNING ACT OF 2013

History BOE: 4/14/14

5.13 K – 6 INTERVENTION

Effective: June 14, 2004

- A. The South Conway County School District shall offer remediation programs during the school year to those students in kindergarten through sixth grade (K-6) not performing at grade level.

Legal Reference: A.C.A. § 6-16-704, A.C.A. § 6-16-705

History BOE: 6/14/2004. 6/11/12

5.14 HOMEWORK

Effective: July 12, 2004

- A. Homework is considered to be part of the educational program of the District. Assignments shall be an extension of the teaching/learning experience that promotes the student's educational development. As an extension of the classroom, homework must be planned and organized and should be viewed by the students as purposeful.
- B. Teachers should be aware of the potential problem students may have completing assignments from multiple teachers and vary the amount of homework they give from day to day.
- C. Parents shall be notified of this policy at the beginning of each school year.

Legal Reference: State Board of Education Rules & Regulations: Accreditation Standards 10.07

History BOE: 6/14/2004, Revised 7/12/04, 3/12/07

5.15 GRADING

Effective: July 1, 2011

- A. Parents or guardians shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation which may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue grades for each nine-week grading period to keep parents/guardians informed of their student's progress.
- B. The evaluation of each student's performance on a regular basis serves to give the parents/guardians, students, and the school necessary information to help effect academic improvement. Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.
- C. The grades of a child in foster care shall not be lowered due to an absence from school due to:
 - 1. A change in the child's school enrollment;
 - 2. The child's attendance at a dependency-neglect court proceeding; or
 - 3. The child's attendance at court-ordered counseling or treatment.
- D. The grading scale for all schools in the District shall be as follows.

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

- E. For the purpose of determining grade point averages, the numeric value of each letter grade shall be:
- | | | |
|---|---|----------|
| A | = | 4 points |
| B | = | 3 points |
| C | = | 2 points |
| D | = | 1 point |
| F | = | 0 points |
- F. The grade point values for Advanced Placement (AP), International Baccalaureate (IB), and approved honor courses shall be one point greater than for regular courses with the exception that an F shall still be worth 0 points.
- G. The final grades of students who transfer in for part of a semester will be determined by blending the grades earned in the District with those earned outside the District. Each final grade will be the sum of the percentage of days in the grading period transferred from outside the District times the transferred grade from outside the District plus the percentage of days in the grading period while in the District times the grade earned in the District.
- H. For example: The grading period had 40 days. A student transferred in with a grade of 83% earned in 10 days at the previous school. The student had a grade of 75% in our District's school earned in the remaining 30 days of the grading period. 10 days is 25% of 40 days while 30 days is 75% of 40 days. Thus the final grade would be $.25 (83) + .75 (73) = 75.5\%$.

Legal References: A.C.A. § 6-15-902, A.C.A. §9-28-113(f), State Board of Education: Standards of Accreditation 12.02, Arkansas Dep.of Education Rules and Regs. Governing Uniform Grading Scales for Public Sec. Schools

History BOE: 7/12/2004, Revised 5/11/09, 3/14/11, 6/11/12

5.18 HEALTH SERVICES

Effective: June 14, 2004

- A. The Board believes that healthy children promote a better learning environment, are more capable of high student achievement, and will result in healthier, more productive adults. Therefore, the goal of the District's health services is to promote a healthy student body. This requires both the education of students concerning healthy behaviors, as well as providing health care services to pupils.
- B. While the school nurse is under the supervision of the school principal, the delegation of health care duties shall be in accordance with the Arkansas Nurse Practice Act and the Arkansas State Board of Nursing Rules and Regulations Chapter Five: Delegation of Nursing Care.

History BOE: 6/14/2004

5.20.1 WEB SITE PRIVACY POLICY

Effective: June 12, 2006

- A. The South Conway County School District operates and maintains a web site for the purpose of informing the citizens of the district about its activities. The web site does not use “cookies” or ISP addresses to collect or retain personally identifying information about visitors to its web site nor is any such information given to “third parties.” Any data collected is used solely for the purpose of monitoring site activity to help the district improve the usefulness of the site to its visitors.
- B. The site serves no commercial purpose and does not collect any information from individuals for such purpose.
- C. Photographs of students shall not be displayed on any page of the district’s web site without the prior written consent of the parent (or the student if 18 or older).
- D. The site provides for email communication between the District and individuals for the purpose of exchanging information regarding the District and its activities or between teachers and their students. The site may also provide for password protected communication between the District and its staff.

Legal References: 15 U.S.C. § 6501 (COPPA)

History BOE: Adopted 6/14/04, Revised 6/12/06

5.24 STUDENT PARTICIPATION IN SURVEYS

Effective: June 14, 2004

- A. **Section One:** No student shall be required to submit to a survey, analysis, or evaluation which is administered or distributed by a school, and is funded in whole or in part by any program administered by the U.S. Department of Education without the prior written consent of the parent/guardian that reveals information concerning the following:
 - 1. political affiliations;
 - 2. mental and psychological problems potentially embarrassing to the student or his family;
 - 3. sex behavior and attitudes;
 - 4. illegal, anti-social, self-incriminating, and demeaning behavior;
 - 5. critical appraisals of other individuals with whom respondents have close family relationships;
 - 6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - 7. religious practices, affiliations, or beliefs of the student or student’s parent; or
 - 8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

- B. **Section Two:** No surveys shall be administered without the prior approval of the school principal. Any survey created by a third party, or funded, in whole or in part, as part of any US Department of Education administered program, containing one or more of the eight categories listed above shall be available to be inspected by a student's parent/guardian before the survey is administered or distributed by a school to a student. Parents/guardians shall have the right to deny permission for their child to participate in the taking of the survey. The school shall not penalize students whose parents/guardians exercise this option. The school shall take reasonable precautions to protect students' privacy during their participation in the administration of any survey, analysis, or evaluation containing one or more of the eight categories listed above.
- C. **Section Three:** Parents or guardians wishing to inspect a survey, analysis, or evaluation shall be able to do so in the administrative office of the administering school where the surveys shall be available for inspection for a period of ten (10) days (regular school days when school is in session) after the notice of intent to administer the survey is sent. Included in the notice shall be information regarding how the survey or questionnaire will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey or questionnaire. Parents may refuse to allow their student to participate before or after reviewing the survey or questionnaire.
1. The requirements of sections one, two, and three of this policy do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).
- D. **Section Four:** Prior written parental permission is required before any survey or questionnaire (not including tests mandated by state or Federal law or regulation and standardized scholastic achievement tests) is administered to a student the responses to which are to be provided to a person or entity other than another public school, school district, or any branch of the Federal Government and which requests or requires a student to provide any of the eight (8) categories of information listed above and/or the following:
1. A student's name;
 2. The name of the student's parent or member of the student's family;
 3. The address, telephone number, or email address of a student or a member of a student's family;
 4. A personal identification number, such as a social security number, driver's license number, or student identification number of a student or a member of the student's family;
 5. Any information, the disclosure of which is regulated, or prohibited by any other state or federal law or regulation.
- E. The rights provided to parents under this policy transfer to the student when he/she turns 18 years old.

Legal Reference: 20 USC § 1232h (a), (b), (c) [NCLB Act of 2001, Part F, Section 1061 (c) (1)(A)(i)(ii)(B), (2)(A)(i)(ii)(B)(C)(ii), (5)(A)(ii)(B), (6)(C)(F)(G)], ACA § 6-18-1301 et seq.

History BOE: 6/14/2004

5.25 MARKETING OF PERSONAL INFORMATION

Effective: June 14, 2004

- A. The South Conway County School District shall not collect, disclose, or use personal information for the purpose of marketing or for selling that information or to otherwise provide that information to others for that purpose.
- B. Personal information is defined, **for the purposes of this policy only**, as individually identifiable information including
 1. a student or parent's first and last name,
 2. a home or other physical address (including street name and the name of the city or town),
 3. telephone number, and
 4. social security identification number.
- C. The district may collect, disclose, or use personal information that is collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions such as the following:
 1. College or other postsecondary education recruitment, or military recruitment;
 2. Book clubs, magazines, and programs providing access to low cost literary products;
 3. Curriculum and instructional materials used by elementary schools and secondary schools;
 4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
 5. The sale by students of products or services to raise funds for school related or education related activities; and
 6. Student recognition programs.

Legal Reference: 20 USC § 1232h (c) [NCLB Act of 2001, Part F, Section 1061 (c) (1)(E), (2)(A)(C)(i), (4)(A), (5)(A)(i)(B), (6)(C)(E)]

History BOE: 6/14/04

5.26 ALTERNATIVE LEARNING ENVIRONMENTS

Effective: July 1, 2014

- A. The District shall have an eligible alternative learning environment (ALE) for each eligible ALE student enrolled in a District School. The ALE shall be part of an intervention program designed to provide guidance, counseling, and academic support to students who are experiencing emotional, social, or academic problems. Placement of a student in an ALE shall not be punitive in nature.
- B. The superintendent or his/her designee shall appoint an Alternative Education Placement Team which shall have the responsibility of determining student placement in the ALE. A

Student may be enrolled in an ALE only on the referral of the Alternative Education Placement Team. The team's placement decision is final and may not be appealed.

- C. The team should be comprised of the following
 1. a school counselor from the referring school;
 2. the ALE administrator and/or ALE teacher;
 3. the building principal or assistant principal from the referring school
 4. a parent or legal guardian (if they choose to participate)
Note: The district shall document its efforts to contact the student's parent or guardian to schedule a meeting or a phone call for a placement meeting at the parent or guardian's convenience, and maintain such documentation in the student's Student Action Plan (SAP).
 5. LEA special education/504 representative (if applicable);
 6. at least one (1) of the student's regular classroom teacher(s); and
 7. if the District so chooses, the student
- D. Students who are placed in the ALE shall exhibit at least two of the following characteristics in D 1-4 and E 1-8.
 1. Disruptive behavior
 2. Drop out from school
 3. Personal or family problems or situations
 4. Recurring absenteeism
- E. For the purposes of the ALE, personal or family problems or situations are conditions that negatively affect the student's academic and social progress. These may include, but are not limited to:
 1. Ongoing, persistent lack of attaining proficiency levels in literacy and mathematics
 2. Abuse: physical, mental, or sexual
 3. Frequent relocation of residency
 4. Homelessness
 5. Inadequate emotional support
 6. Mental/physical health problem
 7. Pregnancy
 8. Single parenting
- F. No later than five (5) school days after a student begins alternative education interventions, the Alternative Education Placement Team shall develop a signed agreement between the ALE, the parent or legal guardian (if they choose to participate), and the student, outlining the responsibility of the ALE, parent or legal guardian, and the student to provide assurance that the plan for each student is successful.
- G. No later than one (1) week after a student begins alternative education interventions, the Alternative Education Placement Team shall assess the student's current functioning abilities and all relevant social, emotional, academic, career, and behavioral information and develop an SAP outlining the intervention services to be provided to the student that is in compliance with the Arkansas Department of Education (ADE) Rules. The SAP may be revised from time to time by the ALE placement team and a positive behavior or transitional plan shall be developed and added to the SAP prior to a student's return to the regular educational environment.

- H. The District's ALE program shall follow class size, staffing, curriculum, and expenditure requirements identified in the ADE Rules Governing the Distribution of Student Special Needs Funding and the Determination of Allowable Expenditure of These Funds.

Legal References: A.C.A. § 6-20-2305(b)(2), A.C.A. §6-48-10~~2,103~~, ADE Rules Governing the Distribution of Student Special Needs and the Determination of Allowable Expenditure of These Funds– 3.01, 3.05, 4.00, and 8.0

History BOE: Adopted 12/13/04, Revised 6/12/06, 4/9/12, 4/14/14

5.29 SCHOOL WELLNESS POLICY

Effective: March 12, 2007

- A. The health and physical well-being of our students directly affects their ability to learn. Childhood obesity increases the incidence of adult diseases occurring in children and adolescents such as heart disease, high blood pressure and diabetes. The increased risk carries forward into their adulthood. Research indicates that a healthy diet and regular physical activity can help prevent obesity and the diseases resulting from it. It is understood that the eating habits and exercise patterns of students cannot be magically changed overnight, but at the same time, the Board of Directors believes it is necessary to strive to create a culture in our schools that consistently promotes good nutrition and physical activity.
- B. The problem of obesity and inactivity is a public health issue. The Board of Directors is keenly aware that it has taken years for this problem to reach its present level and will similarly take years to correct. The responsibility for addressing the problem lies not only with the schools and the Arkansas Department of Education, but with the community and its residents, organizations and agencies. Therefore, the District shall enlist the support of the larger community to find solutions which improve the health and physical activity of our students.
- C. Goals - In its efforts to improve the school nutrition environment, promote student health, and reduce childhood obesity, the District will adhere to the Arkansas Rules Governing Nutrition and Physical Activity Standards in Arkansas Public Schools. To promote nutrition, physical activity, and other school based activities that will improve student wellness, the District has established the following goals.
1. Appoint a District school health coordinator(designated district official) who shall be responsible for ensuring that each school fulfills the requirements of this policy;
 2. Implement a grade appropriate nutrition education program that will develop an awareness of and appreciation for nutrition and physical activity throughout the curriculum;
 3. Enforce existing physical education requirements and engage students in healthy levels of vigorous physical activity;
 4. Strive to improve the quality of physical education curricula and increase the training of physical education teachers;
 5. Follow the Arkansas Physical Education and Health Education Frameworks in grades K-12;

6. Not use food or beverages as rewards for academic, classroom, or sports performances;
 7. Ensure that drinking water is available without charge to all students;
 8. Establish class schedules, and bus routes that don't directly or indirectly restrict meal access;
 9. Provide students with ample time to eat their meals in pleasant cafeteria and dining areas;
 10. Establish no more than nine (9) school wide events which permit exceptions to the food and beverage limitations established by Rule. The schedule of the events shall be by school, approved by the principal, and shall be part of the annual school calendar;
 11. Abide by the current allowable food and beverage portion standards;
 12. Meet or exceed the more stringent of Arkansas' or the U.S. Department of Agriculture's Nutrition Standards for reimbursable meals and a la' carte foods served in the cafeteria;
 13. Restrict access to vended foods, competitive foods, and foods of minimal nutritional value (FMNV) as required by law and Rule;
 14. Conform new and/or renewed vending contracts to the content restrictions contained in the Rules and reduce District dependence on profits from the sale of FMNV.
 15. Provide professional development to all District staff on the topics of nutrition and/or physical activity;
 16. Utilize the School Health Index available from the Center for Disease Control (CDC) to assess how well the District is doing at implementing this wellness policy and at promoting a healthy environment for its students;
- D. Advisory Committee - To enhance the District's efforts to improve the health of our students, a School Nutrition and Physical Activity Advisory Committee (SNPAAC) shall be formed. It shall be structured in a way that ensures age-appropriate recommendations are made which correlate to our District's grade configurations. The SNPAAC shall have the powers and responsibilities delegated to it by statute and Rule and are incorporated into this policy by reference. The overarching goal of the committee shall be to promote student wellness by monitoring how well the District is doing at implementing this policy. The SNPAAC shall use modules 1, 2, 3, 4, and 8 of the CDC's School Health Index as a basis for assessing each school's progress toward meeting the requirements of this policy. The results of the annual assessment shall be included in each school's ACSIP, provided to each school's principal, and reported to the board. Goals and objectives for nutrition and physical activity shall also be included in the ACSIP.
- E. Parents, students, the District's teachers of physical education, school health professionals, the District School Board of Directors, the District's school administrators, members of the community, and representatives of the District's school food authority shall be included in the development, implementation, and periodic review of the District's wellness policy to the extent interested persons from each group desire to be included.

- F. The SNPAAC shall provide recommendations to the school district concerning menus and other foods sold in the school cafeteria. Such recommendations shall be based, at least in part, on the information the Committee receives from the District on the requirements and standards of the National School Lunch Program and information and from menus for the National School Lunch Program and other food sold in the school cafeteria on a quarterly basis.
- G. The District shall periodically assess, with input from the SNPACC, the District and individual schools' status regarding implementing this policy. The assessment shall be based, at least in part, on:
1. the extent to which District schools are in compliance with this policy;
 2. the extent to which this policy compares to other model local school wellness policies; and
 3. a description of the progress made in attaining the goals of this policy.

The assessment results along with the content of the policy shall be periodically reported to the public, including parents, students, and other members of the community.

Legal References: *Richard B. Russell National School Lunch Act 42 U.S.C. § 1751 et seq. as amended by PL 111-296 (Section 204) of 2010. (Section 204 is codified at 42 U.S.C. § 1758(b)), Child Nutrition Act of 1966 42 U.S.C. § 1771 et seq., A.C.A. §6-20-709, A.C.A. §§ 20-7-133, 134, and 135, ADE Rules Governing Nutrition and Physical Activity Standards in Arkansas Public Schools, Allowable Competitive, Foods/Beverages – Maximum Portion Size List for Middle, Junior High, and High School, Nutrition Standards for Arkansas Public Schools (Commissioner's Memo FIN-06-106)*

History BOE: 6/14/2004, Revised 5/8/06, 3/12/07, 6/11/12

5.34 HOMEBOUND INSTRUCTION – SPECIAL INSTRUCTIONAL PROGRAM

Effective: June 14, 2004

- A. The district may provide homebound instruction for those students who are unable to attend regular school instruction. Need for such programs shall be based on individual student needs and shall be provided in accordance with appropriate rules and regulations.

History BOE: 6/14/2004

5.35 GIFTED/TALENTED EDUCATION: IDENTIFICATION AND PROGRAMMING

Effective: June 14, 2004

It shall be the policy of the Board of Education that:

- A. The school district shall develop procedures to identify gifted and talented students in accordance with guidelines established by the State Department of Education.

- B. The school district shall provide educational opportunities for students identified as gifted and talented appropriate to their ability.
- C. Each school shall use procedures to evaluate the effectiveness of the provisions of these educational opportunities.
- D. Criteria used includes teacher (or other) recommendation, grades, task commitment, creativity, and scores on standardized tests. When all subjective data is equal, in order to assure the most deserving students the opportunity to participate in the program and to eliminate the appearance of tracking, the criterion for the selection of talent pool students placed in the Gifted/Talented classrooms is as follows: objective data and committee recommendation.

Legal References: *Standards for Accreditation of Arkansas Public Schools, (XIII)*

History BOE: 6/14/2004

5.38 TEXTBOOK SELECTION AND ADOPTION

Effective: June 14, 2004

- A. The selection of basal textbooks and supplementary instructional materials on the free textbook list shall be based on Arkansas Department of Education guidelines as established by state law and on procedures established by the School Administration. Final approval of textbooks shall be made by the Superintendent of Schools.
- B. All textbooks used by pupils are the property of the School District, and their use is under the strict supervision of the principal and the teacher.
- C. A local selection or adoption committee shall be appointed to make textbook selections. The committee shall work with the staff and with individual teachers in making their recommendations to the Director of Curriculum, Instruction and Assessment. The Director of Curriculum, Instruction and Assessment shall make recommendations to the Superintendent of Schools as to the textbooks to be adopted.
- D. Teachers shall keep records of all textbooks issued to pupils.
- E. When school owned books are damaged or destroyed, the person responsible for the damage or destruction must pay for the cost of repair or replacement.

History BOE: 6/14/2004

5.40 FIELD TRIPS AND EXCURSIONS

Effective: June 14, 2004

- A. Field trips can be defined as a teaching technique involving any organized travel made primarily with an educational motive in mind. Such a journey grows out of the student's need for first-hand data to assist in solving problems.

1. Only local educational trips may be sponsored for the lower six grades or approved by the Superintendent as a part of a unit being taught.
2. Parental consent **MUST BE OBTAINED IN WRITING** in order for the pupils to take a trip to a specific place, at a specific time, by a specific mode of travel.
3. Matters pertaining to the mode of transportation, finances and safety precautions shall be clearly understood before such a trip is undertaken.
4. Field trips shall be cleared by the building principal and Superintendent of Schools.

History BOE: 6/14/2004

6.05 VISITORS TO THE SCHOOLS

Effective: August 8, 2005

- A. Parents, grandparents, legal guardians, business, and community members are welcome and encouraged to visit District schools. To minimize the potential for disruption of the learning environment, visitors, for a purpose other than to attend an activity open to the general public, are required to first report to the school's main office. No one shall be exempt from this requirement.
- B. Parents and legal guardians are encouraged to participate in regularly scheduled visitation events such as school open houses and parent/teacher conferences. Additional conferences are best when scheduled in advance. Conferences shall be scheduled at a time and place to accommodate those participating in the conference. Visits to individual classrooms during class time are permitted on a limited basis with the principal's prior approval and the teacher's knowledge.
- C. Parents wishing to speak to their children during the school day shall register first with the office. The District has the right to ask disruptive visitors to leave its school campuses. Principals are authorized to seek the assistance of law enforcement officers in removing any disruptive visitors who refuse to leave voluntarily.

History BOE: 6/14/04, Revised 8/8/05

6.06 FUND RAISING

Effective: June 14, 2004

- A. All fund raising activities held in the District or in the name of the District must be pre-approved in writing by the Superintendent and affected school principal. Approval will be predicated on the potential for return relative to the time and energy to be invested in the fund raising. Fund raising that conflicts excessively with and/or detracts from student or teacher instructional time in either the planning or the execution of the activity will not be approved.
- B. Neither an individual school nor the District shall be liable for any contract between clubs or organizations and third parties.
- C. Student participation in any fund raising activity shall:
 1. Be voluntary. Students who choose not to participate shall not forfeit any school privileges. It shall not be considered discriminatory to reward those who participate; and

2. Not influence or affect the student's grade.

D. Secondary Schools

1. Fund raising in the secondary schools may only be done by officially sanctioned student clubs, spirit groups, school PTAs, or parent booster clubs. Student clubs and spirit groups must receive written approval from their sponsor and the school principal before submitting the fund raising proposal to the Superintendent.
2. Door to door fundraising activities are prohibited.

E. Elementary Schools (K-6)

1. Fund raising in the elementary schools may only be done by the school or a school sponsored organization. Door to door fundraising activities are prohibited.
2. Schools must provide written notification of the following to parents or legal guardians of elementary students who participate in fund raising programs.
 - a. Student participation in fund raising programs is voluntary;
 - b. Students who do not participate will not forfeit any school privileges;
 - c. Students may not participate in fund raising programs without written parental permission returned to school authorities; and
 - d. Unless the school provides supervision, parents must accept responsibility for appropriate adult supervision.

Legal Reference: A.C.A. § 6-18-1104

History BOE: 6/14/04

6.07 COMPLAINTS

Effective: June 14, 2004

- A. It is a goal of the Board and the District to be responsive to the community it serves and to continuously improve the educational program offered in its schools. The Board or the District welcomes constructive criticism when it is offered with the intent of improving the quality of the system's educational program or the delivery of the District's services.
- B. The Board formulates and adopts policies to achieve the District's vision and elects a Superintendent to implement its policies. The administrative functions of the District are delegated to the Superintendent who is responsible for the effective administration and supervision of the District. Individuals with complaints concerning personnel, curriculum, discipline, (including specific discipline policies), coaching, or the day to day management of the schools need to address those complaints according to the following sequence:
 1. Teacher, coach, or other staff member against whom the complaint is directed
 2. Principal
 3. Assistant Superintendent
 4. Superintendent
- C. Other than in the few instances where statutorily allowed or required, student discipline and personnel matters may not be discussed in Board meetings. Individuals with complaints regarding such matters need to follow the sequence outlined above.

- D. Unless authorized by the Board as a whole for a specific purpose, no individual Board member has any authority when acting alone. District constituents are reminded that the Board serves as jury in matters regarding student suspensions initiated by the Superintendent, expulsions, and personnel discipline.

History BOE: 6/14/04, Revised 3/12/07

6.08 DISTRIBUTION OF PRINTED MATERIALS

Effective: June 14, 2004

- A. The District shall devise and maintain a system for distributing District communications and other printed materials between the Administration and the schools. Use of the system by employees or employee organizations shall be with prior approval of the Superintendent or his/her designee.
- B. Distribution of printed materials, flyers, photographs, or other visual or auditory materials not originating within District schools to students or staff shall have prior approval of the Superintendent or his/her designee.

History BOE: 6/14/04

6.11 PARENTAL/COMMUNITY INVOLVEMENT – DISTRICT

Effective: August 8, 2005

- A. The South Conway County School District understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the district and those it serves. Therefore, the district shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community. To achieve such ends, the district shall work to
1. Involve parents and the community in the development of the long range planning of the district and Title I plan and the process of school review and improvement;
 2. Give the schools in the district the support necessary to enable them to plan and implement effective parental involvement activities;
 3. Provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance;
 4. Have a coordinated involvement program where the involvement activities of the district enhance the involvement strategies of other programs such as Head Start, HIPPIY, Parents as Partners, Parents as Teachers, ABC, ABC for School Success, area Pre-K programs, and Even Start;
 5. Explain to parents and the community the State's content and achievement standards, State and local student assessments and how the district's curriculum is aligned with the assessments and how parents can work with the district to improve their child's academic achievement;
 6. Provide parents and schools with the materials and training to build their capacity to be better able to help students achieve. The district may use parent resource centers or other

community based organizations to foster parental involvement and provide literacy and technology training to parents.

7. Educate district staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents;
 8. Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;
 9. Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include arranging meetings at a variety of times, and being creative with parent/teacher conferences;
 10. Find and modify other successful parent and community involvement programs to suit the needs of our district;
 11. Train parents to enhance and promote the involvement of other parents;
 12. Provide reasonable support for other parental involvement activities as parents may reasonably request.
- B. To ensure the continued improvement of the district's parental/community involvement program, the district will conduct, with the involvement of parents, an annual evaluation of its content and effectiveness of the parental involvement policy in improving the academic quality of the schools, including identify barriers to greater participation by parents (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). C. Use findings of such evaluation to design strategies for more effective parental involvement and revise, if necessary, the parental involvement policies; and involve parents in the activities of schools served under Title I, Part A.
- D. This policy shall be part of the school's Title I plan and shall be distributed to parents of the district's students and provided, to the extent practicable, in a language the parents can understand.

Legal References: 20 U.S.C. § 6318 (a)(2),(A),(B),(D),(E) (NCLB Act of 2001, Section 1118), 20 U.S.C. § 6318 (e)(1),(2),(3),(4),(5),(6),(8),(9),(10),(11),(13),(14) (NCLB Act of 2001, Section 1118)

History BOE: 6/14/04, Revised 8/8/05

6.12 PARENTAL/COMMUNITY INVOLVEMENT – SCHOOL

Effective: August 8, 2005

- A. Each South Conway County School understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the school and those it serves. Therefore, each South Conway County School shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community. To achieve such ends, the school shall work to
1. Involve parents and the community in the development and improvement of Title I programs for the school, Title I plan and the process of school review and improvement;
 2. Involve parents in the review, improvement and printing of the school's parental involvement policy annually;

3. Title I funds may be used for reasonable and appropriate expenses associated with parental involvement activities that will enable parents to participate in school-related meeting and training sessions;
 4. Have a coordinated involvement program where the involvement activities of the school enhance the involvement strategies of other programs such as Head Start, HIPPY, Parents as Partners, Parents as Teachers, ABC, ABC for School Success, area Pre-K programs and Even Start;
 5. Explain to parents and the community the State's content and achievement standards, State and local student assessments and how the school's curriculum is aligned with the assessments and how parents can work with the school to improve their child's academic achievement;
 6. Provide parents with the materials and training they need to be better able to help their child achieve. The school may use parent resource centers or other community based organizations to foster parental involvement and provide literacy and technology training to parents.
 7. Educate school staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents;
 8. Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;
 9. Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include providing transportation and child care to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;
 10. Find and modify other successful parent and community involvement programs to suit the needs of our school;
 11. Train parents to enhance and promote the involvement of other parents;
 12. Provide, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child;
 13. Schools will jointly develop the school-parent compact with parents to ensure the compacts outlines how parents, the school staff and students will share in the responsibility for improved student achievement.
- B. To help promote an understanding of each party's role in improving student learning, each South Conway County School shall develop a compact that outlines the responsibilities of parents, students, and the school staff in raising student academic achievement and in building the partnerships that will enable students to meet the State's academic standards.
- C. Each South Conway County School shall convene an annual meeting, or several meetings at varying times, including parent conferences to adequately reach parents of participating students, to inform parents of the school's participation in Title I, Part A programs and explain Title I, Part A, and the parents right to be involved in those programs.
- D. Each South Conway County School shall, at least annually, involve parents in planning, review and improvement of the school's Title I, Part A program and parental involvement policy and the joint development of the school-wide program plan.

- E. Provide parents of participating children with timely information about programs under this part and a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress and the proficiency levels students are expected to meet. Provide opportunities, if requested, for regular meetings during which parents can formulate suggestions and to participate in decisions relating to the education of children and responses to any such suggestions as soon as possible.
- F. This policy shall be part of the school's Title I plan and shall be distributed to parents of the district's students and provided, to the extent practicable, in a language the parents can understand.

Legal References: 20 U.S.C. § 6318 (b)(1) (NCLB Act of 2001, Section 1118), 20 U.S.C. § 6318 (c)(1),(2),(3),(4) (NCLB Act of 2001, Section 1118), 20 U.S.C. § 6318 (d) (NCLB Act of 2001, Section 1118), U.S.C. § 6318 (e)(1),(2),(3),(4),(5),(6),(8),(9),(10),(11),(13),(14) (NCLB Act of 2001, Section 1118)

History BOE: 6/14/04, Revised 8/8/05

6.28 USE OF DRUGS AND ALCOHOL PROHIBITED

Effective: June 14, 2004

- A. The use of drugs and alcohol is prohibited on any school property or in any school building owned or operated by the South Conway County Public Schools.

History BOE: 6/14/04

6.4 VOLUNTEERS

Effective: June 14, 2004

- A. Enlisting the support of volunteers is a way in which the District can expand the scope of resources and knowledge available to enrich the students' educational experiences, while strengthening the relationship between the school and the community. Volunteers can also perform non-instructional tasks that allow licensed personnel more time to devote to instruction.
- B. The Superintendent shall be responsible for establishing and maintaining a program to coordinate the services volunteers are willing and able to contribute with the needs of District personnel. The program shall establish guidelines to ensure volunteers are aware of pertinent District policies and rules. Volunteers who violate school policies or rules, or knowingly allow students to violate school rules, may be asked to leave the school campus. The guidelines should also include provision for evaluation of the volunteer program and a method for soliciting suggestions from both the volunteers and staff for its improvement.
- C. Background Checks for Volunteers
 - 1. For the purposes of this policy, "clear background check" shall mean that a background check was performed, as authorized by A.C.A. §§ 12-12-1601 et seq., and that a potential school volunteer has not committed any of the crimes or

- offenses contained in A.C.A. §§ 6-17-410, 6-17-411 or 6-17-414, as amended, with regard to both the Arkansas and national background check, and whose name is not found on the Child Abuse Central Registry.
2. A person wishing to volunteer in a capacity that requires a background check may not perform volunteer services requiring a background check until a clear background check is received by the District. Once received, a clear background check is good for five (5) years; a background check renewal must be applied for and a clear background check received prior to the time of renewal or an interruption of permitted volunteer service could occur. A clear background check will be accepted of any individual wishing to volunteer provided it was conducted within the timeframe provided for in this policy.
 - a. The Application for an initial background check may be made through the District administrative office. The District will incur the fee charged by the State of Arkansas for performing the initial check and any renewal checks.
 3. A person who failed a previous background check may petition the Board for a waiver from this policy's requirement. The petition shall be accompanied by a signed authorization for disclosure of his or her entire criminal and child abuse registry history. In deciding whether to grant a waiver, the board may take into consideration the circumstance or circumstances under which the act or omission leading to conviction or Child Abuse Registry true finding, the age of the person at the time of the act or omission, the length of time that has passed without reoffending, and other relevant circumstances. If the Superintendent recommends a waiver be granted, the Board may, by a majority vote adopt a resolution providing an exception to this policy's requirement for a time period not to exceed five years. The board must consider this matter in open session, and may not confer or deliberate in closed or executive session.
 4. The board shall not have the authority to waive the application of this policy to any potential volunteer who is a Registered Sex Offender.
 5. Clear background checks for school volunteers are only required for those individuals who will volunteer for more than thirty (30) hours in a school year.
 6. No information relating to the application for or receipt of a criminal background check, including that a background check has or has not been applied for, shall be subject to disclosure under the Arkansas Freedom of Information Act, as provided by A.C.A. §§ 12-12-1601 et seq. Requests for background checks and reports on background checks obtained under this policy shall be retained by the district for a minimum of three years.

Legal References: *Standards for Accreditation V. A.C.A. §§ 6-17-410, 411, 414, A.C.A. §§ 12-12-1601 et seq., A.C.A. § 12-18-909(g)(21)*

History BOE: 6/14/04, 7/8/13

GENERAL INFORMATION FOR PARENTS

DAILY SCHEDULE

Buildings will be opened for the entrance of students at 7:30 a.m. School buildings will not be opened to the students without a teacher in charge.

Instruction Begins..... 8:00 a.m. for K-6

School Dismisses..... 3:15 p.m. for K-6

SUPPLIES AND TEXTBOOKS

Each student will furnish his/her own supplies. Parents/guardians should check with the child periodically to see if additional supplies are needed.

Textbooks are provided for student use free of charge. Students are responsible for lost or damaged books and will be expected to pay for replacements.

SCHOOL TELEPHONE

The school telephone is a business phone. Students are not to use it for making social arrangements or unnecessary calls. Messages will be delivered to students in case of emergencies. Students will not be taken out of class to talk on the phone unless it is an extreme emergency.

Parents/guardians and students are asked to make necessary arrangements for after-school transportation while at home each morning before coming to school. We will not take any changes by phone after 2:00 p.m. each day.

LOST AND FOUND

The school cannot assume responsibility for loss of personal items. However, if it is reported immediately, every effort will be made to help locate the lost item. All personal items should be clearly marked for identification. Items not needed for school work should be left at home.

SCHOOL PROPERTY

As good citizens, students are obligated to respect and protect all school property and help keep the building, furniture, and school equipment as attractive as possible. If a student is guilty of defacing or destroying school property, he/she will be expected to pay for the property to the extent of replacing as new or as good as new.

LEGAL NAMES

Students must use their legal birth names for all official school documents. Name changes will only be accepted upon receipt of a court order.

NOTICE TO PARENTS
REGARDING TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

To: All Parents

From: South Conway County School District

As the parent of a student in the South Conway County School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether The Arkansas Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- 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.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call the Director of Learning Services Office at 501-354-9451.

SCHOOL CALENDAR 2014 - 2015

South Conway County School District 2014-2015 Calendar

August 2014							January 2015							
	Su	Mon	Tue	Wed	Thu	Fri	Sat	Su	Mon	Tue	Wed	Thu	Fri	Sat
						1	2						2	3
	3	4	5	6	7	8	9	4	5	6	7	8	9	10
Prof Dev NO CLASSES	10	11	12	13	14	15	16	11	12	13	14	15	16	17
18 First Day of School	17	18	19	20	21	22	23	18		20	21	22	23	24
	24	25	26	27	28	29	30	25	26	27	28	29	30	#
	31													
September 2014							February 2015							
	Su	Mon	Tue	Wed	Thu	Fri	Sat	Su	Mon	Tue	Wed	Thu	Fri	Sa
1 Labor Day NO SCHOOL			2	3	4	5	6	1	2	3	4	5	6	7
	7	8	9	10	11	12	13	8	9	10	11	12	13	
	14	15	16	17	18	19	20	15		17	18	19	20	21
	21	22	23	24	25	26	27	22	23	24	25	26	27	28
	28	29	30											
October 2014							March 2015							
	Su	Mon	Tue	Wed	Thu	Fri	Sa	Su	Mon	Tue	Wed	Thu	Fri	Sa
17 End Quarter S__ / T__				1	2	3	4		2	3	4	5	6	7
Report Cards	5	6	7	8	9	10	11	8	9	10	11	12	13	14
21 Parent/Teach Conf 7-12 2:45 - 7:30 DISMISS 2:15	12	13	14	15	16	17	18	15	16		18	19	20	21
22 Parent/Teach Conf PK-6 2:45 - 7:30 DISMISS 2:15	19	20	21	22	23	24	25	22	23	24	25	26	27	28
	26	27	28	29	30			29	30	31				
November 2014							April 2015							
	Su	Mon	Tue	Wed	Thu	Fri	Sa	Su	Mon	Tue	Wed	Thu	Fri	Sa
							1				1	2		4
		3	4	5	6	7	8		6	7	8	9	10	11
	9	10	11	12	13	14	15	12	13	14	15	16	17	18
	16	17	18	19	20	21	22	19	20	21	22	23	24	25
25-28 Thanksgiving NO SCHOOL	23	24	25	26		28	29	26	27	28	29	30		
	30													
December 2014							May 2015							
	Su	Mon	Tue	Wed	Thu	Fri	Sa	Su	Mon	Tue	Wed	Thu	Fri	Sa
		1	2	3	4	5	6						1	2
	7	8	9	10	11	12	13	3	4	5	6	7	8	9
19 End Quarter/Sem S__ / T__	14	15	16	17	18	19	20	10	11	12	13	14	15	16
Christmas Holidays NO SCHOOL	21	22	23	24		26	27	17	18	19	20	21	22	23
	28	29	30	31				24						30
								31						
Total Student Days 178							SNOW DAYS WILL BE MADE UP ON 2/16, 5/26, 5/27, 5/28, 5/29 Total Teacher Days 190							