

Helena-West Helena School District

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Elementary Student Handbook & Code of Conduct 2020-2021

CONTACT INFORMATION

Administrative Offices

305 Valley Drive
Helena-West Helena, AR 72342
(870) 338-4425

Central High School Campus

Grades 7-12
103 School Road
Helena-West Helena, AR 72390
870-572-6744

J. F. Wahl Elementary School




Grades K-6
125 Hickory Hill Drive
Helena-West Helena, AR 72342
(870) 338-4404/4405





Pre-K
(870) 338-4406

2020-2021 District Academic Calendar

| Jul-20 | | | | | | | S | T |
|--------|-----|-----|-----|-----|-----|-----|----|----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | | |
| | | | 1 | 2 | 3 | 4 | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | | |
| 26 | 27 | 28 | 29 | 30 | 31 | | | |
| Aug-20 | | | | | | | | |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | | |
| | | | | | | 1 | 0 | 0 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 0 | 5 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 0 | 5 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 0 | 0 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 5 | 5 |
| 30 | 31 | | | | | | 1 | 1 |
| Sep-20 | | | | | | | | |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 5 | 5 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 5 | 5 |
| 27 | 28 | 29 | 30 | | | | 3 | 3 |
| Oct-20 | | | | | | | | |
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| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 5 | 5 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 5 | 5 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 5 | 5 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 5 | 6 |
| Nov-20 | | | | | | | | |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | | |
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| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 0 | 0 |
| 29 | 30 | | | | | | 1 | 1 |
| Dec-20 | | | | | | | | |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 5 | 5 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 0 | 0 |
| 27 | 28 | 29 | 30 | 31 | | | 0 | 0 |
| | | | | | | | 79 | 90 |

| Jan-21 | | | | | | | S | T |
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| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 5 | 5 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 5 | 5 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 4 | 4 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 5 | 5 |
| 31 | | | | | | | | |
| Feb-21 | | | | | | | | |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | | |
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| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 5 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 4 | 4 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 5 | 5 |
| 28 | | | | | | | | |
| Mar-21 | | | | | | | | |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | | |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 5 | 5 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 0 | 0 |
| 28 | 29 | 30 | 31 | | | | 3 | 3 |
| Apr-21 | | | | | | | | |
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| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 5 | 6 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 5 | 5 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 5 | 5 |
| 25 | 26 | 27 | 28 | 29 | 30 | | 5 | 5 |
| May-21 | | | | | | | | |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | | |
| | | | | | | 1 | 0 | 0 |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 5 | 5 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 5 | 5 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 5 | 5 |
| 30 | 31 | | | | | | 0 | 0 |
| Jun-21 | | | | | | | | |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | | |
| | | 1 | 2 | 3 | 4 | 5 | 1 | 1 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 0 | 0 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 0 | 0 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 0 | 0 |
| 27 | 28 | 29 | 30 | | | | 0 | 0 |
| | | | | | | | 99 | 100 |
| | | | | | | | 178 | 190 |

 Professional Development
 Pupil Teacher Interaction Days
 Parent Teacher Conf. Day 2-7 pm

 Holiday
 Students Last Day
 Students On-line Learning Days
 End of Quarter

| | |
|----|----|
| Q1 | 44 |
| Q2 | 45 |
| Q3 | 48 |
| Q4 | 41 |

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Helena - West Helena School District

MISSION

The mission of the Helena-West Helena School District is to produce graduates who are fully prepared for life after school as productive, responsible and caring citizens.

VISION

The Helena-West Helena School District endeavors to be a globally competitive district where students receive the highest quality instruction. We aim to be responsive to our community, parents, and students and the ever changing educational landscape.

FOREWORD

The information in this handbook is intended for use by the students, parents/guardians, faculty/staff, and administration of Helena-West Helena School District. The main purpose of this handbook is to set forth clearly the standards of behavior and the limits on behavior established by law and the Helena -West Helena Board of Education policies. Students are encouraged to become acquainted with the policies and procedures that will be followed during the school year. It is necessary for parents to familiarize themselves with school regulations to eliminate misunderstandings and join in the effort to maintain a quality educational program. Students and parents should understand that this handbook is not all-inclusive.

The Helena-West Helena School District is required to provide professional development to all faculty and staff. The Professional Development of the student/parent handbook is provided to ensure that everyone (all faculty & staff) will enforce and be consistent in issuing discipline consequences as documented in the policy. In addition, each school is required to provide professional development of the student/parent handbook specifically to their faculty & staff so that everyone (all faculty & staff) will enforce and be consistent in issuing discipline consequences as documented in the policy.

Our teachers stand ready to help students through the classes, activities, and events of the school year. By making use of their knowledge and expertise students will grow both educationally and socially. Remember that a student's success in school will be directly proportional to his/her efforts. **PLEASE SIGN AND RETURN DOCUMENTS ON PAGES INDICATED.**

EQUAL EDUCATIONAL OPPORTUNITY- 4.11

No student in the Helena-West Helena 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.

Inquiries regarding SPECIAL EDUCATION and SECTION 504 issues should be directed to the Director of Special Services, at (870) 338-4425.

Inquiries regarding ENGLISH AS A SECOND LANGUAGE issues should be directed to the ESOL Coordinator, at (870) 338-4425.

Inquiries regarding EQUITY, TITLE VI and TITLE IX issues should be directed to the Superintendent, at (870) 338-4425.

NON-DISCRIMINATION POLICY

The commitment of the Helena-West Helena School District to the most fundamental principles of academic freedom, equality of opportunity and human dignity requires that decisions involving students and employees be based on individual merit and be free from discrimination in all its forms.

It is the policy of the Board of Education that there will be no discrimination because of race, color, religion, sex,

age, national origin, diseases, parental status, pregnancy, sexual orientation or handicap/disability in the placement, instruction and guidelines of pupils; the employment, assignment, training or promotion of personnel; the provision and maintenance of physical supplies and equipment; the development and implementation of the curriculum, including the activities program, and in all matters relating to the instruction, supervision, administration and Board policy development. Verbal and/or written civil rights questions should be directed to the Superintendent.

PARENT AND FAMILY ENGAGEMENT

The Helena-West Helena School District knows that parent and family engagement in our school can have a dramatic effect on the academic achievement of our students. The Parent and Family Engagement Plan is developed with the goal of developing a strong partnership with all of our parents so that our children will be provided with the best possible education we can offer.

The Parent and Family Engagement Plans are developed, so that parents will better understand our school's program and how the parent may become actively involved. Please feel free to discuss any questions, comments, or suggestions you may have about this plan with your child's teacher, parent facilitator, Parent Teacher Organization (PTO) officer, or the school principal. We welcome your suggestions.

You may retrieve a copy of the Parent Involvement Plan in its entirety from our District website or building principal.

PLEDGE OF ALLEGIANCE - 4.46

The Pledge of Allegiance shall be recited at the beginning of each school day. Students choosing not to participate shall be quiet while either standing or sitting at their desks.

RESIDENCE REQUIREMENTS - 4.1

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.

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.

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.

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. The children or wards of any person who is at least a half-time employee of this district but resides in another district are eligible to enroll in District schools.

Under instances prescribed in A.C.A. § 6-18-203, a child or ward of an employee of the district or of the education co-op to which the district belongs, may enroll in the district even though the employee and his/her child or ward reside outside the district.

Children whose parent or legal guardian relocates within the state due to a mobilization, deployment, or available military housing while on active duty in or serving in the reserve component of a branch of the United States Armed Forces or National Guard may continue attending school in the school district the children were attending prior to the relocation or attend school in the school district where the children have relocated. A child may complete all remaining school years at the enrolled school district regardless of mobilization, deployment, or military status of the parent or guardian.

ENTRANCE REQUIREMENTS - 4.2

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.

Students may enter kindergarten if they will attain the age of five (5) on or before August 1st 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.

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.

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.

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.

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. Private school students shall be evaluated by the District to determine their appropriate grade placement. Home school students enrolling or re-enrolling as a public school student shall be placed in accordance with policy.

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.

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 school district to enroll as a student until the time of the person's expulsion has expired.
4. No child shall be admitted to a public school of this state that has not been immunized against poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, mumps, and hepatitis B. The Arkansas State Board of Health updated the Rules and Regulations Pertaining to New Immunization Requirements effective beginning with the 2014-2015 school year and thereafter. A school may temporarily admit a child provided that the child is in the process of receiving the new needed doses of vaccines or show proof that he/she has applied for an exemption for those vaccines he/she has not received within (30) calendar days after the child's original admission.
5. Students who have been released from psychiatric facilities may be enrolled or re-enrolled in the district after a parent/guardian conference has been conducted with the building administrator.

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. A child enrolling in a district school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up-to-date on the required immunizations for the student's age.

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.

SCHOOL CHOICE - 4.5

Standard School Choice

Exemption

The District is under an enforceable desegregation court order/court-approved desegregation plan¹ that explicitly limits the transfer of students between school districts and has submitted the appropriate documentation to the Arkansas Department of Education (ADE).² As a result of the desegregation order/desegregation plan¹, the District is exempt from the provisions of the Public School Choice Act of 2015 (Standard School Choice) and the Arkansas Opportunity Public School Choice Act of 2004 (Opportunity School Choice). The District shall notify the superintendents of each of its geographically contiguous school districts of its exemption.³ The exemption prohibits the District from accepting any school choice applications from students wishing to transfer into or out of the District through standard School Choice or Opportunity School Choice.⁴

Definition

"Sibling" means each of two (2) or more children having a parent in common by blood, adoption, marriage, or foster care.

Transfers into the District

Capacity Determination and Public Pronouncement

The Board of Directors will adopt a resolution containing the capacity standards for the District. The resolution will contain the acceptance determination criteria identified by academic program, class, grade level, and individual school. The school is not obligated to add any teachers, other staff, or classrooms to accommodate choice applications. The District may only deny a Standard School Choice application if the District has a lack of capacity by the District having reached ninety percent (90%) of the maximum student population in a program, class, grade level, or school building authorized by the Standards or other State/Federal law.⁵

The District shall advertise in appropriate broadcast media and either print media or on the Internet to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline and the requirements and procedures for participation in the program. Such pronouncements shall be made in the spring, but in no case later than March 1.⁶

Application Process

The student's parent shall submit a school choice application on a form approved by ADE to this District. The transfer application must be postmarked or hand delivered on or before May 1 of the year preceding the fall semester the applicant would begin school in the District. The District shall date and time stamp all applications as they are received in the District's central office. It is the District's responsibility to send a copy of the application that includes the date and time stamp to the student's resident district within ten (10) days of the District receiving the application.⁷ Applications postmarked or hand delivered on or after May 2 will not be accepted. Statutorily, preference is required to be given to siblings of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of Directors may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

The approval of any application for a choice transfer into the District is potentially limited by the applicant's resident district's statutory limitation of losing no more than three percent (3%) of its past year's student enrollment due to Standard School Choice. As such, any District approval of a choice application prior to July 1 is provisional pending a determination that the resident district's three percent (3%) cap has not been reached.

The Superintendent will consider all properly submitted applications for School Choice. By July 1, the Superintendent shall notify the parent and the student's resident district, in writing, of the decision to accept or reject the application.

Accepted Applications

Applications which fit within the District's stated capacity standards shall be provisionally accepted, in writing, with the notification letter stating a reasonable timeline by which the student shall enroll in the District by taking the steps detailed in the letter, including submission of all required documents. If the student fails to enroll within the stated timeline, or if all necessary steps to complete the enrollment are not taken, or examination of the documentation indicates the applicant does not meet the District's stated capacity standards, the acceptance shall be null and void.⁸

A student, whose application has been accepted and who has enrolled in the District, is eligible to continue enrollment until completing his/her secondary education. Continued enrollment is conditioned upon the student

meeting applicable statutory and District policy requirements. Any student who has been accepted under choice and who either fails to initially enroll under the timelines and provisions provided in this policy; who chooses to return to his/her resident district; or who enrolls in a home school or private school voids the transfer and must reapply if, in the future, the student seeks another school choice transfer. A subsequent transfer application will be subject to the capacity standards applicable to the year in which the application is considered by the District. A present or future sibling of a student who continues enrollment in this District may enroll in the District by submitting a Standard School Choice application. Applications of siblings of presently enrolled choice students are subject to the provisions of this policy including the capacity standards applicable to the year in which the sibling's application is considered by the District. A sibling who enrolls in the District through Standard School Choice is eligible to remain in the District until completing his/her secondary education.

Students whose applications have been accepted and who have enrolled in the district shall not be discriminated against on the basis of gender, national origin, race, ethnicity, religion, or disability.

Rejected Applications

The District may reject an application for a transfer into the District under Standard School Choice due to a lack of capacity. However, the decision to accept or reject an application may not be based on the student's previous academic achievement, athletic or other extracurricular ability, English proficiency level, or previous disciplinary proceedings other than a current expulsion.⁹

An application may be provisionally rejected if it is for an opening that was included in the District's capacity resolution, but was provisionally filled by an earlier applicant. If the provisionally approved applicant subsequently does not enroll in the District, the provisionally rejected applicant could be provisionally approved and would have to meet the acceptance requirements to be eligible to enroll in the District.

Rejection of applications shall be in writing and shall state the reason(s) for the rejection. A student whose application was rejected may request a hearing before the State Board of Education to reconsider the application which must be done, in writing to the State Board within ten (10) days of receiving the rejection letter from the District.

Any applications that are denied due to the student's resident district reaching the three percent (3%) limitation cap shall be given priority for a choice transfer the following year in the order that the District received the original applications.

Transfers Out of the District

All Standard School Choice applications shall be granted unless the approval would cause the District to have a net enrollment loss (students transferring out minus those transferring in) of more than three percent (3%) of the average daily membership on October 15 of the immediately preceding year. By December 15 of each year, ADE shall determine and notify the District of the net number of allowable choice transfers. For the purpose of determining the three percent (3%) cap, siblings are counted as one student, and students are not counted if the student transfers from a school or district in:

- Academic Distress or classified as in need of Level 5 Intensive Support under A.C.A. § 6-18-227;
- Facilities Distress under A.C.A. § 6-21-812; or
- Foster Child School Choice under A.C.A. § 6-18-233.

If, prior to July 1, the District receives sufficient copies of requests from other districts for its students to transfer to other districts to trigger the three percent (3%) cap, it shall notify each district the District received Standard School Choice applications from that it has tentatively reached the limitation cap. The District will use confirmations of approved choice applications from receiving districts to make a final determination of which

applications it received that exceeded the limitation cap and notify each district that was the recipient of an application to that effect.¹⁰

Facilities Distress School Choice Applications

There are a few exceptions from the provisions of the rest of this policy that govern choice transfers triggered by facilities distress. Any student attending a school district that has been identified as being in facilities distress may transfer under the provisions of this policy, but with the following four (4) differences.

- The receiving district cannot be in facilities distress;
- The transfer is only available for the duration of the time the student's resident district remains in distress;
- The student is not required to meet the June 1 application deadline; and
- The student's resident district is responsible for the cost of transporting the student to this District's school.

Opportunity School Choice

Transfers Into or Within the District¹¹

For the purposes of this section of the policy, a "lack of capacity"¹² is defined as when the receiving school has reached the maximum student-to-teacher ratio allowed under federal or state law, the ADE Rules for the Standards of Accreditation, or other applicable rules. There is a lack of capacity if, as of the date of the application for Opportunity School Choice, ninety-five percent (95%) or more of the seats at the grade level at the nonresident school are filled.

Unless there is a lack of capacity¹² at the District's school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student who is enrolled in or assigned to a school classified by the ADE to be in academic distress or in a district classified by ADE as in need of Level 5 Intensive Support is eligible to transfer to the school closest to the student's legal residence that is not in academic distress or in a district classified as in need of Level 5 Intensive Support. The student's parent or guardian, or the student if over the age of eighteen (18), must successfully complete the necessary application process by July 30 preceding the initial year of desired enrollment.

Within thirty (30) days from receipt of an application from a student seeking admission under this section of the policy, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, whether the Opportunity School Choice application has been accepted or rejected. The notification shall be sent via First-Class Mail to the address on the application.

If the application is accepted, the notification letter shall state the deadline by which the student must enroll in the receiving school or the transfer will be null and void.

If the District rejects the application, the District shall state in the notification letter the specific reasons for the rejection.¹³ A parent or guardian, or the student if the student is over eighteen (18) years of age, may appeal the District's decision to deny the application to the State Board of Education. The appeal must be in writing to the State Board of Education via certified mail, return receipt requested, no later than ten (10) calendar days, excluding weekends and legal holidays, after the notice of rejection was received from the District.

A student's enrollment under Opportunity School Choice is irrevocable for the duration of the school year and is renewable until the student completes high school or is beyond the legal age of enrollment. This provision for continuing eligibility under Opportunity School Choice does not negate the student's right to apply for transfer to a district other than the student's assigned school or resident district under the Standard School Choice provisions of this policy.

The District may, but is not obligated to provide transportation to and from the transferring district.¹⁴

Transfers out of, or within, the District¹¹

If a District school has been classified by the ADE as being in academic distress or the District has been classified by ADE as in need of Level 5 Intensive Support, the District shall timely notify the parent, guardian, or student, if the student is over eighteen (18) years of age, as soon as practicable after the academic distress or in need of Level 5 Intensive Support designation is made of all options available under Opportunity School Choice. The District shall offer the parent or guardian, or the student if the student is over eighteen (18) years of age, an opportunity to enroll the student in any public school or school district that has not been classified by the ADE as a public school in academic distress or school district in need of Level 5 Intensive Support.

Additionally, the District shall request public service announcements to be made over the broadcast media and in the print media at such times and in such a manner as to inform parents or guardians of students in adjoining districts of the availability of the program, the application deadline, and the requirements and procedure for nonresident students to participate in the program.¹⁵

Unsafe School Choice Program

Any student that becomes the victim of a violent criminal offense while in or on the grounds of a District school or who is attending a school classified by ADE as a persistently dangerous public school shall be allowed to attend a safe public school within the District.

Notes: ¹ Select the version of the desegregation order that applies to your district.

² A.C.A. § 6-13-113 requires a district under a desegregation court order or court-approved desegregation plan to submit to ADE by January 1, 2016:

- A copy of the desegregation order or desegregation-related order;
- The case heading and case number of each court case in which the order was entered;
- The name and location of each court that maintains jurisdiction over the order; and
- A description of the school choice student transfer desegregation obligations, if any, that the school district is subject to, related to the order.

Should the district be released by the court, the district is responsible to promptly notify ADE. ADE will post all districts who have submitted the proper paperwork on its website.

In addition, A.C.A. § 6-18-1906 requires districts claiming an exemption based on a desegregation order/desegregation plan to submit documentation by January 1 of each year that contains the following:

- Documentation that the desegregation order or court-approved desegregation plan is still active and enforceable; and
- Documentation showing the specific language the school district believes limits its participation in Standard School Choice.

ADE will notify the district within thirty (30) calendar days of receipt of the submitted documentation whether or not it is required to participate in standard school choice. If ADE does not provide a written exemption to the district, then the district is required to participate in Standard School Choice. The district may submit a written petition to the State Board to review ADE's decision.

It is the District's responsibility to notify the student's resident district of the receipt of the student's application within ten (10) days of the District receiving the application; the notification shall include the student's name and the date and time the District received the application.

STUDENT TRANSFERS - 4.4

The Helena-West Helena School District shall review and accept or reject requests for transfers, both into and out of the district, on a case by case.

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.

Any student transferring from a school that is not accredited by the Arkansas Department of Education to a District school shall be evaluated by District staff to determine the student's appropriate grade placement. A student transferring from home school will be placed in accordance with Policy 4.6-HOME SCHOOLING.

Any student transferring from home school or a school that is not accredited by the Arkansas Department of Education to a District school shall be evaluated by District staff to determine the student's appropriate grade placement.

The Helena-West Helena School District is 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.

Except as otherwise required or permitted by law, 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.

HOMELESS STUDENTS - 4.40

The Helena-West Helena 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.

The District shall do one of the following according to what is in the best interest of a homeless child, and to the extent feasible. (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 become permanently housed during an academic year for the remainder of the academic year; or
3. Enroll the homeless child in his/her appropriate school.

For the purposes of this policy, students shall be considered homeless if they lack a fixed, regular, and adequate nighttime residence and

- A. 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;
- B. 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;

- C. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- D. Are migratory children who are living in circumstances described in clauses (a) through (c).

FOSTER CHILDREN - 4.52

The District will afford the same services and educational opportunities to foster children that are afforded other children and youth. The District shall work with the Department of Human Services (“DHS”), the Arkansas Department of Education (ADE), and individuals involved with each foster child to ensure that the foster child is able to maintain his/her continuity of educational services to the fullest extent that is practical and reasonable.

The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for foster children and youth whose responsibilities shall include ensuring the timely school enrollment of each foster child and assisting foster children who transfer between schools by expediting the transfer of relevant educational records.¹

The District, working with other individuals and agencies shall, unless the presiding court rules otherwise or DHS grants a request to transfer under Foster Child School Choice, ensure that the foster child remains in his/her school of origin, even if a change in the foster child’s placement results in a residency that is outside the district. In such a situation, the District will work with DHS to arrange for transportation to and from school for the foster child to the extent it is reasonable and practical.²

Upon notification to the District’s foster care liaison by a foster child’s caseworker that a foster child’s school enrollment is being changed to one of the District’s schools, the school receiving the child must immediately enroll him/her. Immediate enrollment is required even if a child lacks the required clothing, academic or medical records, or proof of residency.³

A foster child’s grades shall not be lowered due to absence from school that is caused by a change in the child’s school enrollment, the child’s attendance at dependency-neglect court proceedings, or other court-ordered counseling or treatment.

Any course work completed by the foster child prior to a school enrollment change shall be accepted as academic credit so long as the child has satisfactorily completed the appropriate academic placement assessment.⁴

If a foster child was enrolled in a District school immediately prior to completing his/her graduation requirements while detained in a juvenile detention facility or while committed to the Division of Youth Services of DHS, the District shall issue the child a diploma.

Foster Child School Choice

If DHS approves a request from a foster parent, or the foster child if the foster child is eighteen (18) years of age, to transfer to another school in the District or into the district as being in the best interest of the foster child, the District shall allow the foster child to transfer to another school in the District or into the District if the foster parent, or the foster child if the foster child is eighteen (18) years of age, submits a request to transfer on a form approved by ADE that is postmarked by no later than May 1 of the year the student seeks to begin the fall semester at another school in the District or in the District.

By July 1 of the school year in which the student seeks to transfer under this section, the superintendent shall notify the foster parent, or the foster child if the foster child is eighteen (18) years of age, in writing whether the application has been accepted or rejected. If the application is accepted, the superintendent shall state in the notification letter a reasonable deadline for the foster child to enroll in the new school or the District and that failure to enroll by the date shall void the school choice acceptance. If the application is rejected, the

superintendent shall state in the notification letter the reason for the rejection and that the foster parent, or the foster child if the foster child is eighteen (18) years of age, may submit a written appeal of the rejection to the State board within ten (10) days of receiving the notification letter.

The District shall only reject a Foster Child School Choice application if:⁵

1. The public school or District has reached the maximum student-to-teacher ratio allowed under federal law, state law, rules for standards of accreditation, or other applicable rule or regulation; or
2. Approving the transfer would conflict with a provision of an enforceable desegregation court order or a public school district's court-approved desegregation plan regarding the effects of past racial segregation in student assignment.

A foster child whose application is rejected by the District may submit a written request within ten (10) days following the receipt of the rejection letter from the superintendent to the State Board of Education for the State Board to reconsider the transfer.

A Foster Child School Choice transfer shall remain in effect until the foster child:

- Graduates from high school; or
- Transfers to another school or school district under:
 - The Foster Child School Choice Act;
 - Opportunity Public School Choice Act of 2004;
 - The Public School Choice Act of 2015; or
 - Any other law that allows a transfer.

The District shall accept credits toward graduation that were awarded by another public school district.

When a foster child transfers from the foster child's school of origin to another school in the District or into the District, the foster child or the foster parent is responsible for the foster child's transportation to and from the school the foster child transferred to. The District and the foster parent, or the foster child if the foster child is eighteen (18) years of age, may enter into a written agreement for the District to provide the transportation to and from the school the foster child transferred to.

HOME SCHOOLING - 4.6

Enrollment in Home School

Parents or legal guardians desiring to provide a home school for their children shall give written notice to the Superintendent of their intent to home school. The notice shall be given:

1. At the beginning of each school year, but no later than August 15;
2. 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; or
3. Within thirty (30) calendar days of the parent or legal guardian establishing residency within the district during the school year.

Written notice of the parent or legal guardian's intent to home school shall be delivered to the Superintendent through any of the following methods:

- Electronically, including without limitation by email;
- By mail; or
- In person.

The notice shall include:

- a. The name, sex, date of birth, grade level, and the name and address of the school last attended, if any;

- b. The mailing address and telephone number of the home school;
- c. The name of the parent or legal guardian providing the home school;
- d. Indicate if the home-schooled student intends to participate in extracurricular activities during the school year;
- e. A statement of whether the home-schooled student plans to seek a high school equivalency diploma during the current school year;
- f. A statement if the home-school student plans to seek a driver's license during the current school year;
- g. A statement that the parent or legal guardian agrees that the parent or legal guardian is responsible for the education of their children during the time the parents or legal guardians choose to home school; and
- h. A signature of the parent or legal guardian, which must be notarized if the home-schooled student plans to seek a driver's license during the school year.

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 that might indicate the need for special education services.

Enrollment or Re-Enrollment in Public School

A home-schooled student who wishes to enroll or re-enroll in a District school shall submit:

- A transcript listing all courses taken and semester grades from the home school;
- Score of at least the thirtieth percentile on a nationally recognized norm-referenced assessment taken in the past year; and
- A portfolio of indicators of the home-schooled student's academic progress, including without limitation:
 - Curricula used in the home school;
 - Tests taken and lessons completed by the home-schooled student; and
 - Other indicators of the home-schooled student's academic progress.

If a home-schooled student is unable to provide a nationally recognized norm-referenced score, the District may either assess the student using a nationally recognized norm-referenced assessment or waive the requirement for a nationally recognized norm-referenced assessment score.

A home-schooled student who enrolls or re-enrolls in the District will be placed at a grade level and academic course level equivalent to or higher than the home-schooled student's grade level and academic course level in the home school:

1. As indicated by the documentation submitted by the home-schooled student;
2. By mutual agreement between the public school and the home-schooled student's parent or legal guardian; or
3. If the home-schooled student fails to provide the documentation required by this policy, with the exception of the nationally recognized norm-referenced assessment score, the District may have sole authority to determine the home-schooled student's grade placement and course credits. The District will determine the home-schooled student's grade placement and course credits in the same manner the District uses when determining grade placement and course credits for students enrolling or re-enrolling in the District who attended another public or private school.

The District shall afford a home-schooled student, who enrolls or re-enrolls in a public school, the same rights and privileges enjoyed by the District's other students. The District shall not deny a home-schooled student who enrolls or re-enrolls in the District any of the following on the basis of the student having attended a home school:

- a. Award of course credits earned in the home school;
- b. Placement in the proper grade level and promotion to the next grade level;
- c. Participation in any academic or extracurricular activity;
- d. Membership in school-sponsored clubs, associations, or organizations;

- e. A diploma or graduation, so long as the student has enrolled or re-enrolled in the District to attend classes for at least the nine (9) months immediately prior to graduation; or
- f. Scholarships.

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;
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.

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:

The name, date of birth, grade level, and the name and address of the school last attended, if any;

1. The location of the home school;
2. The basic core curriculum to be offered;
3. The proposed schedule of instruction; and
4. The qualifications of the parent-teacher.

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.

COMPULSORY ATTENDANCE REQUIREMENTS

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

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.

Legal References: AC.A. 6-18-201(a), A.C.A 6-18-202, A.C.A 6-18-207(a),
A.C.A.6-18-208 and A.C.A. 6-18702

DEFINITION OF ABSENCE

The Department of Education has amended the definition of an “absence” to reflect remote, off site, and virtual learning. This definition replaces the previous definition set forth in COM-18-093 for state reporting purposes.

A student is absent if the student is not:

- present for onsite instruction provided by the district,

- participating in a planned district-approved activity, or
- engaged in scheduled instruction at an off-site location, including remote or virtual learning.

Legal References: A.C.A. §§ 6-18-201 et seq. and 6-20-2303

EXCUSED ABSENCES

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 responsibility they will face as an adult. Interactions with other students and participants in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement.

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 or 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. When in attendance, 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 (parents, step parents, siblings, grandparents, and legal guardians). Excuse for bereavement for students not to exceed three (3) days per family death.
3. Attendance at a medical appointment. Students will be responsible for submitting doctor's note on the day they return to school. **No late notes will be accepted.**
4. No more than three (3) parent notes per semester
5. Exceptional circumstances with approval of the principal;
6. 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.

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, graduation. 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 will take precedence.

UNEXCUSED ABSENCES

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 an academic year may be retained. 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.

When a student has three (3) unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified⁵. 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. The protocol shall be followed if five (5) unexcused absences occur for a student.

Whenever a student exceeds ten (10) unexcused absences, the District shall notify the prosecuting authority. The parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

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.

Students who attend in-school suspension shall not be counted absent for those days.

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.

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 will take precedence.

Notes: A.C.A. § 9-28-113(f) prohibits the lowering of grades of foster children for absences due to 1) a change in the student's school enrollment; 2) the student's attendance at a court ordered dependency-neglect court proceeding; or 3) the student's attendance at a court-ordered counseling or treatment.

ATTENDANCE/TARDY/TRUANCY DISCIPLINARY ACTIONS

| | |
|----------------|---|
| First Offense | Warning |
| Second Offense | Parent Conference |
| Third Offense | Home visit with Social Worker |
| Fourth Offense | FINS Letter Submitted (Court Documentation) |

Parents of students with excessive absences without cause are subject to the following sanctions: monetary fines, jail time, community service, and ultimately, the loss of the child/children to foster care. This includes truancy and tardies as identified above.

STUDENT MEDICATIONS 4.35

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.

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. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity 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 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 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, 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. No narcotics will be administered nor permitted at school.

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.

Option One

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.

Option Two

Students taking Schedule II medications 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) shall be allowed to attend school. No schedule II medications other than those listed will be allowed or administered at school. Students who have written permission from their parent or guardian and a licensed health care practitioner to self-administer either a rescue inhaler or an 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 an 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 an 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.

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 and signed off 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.

Emergency Administration of Epinephrine

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.

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 employees certified to administer auto-injector epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction. 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. The school nurse or other school employees designated by the school nurse as a care provider who has been trained¹ and certified by a licensed physician may administer auto-injector epinephrine to those students who have an epinephrine auto injector at school and 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.

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. 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.

Notes: A.C.A. § 17-87-103 (11) as amended by Act 1232 of 2013 provides for Glucagon administration to students suffering from diabetes. It deals solely with the administration of Glucagon by school nurses, the training requirements for "volunteer school personnel," and the exemption from liability of the nurses or trained volunteer school personnel resulting from his or her actions or inactions. Districts are not under any obligation to "recruit" volunteers and 4.06 of the Rules explicitly states that no employee shall be pressured into volunteering.

Arkansas Children's Hospital, The University of Arkansas Medical System, the Department of Health, and ADE are currently developing a training that would meet the statutes and this policy certification requirement.

Legal References: 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)

STUDENT ILLNESS/ACCIDENT- 4.36

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.

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.

PHYSICAL EXAMINATIONS OR SCREENINGS - 4.41

The Helena-West Helena School District may provide from time to time for the administration of physical exams or screenings of its students. The intent of the exams or screenings shall be to detect contagious or infectious diseases or defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve to their full potential. Should a student be covered by Arkansas Medicaid and/or ARKids, the district will seek reimbursement for hearing and vision screenings.

For the purposes of this policy, "Invasive Physical Examination" is defined as any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening. Exceptions may be made 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.

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.

The rights provided to parents under this policy transfer to the student when he/she turns 18 years old.

SCHOOL-SPONSORED PROGRAMS AND ACTIVITIES HEALTH SERVICES

The District will arrange for assessment of vision, hearing, scoliosis, blood pressure, dental and other health concerns of students. Any student, who participates in athletics, including cheerleading, will have a yearly physical examination prior to participation. The nurses are responsible for assessment and screening programs. Should a student be covered by Arkansas Medicaid and/or AR Kids, the district will seek reimbursement for vision and hearing screenings.

Parents/guardians are urged to inform the school nurse and teacher of any known health conditions a student may have. The student's parent/guardian and teacher may request additional screening any time they are concerned about a student. The screening programs provided by the District include:

- | | |
|-----------------------|-----------------------------------|
| 1. Vision and Hearing | Grade 8 and all transfer students |
| 2. Body Mass Index | Grades 8 & 10 |
| 3. Blood Pressure | As needed |

PPRA NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires the Helena-West Helena School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parents;
2. Mental or psychological problems of the student or student's family;
3. Sex behaviors or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings. Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, the Helena-West Helena School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old and or an emancipated minor under state law.)

Dates: On or about October 15, 2008

Grades: Five and six

Activity: Arkansas Prevention Needs Assessment (APNA) Survey

Summary: This is an anonymous survey that asks students questions about behaviors such as drug and alcohol use, sexual conduct, violence, and other at-risk behaviors. The survey also asks questions of a demographic nature concerning family make-up, the relationship between parents and children, and use of alcohol and drugs at home.

Consent [for ED funded, protected information surveys only]: A parent must sign and return the attached consent form no later than the first week of October so that your child may participate in this survey.

Opt-Out [for ED funded, protected information surveys]: Contact the school's principal no later than the first week of October if you do not want your child to participate in this activity.

INFECTIOUS AND COMMUNICABLE DISEASES

The Helena-West Helena School District will adhere to the Arkansas Department of Health Policies and Procedures relating to the prevention of and response to infectious/communicable diseases. Students are not allowed to attend school during the period of communicability as established by the Arkansas Department of Health. The student's return to school is determined by the Health Department guidelines or written statement from the physician.

The staff has a responsibility to advise the principal when a student is suspected of having a communicable disease. The principal or designee will annually review with the staff the procedures to be used for handling students suspected of having a communicable disease. Principals have final responsibility for exclusion from school of a student with a communicable disease. The school nurse and Coordinator of Health Services serve in an advisory capacity to the principal on health related issues.

Student health information is confidential. However, in the event of emergency, information from a student's health record may be disclosed to appropriate parents to protect the health and safety of the student or other individuals.

COMMUNICABLE DISEASES AND PARASITES - 4.34

Students with communicable diseases or with human host parasites that are transmittable in a 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 A, B, or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally).¹ 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.

To help control the possible spread of communicable diseases, school personnel shall follow the District's exposure control plan when dealing with any blood borne, food borne, 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).

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.

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.

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.

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.

Cross References: 4.2—ENTRANCE REQUIREMENTS

4.13—PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION

VISITORS TO SCHOOLS

The Helena-West Helena School District officials encourage visits to our schools by parents and members of the community. However, in consideration of safety issues, **VISITORS ARE REQUIRED** to register at the school office prior to visiting any teacher's classroom.

Parents or citizens who wish to observe a classroom while school is in session are urged to arrange such visits in advance with the teacher or administration so that class disruptions may be kept to a minimum.

Principals have the authority to refuse entry onto school grounds or buildings to persons who do not have legitimate business at the school and to require any unauthorized person or persons in display of unacceptable conduct to leave the school or premises.

Note: Visitors who are disruptive become "trespassers" as defined in A.C.A. § 6-2-606. As such, they lose their right to be on campus.

CONTACT WITH STUDENTS WHILE AT SCHOOL- 4.15

Parents wishing to speak to their children during the school day shall register first with the office.

CONTACT BY NON-CUSTODIAL PARENTS

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or the principal's 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 unsupervised 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.

Arkansas law provides that, in order to avoid continuing child custody controversies from involving school personnel and to avoid disruptions to the educational atmosphere in the District's schools, 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. The custodial or non-custodial parent may send to/drop off the student at school to be sent to/picked up by the other parent on predetermined days in accordance with any court order provided by the custodial parent or by a signed agreement between both the custodial and non-custodial parents that was witnessed by the student's building principal.¹ Unless a valid no-contact order has been filed with the student's principal or the principal's designee, district employees shall not become involved in disputes concerning whether or not that parent was supposed to pick up the student on any given day.

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. Except as provided below, 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. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, custodian, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services.

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.

Contact by Professional Licensure Standards Board Investigators

Investigators for the Professional Licensure Standards Board may meet with students during the school day to carry out the investigation of an ethics complaint.

COMPUTER USE POLICY- 4.29

The Helena-West Helena School District makes computers and/or computer Internet access available to students, to permit students to perform research and to allow students to learn how to use computer technology. Use of district computers is for educational and/or instructional purposes only. It is the policy of this school district to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors. For the purposes of this policy "harmful to minors" is defined as any picture, image,

graphic image file, or other visual depiction that-- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; 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 taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

No student will be granted Internet access until and unless a computer-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 computer use agreement is incorporated by reference into board policy and is considered part of the student handbook.

Students are advised that they have no privacy in any aspect of their computer usage, including email, and that monitoring of student computer usage is continuous. Students who misuse district-owned computers or Internet access in any way, including using computers except as directed or assigned by staff or teachers, using computers to violate any other policy or contrary to the computer use agreement, attempting to defeat or bypass Internet filtering software, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary actions as specified in the computer use agreement.

The designated District Technology Administrator or designee may authorize the disabling of the filter to enable access by an adult for a bona fide research or other lawful purpose. The FCC's Rules have been amended to align with the statute's provision which allow local determination of what material is harmful to minors. 47 CFR 54.520(c) (4) states: "Local determination of content. A determination regarding matter inappropriate for minors shall be made by the school board, local educational agency, library, or other authority responsible for making the determination. No agency or instrumentality of the United States Government may establish criteria for making such determination; review the determination made by the certifying school, school board, school district, local educational agency, library, or other authority; or consider the criteria employed by the certifying school, school board, school district, local educational agency, library, or other authority in the administration of the schools and libraries universal service support mechanism."

Therefore, districts must decide on their definition of "harmful to minors." The definition included in the policy is that which is used in the law and Code of Regulations. You may, but you do not have to, change it.

For your student handbook, add progressive discipline - first offense consequence, second offense consequence, etc.

Legal References: Children's Internet Protection Act; PL 106-554
FCC Final Rules 11-125 August 11, 2011
20 USC 6777
47 USC 254(h)
47 CFR 520(c)(4)
A.C.A. § 6-21-107
A.C.A. § 6-21-111

General Authorized Use of Computer Networks Regulations

- Computer systems and networks are provided for conducting school business and for the educational benefit of students. They are not intended for private or personal use.
- Users of the network are responsible for following local, state, federal and international laws. This includes copyright laws.
- Users are responsible for the use of their own account, including security and proper use. Users are not to allow others to use their password.
- Users are responsible for respecting the policies of other networks which they access and adhering to those

policies.

- Users may not deliberately damage or disrupt a network or computer system. System components such as hardware, software, property or facilities shall not be destroyed, modified or abused. Examples of activities that are prohibited are altering security codes or passwords and introducing computer viruses.
- No Helena-West Helena School District network, phone, or computer system will be used to intimidate, threaten or harass.
- Users may not use the Helena-West Helena School District network for financial or commercial gain or to advertise, promote or endorse products or personal services.
- The District will not be responsible for financial obligations or legal infractions arising from unauthorized use of the system.
- Network resources, information and electronic mail are not guaranteed to be private. Routine maintenance and monitoring of the system may lead to the discovery that a violation of a law or regulation has occurred.
- If there is reasonable suspicion that a law or regulation has been violated, an investigation will be conducted.

Hardware

- Only authorized individuals will install service or maintain District-owned hardware.

Software

- Only software authorized by the District may be installed on computer hardware.
- Only authorized individuals will install software on District equipment.

Internet

- The purpose of providing Internet access to students is for educational benefit only.
- Before a student is allowed to access the Internet, a Student Use Agreement must be signed by the student and the parent/guardian each school year.
- E-mail accounts will be issued to secondary students in grades 6-12. Elementary students should not be issued individual e-mail accounts but may be provided access to e-mail through a classroom account.
- Users will not post personal contact information about themselves or other people.
- All users should observe network etiquette. Users are expected to be polite and use appropriate language. Using vulgar or profane language is not appropriate.
- Engaging in flaming or spamming is not appropriate. Students are prohibited from using chat rooms and instant messenger services.
- Use of the system to access, store or distribute obscene, pornographic or inappropriate suggestive materials is prohibited.
- Use of the Helena-West Helena School District networks and computers to access, store, or distribute materials or sites considered racially derogatory or "hate sites" is strictly prohibited.
- Students are to report any inappropriate material they access to a teacher or other staff person. Students are not to share inappropriate materials or their sources with other students.

Supervision of the Computer Network

- Coordination of the District computer network is under the supervision of the Superintendent or designee. The building level principal or designee of each school will be responsible for the list of activities related to the network.
- The principal or designee will establish a system that ensures that all students receive instruction on District policies that address computer systems; and establish a process for supervision of students using the system and maintain user account agreements.
- Users violating this policy and regulations are subject to loss of computer, phone, and network privileges as

well as other District disciplinary actions.

GRADING POLICY

The following grading scale shall be used for the Helena-West Helena School District

| | |
|--------------|--------------|
| 90 - 100 | A = 4 points |
| 80 - 89 | B = 3 points |
| 70 - 79 | C = 2 points |
| 60 - 69 | D = 1 point |
| 59 and below | F = 0 points |

ACADEMIC IMPROVEMENT PLAN STATEMENT

"Academic Improvement Plan" – a plan detailing supplemental or intervention and remedial instruction, or both, in deficient academic areas for any student who is not proficient on the state-mandated criterion-referenced assessments and state mandated developmental appropriate assessments for K-12.

The district shall determine the extent of the required participation, which may include required participation in after school remediation programs, as set forth in the student academic improvement plan.

RETENTION

If any student in grades K-6 fails two semesters of any core subject (Reading, English Language Arts, Math, Science or Social Studies), he or she will be required to attend summer school if available. Failure of a core subject can be for lack of attendance (10 or more unexcused absences per class period). Parents will receive first notification concerning failure at the end of the first nine weeks. Second notification will be sent at the end of the third reporting period. The third notification will be sent the last week of April and a conference will be scheduled with the child's teacher and school administrator.

HOMEWORK POLICY

The Helena-West Helena School District maintains that homework can be an important component in students' learning. Homework should be included as an integral part of the instructional program and a means by which students are provided extended time to master learning concepts and objectives. Homework should provide students the opportunity to (1) reinforce skill development; (2) extend time for reading and writing activities; (3) manage learning time away from the school setting; (4) communicate to parents/guardians learning activities provided during the school day; and (5) involve other adults in helping them to learn. At the elementary level homework will not exceed 10 minutes times the grade level. For example, a child in grade 3 (10 minutes x 3 = 30 minutes)

MAKE-UP WORK

It is the teacher's discretion to give full or partial credit due to absences for a late assignment.

Make-up work may not carry full credit. It is the student's and/ or his/her parent's/guardian's responsibility to request make-up assignments upon returning from absences. Students will have two school days to request work. Students shall have the number of missed days plus one to complete and turn in assignments.

If make-up work is not requested within two days of returning from an excused absence, the student forfeits the opportunity to make up work missed.

INTERIM REPORTS, NINE-WEEK, SEMESTER and YEARLY GRADING PROCEDURES

Interim reports are one of the instruments used to report possible or pending failure to students and parents/guardians. Unsatisfactory work must be reported to the student and parent/guardian at the earliest

possible time or a failing grade cannot be given at the end of a nine-week grading period. Teachers are required to report the progress of all students. Interim reports are required for all students during the fifth (5th) week of each grading period. Interim reports may be distributed on District printed forms or on computer generated forms using the District's template for interim reports.

PARENT-TEACHER COMMUNICATION - 3.30

The Helena-West Helena School District recognizes the importance of communication between teachers and parents/legal guardians. To help promote positive communication, parent/teacher conferences, for the purposes of report card distribution, shall be held once each semester. Parent-teacher conferences are encouraged and may be requested by parents or guardians when they feel the need to discuss their child's progress with his/her teacher.

Teachers are required to document communication during the school year with the parent(s) or legal guardian(s) of each of their students to discuss their academic progress. More frequent communication is required with the parent(s) or legal guardian(s) of students who are performing below grade level.

If a student is to be retained at any grade level, notice of, and the reasons for retention shall be communicated in a personal conference. Written documentation should serve as evidence that this action has been taken.

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

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. 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.

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.³ Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year³ 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. 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.⁴

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTO meetings, or a meeting held specifically for the purpose of informing the public on this matter;
- Discussions held by the school's counselors with students and their parents; and/or
- Distribution of a newsletter(s) to parents or guardians of the district's students.

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.⁵

STUDENTS WITH DISABILITIES

The Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and Arkansas Statutes guarantee students with disabilities a free, appropriate public education in the least restrictive environment. In discharging its responsibility to ensure that students with disabilities are served appropriately, the Helena-West Helena School District makes every effort to locate and identify all students, who may be disabled through Child Find Activities. Procedures consistent with state and federal regulations are utilized in referring, evaluating, and delivering specialized instruction and related services to students with disabilities.

To be eligible for special education, a student must have an identified disability which results in an adverse effect on educational performance and the corresponding need for special education. Once eligibility has been established, a program is designed which meets the individual needs of the students. Programming consists of the development and review of an Individual Education Plan (IEP) for each student receiving special education and related services.

Procedural Safeguards

There are a number of specific procedures written into the law and expanded in the regulations to protect the rights of students with disabilities and their parents/guardians. These safeguards include: due process, nondiscriminatory testing, least restrictive environment, native language, confidentiality, and the right to representation. For further information, refer to

<https://arksped.k12.ar.us/PolicyAndRegulations/YourRightsUnderIDEA.html>

Least Restricted Environment

Helena-West Helena School District policy ensures that, to the maximum extent appropriate, students with disabilities are educated with students who do not have handicapping conditions.

DISCIPLINING STUDENTS WITH DISABILITIES AND/OR 504 PLANS

The District recognizes that there are times that students with disabilities will need to be disciplined as a result of inappropriate and/or unpredictable behavior which interferes with his/her personal or educational welfare or the welfare of others. Specific procedures have been developed and must be used when determining the type of disciplinary action(s) for these students and for students suspected of having a handicapping condition.

SB 381 Act 557 prohibits corporal punishment on disabled students.

The use of corporal punishment on students who are intellectually disabled, non-ambulatory, non-verbal, or autistic is prohibited.

Special Health Needs

Parents/Guardians of students with special handicapping conditions which necessitate consideration, such as transportation, classroom placement/adjustments or special procedures in the routine school schedule, should contact the principal of the school, school nurse, or the Director of Special Services.

Parents/Guardians of students with medical conditions that may require dietary restrictions must have a physician complete the "Certification of Disability for Special Dietary Needs" annually. This form may be obtained from the school nurse or the Child Nutrition Department.

SECTION 504 OF THE REHABILITATION ACT OF 1973

The Helena-West Helena School District does not discriminate against individuals on the basis of handicap. This nondiscriminatory obligation under 504 of the Rehabilitation Act applies to admission or access to, participation in, or (treatment or employment) in its programs and activities.

As used in this policy and any implementing procedures, “an individual with handicaps” means a person who has, had, or is regarded as having, a physical or mental impairment that substantially limits one or more of his/her major life activities. An individual with handicaps does not include an individual currently engaging in the illegal use of drugs when the district acts on the basis of such use; or any individual who is an alcoholic or who has a currently contagious disease or infection if current alcohol use or such disease and infection constitutes a direct threat to the property, health, or safety of others or results in the individual being unable to perform the duties of the job.

The board will designate a 504 compliance officer to coordinate the District's efforts to comply with 504 and to investigate and attempt to resolve grievances regarding alleged violations of 504 and this policy. A copy of the Rehabilitation Act of 1973 and 504 implementing regulations may be obtained from the 504 compliance officers.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under the law, parents/guardians of students or students if they are at least 18 have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parent/guardian or the student is limited and generally requires prior consent by the parent/guardian or the student.

STUDENT RECORDS

Student records are defined to be all official records, files, and data directly related to students, including all material that is found in each student's cumulative record folder. This includes those intended for school use or made available to parties outside the school or school system, and including, but not necessarily limited to, the following identifying data:

- Academic work completed
- Grades and standardized test scores
- Attendance data
- Scores on standardized intelligence, aptitude and psychological tests
- Interest inventory results
- Health data
- Family's background information
- Teacher or counselor rating and observations
- Verified reports of serious or recurrent behavior patterns

STUDENT RECORDS ACCESS

Those who have the right to inspect and review the education records (Cumulative Record Folder: CRF) kept about the student include:

- parents/guardians of students who are under 18 years of age;
- parents/guardians who claim students who are at least 18 as dependents under Section 152 of the Internal Revenue Code or students who are at least 18 years of age (hereafter called eligible students).

Once the student becomes eighteen (18) or attends an institution of post-secondary education (even if he/she is not yet 18), he/she becomes eligible to see all of his /her education records except financial records of parent/guardian(s). The student has a right to see any letters of recommendation placed in his/her file after January 1, 1975, unless he/she waives the right to see them.

Any student (between the ages of 18 and 21) who does not wish his/her parents/guardians to have access to his/her cumulative record folder (CRF) must so inform the principal of the school where the records are kept and prove that he/she is not a tax dependent of his /her parents/guardians.

If a parent/guardian of a student who is at least 18 and no longer attending a school within the District wishes to inspect and review his/her child's CRF, he/she must prove to the principal that he/she claims the student as a dependent for federal income tax purposes. Parents/guardians or eligible students who wish to inspect and review the cumulative record folder will submit a request in writing to the principal of the student's school. When the principal receives a written request for review of the records from a parent/guardian or eligible student, the principal will schedule a time as soon as possible but no later than 45 days after a request is made. The inspection/review will be made in the office of the principal or at another place designated by him/her.

STUDENT RECORDS INSPECTION LOG

The principal will maintain in each cumulative folder for which he/she is responsible a cumulative record inspection log. The inspection log will include the name and reason for inspection of each person requesting access to the cumulative record folder but will not include disclosures to the parents/guardians, the student, school officials, or persons who have student, or parental/guardian consent or disclosures of directory information. The inspection log may be inspected by the student's parents/guardians or the eligible student.

PERMANENT RECORDS - 4.38

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.

CLOSED CAMPUS - 4.10

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.

CONDUCT TO AND FROM SCHOOL - 4.19

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.

The preceding paragraph also applies to student conduct while on school buses. 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 suspension or termination of the student's transportation privileges. Transporting students to and from school who have lost their transportation privileges shall become the responsibility of the student's parent or legal guardian.

STUDENT DRESS AND GROOMING - 4.25

The Helena-West Helena 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, unsafe, could cause property damage, or are offensive to common standards of decency.

Uniform Specifications

The standard uniform adopted by the District for students in grades kindergarten through twelfth is khaki or blue uniform trouser/pants, shorts, skirts, skorts or capri pants and red, white or navy blue collared polo style shirts/blouses.

- Pants made from spandex material are not acceptable.
- Khaki pants, shorts, skirts and skorts must fit well at the waist and not sag.
- Shorts, skirts, and skorts must be no shorter than one inch above the knees.
- Belts should be worn at all times on pants with belt loops.
- All clothing must be hemmed. No cut-offs or rolled up cuffs are allowed.
- Shirts must be tucked in at all times.
- Shirts must have collars and may be polo-style or dress-style.
- Shoes must be oxford or tennis. Slippers (house shoes or bedroom slippers), slides (with exposed toes and heels), steel-toed boots, and combat boots will not be permitted.
- Leggings may be worn **under** dresses or skirts.

Inappropriate Dress

The following are not acceptable and will be subject to disciplinary action in Category 1:

- Spandex clothing, sunglasses wind suits and pants, bandanas, bonnets, rollers, head scarves, do-rags or wave caps, pajamas, stretch pants and clothing worn inside out.
- Any clothing which advertises or displays emblems, insignias, badges, or other symbols which identifies a student as being part of a group (other than school sanctioned groups).
- Clothing which advertises alcoholic beverages or those items with obscene or questionable printing.

NOTE: Hats and hoods may not be worn by males or females inside school buildings.

Uniform Exemptions

- Sponsors of special activities may (with the principal's approval) regulate the dress and appearance of the students participating in those activities. Anything that is not covered in the dress code, but is considered inappropriate by the principal or his/her designee will be handled in the same manner as items covered under unacceptable dress.

Students who refuse to abide by these reasonable guidelines will be subject to disciplinary action:

ZERO TOLERANCE.

- Students will be allowed to wear school spirit shirts, with the school colors, logo, and or mascot with their uniforms pants on Fridays.
- A parent or guardian may request that his or her child be exempted from the uniform requirement by submitting a written statement to his or her child's principal. The statement shall contain the parent or guardian's philosophical or religious objections to the uniform requirements. The principal of each campus in which this policy is implemented shall form an advisory committee consisting of parents, teachers, and students that will examine the written statements submitted by parents seeking an exemption to this policy. The parent or guardian seeking an exemption shall have the right to appeal an adverse decision of the advisory committee to the Helena-West Helena School Board by filing a written appeal within fifteen (15) days of receiving the adverse decision of the advisory committee.

| | |
|----------------|--|
| First Offense | Warning with Parent Contact (change to uniform) |
| Second Offense | Uniform Write Up & Parent Conference (change to uniform) |
| Third Offense | Home visit with Social Worker |

STUDENT/PARENT/GUARDIAN COMPLAINT PROCEDURE

The following procedures will be used to address a complaint from a student, parent or guardian. Complaints can include, but are not limited to, discrimination based on race, national origin, religion, handicap, age or gender, and sexual harassment:

STUDENT DISCIPLINE - 4.17

1. The Helena-West Helena 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 other and ensures the uniform enforcement of student discipline. 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. Disciplinary consequences may range from a minimum reprimand to a maximum recommendation for expulsion. Report the alleged incident to the principal as soon as possible after the event(s) occurs.
2. The complaint will be investigated and the individual bringing the complaint will be advised of the outcome of the investigation within ten days.
3. If the individual bringing the complaint is not satisfied with the principal's resolution, he/she may appeal to the Deputy Superintendent. The appeal must be made in writing ten days from receipt of the principal's decision. If the individual is not satisfied with the Deputy Superintendent's resolution of the complaint, he/she may appeal to the Superintendent of Schools or his/her designee.

***If the complaint involves the principal, report the alleged incident to the Superintendent or Deputy Superintendent as soon as possible after the event(s) occurs.**

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.

The Board shall approve any changes to student discipline policies. 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.

POSSESSION OF ELECTRONIC DEVICES - 4.47

(ex. Cell Phones, iPads, iPods, Tablets, or any handheld devices)

Students are forbidden to use any electronic devices during the instructional day, with the exception of devices provided by the school district. The phone will be confiscated and the parents are subject to the following:

| | |
|----------------|------------------------------|
| First Offense | Parent pick up |
| Second Offense | Parent pick up and \$10 fine |

| | |
|---------------|--|
| Third Offense | Parent pick up and \$15 fine Fourth Offense & There After Parent pick up and \$25 fine |
|---------------|--|

*Funds will go to the activity fund and will be used for student activities.

*Refusal to submit cell phone will result in an automatic dismissal.

STUDENT SEXUAL HARASSMENT - 4.27

The Helena-West Helena 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.

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.

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.

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:

- Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
- Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or
- 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.

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.

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.

Students who believe they have been subjected to sexual harassment, or parents of a student who believe 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.

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. Students who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion.

Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion.

Violation of this policy will follow Category 3 Discipline Procedure as outlined in this handbook.

BULLYING - 4.43

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of their dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether it occurs on the school grounds; off school grounds at a school sponsored or approved function, activity, or event; or going to or from school or a school activity.

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 that 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 causes or creates actual or reasonably foreseeable:

- Physical harm to a public school employee or student or damage to the public school employee's or student's property;
- Substantial interference with a student's education or with a public school employee's role in education;
- 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
- 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. (Cyber bullying including: FaceBook, Twitter, Skype, etc.)

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;

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

- Sarcastic “compliments” about another student's personal appearance.
- Pointed questions intended to embarrass or humiliate.
- Mocking, taunting, or belittling.
- Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person.
- Demeaning humor relating to a student's race, gender, ethnicity or personal characteristics.
- Blackmail, extortion, demands for protection, money, or other involuntary donations or loans.
- Blocking access to school property or facilities.
- Deliberate physical contact or injury to person or property.
- Stealing or hiding books or belongings and/or threats of harm to student(s), possessions or others.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including

expulsion. Consideration may be given to other violations of the student handbook, which may have simultaneously occurred. Example: a student might be disciplined for both bullying and sexual harassment, in an inappropriate situation and/or bullying and assault. Violations of this section constitute a Category 3 offense as outlined in this handbook.

Note: A school employee who has reported violations under the school district's policy shall be immune from any tort liability which may arise from the failure to remedy the reported incident

DISRUPTION OF SCHOOL - 4.20

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.

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 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 appropriate personnel.

STUDENT ASSAULT OR BATTERY- 4.21

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. 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.

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 included in each school's annual plan.

GANGS AND GANG ACTIVITY- 4.26

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 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.

The following actions are prohibited by students on school property or at school functions:

- Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang;
- Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;
- Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or
- Extorting payment from any individual in return for protection from harm from any gang.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. Students arrested for gang related activities occurring off school grounds may be subject to the same disciplinary actions as if they had occurred on school grounds.

DRUGS AND ALCOHOL - 4.24

An orderly and safe school environment that is conducive to promoting student achievement requires a student population free from the effects of alcohol and drugs. Their use is illegal and disruptive to the educational environment, and diminishes the capacity of students to learn and function properly in our schools.

Therefore, no student in the Helena-West Helena School District shall possess, attempt to possess, consume, use, distribute, sell, 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; 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.

Prohibited substances shall include, but are not limited to, alcohol, or any alcoholic beverage, inhalants 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. 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. Students in violation of this policy shall be recommended for expulsion for no less than six calendar months.

SEARCH, SEIZURE, AND INTERROGATIONS - 4.32

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 that 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 law enforcement and any other appropriate agency.

- 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. 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. A school official of the same sex shall conduct personal searches with an adult witness of the same sex present.
- 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 on student enrollment forms.
- Students of the Helena/West Helena School District should be aware that school officials have access to a registered drug dog. The dog has been trained to locate marijuana and other illegal drugs in lockers and automobiles.
- The investigating interview will be conducted in the privacy of a school official's office, with the school official, a representative of the local law enforcement, and the parents or guardian of the student present, if possible.

- Any illegal substance secured during a search will be used as evidence in applying school district policies for suspension or expulsion and as evidence for prosecution according to the laws of the State of Arkansas.

Search and Seizure: General Rule (Fourth Amendment)

Students and their property are subject to reasonable searches by school district administrators and teachers. A search is reasonable where: (1) the school official has reasonable grounds for believing that the search will turn up evidence that the student has violated or is violating the law or a school rule; (2) the scope of the search is reasonably related to the objective of the search; and (3) Whether the school official's belief is reasonable will usually depend on the content of the information provided to the school officials and the reliability of that information. Where reasonable, a student may be requested to empty his/her pockets, to raise his/her pant leg, to remove his/her coat or jacket and to turn over his/her belt buckle. Students' book bags and purses are also subject to search.

Strip Search

A strip search is defined as requiring a student to remove clothing that reveals his/her nakedness. If school officials believe that some type of strip search may be justified, two school officials of the same sex as the student should take the student into a private area and conduct the search.

Police Interviews of Students

Police interviews of students should be conducted at school during school hours only where: (1) requested by a school administrator or the Superintendent; (2) other reasonable attempts to locate and interview a student have failed; or (3) circumstances where the health, life or safety of the student would be at risk if the interview were conducted at home, e.g., an investigation into allegations of child abuse by a parent/guardian.

CORPORAL PUNISHMENT- 4.39

The Helena-West Helena 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.

Prior to the administration of corporal punishment, the student receiving the corporal punishment shall be given an explanation of the reasons for the punishment.

All corporal punishment shall be administered privately and shall be administered in the presence of another school administrator or designee, who shall be a licensed staff member employed by the District.

DISMISSAL

A dismissal is used to establish contact with a parent/guardian to resolve problems that do not require suspension. It is used only for a short period of absence, not to exceed 24 hours, and its purpose is to have the parent/guardian come to the school for a conference with an administrator within 24 hours. Telephone conferences are acceptable at the discretion of the principal.

SUSPENSION

A suspension is used to exclude students from school attendance for a period of 1-10 days. Days designated by the District as non-student attendance days are not included in the length of the suspension (for example, staff development and/or teacher record days, student holidays, parent/guardian conference days, inclement weather or emergency closings).

PHYSICAL RESTRAINT

There are times when it becomes necessary for staff to use reasonable restraint to protect others from harm.

Reasonable restraint is defined as immobilization of the individual's opportunity for movement by staff member(s) through direct contact. Any person employed by the District may, within the scope of their employment, including involvement in extracurricular activities, use and apply such amount of force as is reasonable and necessary to accomplish the following purposes:

- To restrain a student from an act of wrongdoing;
- To quell a disturbance threatening physical injury to self or others;
- To obtain possession of weapons or other dangerous objects which are within the control of a student; and
- For the protection of self, others, or property.

An act of a teacher or other employee will not be considered child abuse if the act was performed in good faith and in compliance with Board and/or school policies and procedures. Such acts will not be construed to constitute corporal punishment. In the case of a student with a disability, any restraint used beyond the four specific situations listed above will be identified on the Individual Education Plan (IEP) as a form of intervention.

The school employee using physical restraint will:

- immediately, or as soon thereafter as possible, notify the principal of the incident;
- provide a written report of the situation indicating why such action was deemed necessary; and
- the principal or his/her designee will inform the parent/guardian of the incident using the appropriate disciplinary reporting form.

EMERGENCY REMOVAL

A building administrator may have a student removed from campus by local law enforcement without an informal hearing if it is determined that the student's continued presence poses an immediate danger to persons or property or may substantially disrupt the school's orderly operation. The building administrator will attempt to contact the parent or legal guardian by phone. If unsuccessful, a written notice will be provided to the parent/guardian explaining the reason for the student's emergency removal from school.

STUDENT DISCIPLINARY PROCEDURES FOR GRADES K-5

CATEGORY 1 OFFENSES

- Public Display of Affection
- Cheating on Test and Class Assignments
- Plastic Toy Guns/Weapons
- Failure to follow directions or commands (Insubordination)
- Gambling
- Violation of the district electronic device policy
- Class or school disruption or unlawful assembly

DISCIPLINARY ACTIONS FOR CATEGORY 1 OFFENSES:

| | |
|----------------|---|
| First Offense | Warning |
| Second Offense | Parent Conference |
| Third Offense | Corporal Punishment or In School Suspension |
| Fourth Offense | To the digression of the acting Principal |

Any other offense the building administrator deems to be not serious enough for inclusion in Category 2.

***Habitual Category 1 Offenses will automatically move to Category 2 disciplinary procedures.**

CATEGORY 2 OFFENSES

- Verbal threatening by a student to another student
- The use of profanity
- Vandalism to computer hardware/software
- Violation of the internet policy
- Forgery or falsification of information

DISCIPLINARY ACTIONS FOR CATEGORY 2 OFFENSES

| | |
|----------------|---|
| First Offense | Parent Conference |
| Second Offense | Corporal Punishment or In School Suspension |
| Third Offense | In School Suspension |

***Habitual Category 2 Offenses will automatically move to Category 3 disciplinary procedures.**

CATEGORY 3 OFFENSES

- Fighting
- False Alarm
- Disorderly conduct/hindering/interfering with a school function
- Failure to permit a lawful search or inspection by a school official
- Violation of district electronic device policy
- The use of profanity in a directed to or about a staff person in a threatening manner
- Verbal abuse of staff
- Theft
- Bullying
- Sexual misconduct- This includes, but is not limited to deliberately showing private body parts/organs.
- Intentionally endangering the physical health of others.

DISCIPLINARY ACTIONS FOR CATEGORY 3 OFFENSES

| | |
|----------------|--|
| First Offense | In School Suspension |
| Second Offense | In School Suspension or Suspension 3 to 5 days |
| Third Offense | Suspension 5 to 10 days |
| Fourth Offense | Recommendation for expulsion |

***Habitual Category 3 Offenses will automatically move to Category 4 disciplinary procedures.**

CATEGORY 4 OFFENSES

Students found guilty of Category 4 Offenses will receive an expulsion recommendation. The Helena-West

Helena Police Department will be immediately notified for weapons violations in line with Arkansas Codes 6-17-113. A calendar year expulsion is required by law for firearm and weapons violations.

- Use, sale, distribution, and/or possession of drug paraphernalia, alcohol, controlled substances or unauthorized drugs or substances
- Participation in prohibited clubs, street gangs, fraternities, and sororities or similar organizations on campus or at school activities
- Physical assault on staff
- Possession or use of firearm/ weapon
- Possession or use of explosives or chemical agents
- Extortion/Robbery
- Inciting to riot
- Terroristic threatening
- Felony violations
- Arson
- Group fight/food fight
- Vandalism-breaking and entering/vandalism in excess of \$500

STUDENT DISCIPLINARY PROCEDURES FOR SIXTH GRADERS

CATEGORY 1 OFFENSES

- Truancy (Skipping School or Classes)
- Tardiness
- Public Display of Affection
- Cheating on Test and Class Assignments
- Uniform Violation
- Plastic Toy Guns/Weapons
- Failure to follow directions or commands (Insubordination)
- Gambling
- Violation of the district electronic device policy
- Class or school disruption or unlawful assembly

DISCIPLINARY ACTIONS FOR CATEGORY 1 OFFENSES (6th grade):

| | |
|----------------|---|
| First Offense | Warning |
| Second Offense | Parent Conference |
| Third Offense | Corporal Punishment or In School Suspension |
| Fourth Offense | Suspension |

Any other offense the building administrator deems to be not serious enough for inclusion in Category 2.

***Habitual Category 1 Offenses will automatically move to Category 2 disciplinary procedures.**

CATEGORY 2 OFFENSES (6th Grade)

- Verbal threatening by a student to another student
- The use of profanity
- Vandalism to computer hardware/software
- Violation of internet policy
- Forgery or falsification of information

DISCIPLINARY ACTIONS FOR CATEGORY 2 OFFENSES (6th Grade)

| | |
|----------------|--|
| First Offense | Parent Conference (Possible Suspension Form Given) |
| Second Offense | Corporal Punishment or In School Suspension |
| Third Offense | Suspension |
| Fourth Offense | Recommendation for Expulsion |

***Habitual Category 2 Offenses will automatically move to Category 3 disciplinary procedures.**

CATEGORY 3 OFFENSES (6th Grade)

- Fighting
- False Alarm
- Disorderly conduct/hindering/interfering with a school function
- Failure to permit a lawful search or inspection by a school official
- Violation of district electronic device policy
- The use of profanity in a directed to or about a staff person in a threatening manner
- Verbal abuse of staff
- Theft
- Bullying
- Sexual misconduct- This includes, but is not limited to deliberately showing private body parts/organs.
- Intentionally endangering the physical health of others

DISCIPLINARY ACTIONS FOR CATEGORY 3 OFFENSES (6th Grade)

| | |
|----------------|---|
| First Offense | In School Suspension or Suspension 3 to 5 days |
| Second Offense | In School Suspension or Suspension 5 to 10 days |
| Third Offense | Recommendation for expulsion |

***Habitual Category 3 Offenses will automatically move to Category 4 disciplinary procedures.**

CATEGORY 4 OFFENSES

Students found guilty of Category 4 Offenses will receive an expulsion recommendation. The Helena-West Helena Police Department will be immediately notified for weapons violations in line with Arkansas Codes 6-17-113. A calendar year expulsion is required by law for firearm and weapons violations.

- Use, sale, distribution, and/or possession of drug paraphernalia, alcohol, controlled substances or unauthorized drugs or substances
- Participation in prohibited clubs, street gangs, fraternities, and sororities or similar organizations on campus or at school activities
- Physical assault on staff
- Possession or use of firearm/ weapon
- Possession or use of explosives or chemical agents
- Extortion/Robbery
- Inciting to riot
- Terroristic threatening
- Felony violations
- Arson
- Group fight/food fight
- Vandalism-breaking and entering/vandalism in excess of \$500

EXPULSION - 4.31

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;

- 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.
- Expulsion shall not be used to discipline a student in kindergarten through fifth (5th) grade unless the student's behavior:
 - a. Poses a physical risk to himself or herself or to others;
 - b. Causes a serious disruption that cannot be addressed through other means; or
 - c. Is the act of bringing a firearm on school campus.

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.

The hearing shall be conducted not later than ten (10) school days¹ following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation.

The President of the Board, 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 eighteen (18) or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

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.

Except as permitted by policy on Weapons and Dangerous Instruments, 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.² 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.

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.

Notes: ¹ The ten (10) school days are on a traditional school calendar. If your district uses a 4x4 block schedule, the number of days of suspension will need to be modified accordingly.

EXPULSION HEARING PROCEDURES

An expelled student loses all academic credit during the expulsion period. Notice of date, hour and place where the School Board will consider and act upon the expulsion recommendation will be hand delivered or sent by certified mail to the student's parent/guardian.

1. The President of the Board or his/her designee presides at the hearing. The student will have the factual basis for the alleged offense(s) read to him/her by the presiding officer of the Board, or his/her designee.
2. The student is entitled to representation by a lawyer or lay counsel. Written notice of representation must be provided to the Superintendent's Office at least 48 hours before the Board hearing. If the student fails to provide notice, the Administration will be entitled to have the hearing rescheduled.
3. At the hearing, the superintendent or his/her designee will present evidence or circumstances for the recommendation for expulsion.
4. The procedure may include:
 - A. The student may testify and may offer the statements of others; however, the student will not be required to testify during the hearing.
 - B. The presiding officer may permit cross-examination of witnesses. The cross-examination may be limited if the presiding officer believes it is abusive or interferes with the conduct of an orderly hearing.
 - C. Factual determination by the Board of any punitive action to be taken.
 - D. The student's records and disciplinary background can be made available to the Board members.
 - E. The Superintendent makes a recommendation to the Board.
 - F. The student or his/her representative can make any desired statement or present evidence that might influence the Board's decision in his/her favor.
5. The Board votes on any disciplinary action to be taken and announces its decision. If the hearing is closed, the board's deliberations will be closed. All votes will be held in open sessions. A record of the hearing is kept, and if a written request is made, a parent/guardian will be furnished a record of the hearing.

EMERGENCY DRILLS - 4.37

All schools in the District shall conduct fire drills at least monthly. Tornado drills, earthquake drills, and active shooter drills shall also be conducted at least annually.

TRANSPORTATION

Meeting the Bus

- Be at the bus stop 10 minutes before the bus is scheduled to arrive. Do not arrive earlier than 10 minutes.
- Be on the proper side of the road while you wait, even if you must cross the street to enter the bus.
- Before crossing a street to enter the bus, wait until the bus has come to a complete stop and the driver has given you directions.
- Respect the property rights of others while waiting for the bus. Do not litter or make unnecessary noise. Do not gather under carports, or porches, or on lawns without permission.
- Stand back at least 10 feet from the bus stop, and do not approach the bus until it has come to a complete stop and the door is opened.

If you miss the bus, do not attempt to ride another bus or walk to or from school. Call the Transportation Department at (870) 338-4415, or call your school.

Getting On and Off the Bus

- Enter and leave the bus quickly and in an orderly manner.
- Do not enter or leave the school bus by the back door except in the case of an emergency or unless directed to do so by the driver.

- If you must cross the street after leaving the bus in the afternoon, go to a point on the shoulder of the street 10 feet in front of the bus and wait until the driver or student patrol has signaled you to cross.
- If you drop any object while leaving the bus, do not attempt to retrieve the object until the bus has left the scene and the street is clear of other vehicles.

Riding the Bus

- Ride only the bus to which you are assigned.
- Visitors are not allowed to ride buses unless permission is first obtained from the Director of Transportation. Arrangements should be made by calling (870) 338-4415.
- Obey the instructions and directions of the driver. Students are under his/her supervision.
- The driver will submit a written report of all bus violations to the Transportation Director.
- Do not distract the driver or disturb other riders on the bus. This means that students must remain reasonably quiet while on buses.
- Remain seated while the bus is in motion or stopped, except as the driver directs.
- Legs and feet should not be in the aisle.
- Keep all items out of the aisle of the bus. Knives, firearms, sharp objects, clubs, or animals are never allowed on a school bus.
- No sagging pants.
- Be in school uniform at all times.
- No electronic devices on the bus.
- No hoods on head when entering a bus.
- No profanity.
- No eating or drinking on the bus.

BUS RULES LISTED IN FORMS

Emergency Procedures

- In an emergency, students should remain calm and quiet and listen for instructions from the bus driver. If the driver is unable to conduct emergency measures, the students should follow the procedures below in leaving the bus. If the exit is through the front door, students sitting in the front seat to the left of the aisle will move out first, followed by those in the right front seat and proceeding in this manner until all seats are emptied.
- If the exit is through the rear emergency door, those students sitting next to the aisle will leave first, beginning with those students in the rear of the bus.
- If a rapid exit is necessary and it is possible to exit from both doors, students in the rear half of the bus should move out the back door, and those in the front half should move out the front door.
- In the event of an accident resulting in injury, persons injured should, if possible, be moved only under competent medical supervision.
- If the bus should be overturned, students should evacuate through windows or through either door.
- Upon leaving the bus in an emergency, students are to move immediately off the roadway to a safe distance from traffic. They should not cross the road unless instructed by the driver. In the event of a tornado or other natural disaster, students should follow the instructions of the bus driver regarding emergency procedures.

Transportation (Special Needs Student)

Parents/guardians of students who receive specialized transportation are to notify Special Needs Students Transportation when the student will not be riding the bus.

Students requiring constant care and supervision will not be left unattended when delivered to their homes in the

afternoon. Parents or guardians will be responsible for providing the necessary supervision.

The Helena-West Helena School District encourages any person who observes an incident jeopardizing the safety of the students on a school bus to report the incident to the Transportation Department at (870) 338-4415. It is helpful when a person can identify the bus by its number when making such reports. Any recommendations that will assist the department in its operation are also encouraged.

EXTRACURRICULAR ACTIVITIES

Extracurricular student activities are district-sponsored and directed activities designed to provide opportunities for students to explore areas of interest that complement and enrich the curriculum. These activities include clubs and organizations such as Educational Field Trips, Student Council, Quiz Bowl, Beta Club, Gardening Club, STEM Club, Art Club, and etc.

EXTRACURRICULAR DISCIPLINE POLICY

Coaches/sponsors are responsible for maintaining discipline among student participants in extracurricular activities that they coach/sponsor, including enforcing the student conduct code set forth in this handbook. In addition, the coach/sponsor may have rules and impose discipline not included in this handbook, which will be provided to the student upon signing up for the sport or activity.

SCHOOL DISTRICT INSURANCE POLICY

The Helena-West Helena School District does not assume liability for accidental injuries sustained by school children on its campuses. Therefore, it is very important that our patrons be made aware of the School Injury Benefit Plan, which is an approved coverage offered through an independent agency.

Arkansas School Law, 21-9-301 states: "It is declared to be the public policy of the State of Arkansas that all counties, municipal corporations, school districts, special improvement districts, and all other political subdivisions of the state will be immune from liability for damages. No tort action will lie against any such political subdivision because of the acts of their agents and employees."

STUDENT PUBLICATIONS AND THE DISTRIBUTION OF LITERATURE - 4.14

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
4. Prohibited publications include:
 - That in which are obscene;

- That in which 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;
- Those that constitute an unwarranted invasion of privacy as defined by state law,
- Publications that suggest or urge the commission of unlawful acts on school premises;
- Publications which suggest or urge the violation of lawful school regulations;
- Hate literature that scurrilously attacks ethnic, religious, or racial groups.

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. Receive permission from the building administrator or his or her designee for non- educational advertisements
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) state that the views expressed are not necessarily those of the School Board or the employees of the district.

Non-school Publications

The principal or his or her designee 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.

STUDENT HANDBOOK - 4.42

It shall be the policy of the Helena-West Helena 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 18 years of age or older have acknowledged receipt of the controlling language.

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.

Principals and counselors shall also review Policies 4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS 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.

STUDENT ACCELERATION-4.43

For further information on student acceleration, contact the building principal at your child’s school.

COVID-19 GUIDANCE

The Helena-West Helena School District will adhere to the guidance for schools regarding COVID-19 from the Arkansas Department of Education Office of Elementary and Secondary Education. Additional information from the Arkansas Department of Education can be obtained through Commissioner’s Memo LS-20-089-Guidance for Schools Regarding COVID-19 and this Arkansas Department of Education COVID-19 website link:

<http://dese.ade.arkansas.gov/divisions/communications/covid-19-information>.

FORMS

**Objection to Publication of Directory Information Form
(Not to be filed if the parent/student has no objection)**

I, the undersigned, being a parent of a student, or a student eighteen (18) years of age or older, hereby note my objection to the disclosure or publication by the Helena-West Helena School District of directory information, as defined in Policy No. 4.13 (Privacy of Students' Records), concerning the student named below.

I understand that the participation by the below-named student in any interscholastic activity, including athletics and school clubs, may make the publication of some directory information unavoidable, and the publication of such information in other forms, such as telephone directories, church directories, *etc.*, is not within the control of the District.

I understand that this form must be filed with the office of the appropriate building principal within ten (10) school days from the beginning of the current school year in order for the District to be bound by this objection. Failure to file this form within that time is a specific grant of permission to publish such information.

My objection is to the disclosure or publication of directory information to

Military recruiter's _____

Public and school sources _____

Both military recruiters and public and school sources _____

Name of student (Printed)

Signature of parent (or student, if 18 or older)

Date form was filed (To be filled in by office personnel)

4.29F—STUDENT INTERNET USE AGREEMENT

Student's Name (Please Print) _____
School _____

Grade Level _____
Date _____

The Helena-West Helena School District agrees to allow the student identified above ("Student") to use the district's technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student owned technology device:

1. Conditional Privilege: The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet whether through a District or student owned technology device unless the Student and his/her parent or guardian have read and signed this agreement.
2. Acceptable Use: The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.
3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action. **[Note: A.C.A. § 6-21-107 requires the district to have "...provisions for administration of punishment of students for violations of the policy with stiffer penalties for repeat offenders, and the same shall be incorporated into the district's written student discipline policy." You may choose to tailor your punishments to be appropriate to the school's grade levels.]**
4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:
 - a. using the Internet for other than educational purposes;
 - b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
 - c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
 - d. making unauthorized copies of computer software;
 - e. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
 - f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
 - g. posting anonymous messages on the system;
 - h. using encryption software;
 - i. wasteful use of limited resources provided by the school including paper;
 - j. causing congestion of the network through lengthy downloads of files;
 - k. vandalizing data of another user;
 - l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
 - m. gaining or attempting to gain unauthorized access to resources or files; identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
 - n. invading the privacy of individuals;

- o. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email. Personally identifying information includes full names, address, and phone number.
 - p. using the network for financial or commercial gain without district permission;
 - q. theft or vandalism of data, equipment, or intellectual property;
 - r. attempting to gain access or gaining access to student records, grades, or files;
 - s. introducing a virus to, or otherwise improperly tampering with the system;
 - t. degrading or disrupting equipment or system performance;
 - u. creating a web page or associating a web page with the school or school district without proper authorization;
 - v. providing access to the District's Internet Access to unauthorized individuals;
 - w. failing to obey school or classroom Internet use rules;
 - x. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools;
 - y. installing or downloading software on district computers without prior approval of technology director or his/her designee.
5. Liability for debts: Students and their co-signers shall be liable for any and all costs (debts) incurred through the student's use of the computers or access to the Internet including penalties for copyright violations.
6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.
7. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.
8. Signatures: We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

Student's Signature: _____ Date _____

Parent/Legal Guardian Signature: _____ Date _____

PARENT/GUARDIAN SIGNATURE REQUIRED ON THIS PAGE

PARENT/GUARDIAN SIGNATURE REQUIRED ON THIS PAGE

4.35F—MEDICATION ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

This form is good for school year **2020-2021**. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

Medications, including those for self-administration, must be in the original container and be properly labeled with the student's name, the ordering 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, it's possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

I hereby authorize the school nurse or his/her designee to administer the following medications to my child.

Name(s) of medication(s):

Name of physician or dentist (if applicable): _____

Dosage: _____

Instructions for administering the medication instructions:

I acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of medications in accordance with this consent form.

Parent or legal guardian signature _____ Date _____

4.41F—OBJECTION TO PHYSICAL EXAMINATIONS OR SCREENINGS

I, the undersigned, being a parent or guardian of a student, or a student eighteen (18) years of age or older, hereby note my objection to the physical examination or screening of the student named below.

Physical examination or screening being objected to:

- ☐ Vision test
 - ☐ Hearing test
 - ☐ Scoliosis test
 - ☐ Other, please specify
-

Non-emergency, invasive physical examination as defined in Policy 4.41
Comments:

Name of student (Printed)

Signature of parent (or student, if 18 or older)

Date form was filed (To be filled in by office personnel)

4.35F3—GLUCAGON ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

This form is good for school year **2020-2021**. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

The school has developed a Section 504 plan acknowledging that my child has been diagnosed as suffering from diabetes. The 504 plan authorizes the school nurse or, in the absence of the nurse, trained volunteer district personnel, to administer Glucagon in an emergency situation to my child.

I hereby authorize the school nurse or, in the absence of the nurse, trained volunteer district personnel designated as care providers, to administer Glucagon to my child in an emergency situation. Glucagon shall be supplied to the school nurse by the student's parent or guardian and be in the original container properly labeled with the student's name, the ordering 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.

I acknowledge that the District, its Board of Directors, its employees, or an agent of the District, including a healthcare professional who trained volunteer school personnel designated as care providers shall not be liable for any damages resulting from his/her actions or inactions in the administration of Glucagon in accordance with this consent form and the 504 plan.

Parent or legal guardian signature _____ Date _____

Date Adopted:

Last Revised:

**SMART CORE INFORMED CONSENT FORM
(GRADUATING CLASS OF 2016 AND AFTER)**

Name of Student: _____

Name of Parent/Guardian: _____

Name of District: _____

Name of School: _____

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

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

SMART CORE CURRICULUM

English – 4 units

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

Mathematics – 4 units (or 3 units of math and 1 unit of Computer Science*) At least one MATH unit must be taken in Grade 11 or Grade 12.

- Algebra I (or Algebra A& Algebra B - Grades 7-8 or 8-9)
- Geometry (or Geometry A& Geometry B - Grades 8-9 or 9-10)
- Algebra II
- fourth math - Advanced Topics and Modeling in Mathematics, Algebra III, Calculus, Computer Science and Mathematics, Linear Systems and Statistics, Transitional Math Ready, Mathematical Applications and Algorithms, Pre-Calculus, or Advanced Placement mathematics - Comparable concurrent credit college courses may be substituted where applicable.

Science – 3 units with lab experience (or 2 units with lab experience and 1 unit of Computer Science*)

- Biology – 1 unit (All students must have 1 unit in Biology, IB Biology, ADE Biology, ADE Approved Biology Honors, or Concurrent Credit Biology.)
- Physical Science, Chemistry, or Physics – 2 units

Social Studies – 3 units

- Civics - ½ unit
- World History - 1 unit
- U.S. History - 1 unit
- other social studies - ½ unit

Oral Communications – ½ unit

Physical Education – ½ unit

Health and Safety – ½ unit

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

Fine Arts – ½ unit

Career Focus – 6 units

***Computer Science – (optional)** A flex unit of Computer Science and Mathematics, Essentials of Computer Programming, AP Computer Science, or IB Computer Science may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the computer science courses listed above may replace the 4th math requirement and the 3rd science requirement. If the 4th math requirement and the 3rd science requirement have been met through other coursework, any of the computer science courses listed above may be used for career focus credit.

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

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

Parent/Guardian Signature

Date

School Official Signature

Date

Arkansas Department of Education— May 19, 2015
SMART CORE WAIVER FORM
(GRADUATING CLASS OF 2016 AND AFTER)

Name of Student: _____

Name of Parent/Guardian: _____

Name of District: _____

Name of School: _____

Smart Core is Arkansas's college- and career-ready curriculum for high school students. College and career readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and a variety of situations. Smart Core is the foundation for college and career-readiness. All students should supplement additional rigorous coursework within their career focus. Failure to complete the Smart Core Curriculum for graduation *may* result in negative consequences such as conditional admission to college and ineligibility for some scholarship programs.

Parents or guardians may waive the right for a student to participate in Smart Core and instead to participate in the Core curriculum. By signing this Smart Core Waiver Form, you are waiving your student's right to Smart Core and are placing him or her in the Core Curriculum.

CORE CURRICULUM

English – 4 units

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

Mathematics – 4 units (or 3 units of math and 1 unit of Computer Science*)

- Algebra I (or Algebra A&P Algebra B - each may be counted as one unit of the 4 unit requirement)
 - Geometry (or Geometry A&P Geometry B - each may be counted as one unit of the 4 unit requirement)
- (All math units must build on the base of algebra and geometry knowledge and skills.)*

Science – 3 units (or 2 units with lab experience and 1 unit of Computer Science*)

- Biology - 1 unit (All students must have 1 unit in Biology, IB Biology, ADE Biology, ADE Approved Biology Honors, or Concurrent Credit Biology.)
- Physical Science, Chemistry, or Physics – at least 1 unit
- other ADE approved science

Social Studies – 3 units

- Civics - ½ unit
- World History - 1 unit
- U.S. History - 1 unit
- other social studies – ½ unit

Oral Communications – ½ unit

Physical Education – ½ unit

Health and Safety – ½ unit

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

Fine Arts – ½ unit

Career Focus – 6 units

***Computer Science – (optional)** A flex unit of Computer Science and Mathematics, Essentials of Computer Programming, AP Computer Science, or IB Computer Science may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the computer science courses listed above may replace the 4th math requirement and the 3rd science requirement. If the 4th math requirement and the 3rd science requirement have been met through other coursework, any of the computer science courses listed above may be used for career focus credit. *(Comparable concurrent credit may be substituted where applicable.)*

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

By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core Curriculum and am choosing to waive the Smart Core curriculum for my child. I understand the potential negative consequences of this action as outlined on this form.

Parent/Guardian Signature

Date

School Official Signature

Arkansas Department of Education— May 14, 2015

Date

Helena-West Helena School District

STUDENT/PARENT/GUARDIAN CONTRACT

To Parents/Guardians and Students:

Please read and familiarize yourself with the Student Conduct Code, discipline due process procedures, transportation regulations, and other important information contained in your copy of the Helena-West Helena School District *Student and Parent Handbook*. Your signatures below certify that you and your child received a *Student and Parent Handbook* from the school he/she attends. Please sign this student/parent/guardian contract and return the contract to your child's school.

School

Child's Name

As a parent/guardian, I accept responsibility for ensuring that my child obeys the rules, procedures, and/or regulations as they are written. I also understand that if my child is covered by Arkansas Medicaid, screenings and therapies may be billed by the district.

Parent's/Guardian's Signature

Date

As a student in the Helena-West Helena School District, I accept responsibility for my behavior and agree to follow all rules and regulations, including the transportation regulations that govern student behavior at my school, in my classroom, and in the District.

Student's Signature

Date

Homeroom: _____

Bus # assignment: _____

Seat # assignment: _____

PARENT/GUARDIAN SIGNATURE REQUIRED ON THIS PAGE

Helena-West Helena School District

PHYSICAL EXAMINATIONS OR SCREENINGS

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.

The rights provided to parents under this policy transfer to the student when he/she turns 18 years old.

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.

Should a student be covered by Arkansas Medicaid and/or AR Kids, the district will seek reimbursement for vision and hearing screenings.

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

This consent grants the school district the ability to release student information for the purpose of billing Medicaid and/or AR Kids for vision and hearing screenings for qualifying students. Please sign and return.

Student Name

Campus

Parent/Guardian Signature

Date

Bus Rules

- The student who is riding a bus must be at the bus stop at the scheduled time.
- The student is to stand approximately ten (10) feet from the bus stop until the bus door is opened before moving closer to the bus.
- The student must remain in a safe place, away from traffic, while waiting for the bus.
- The student who misses his/her bus should not attempt to hitchhike or walk to school.
- The student should enter and leave the bus quickly and in an orderly manner
- The student, while riding the bus, is under the supervision of the bus driver and must obey the bus driver at all times.
- A principal or bus driver has the authority to temporarily suspend a student from riding the bus if rules are not obeyed.
- The student is expected to conduct himself/herself in such a manner as not to distract the attention of the bus driver or to disturb other riders on the bus. For this reason, the possession and use of radios and other noisemakers is prohibited while riding the bus.
- The student is not to tamper with any safety devices such as door latches, fire extinguishers, etc.
- The student is to stay seated and should not attempt to change seats while the bus is in motion.
- The student should refrain from putting hands, arms, head or body out of the windows of the bus.
- The student should not yell at anyone or make gestures to anyone outside the bus.
- The student is to maintain bus and school property at all times. This means that a student will not deface the bus by writing on the bus, by destroying seats, or by throwing trash or objects on the floor.
- The student is not to eat or drink on the bus and is expected to keep aisles clear of books, coats, and other objects.
- The student must ride the bus to the scheduled bus stop and must not leave the bus at any other point. (i.e. at the store, to get mail)
- The student who must cross the highway to enter the bus should wait until the bus has come to a complete stop and the bus driver has given a signal to cross in front of the bus.
- The student who must cross the highway after leaving the bus in the afternoon must go to the point on the shoulder of the road ten (10) feet in front of the bus and should cross the highway only after the bus driver has given a signal to do so.
- The student must ride the bus to which he/she has been assigned.
- The student should not bring a visitor to ride the bus except in the case of an emergency.
- The student is prohibited from bringing knives or other sharp objects of any type; radio, noisemaker, firearms, pets or any other living animals on the bus.
- The student is prohibited from smoking on the bus. (ACT 729 of 1977). Penalty for violation of this Act constitutes a fine ranging from ten (\$10.00) to one-hundred (\$100.00) dollars.
- The student is prohibited from making threats, cursing, or using any type of abusive language to the bus driver. (Act 814 of 1977). Any student who violates this Act shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not less than twenty-five (\$25.00) or more than (\$100.00) dollars.

IT SHOULD BE REGARDED AS A PRIVILEGE TO RIDE TO SCHOOL ON A BUS

Statement must be completed and signed by a parent or guardian of the child who is being transported by school operated buses and returned within five (5) days:

PARENT OR GUARDIAN, I DO HEREBY ACKNOWLEDGE HAVING RECEIVED AND READ THE POLICIES ACCORDING TO THE STUDENTS RIDING HELENA-WEST HELENA SCHOOL DISTRICT BUSES.

NAME OF STUDENT

SCHOOL NOW ATTENDING

BUS #

GRADE

PARENT OR GUARDIAN SIGNATURE

ADDRESS

HOME PHONE NUMBER

STATE

ZIP

WORK PHONE NUMBER

Helena-West Helena School District
REQUEST FOR STUDENT DISCIPLINARY/SUSPENSION APPEAL

DATE: _____

TO: SUPERINTENDENT APPEAL OFFICE

Helena-West Helena School District
305 Valley Drive
Helena-West Helena, AR 72342

FROM: Parent/Guardian Name(s): _____

Address: _____ Zip Code: _____

Telephone(s): Home: _____ Work: _____ Cell: _____

A student or parent/guardian may appeal a student's suspension no later than three (3) days after the disciplinary action is issued. The student and parent/guardian must meet with the school principal in an informal conference. If the principal sustains the suspension, the student and/or parent/guardian may complete this form and return it to the address noted above within three (3) days of the date of the principal's decision of disciplinary/ suspending of the student.

For the appeal to be considered this form needs to be fully completed and a copy of the **Discipline Incident Form** must be attached. If this form is submitted after the deadline date or without required documents, and/or information is not submitted, the appeal will not be considered.

Student Name: _____ Age: _____

School Name: _____ Grade: _____

Suspension Dates: _____ to _____ Days: _____

Disciplinary/Suspension Charge:

Date of informal conference with principal: _____

Please include all names, dates, and places of those involved so we can have a complete understanding of your appeal:

[illegible]

Please return all to: Deputy Superintendent Appeal Office
Helena-West Helena School District
305 Valley Drive
Helena, AR 72342
lenglish1@hwhschools.org
870-338-4425 (phone) 870-338-4411 (fax)

Notes: