

# Dermott Public Schools



Home of the Rams

2019-2020  
Student/Parent Handbook

Adopted by Dermott School Board July 18, 2019

Dear Parents/Guardians and Students:

We are very excited to take this opportunity to say welcome to the 2018-2019 school year! We pledge to do our very best to care for and educate all students as they develop their skills, creativity and confidence to undertake future challenges.

As its name suggests, the Student and Parent Handbook is a resource for all parents, students, and adult members of our community. It outlines our school rules and discipline procedures; it also conveys the values and beliefs that are the cornerstones of all of our interactions as members of the Dermott community. You will find that the values of respect, responsibility, trust, integrity, and honesty are embodied in the expectations of conduct that we have at the Dermott School District. The Dermott School District, from its foundation, has strived for academic excellence. In this, there is no compromise.

We believe that all students deserve a supportive learning environment where a relationship between school and home exists. In order to provide this type of partnership, it is important that the school and the parents have an open line of communication. Research on student achievement indicates that student success in school is greatly enhanced by active, supportive parent involvement and we encourage parents/guardians to become involved in matters related to their child's growth and development.

If there is anything that we can do to help your child, please do not hesitate to call. We look forward to working with you. An unvoiced problem cannot be resolved, and the missed opportunity rarely offers itself again. Our goal is to provide the best education for each student.

Sincerely,

Kristi Ridgell  
Superintendent

Dermott Public Schools  
2019 – 2020 Student/Parent Handbook

Dermott Public Schools

525 E. Speedway

P.O. Box 380

Dermott, Arkansas 71638

District Fax Number (870) 538 - 1005

Kristi Ridgell, Superintendent	(870) 538 – 1000
, High School Principal	(870) 538 – 1030
Shamonda Garner, Elementary School Principal	(870) 538 – 1010
Amanda Bittle, Federal Programs Coordinator	(870) 538 – 1000
Arneice Gardner, Curriculum & Technology	(870) 538 – 1000

Board of Education

Stephanie Jones

Lexa McMickle

Grace Edwards

Lucan Hargraves

Walter Donald

Clarence Thrower

**Table of Contents**

ABSENCES	37
ACCREDITATION	10
ADVANCED PLACEMENT, INTERNATIONAL BACCALAUREATE, AND HONORS COURSES	50
ALTERNATIVE LEARNING CENTER	111
ASSEMBLIES	44
ATHLETIC ELIGIBILITY	80
ATHLETIC EVENTS	80
ATTENDANCE REQUIREMENTS FOR STUDENTS IN GRADE 9-12	13
BILL OF RIGHTS---PARENTS AND STUDENTS	149
BOILER PLATE FOR ANNUAL NOTIFICATION TO PUBLIC	101
BULLYING	112
BUSES	86
RIDING THE BUS IS A PRIVILEGE AND NOT A RIGHT!	86
BUS RIDER RULES	87
BUS DISCIPLINE	88
CHANGE IN TRANSPORTATION.....	88
CAMPUS SECURITY	34
CHALLENGE OF INSTRUCTIONAL/SUPPLEMENTAL MATERIALS.....	84
CHECK OUT PROCEDURE	43
CITIZENSHIP GRADES	52
CLOSED CAMPUS POLICY	41
COMMUNICABLE DISEASES AND PARASITES	94
COMPULSORY ATTENDANCE REQUIREMENTS.....	13
COMPUTER USE POLICY	95
CONCURRENT CREDIT	51
CONTACT WITH STUDENTS WHILE AT SCHOOL	42
CONTACT BY PARENTS	42
CONTACT BY NON-CUSTODIAL PARENTS	42
CONTACT BY LAW ENFORCEMENT, SOCIAL SERVICES, OR BY COURT ORDER	42
CONTACT BY PROFESSIONAL LICENSURE STANDARDS BOARD INVESTIGATORS	43
CORPORAL PUNISHMENT	108
CREDIT FOR COURSES	52
CRISIS INTERVENTION PLANS	99
DETENTION HALL	138

Dermott Public Schools  
2019 – 2020 Student/Parent Handbook

DERMOTT ELEMENTARY SCHOOL DISCIPLINE PLAN	138
DERMOTT HIGH SCHOOL COURSE OFFERINGS	74
DERMOTT HIGH SCHOOL DISCIPLINE GUIDE	138
DIPLOMAS	61
DISCIPLINE FOR HANDICAPPED	108
DISCIPLINE POLICY DEFINITIONS	103
DISCIPLINE POLICY	105
DISTRIBUTION OF LITERATURE	80
Student Publications	81
Student Publications on School Web Pages	81
Nonschool Publications	81
Distribution of Literature	86
DRIVERS LICENSE	100
EMERGENCY DRILLS	106
ENTRANCE REQUIREMENTS	15
EQUAL EDUCATIONAL OPPORTUNITY	11
EXCHANGE STUDENTS	34
EXPULSION	18
EXPULSION FROM ANOTHER DISTRICT	19
EXTRACURRICULAR ACTIVITIES	79
EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS	74
EXTRACURRICULAR ACTIVITIES – ELEMENTARY	77
EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS	78
FOOD AND/OR BEVERAGE ITEMS DURING THE SCHOOL DAY	45
FOOD SHARING AND ITS REMOVAL FROM FOOD SERVICE AREA	46
FOREWORD	9
GENERAL RULES	106
GRADE CLASSIFICATION	48
GRADING	48
GRADUATION CEREMONY REQUIREMENTS	62
GUIDANCE /COUNSELING SERVICE	73
GUIDLINES FOR HOMEBOUND STUDENTS	39
HANDBOOK COMMITTEE	145
HEALTH ISSUES	88
HEALTH ROOM POLICIES	91
HOLIDAY/SPECIAL OCCASION DELIVERIES	138
HOMECOMING COURT ELIGIBILITY	85
HOME SCHOOLING	26/16
HOMELESS STUDENTS	28
HOMEWORK POLICY	72
HONOR GRADUATES	62
HONOR ROLL	53
ILLNESS AT SCHOOL	90
IMMUNIZATIONS	92
INCLEMENT WEATHER	43
IN-SCHOOL SUSPENSION	113
INSURANCE	73

Dermott Public Schools  
2019 – 2020 Student/Parent Handbook

LIBRARY INFORMATION AND REGULATIONS	73
LOCKERS	36
LONG-TERM SUSPENSION/EXPULSION	117
LUNCH	44
MAKE-UP WORK	40
MARRIED STUDENTS	34
MEDICATION POLICY	91
MESSAGES	37
MUSIC PLAYERS, ELECTRONIC GAMES, AND PLAYING CARDS AND LASER	37
POINTERS	
PARENTAL INVOLVEMENT PLAN	145
PARENT/TEACHER CONFERENCES	69
PERMANENT RECORDS.....	33
PHILOSOPHY	10
PHYSICAL EXAMINATIONS OR SCREENINGS	93
PLACEMENT OF MULTIPLE BIRTH SIBLINGS	99
PLACEMENT OF STUDENTS FROM NON-ACCREDITED SCHOOLS	20
PLEDGE OF ALLEGIANCE	44
PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION	31
PROCEDURE FOR CALCULATING SEMESTER GRADES	51
PROFESSIONAL QUALIFICATIONS OF TEACHERS	139
PROHIBITED CONDUCT	118
PROGRESS REPORTS	52
PROM POLICY	86
PROMOTION/RETENTION	70
REGULATIONS	106
REPORT CARDS	53
RESIDENCE REQUIREMENTS	14
RULES FOR HIGH SCHOOL IN-SCHOOL SUSPENSION	109
RULES FOR ELEMENTARY IN-SCHOOL SUSPENSION	110
SCHEDULE CHANGES / DROPPING COURSES	69
SCHOLARSHIPS	63
SCHOOL CHOICE	21
SCHOOL LUNCH SUBSTITUTION <u>MEAL MODIFICATIONS</u>	45
SCHOOL OBJECTIVES	12
SCHOOL TRIP	85
SEARCH, SEIZURE, AND INTERROGATIONS	35
SELECTION OF LIBRARY MEDIA CENTER MATERIALS.....	82
SEMESTER TEST EXEMPTION POLICY	70
SENIOR HIGH ACADEMICS	48
SENIOR INFORMATION	61
SEVERE WEATHER AND/OR EARTHQUAKE	100
SMART CORE CURRICULUM & GRADUATION REQUIREMENTS FOR THE CLASS OF 2021	
THEREAFTER	57
SMART CORE CURRICULUM & GRADUATION REQUIREMENTS FOR THE CLASS OF	
CLASS OF 2020	54

Dermott Public Schools  
2019 – 2020 Student/Parent Handbook

SPECIAL EDUCATION .....	.12
SPECIAL HEALTH NEED	94
STANDARDS OF CONDUCT	102
STUDENT DISCIPLINE	101
STUDENT DRUG-FREE SCHOOL / DRUG AND ALCOHOL POLICY	34
STUDENT HANDBOOK	12
STUDENT ILLNESS/ACCIDENT	93
STUDENT MEDICATIONS	91
STUDENT ORGANIZATIONS/EQUAL ACCESS	148
STUDENT TRANSFERS	20
STUDENT VEHICLES	86
STUDENT VISITORS	43
STUDENT WELFARE	95
STUDENTS WHO ARE FOSTER CHILDREN	97
SUSPENSION FROM SCHOOL	115
TARDY POLICY	41
TELEPHONE REGULATIONS	37
TEXTBOOKS	72
TO THE PARENTS	9
TRANSCRIPTS & PERMANENT RECORDS	34
TRANSPORTATION	86
UNACCEPTABLE ITEMS	107
VALEDICTORIAN AND SALUTATORIAN	62
VIOLATIONS AND CONSEQUENCES	119
Rule 1. Insubordination	119
Rule 2. Disorderly Conduct	120
Rule 3. Truancy	121
Rule 4. Profanity	121
Rule 5. Theft and Extortion	121
Rule 6. Immorality	121
Rule 7. Indecent Exposure	121
Rule 8. Display of Affection.	122
Rule 9. Walkouts and Boycotts	122
Rule 10. Violation of Parking and Driving Regulations	122
Rule 11. Gum Chewing and Eating:	122
Rule 12. Cafeteria Conduct	122
Rule 13. Possession or Use of Any Tobacco Products	123
Rule 14. Gambling	123
Rule 15. Disrespect to Teachers	123
Rule 16. Fireworks	123
Rule 17. Pulling the Fire Alarm	124
Rule 18. Possession Of An Electronic Device	126
Rule 19. Sexual Harassment or Discrimination By Staff Or Student	127
Rule 20. Student Assault and Battery	127
Rule 21. Physical Abuse, Assault Death Threat, Profane Language, or Harassment	128
Rule 22. Student Identification	128
Rule 23. Fighting	128

**Dermott Public Schools**  
**2019 – 2020 Student/Parent Handbook**

Rule 24. Identified Instigators	128
Rule 25. Forgery	128
Rule 26. Academic Dishonesty	129
Rule 27. Bomb Threats	129
Rule 28. Arson	129
Rule 29. Gangs	130
Rule 30. Weapons and Dangerous Instruments	132
Rule 31. Loitering by Suspended Students	132
Rule 32. Alcohol and Drugs	132
Rule 33. Damage, Destruction or Theft of School Property	133
Rule 34. Threatening Remarks to Students or Teachers	133
Rule 35. Off-Campus Events and Activities	133
Rule 36. Student Conduct in Assemblies or Meetings	134
Rule 37. Adults, Non-students, Other Visitors and Extra-Curricular Activities	134
Rule 38. Failure to Report To ISS	135
Rule 39. Appearance Code	135
Rule 40. Sagging	135
Rule 41. Persistent Disregard for School Rules:	136
Rule 42. Possession of Obscene or Pornographic Materials	136
Rule 43. Video Surveillance	136
Rule 44. Medications and Medical Supplies	136
Rule 45. Behavior Not Covered Above	139
WEBSITE PRIVACY POLICY .....	...97
WITHDRAWALS FROM SCHOOL .....	.....20

## FOREWORD

This Handbook has been reviewed and approved by the Dermott Board of Education. It is considered to be the official guide for parents and students on policies, regulations, requirements, activities, and traditions at Dermott Public Schools. This handbook, when properly used, can help the students enjoy fully the school and the opportunities it affords.

Students are expected to follow the provisions of this handbook and obey the directions of certified staff as well as classified staff and school volunteers who have been assigned responsibility that include the supervision or oversight of students. Failure to follow the directions of a volunteer or classified staff member is a violation of this handbook and will result in disciplinary action being taken against the student ranging from a warning to the recommendation of expulsion.

## TO THE PARENTS

Education is, and must be, a cooperative affair between the home and the school. When parents, teachers, and students understand the common goals and the part each must play in order to reach these goals, then the process of getting an education becomes easier, and certainly more pleasant.

The purpose of this handbook is to promote understanding between the home and school. Please read this handbook carefully. Your child will be guided by its provisions through his/her career. Please keep in mind that, as a school becomes larger, more care is needed to insure their smooth operation. Regulations are set up for one purpose only – to guarantee to your son or daughter the best possible opportunity for securing a good education.

Students and parents should consider the school as a place of business and work. The primary responsibility of the school is **EDUCATION**, and not entertainment, though certainly it is expected that the work and activities of the school will be a genuine source of pleasure for most students. Education for the times in which we live requires an abundance of study. We believe, therefore, that every school student should do at least some home study every night. The home study should be planned so that a definite time and place is set up and the program is followed at least four nights each week. The place of study should be a quiet, well-lighted place away from radio, television, telephone, and family conversations.

Social affairs should not be allowed to interfere with school duties. Social activities are essential, but they should be restricted as far as possible to weekends. Students must have adequate rest if they are to profit most from their school experiences.

Regular attendance is a must. No student can accomplish much unless he/she attends regularly. It is important to remember that all absences are recorded and become a part of the student's permanent record. Many prospective employers are more interested in the attendance record than they are in the academic record. Past experience also shows without a doubt that unnecessary absences are one of the greatest single causes of failure.

Parents/guardians are welcome to consult the school officials or teachers on matters that they would like to have clarified concerning the operation of the school. In order that we may extend the proper courtesies and provide the necessary information, it is requested that parents who wish to consult with some teacher call first at the office of the principal. Except in urgent matters, conferences will be arranged during the teacher's conference period, before school, or after school so that it will not interfere with classes.

If at any time parents/guardians need to visit the school, they must check in at the office. This is necessary to maintain our closed campus policy. We need to know who is on our campus to provide for the safety of our students.

The administration and faculty of Dermott Public Schools solicit your full support and cooperation in providing the kind of school that your sons and daughters deserve. With this in mind, we would like to extend an invitation for you to volunteer in our school, substitute if qualifications are met, and be active in school activities.

### **ACCREDITATION**

Dermott Public Schools are accredited by the AdvancED. This is the highest accreditation agency in our area and is recognized as one of the largest and strongest accrediting agencies in the United States. This association assures you of high quality instruction and admission to college according to your achievement.

### **PHILOSOPHY**

The Dermott Public School Systems is an institution established by the community for the purpose of providing the best education possible for its students, and for systematically teaching the knowledge, skill, and values which assure the preservation of our democratic way of life.

We believe that education strives to improve society through the improvement of the individual; therefore, all children should be educated to the very highest of their capabilities. To accomplish this, teachers in our system are encouraged to use methods of instruction that will provide the experience and opportunities necessary to motivate each student to discover and develop his particular abilities and need to the maximum, thus enabling each student to develop a well-rounded life.

We further feel that education should develop the whole personality of the individual and should include, in addition to the many academic disciplines, emphasis on the mastery of understanding concepts, skills, and attitudes, which will enable each student to have a feeling of self-worth and to become a self-supporting, responsible individual who can cope successfully with society. In addition, fine arts, such as music and art, should be offered insofar as possible. Thus, education is not merely the training of the mind, but rather a training of the physical, mental, moral, social, and emotional self.

We believe it to be the responsibility of the staff to keep abreast with the new developments in education to incorporate those proven trends into our curriculum with the proper training and timing.

We seek to encourage good work habits, respect for the dignity and worth of every person, and the ability to live and work successfully, for we believe that we are not teaching just subject matter, but the youth of America - tomorrow's men and women, our leaders of the future.

## **SCHOOL OBJECTIVES**

In order to insure that students are provided the best possible programs, the following goals are established:

- The Dermott School District will have in place a program designed to help each learner to reach his/her maximum potential in the basic skills of reading, math, communication, and problem solving which will enable students to function effectively in the present as well as the future.
- The Dermott School District will have implemented a process whereby learners will be assisted to achieve functional understanding of economic and occupational skills and option via the presentation of career information, provision of opportunities to develop job entry skills, and the presentation of economic concept including the management of time, money, and personal resources.
- The Dermott School District will have in operation procedures aimed at helping each learner develop his/her full range of potential through the fostering and encouragement of creativity through the Arts and the development of specific learning skills to include critical thinking, decision-making, and the use of the scientific method to facilitate independent life-long learning.
- The Dermott School District will have in place a process designed to help learners progress toward becoming healthy, responsible, and humane citizens through the following:
  - developing a sense of personal and civic responsibility;
  - developing an understanding, stewardship, appreciation, and awareness of this country's natural, social, economic, and political heritage;
  - developing an understanding of the world cultures;
  - developing self-discipline, moral values, and a respect for the rights and property of others, including those who think and act differently.
- The Dermott School District will have implemented procedures whereby learners will be helped to maintain healthful living through the maintenance of good physical and mental health, the development of a positive and realistic self-concept and family living.

## **EQUAL EDUCATIONAL OPPORTUNITY**

No student in the Dermott School District shall, on the grounds of race, color, religion, national origin, sex, sexual orientation, gender identity, 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. The District has a limited open forum granting equal access to the Boy Scouts of America and other youth groups.

Inquiries on non-discrimination may be directed to Arneice Gardner, who may be reached at (870-538-1000. For further information on notice of non-discrimination or to file a complaint, visit

<http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>; for the address and phone number of the office that serves your area, or call 1-800-421-3481.

## **SPECIAL EDUCATION**

The district shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, as required under the Individuals With Disabilities Education Act (“IDEA”), Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and Arkansas Statutes.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the state and federal statutes which govern governing special education. Implementation of an Individualized Education Program (IEP) in accordance with the IDEA satisfies the district's obligation to provide a free and appropriate education under Section 504.

The Board directs the superintendent to ensure procedures are in place for the implementation of special education services and that programs are developed to conform to the requirements of state and federal legislation. The superintendent is responsible for appointing a district coordinator for overseeing district fulfillment of its responsibilities regarding handicapped students with disabilities.<sup>1</sup> Among the coordinator’s responsibilities shall be ensuring district enforcement of the due process rights of handicapped students with disabilities and their parents.

## **STUDENT HANDBOOK**

It shall be the policy of the Dermott 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 DESE 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.

### **ATTENDANCE REQUIREMENTS- COMPULSORY**

Every parent, legal guardian, person having lawful control of the child, or person standing in loco parentis 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, legal guardian, person having lawful control of the child, or person standing in loco parentis of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Division of Elementary and Secondary Education must be signed and on file with the District administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

### **ATTENDANCE REQUIREMENTS- STUDENTS IN GRADE 9-12**

Students in grades nine through twelve (9-12) are required to schedule and attend at least 360 minutes of regularly scheduled class time daily. Part of this requirement may be met by students taking post-secondary courses. Eligible students' enrollment and attendance at a postsecondary institution shall count toward the required weekly time of school attendance. Each credit hour shall count as three (3) hours of attendance time. This means a three (3) hour course shall count as nine (9) hours of the weekly required time of attendance.

#### Extracurricular Classes

Students may be assigned to no more than one (1) class period each day for organized and scheduled student extracurricular classes that the student shall be required to attend and participate in for the full class period. Extracurricular classes related to a seasonal activity shall meet for an entire semester whether or not the season ends prior to the end of the semester. Students must attend and participate in the class for the entire semester in order to receive credit for the course. For the purpose of this policy, extracurricular classes is defined as school sponsored activities which are not an Arkansas Department of Education approved course counting toward graduation requirements or classes that have not been approved by the Arkansas Department of Education for academic credit. Such classes may include special interest, fine arts, technical, scholastic, intramural, and interscholastic opportunities.

#### Course Enrollment Outside of District

Enrollment and attendance in vocational-educational training courses, college courses, school work programs, and other department-sanctioned educational programs may be used to satisfy the student

attendance requirement even if the programs are not located at the public schools. Attendance in such alternative programs must be pre-approved by the school's administration. The district shall strive to assign students who have been dropped from a course of study or removed from a school work program job during the semester into another placement or course of study. In the instances where a subsequent placement is unable to be made, the district may grant a waiver for the student for the duration of the semester in which the placement is unable to be made.

In rare instances, students may be granted waivers from the mandatory attendance requirement if they would experience proven financial hardships if required to attend a full day of school. For the purpose of this policy, proven financial hardships is defined as harm or suffering caused by a student's inability to obtain or provide basic life necessities of food, clothing, and shelter for the student or the student's family. The superintendent shall have the authority to grant such a waiver, on a case-by-case basis, only when convinced the student meets the definition of proven financial hardships.

In any instance where a provision of a student's Individual Education Plan (IEP) conflicts with a portion(s) of this policy, the IEP shall prevail.

### **RESIDENCE REQUIREMENTS**

"In loco parentis" means relating to the responsibility to undertake the care and control of another person in the absence of:

1. Supervision by the person's parent or legal guardian; and
2. Formal legal approval.

"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 lawful control of the student, 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 lawful control of the student or persons standing in loco parentis reside. A student may use the residential address of a parent, legal guardian, person having lawful control of the student, 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, persons having lawful control of the student, or person standing in loco parentis reside within the District<sup>1</sup> 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 parent, legal guardian, person having lawful control of the student, or a person standing in loco parentis 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 parent, legal guardian, person having lawful control of the

student, or a person standing in loco parentis, the student is required to reside in the District for a primary purpose other than that of school attendance. However, a student previously enrolled in the district who is placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools.<sup>2</sup> A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside the District, may continue to remain enrolled in his/her current school unless the presiding court rules otherwise.<sup>3</sup>

Under instances prescribed in A.C.A. § 6-18-203, a child or ward of an employee of the district or of the education coop to which the district belongs may enroll in the district even though the employee and his/her child or ward reside outside the district.<sup>4</sup>

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

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 **under Policy 4.5**.

Students may enter kindergarten if they will attain the age of five (5) on or before August 1 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, ~~who~~ will become five (5) years old during the year in which he/she is enrolled in kindergarten, and meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District. Any student who was enrolled in a state-accredited or state-approved kindergarten program in another state or in a kindergarten program equivalent in another country, becomes a resident of this state as a direct result of active military orders or a court-ordered change of custody, will become five (5) years of age during the year in which he or she is enrolled in kindergarten, and meets the basic residency requirement for school attendance may be enrolled in kindergarten upon a 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

### **HOME SCHOOLING.**

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, legal guardian, person having lawful control of the student, or person standing in loco parentis 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 Division of Elementary and Secondary education.
2. The parent, legal guardian, person having lawful control of the student, person standing in loco parentis 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, legal guardian, person having lawful control of the student, or person standing in loco parentis;
  - f. United States military identification; or
  - g. Previous school records.
3. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis 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. Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the District. The Board reserves the right to not allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.
4. In accordance with Policy 4.57—IMMUNIZATIONS, the child shall be age appropriately immunized or have an exemption issued by the Arkansas Department of Health.

### **Uniformed Services Member's Children**

For the purposes of this policy:

“Activated reserve components” means members of the reserve component of the uniformed services who have received a notice of intent to deploy or mobilize under Title 10 of the United States Code, Title 32 of the United States Code, or state mobilization to active duty.

“Active duty” means full-time duty status in the active, uniformed services of the United States, including without limitation members of The National Guard and Reserve on active duty orders under 10 U.S.C. §§ 1209 and 1210.

“Deployment” means a period of time extending from six (6) months before a member of the uniformed services’ departure from their home station on military orders through six (6) months after return to his or her home station.

“Active duty<sup>4</sup> members of the uniformed services” includes members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211;

“Eligible child” means the children of:

- Active duty members of the uniformed services;
- Members of the active and activated reserve components of the uniformed services;
- Members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and
- Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.

“Uniformed services”<sup>4</sup> means the United States Army, United States Navy, United States Air Force, United States Marine Corps, United States Coast Guard, the National Oceanic and Atmospheric Administration Commissioned Officer Corps, the United States Commissioned Corps of the Public Health Services, and the state and federal reserve components of each of these bodies.

“Veteran” means an individual who served in the uniformed services and who was discharged or released from the uniformed services under conditions other than dishonorable.

The superintendent shall designate an individual as the District’s military education coordinator, who shall serve as the primary point of contact for an eligible child and for the eligible child’s parent, legal guardian, person having lawful control of the eligible child, or person standing in loco parentis. The individual the superintendent designates as the District’s military education coordinator shall have specialized knowledge regarding the educational needs of children of military families and the obstacles that children of military families face in obtaining an education.<sup>5</sup>

An eligible child as defined in this policy shall:

1. Be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;
2. Be eligible for enrollment in the next highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;
3. Enter the District’s school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;
4. Be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to the extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses/and/or programs;
5. Be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
6. Make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;

7. Be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;
8. Be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

In the event that official copies of an eligible child's education records are not available at the time the eligible child is transferring, then the District shall:

- Pre-register and place an eligible child based on the eligible child's unofficial education records pending receipt of the eligible child's official records; and
- Request the eligible child's official education records from the sending district.

## **EXPULSION**

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 (5<sup>th</sup>) 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, persons having lawful control of the student, or persons standing in loco parentis (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 days<sup>1</sup> 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, legal guardian, person having lawful control of the student, person standing in loco parentis, 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, who 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 4.22, the Superintendent shall recommend the expulsion of any student for a period of 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, persons having lawful control of a student, or persons standing in loco parentis 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.<sup>2</sup> The parents, ~~or~~ legal guardians, persons having lawful control of the student, or persons standing in loco parentis 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.

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of expulsion. The District's program shall include offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to credit the expelled student may have received from the District if the student had not been expelled.

### **EXPULSION FROM ANOTHER DISTRICT**

Students enrolling in the district who have been expelled from another district will be subject to the following:

1. It shall be the policy of the district that when a student, otherwise eligible for enrollment, is currently under an order of expulsion from the last school district he/she attended, a hearing before the board shall be held to determine if the student may be enrolled. The hearing may be closed at the request of the student's parent, pursuant to Ark. Code Ann. 6-18-507.
2. Prior to the hearing, the superintendent shall obtain a full report from the former district concerning the expulsion. At the hearing, the board shall review the report from the former district and have an opportunity to question the student and his/her parents concerning the alleged misconduct. The board may rule that the student may not enroll until the student's expulsion from his/her former district has expired.
3. Principals will modify enrollment forms to ensure that these forms include the following:
  - a. "Has your child ever been expelled from school in any other school district?"
  - b. "Is your child currently under an order of expulsion in his/her former school district? If so, when may your child return to his former district?"
  - c. "Are expulsion proceedings pending against your child or have you been informed that such proceedings will be initiated against your child?"

## PLACEMENT OF STUDENTS FROM NON-ACCREDITED SCHOOLS

### General Requirements:

1. The parent shall provide current standardized achievement test results or the local school may administer an achievement test currently used by the District.
2. The parent shall provide the school with a list of textbooks used by the student and a list of the courses taught.
3. If a student was required by the state law to take standardized tests, a copy of the results must be made available to the school.

### Specific Requirements:

1. The local school may administer a battery of examinations, either standardized or District developed examinations when deemed necessary for placement or determination of credits.
2. The maximum credits that will be accepted for each year in attendance in home school cannot exceed the number of credits earned by a student enrolled in the Dermott School District during the regular school year. Students who receive home instruction will not have letter grades entered on their permanent record cards. When students enroll, “Home Schooling” will be written in the attendance and grade section of the permanent record card. At the secondary level, courses will be listed and credits will be recorded by marking “cr” in the space provided for a grade.
3. A student must meet all graduation and attendance requirements of the State of Arkansas to receive a diploma.
4. A copy of the Dermott policy and guidelines on home schooling will be given to parent and/or legal guardians when they apply to the Dermott District for home schooling.
5. Any home-schooled student who enrolls or re-enrolls in a local school district must attend classes for at least one year immediately before graduation before the student can become eligible to receive a high school diploma from the district.

## WITHDRAWALS FROM SCHOOL

If the student has to withdraw from school for any reason, he or she must see the principal or his/her designee who will give the student a withdrawal form. The form must be signed by each of the student’s teachers, the librarian, and guidance counselor. The teacher will record that student’s checkout grades and signify that all books are turned in and the student’s record is clear. The student must take the withdrawal form to the next school in which he or she enrolls. Student records will be forwarded to the new school when requested if the student has properly checked out and paid all fines, etc. If a student’s records are not requested from the new school within ten days, the counselor will notify the principal; and the proper authorities will be notified.

## STUDENT TRANSFERS

The Dermott District shall review and accept or reject requests for transfers, both into and out of the district, on a case by case basis at the July and December regularly scheduled board meetings.<sup>1</sup>

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.<sup>2</sup> The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation.

Any student transferring from a school accredited by the Division of Elementary and Secondary Education (DESE) to a school in this district shall be placed into the same grade the student would have been in had the student remained at the former school. Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

Any student transferring from a school that is not accredited by the DESE 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 person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the District. The Board reserves the right to not allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.<sup>3</sup>

Except as otherwise required or permitted by law,<sup>4</sup> 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.

## SCHOOL CHOICE

### Standard School Choice

#### **Exemption**

The District is under an enforceable desegregation court order/court-approved desegregation plan<sup>1</sup> that explicitly limits the transfer of students between school districts and has submitted the appropriate documentation to the Division of Elementary and Secondary Education (ADESE).<sup>2</sup> As a result of the desegregation order/desegregation plan<sup>1</sup>, 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 (Opportunity School Choice). The District shall notify the superintendents of each of its geographically contiguous school districts of its exemption.<sup>3</sup> 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.<sup>4</sup>

#### **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.<sup>5</sup>

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; the requirements and procedures for participation in the program; and include contact information for the primary point of contact at the District for school choice questions. Such pronouncements shall be made in the spring, but in no case later than March 1.<sup>6</sup>

### **Application Process**

The student's parent shall submit a school choice application on a form approved by ADE to this District along with a copy to the student's resident district. Except for students who have a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base, 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 the District receives as both the resident and nonresident district as they are received in the District's central office. Except for applications from students who have a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base, 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.

Students who have a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base may submit an application and transfer at any time if the student's application:

1. Is filed with the nonresident school district within fifteen (15) days of the parent's or guardian's arrival on the military base;
2. Includes the parent's or guardian's military transfer orders; and
3. Includes the parent's or guardian's proof of residency on the military base.

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 shall contact a student's resident district to determine if the resident district's three percent (3%) cap has been met.

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.<sup>87</sup>

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 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.

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.

An application may be provisionally rejected if the student's application was beyond the student's resident district's three percent (3%) cap. The student's resident district is responsible for notifying this District that it is no longer at its three percent (3%) cap. If a student's application was provisionally rejected due to the student's resident district having reached its three percent (3%) cap and the student's resident district notifies this District that it has dropped below its three percent (3%) cap prior to July 1, then the provisional rejection may be changed to a provisional acceptance and the student 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 1 of the immediately preceding year. By December 15 of each year, DESE shall determine and notify the District of the net number of allowable choice transfers. Students are not counted for the purpose of determining the three percent (3%) cap if the student transfers ~~from a school or district in:~~

- Through Opportunity School Choice due to the school receiving a rating of "F" or a district classified as in need of Level 5 Intensive Support under A.C.A. § 6-18-227;
- Due to the district's identification of Facilities Distress under A.C.A. § 6-21-812; or
- Through the 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.<sup>9</sup> The District shall immediately notify all receiving districts if it should drop back below its three percent (3%) cap prior to July 1.

When the last successful application requesting to transfer out of the District before the District's three percent (3%) cap was triggered belonged to an individual who was a member of a group of siblings who applied to transfer out of the District,, the District shall allow all members of the individual's sibling group to transfer out of the District even though these applications are beyond the District's transfer cap.

### **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 facilities distress;
- The student is not required to meet the May 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 District**

For the purposes of this section of the policy, a “lack of capacity” is defined as when the receiving school has reached the maximum student-to-teacher ratio allowed under federal or state law, the DESE Rules for the Standards for 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 capacity<sup>12</sup> at the District’s school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student may transfer from the student’s assigned school to another school in the District<sup>10</sup> or from the student’s resident district into the District if: Either:

- The student’s resident district has been classified by the state board as in need of Level 5 — intensive support; or
- The student’s assigned school has a rating of "F"; and
- By May 1 of the year before the student intends to transfer, the student’s parent, guardian, or the student if the student is over eighteen (18) years of age has submitted an application of the student’s request to transfer to the:
  - DESE;
  - Sending school district; and
  - Receiving school district.

A student is not required to meet the May 1 application deadline if the student has a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base. The student may transfer at any time if the student’s application:

- a. Is filed with the nonresident school district within fifteen (15) days of the parent's or guardian's arrival on the military base;
- b. Includes the parent's or guardian's military transfer orders; and
- c. Includes the parent's or guardian's proof of residency on the military base.

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. 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 transfer under Opportunity School choice is effective at the beginning of the next school year and the student's enrollment 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

### **Transfers out of, or within, the District**

If a District school receives a rating of "F" or the District has been classified by the State Board as in need of Level 5 Intensive Support, the District shall timely notify the parents, guardians, or students, if over eighteen (18) years of age, as soon as practicable after the school or district 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 submit an application to enroll the student in a school district that has not been classified by the State Board as in need of Level 5 Intensive Support or in a public school that does not have a rating of "F".

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.

### **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 DESE as a persistently dangerous public school shall be allowed to attend a safe public school within the District.

### **HOME SCHOOLING** **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 homeschool. 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 homeschool 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 homeschool; 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 homeschool:

- 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.

### **HOMELESS STUDENTS**

The Dermott 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 agency (LEA) liaison for homeless children and youth whose responsibilities shall include, but are not limited to:

- Receive appropriate time and training in order to carry out the duties required by law and this policy;
- coordinate and collaborate with the State Coordinator, community, and school personnel responsible for education and related services to homeless children and youths;
- Ensure that school personnel receive professional development and other support regarding their duties and responsibilities for homeless youths;
- Ensure that unaccompanied homeless youths:
  - Are enrolled in school;
  - Have opportunities to meet the same challenging State academic standards as other children and youths; and
  - Are informed of their status as independent students under the Higher Education Act of 1965 and that they may obtain assistance from the LEA liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid;
- Ensure that public notice of the educational rights of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youth, and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.

To the extent possible, the LEA liaison and the building principal shall work together to ensure no homeless child or youth is harmed due to conflicts with District policies solely because of the homeless child or youth's living situation; this is especially true for District policies governing fees, fines, and absences.<sup>1</sup>

Homeless students living in the district are entitled to enroll in the district's school that non-homeless students who live in the same attendance area are eligible to attend. If there is a question concerning the enrollment of a homeless child due to a conflict with Residency requirements, the child shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. It is the responsibility of the District's local educational liaison for homeless children and youth to carry out the dispute resolution process.

Notwithstanding Policy 4.1, homeless students living in the district are entitled to enroll in the district's school that non-homeless students who live in the same attendance area are eligible to attend. If there is a question concerning the enrollment of a homeless child due to a conflict with Policy 4.1 or 4.2, the child shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute, including all appeals. It is the responsibility of the District's LEA liaison for homeless children and youth to carry out the dispute resolution process.

For the purposes of this policy "school of origin" means:

- The school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool; and
- The designated receiving school at the next grade level for all feeder schools when the child completes the final grade provided by the school of origin.

The District shall do one of the following according to what is in the best interests of a homeless child: Continue the child's or youth's education in the school of origin for the duration of homelessness:

- In any case in which a family becomes homeless between academic years or during an academic year; and
  - For the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or
1. Enroll the child or youth in any public school that non homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

In determining the best interest of the child or youth, the District shall:

- Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth;
- Consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied youth) the youth.

If the District determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, the District shall provide the child's or youth's parent or guardian or the unaccompanied youth with a written

explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal. For an unaccompanied youth, the District shall ensure that the LEA liaison assists in placement or enrollment decisions, gives priority to the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

The homeless child or youth must be immediately enrolled in the selected school regardless of whether application or enrollment deadlines were missed during the period of homelessness.

The District shall be responsible for providing transportation for a homeless child, at the request of the parent or guardian (or in the case of an unaccompanied youth, the LEA Liaison), to and from the child's school of origin.

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;
- Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Abandoned in hospitals; or
- Awaiting foster care placement;

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;

Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

Are migratory children who are living in circumstances described in clauses (a) through (c).

In accordance with Federal law, information on a homeless child or youth's living situation is part of the student's education record and shall not be considered, or added, to the list of directory information in Policy 4.13.

If the District elects to enroll a homeless child in a school other than their school of origin and such action is against the wishes of the child's parent or guardian, the District shall provide the parent or guardian with a written explanation of their reason for so doing which shall include a statement of the parent/guardian's right to appeal.

In any instance where the child is unaccompanied by a parent or guardian, the District's local educational liaison for homeless children and youth shall assist the child in determining his/her place of enrollment. The Liaison shall provide the child with a notice of his/her right to appeal the enrollment decision.

The District shall be responsible for providing transportation for a homeless child, at the request of the parent or guardian (or in the case of an unaccompanied youth, the Liaison), to and from the child's school of origin.

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

1. are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
2. have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and includes
4. are migratory children who are living in circumstances described in clauses (1) through (3).

### PRIVACY OF STUDENTS' RECORDS/DIRECTORY INFORMATION

Except when a court order regarding a student has been presented to the district to the contrary, all students' education records are available for inspection and copying by the parent of his/her student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. A student's parent or the student, if over the age of 18, requesting to review the student's education records will be allowed to do so within no more than forty five (45) days<sup>1</sup> of the request. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

The district shall receive written permission before releasing education records to any agency or individual not authorized by law to receive and/or view the education records without prior parental permission. The District shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of, personally identifiable information (PII) from the education records of each student. Disclosure of education records is authorized by law to school officials with legitimate educational interests. A personal record kept by a school staff member is **not** considered an education record if it meets the following tests:

- it is in the sole possession of the individual who made it;
- it is used only as a personal memory aid; and
- information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute.

For the purposes of this policy a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

For the purposes of this policy a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility, contracted duty, or duty of elected office.

In addition to releasing PII to school officials without permission, the District may disclose PII from the education records of students in foster care placement to the student's caseworker or to the caseworker's representative without getting prior consent of the parent (or the student if the student is over eighteen (18)). For the District to release the student's PII without getting permission:

- The student must be in foster care;
- The individual to whom the PII will be released must have legal access to the student's case plan; and
- The Arkansas Department of Human Services, or a sub-agency of the Department, must be legally responsible for the care and protection of the student.

The District discloses PII from an education record to appropriate parties, including parents, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The superintendent or designee shall determine who will have access to and the responsibility for disclosing information in emergency situations.

When deciding whether to release PII in a health or safety emergency, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.<sup>2</sup>

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

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

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, disciplinary rulings, disability placements, or other such determinations, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student's file must be initiated with the building principal, with an appeal available to the Superintendent or his/her designee. The challenge shall clearly identify the part of the student's record the parent wants changed and specify why he/she believes it is inaccurate or misleading. If the school determines not to amend the record as requested, the school will notify the requesting parent or student of the decision and inform them of their right to a hearing regarding the request for amending the record. The parent or eligible student will be provided information regarding the hearing procedure when notified of the right to a hearing.<sup>3</sup>

Unless the parent or guardian of a student (or student, if above the age of eighteen (18)) objects, “directory information” about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements.<sup>4</sup> “Directory information” includes, but is not limited to, a student’s name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance,<sup>5</sup> his/her placement on the honor roll (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. “Directory information” also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

A student’s name and photograph will only be displayed on the district or school’s web page(s) after receiving the written permission from the student’s parent or student if over the age of 18.

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

The right to opt out of the disclosure of directory information under Family Educational Rights and Privacy Act (FERPA) does not prevent the District from disclosing or requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled.<sup>6</sup>

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

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

### **PERMANENT RECORDS**

Permanent school records, as required by the Arkansas Department of Education, shall be maintained for each student enrolled in the District until the student receives a high school diploma or its equivalent 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 within ten (10) school days after the date a request from the receiving school district is received.

## **COPIES OF TRANSCRIPTS & PERMANENT RECORDS**

Permanent school records, as required by the Division of Elementary and Secondary Education (DESE), shall be maintained for each student enrolled in the District until the student receives a high school diploma or its equivalent or is beyond the age of compulsory school attendance<sup>1</sup>. A copy of the student's permanent record shall be provided to the receiving school district within ten (10) school days after the date a request from the receiving school district is received<sup>2</sup>.

Any person requesting copies of school transcripts, shot records, etc. from permanent records will be charged a \$5.00 processing fee. Requests for copies from permanent records will be processed in an orderly manner within 3 to 5 working days from the date of the request.

Each graduating senior will be allowed three final transcripts at no charge.

## **EXCHANGE STUDENTS**

Exchange students shall be subject to all rules and regulations that are followed by the resident students. Exchange students who meet local and state graduation requirements may participate in graduation exercises and may receive a diploma from Dermott High School. Exchange students must contact the counselor by the end of the first semester to make sure he/she meets graduation requirements.

## **MARRIED STUDENTS**

Students who marry must bring proof of change in status to the office for record purposes. Married students have the same rights and privileges as other students and shall be subject to and must abide by the same rules and regulations as all other students in the district.

## **CAMPUS SECURITY**

In order to provide a safe educational environment, Metal Detectors, Video Surveillance Equipment, Security Alarm System and the use of a trained drug dog may be used.

## **STUDENT DRUG-FREE SCHOOL / DRUG AND ALCOHOL POLICY**

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

Therefore, no student in the Dermott School District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who: is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; or is on 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 or any ingestible matter that alter a student’s ability to act, think, or respond; LSD, or any other hallucinogen; marijuana, cocaine, heroin, or any other narcotic drug; PCP; amphetamines; steroids; “designer drugs”; look-alike drugs; or any controlled substance.

The sale, distribution, or attempted sale or distribution of over-the-counter (OTC) medications, dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited. The possession or use of OTC medications, dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited except as permitted under Policy 4.35—STUDENT MEDICATIONS.

### **SEARCH, SEIZURE, AND INTERROGATIONS**

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 and individualized suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community.<sup>1</sup> School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

School property shall include, but not be limited to, lockers, desks, and parking lots, as well as personal effects left there by students. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness; however, searches may be done at any time with or without notice or the student’s consent. A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

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.

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Division of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a “72-hour hold” without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal’s designee shall make a good faith effort to contact the student’s parent, legal guardian, person having lawful control of the student, or person standing in loco parentis. 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~~ person having lawful control of the student, 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 Division 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, person having lawful control of the student, or person standing 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.

### LOCKERS

In grades 7-12, each student will be assigned a school locker and a school security lock. Students will be charged \$2.00 per year for locker rental. School lockers and school locks are school property with equal access and, as such, are subject to inspections at any time.

1. A student should use only the locker assigned to him or her, and the locker should always be kept locked.
2. All personal items and books, when not in use, are to be kept locked in the school locker.
3. A student is not to tamper with another locker or lock and is not to give his or her lock combination to any other person. Students are not to share lockers.
4. A record of each student's locker and lock number will be maintained and no other locking devices are to be placed on school lockers other than the lock provided by the school.
5. Students who lose, damage, or destroy their school lock will be assessed a fee of replacement cost through the principal's office. Students who find that their locker needs repair are to notify the office.
6. Students are responsible for their books, money, valuables, etc. while they are at school. A student should not leave anything of value unattended during the school day. Teachers and administrators will not assume responsibility for stolen/lost merchandise on the campus.
7. Students are permitted to go to their lockers during specified times but should plan accordingly so as not to be late for class. Students will not be permitted to go to their lockers during class time for any reason.

### **MUSIC PLAYERS, ELECTRONIC GAMES, AND PLAYING CARDS AND LASER POINTERS**

Music players, electronic games, laser pointers, and playing cards have no place at school. These items will be confiscated, with return at the discretion of the teacher / principal. The teacher / principal will accept NO responsibility for confiscated articles.

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

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

### **TELEPHONE REGULATIONS**

The school telephone is for business calls only. Students are not to be called to the telephone, or to make calls, except in a case of emergency, and then only with the principal's permission. Students may use the office telephone only in the case of sickness or emergency. Students will not be called out of class to take telephone calls, nor will telephone messages be delivered to students except in the case of an emergency. **STUDENTS ARE NOT TO USE ANY PHONE IN ANY BUILDING OTHER THAN THE SCHOOL OFFICE.**

Teachers may use telephones to contact parents, the office and for security purposes. They should be used for no other purposes.

### **MESSAGES**

Medical related, emergency, etc. messages will be delivered to the student by office personnel unless it is necessary for a parent/guardian to see their child in person. Classes will not be disrupted to deliver personal messages such as hair appointments, work request from employers, etc.

### **ABSENCES**

If any student's Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence.

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement.

Absences for students enrolled in digital courses shall be determined by the online attendance and time the student is working on the course rather than the student's physical presence at school. Students who are scheduled to have a dedicated period for a digital class shall not be considered absent if the student logs the correct amount of time and completes any required assignments; however, a student who fails to be physically present for an assigned period may be disciplined in accordance with the District's truancy policy.

### **Excused Absences**

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement to the principal or designee upon his/her return to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will **not** be accepted:

1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.<sup>1</sup>
2. Death or serious illness in their immediate family;<sup>2</sup>
3. Observance of recognized holidays observed by the student's faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal;
7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).
11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because the student has an immunization waiver or whose immunizations are not up to date.<sup>3</sup>

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.<sup>4</sup>

### **Unexcused Absences**

Absences not defined above or not having an accompanying note from the parent; or legal guardian; person having lawful control of the student; or person standing in loco parentis, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with (*insert number*)<sup>5</sup> unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal after consultation with persons

having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has (*insert number equal to 1/2 above number<sup>5</sup>*) unexcused absences, his/her parents, legal guardians, persons with lawful control of the student, or persons standing in loco parentis shall be notified<sup>6</sup>. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds (same number as in the first paragraph of this section <sup>5</sup>) unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, legal guardian, person having lawful control of the student, or persons standing in loco parentis shall be subject to a civil penalty as prescribed by law.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, legal guardian, person with lawful control of the student, or person standing 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; legal guardian; person having lawful control of the student; or person standing in loco parentis, and the school or district administrator or designee.<sup>7</sup>

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

Days missed due to out-of-school suspension or expulsion shall be unexcused absences.

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.

### **GUIDELINES FOR HOMEBOUND STUDENTS**

The Homebound Program at Dermott Schools is intended to allow students to keep up with schoolwork. Students approved for this program may receive schoolwork to do over an extended period of time.

The appropriate steps to take in order to be approved for and to participate in the Homebound Program are:

1. The affected student and/or parent/guardian should bring a letter from a medical doctor stating the condition of the student and the recommendation to not attend school. This letter should specify the time period that the student would be unable to attend classes. This letter should be presented to the principal for his/her approval.
2. Lessons are to be picked up on Friday at the Principal's office.
3. Completed lessons are to be returned on the following Wednesday to the Principal's office.
4. When the student is ready to return to school, a letter from the medical doctor giving his/her release for the student to return to school should be presented to the Principal's office.

## MAKE-UP WORK

Students who miss school due to an excused absence shall be allowed to make up the work they missed during their absence under the following rules.

- a. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
- b. Teachers are responsible for providing the missed assignments when asked by a returning student.
- c. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
- d. Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up. If a student is absent when a test is administered, the student will be required to make up the test on the day they return to school.
- e. Students shall have one class day to make up their work for each class day they are absent.
- f. Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
- g. Students are responsible for turning in their make-up work without the teacher having to ask for it.
- h. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
- i. As required/permitted by the student's Individual Education Program or 504 Plan.

Work may not be made up for credit for unexcused absences. Out-of-school suspensions are unexcused absences. **unless** the unexcused absences are part of a signed agreement as permitted by ABSENCES.

Work missed while a student is expelled from school may not be made up for credit and students shall receive a zero for missed assignments.

In lieu of the timeline above, assignments for students who are excluded from school by the Arkansas Department of Health during a disease outbreak are to be made up as set forth in IMMUNIZATIONS.

**Elementary students will receive their makeup work from their assigned teachers.**

### **TARDY POLICY**

Promptness is an important character trait that District staff is to encourage to model and help develop in our schools' students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement. 42

#### **Dermott Public Schools**

A student is considered tardy if he is not in his assigned classroom when the tardy bell rings. However, a teacher/principal may be allowed to modify this rule to conform to the needs of the class/school. These consequences apply closely to high school students.

#### **HIGH SCHOOL:**

Consequences for Times Tardy

1st Tardy in a Class Period – Verbal Warning

2nd Tardy in a Class Period – Student/Principal Conference

3rd Tardy in a Class Period – Parent will be notified by teacher

4th Tardy in a Class Period – 1 Day of ISS

5th Tardy in a Class Period – 2 Days of ISS

6th Tardy in a Class Period – 3 Days of ISS

7th Tardy in a Class Period – In School Suspension with Parent Conference Required to Return to Class

There are no excused tardy times with the exception of a teacher approved note. Excessive tardiness will be cause for referral to the truant officer.

#### **ELEMENTARY: Consequences for Times Tardy**

1st Tardy in a Class Period – Verbal Warning

2nd Tardy in a Class Period – Written Warning

3rd Tardy in a Class Period – Parent/ Student Conference

4th Tardy in a Class Period – Written Notification

5th Tardy in a Class Period – 1 Absent will be documented

\*The process will repeat after an absence is documented for tardies. After 3 absences that result from tardies, the truant office will be notified.

There are no excused tardy times with the exception of a teacher approved note. Excessive tardiness will be cause for referral to the truant officer.

### **CLOSED CAMPUS POLICY**

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. Students may not check out only for the lunch period. If a student must check out and return during the lunch period, a student must have prior approval from an administrator. Anyone checking out just for the lunch period who does not have prior approval from an administrator will be assigned ISS.

## **CONTACT WITH STUDENTS WHILE AT SCHOOL**

### **CONTACT BY PARENTS**

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. Such contact is subject to the limitations outlined in Policy 4.16, Policy 6.5, and any other policies that may apply.

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.<sup>1</sup> 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 Division 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, legal guardian, person having lawful control of the student, 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 Division 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, person having lawful control of the student, or person standing 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.

### **STUDENT VISITORS**

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

### **CHECK OUT PROCEDURE**

Students are not allowed to leave campus during the school day without first checking out with the principal. Parents/guardians must come to the office in person to check their child out. Students must leave campus with their parents/guardians. In extenuating circumstances, a parent/guardian may be contacted by the principal to check a student out.

Students eighteen (18) or older may check themselves out of school for medical appointments, court dates, funerals, or other emergency situations approved by the administration. The guidelines for attendance and absences are set forth in the Dermott School District Student/Parent Handbook.

Students who violate this policy will be assigned three (3) days of In-School -Suspension.

### **INCLEMENT WEATHER**

Students/parents/guardians should listen to the local radio, (KVSA 1220) and television stations for school announcements to see if school will be cancelled or postponed due to inclement weather. When weather is threatening, parents/guardians should listen to local radio and television stations concerning early dismissal of school. If school should dismiss early due to emergency situations, the student may remain in the building or a designated area until he or she can be safely picked up.

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance shall be recited during the first class period of each school day. Those students choosing to participate shall do so by facing the flag with their right hands over their hearts, or in an appropriate salute if in uniform, while reciting the Pledge. Students choosing not to participate shall be quiet while either standing or sitting at their desks.

Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge shall not disrupt those students choosing to recite the Pledge.

Students choosing not to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action.

## **ASSEMBLIES**

At all times, students' behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole.

Assemblies will be announced in the Student Bulletin. Students will be dismissed by class and will sit with their class and teacher during assemblies.

Respect shall be shown at all times for the performers and speakers. No one will be permitted to leave the assembly except in case of an emergency. Students are to remain seated until they are dismissed.

To ensure the safety of the Dermott Student Body, all school functions (pep assemblies, school plays, etc.) held during school hours are closed to the public. Exceptions MAY be made for immediate family members of participants in the school activity after checking into the appropriate office.

## **LUNCH**

Dermott Public Schools strive to provide a well-balanced breakfast and lunch every day. Breakfast will be free for all students and cost \$ 2.00 for staff. Lunch will be free for all students and cost \$3.25 for faculty/ staff.

The lunchroom management and your fellow students will appreciate your cooperation in:

1. Depositing all lunch litter in a wastebasket.
2. Leaving the table and floor around your place in a clean condition for others.
3. No food or milk may be taken from the cafeteria.
4. Respect should be shown for fellow students by not running or cutting in the lunch line.
5. Noise should be kept to a minimum.

## **SCHOOL LUNCH SUBSTITUTIONS MEAL MODIFICATIONS**

The district only provides substitute modified meal components on menus to accommodate students with handicapping conditions meeting the definition of a disability as defined in USDA regulations. A parent/guardian wishing to request such a dietary accommodations for their student with a disability must submit to the district's Director of Child Nutrition a medical statement completed by a State licensed healthcare professional, which includes:<sup>2</sup>

- Physicians, including those licensed by:
  - The Arkansas State Medical Board;
  - The Arkansas State Board of Chiropractic Examiners (Chiropractors);
  - The Arkansas Board of Podiatric Medicine (Podiatrists);
- Nurse Practitioners (APRNs in family or pediatric practice with prescriptive authority); ● Physician Assistants (PAs who work in collaborative practice with a physician); and ● Dentists.

The medical statement should include:

1. A description of the student's disability that is sufficient to understand how the disability restricts the student's diet;
2. An explanation of what must be done to accommodate the disability, which may include:
  - a. Food(s) to avoid or restrict;
  - b. Food(s) to substitute;
  - c. Caloric modifications; or
  - d. The substitution of a liquid nutritive formula.

If the information provided in the medical statement is unclear, or lacks sufficient detail, the district's Director of Child Nutrition shall request additional information so that a proper and safe meal can be provided.

When choosing an appropriate approach to accommodate a student's disability, the District will consider the expense and efficiency of the requested accommodations. The District will offer a reasonable modification that effectively accommodates the child's disability and provides equal opportunity to participate in or benefit from the program, which may include a generic version of a product.

Parents may file a grievance regarding the request for accommodations with the District's 504 Coordinator, who will schedule a hearing on the grievance to be held as soon as possible. The 504 coordinator shall provide a copy of the procedures governing the hearing, including that the parent has the right to be accompanied by counsel, and the appeal process upon request.

The district will not prepare meals outside the normal menu to accommodate a family's religious or personal health beliefs.

## **FOOD AND/OR BEVERAGE ITEMS DURING THE SCHOOL DAY**

According to the Arkansas Department of Education's Rules Governing Nutrition and Physical Activity Standards in Arkansas Public Schools (Ark. Code Ann. 20-7-133, 20-7-134, and 20-7-135), students may be given any food and/or beverage items during the school day for up to nine different events each school year to be determined and approved by school officials. These items may not be given during meal times in the areas where school meals are being served or consumed.

At designated special events food items must be purchased from a restaurant or store in its' original packaging. NO HOME MADE FOODS OR TREATS WILL BE ALLOWED.

### **FOOD SHARING AND ITS REMOVAL FROM FOOD SERVICE AREA**

#### **Food Sharing (Procedures for Grades K – 6)**

Remember that your child may not share treats/food with other students. Therefore, we ask that parents send only the amount of food that your child can consume during their lunch period. Please remember that a large bag of chips cannot be consumed by one child for lunch. We encourage parents to place a small amount into a small bag or lunchbox rather than sending a large bag of chips. NOTE: Dermott teachers and staff may take any food away from a student that is sharing with others, even if it is intended for their lunch. The food may be returned after school.

#### **Food Sharing Table**

In an effort to reduce wasted food and to provide students access to healthy foods when possible, the District shall have in the district cafeteria a food sharing table located at the end of the service line. Prior to leaving the service line, students may place on or retrieve items from the table, at no additional charge, any of the following:

- Raw whole fruit traditionally eaten without the peel (e.g. bananas and oranges);
- Raw whole fruit traditionally eaten with the peel provided the fruit is wrapped to prevent contamination (e.g. apples and grapes);
- Raw whole vegetables provided the vegetable is wrapped to prevent contamination (e.g. carrot sticks);
- Milk; and ● Juice.

Fruit and vegetables to be shared are to be placed into a designated container on the table. Milk and juice to be shared are to be placed in an ice-filled cooler. Milk and juice may not be taken by another student unless the carton is unopened and was completely covered by ice while in the cooler. A student may not return to the table to place an item for sharing after the student has left the service line.

At all times, the sharing table will be under the supervision of the food service staff. Remaining items should be discarded at the end of the meal period, and no item may remain on the table for longer than four (4) hours.

#### **Removing Food Items From the Food Service Area**

No student shall remove school provided food items from the food service area at the end of the meal period, especially milk, juice, and other items requiring temperature controlled environments.

Except for food service workers as required by their job duties, District employees may only remove school provided food items from the food service area when required by a 504 plan or a student's IEP.

#### **Lunch Substitutions**

- The district only provides substitute meal components on menus to accommodate students with handicapping conditions meeting the definition of a disability as defined in USDA regulations. A

parent/guardian wishing to request such a dietary accommodation must submit to Ann Ingram a Certification of Disability for Special Dietary Needs Form completed by:

- Physicians, including those licensed by:
  - The Arkansas State Medical Board;
  - The Arkansas State Board of Chiropractic Examiners (Chiropractors); ○ The Arkansas Board of Podiatric Medicine (Podiatrists);
- Nurse Practitioners (APRNs in family or pediatric practice with prescriptive authority); ● Physician Assistants (PAs who work in collaborative practice with a physician); and ● Dentists.

The district will not prepare meals outside the normal menu to accommodate a family's religious or personal health beliefs.

A Registered Dietitian Nutritionist may make recommendations for alternate foods for children whose disability restricts their diet, but the medical statement must be signed by one of the professionals listed in this policy.

## FOOD SERVICE PREPAYMENT

### Meal Charges<sup>1</sup>

Option 1: The district does not provide credit for students to charge for meals, a la carte, or other food and beverage items available for purchase in the school food service areas. Meals, a la carte, or other food and beverage items may be purchased by either providing payment for the items at the time of receipt or by having a prepaid account with the District that may be charged for the items. Parents, or students choosing to do so, may pay in advance for meals, a la carte, or other food and beverage items through any of the following methods:<sup>2</sup>

- Submitting cash or check payment at Dermott School District\_\_\_\_\_;
- Depositing funds through the District's online service;

A student's parents will be contacted by authorized District personnel regarding a student's prepaid account balance at the following times :

Option 2: The District participates in CEP<sup>5</sup> and provides meals to all students at no charge. The District does not provide credit for students to charge for a la carte or other food and beverage items available for purchase in the school food service areas. A la carte or other food and beverage items may be purchased by either providing payment for the items at the time of receipt or by having a prepaid account with the District that may be charged for the items. Parents, or students choosing to do so, may pay in advance for a la carte or other food and beverage items through any of the following methods:<sup>2</sup>

- Submitting cash or check payment to \_\_\_\_\_<sup>3</sup>
- Depositing funds through the District's online service;

### Unpaid Meal Access

-

In accordance with Arkansas law, the District allows students whose accounts do not have enough funds to purchase a meal to receive an unpaid reimbursable meal at no charge. The District will notify a student's parents

- When the student’s prepaid account balance has dropped to the point that the student will begin receiving unpaid meals;
- Each time the student receives the first unpaid meal after money has been deposited into the student’s prepaid account; and
- After the student has received five (5) unpaid meals.

Students who have submitted proper documentation to receive a meal modification in accordance with Policy 4.50—SCHOOL MEAL MODIFICATIONS shall receive the same type of modification for an ~~alternative~~ unpaid meal.

### **SENIOR HIGH ACADEMICS**

The Dermott School District offers students diverse curricular opportunities. The minimum academic offerings are correlated with the requirements established by Arkansas law and meet all legal requirements. In order to meet minimum graduation requirements, a student must complete 22 acceptable units. Students who complete the minimum requirements for graduation will receive the General Diploma. To participate in graduation ceremonies seniors must have completed all requirements for graduation.

Students desiring to complete the college core track must have a minimum GPA of 2.75 and complete the specific course requirements. Such a student will be distinguished as a “Completer” and will receive a gold seal on the diploma and the transcript.

Students are encouraged to pursue more challenging academic goals and may qualify as an Honor Graduate by meeting additional requirements. (See Honor Diploma/ Advanced Honor Diploma requirements.)

### **GRADE CLASSIFICATION**

High school students will be classified at the end of the year based on number of credits earned.

The following are the number of credits each student must have earned by the end of each grade.

At the end of 9th Grade – 4 credits including English and Math

At the end of 10th Grade – 9 credits

At the end of 11th Grade – 15 credits

At the end of 12th Grade – Meet Graduation Requirements

Students’ grades shall reflect only the extent to which a student has achieved the expressed educational objective of the course.

### **GRADING**

Parents or guardians shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In

the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation which may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue grades for each nine-week grading period\* to keep parents/guardians informed of their student's progress.

The evaluation of each student's performance on a regular basis serves to give the parents/guardians, students, and the school necessary information to help effect academic improvement. Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

The grades of a child in foster care shall not be lowered due to an absence from school due to:

- (1) A change in the child's school enrollment;
- (2) The child's attendance at a dependency-neglect court proceeding; or
- (3) The child's attendance at court-ordered counseling or treatment.

The grading scale for all schools in the district shall be as follows.

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

An "I" may be given for incomplete work, and may be used when a student misses a class or classes for 10 days or more due to an excused absence. However, at the discretion of the principal, more time may be given.

A student will have four weeks to complete work. In the event the work is not completed, the "I" will become an "F".

In the Elementary School the following grade scales are also used:

Satisfactory	"S"
Needs Improvement	"N"
Unsatisfactory	"U"
Credit	"CR"
No Credit	"NC"

For the purpose of determining grade point averages, the numeric value of each letter grade shall be

A = 4 points  
B = 3 points  
C = 2 points  
D = 1 point  
F = 0 points

The grade point values for Advanced Placement (AP), International Baccalaureate (IB), and approved honor courses shall be one point greater than for regular courses with the exception that an F shall still be worth 0 points.

The final grades of students who transfer in for part of a semester will be determined by blending the grades earned in the district with those earned outside the district. Each final grade will be the sum of the percentage of days in the grading period transferred from outside the district times the transferred grade from outside the district plus the percentage of days in the grading period while in the district times the grade earned in the district.

For example: The grading period had 40 days. A student transferred in with a grade of 83% earned in 10 days at the previous school. The student had a grade of 75% in our district's school earned in the remaining 30 days of the grading period. 10 days is 25% of 40 days while 30 days is 75% of 40 days. Thus the final grade would be  $.25 (83) + .75 (73) = 75.5\%$ .

### **ADVANCED PLACEMENT, INTERNATIONAL BACCALAUREATE, AND HONORS COURSES**

Students in grades 7-12 who take advanced placement courses, **International** Baccalaureate courses, or honors or concurrent credit college courses approved for weighted credit by the Arkansas Department of Education shall be graded according to the following schedule.

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

For the purpose of determining grade point averages, the numeric value of each letter grade shall be

- A = 5 points
- B = 4 points
- C = 3 points
- D = 2 point
- F = 0 points

For a student to be eligible to receive weighted credit for an AP, or IB course, the student's course must have been taught by an Arkansas licensed teacher who has received the appropriate training required by Arkansas statute and ADE Rule or, for an AP teacher, is in the process of completing an Additional Training Plan.

Additionally, for students taking AP or International Baccalaureate courses to receive weighted credit they must take the applicable AP or IB examination after completing the entire course. Credit shall be given for each grading period during the course of the year, but shall be retroactively removed from a student's grade for any course in which the student fails to take the applicable AP exam. Students who do not take the AP exam shall receive the same numeric value for the grade he/she receives in the course as if it were a non-AP course.

"Honors Courses" are those courses that have been approved by a Department of Education Committee as honors courses. Honors courses must stress higher order learning and be offered in addition to curriculum offerings required by the Standards for Accreditation, Arkansas Public Schools.

Students who transfer into the district will be given weighted credit for the Advanced Placement courses, International Baccalaureate courses, honors courses approved by the Arkansas Department of Education, and concurrent college courses taken for weighted credit at his/her previous school(s) according to the preceding scale.

### CONCURRENT CREDIT

A ninth through twelfth grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education shall be given credit toward high school grades and graduation at the rate of one high school credit for each three (3) semester hours of college credit. Unless approved by the school's principal, **prior to enrolling for the course**, the concurrent credit shall be applied toward the student's graduation requirements as an elective.

A student, who takes a three-semester hour remedial/developmental education course, as permitted by the ADE Rules Governing Concurrent College and High School Credit, shall be the equivalent of one-half unit of credit for a high school career focus elective. The remedial/developmental education course cannot be used to meet the core subject area/unit requirements in English and mathematics.

Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to their school in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. Transcripts for students who take concurrent credit courses as partial fulfillment of the required full day of class for students in grades 9-12 (see Policy 4.44) are to be received by the school within 5 school days of the end of the semester in which the course is taken.<sup>1</sup> Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received in time, or at all. This may jeopardize students' eligibility for extracurricular activities, graduation.

Students will retain credit earned through the concurrent credit program which was applied toward a course required for high school graduation from a previously attended, accredited, public school.

Any and all costs of higher education courses taken for concurrent credit are the student's responsibility.

**PROCEDURE FOR CALCULATING 9 WEEKS AND SEMESTER GRADES (GRADES K -6)**  
**Grades K-6 use total points to calculate 9 Weeks. Semester Grades are the average of the 1st and 2nd Nine weeks.**

## PROCEDURE FOR CALCULATING 9 WEEKS AND SEMESTER GRADES (GRADES 7 – 12)

Report cards will be issued twice each semester: at the end of each nine weeks and at the end of a semester.

9 Weeks Grades will be calculated as follows:

<i>9 Weeks Grade</i>	
Homework/ Classwork/ Quizzes/ Other	40 %
Assessments	60%

Semester Grades will be calculated as follows:

<i>1<sup>st</sup> Semester Grade</i>		<i>2<sup>nd</sup> Semester Grade</i>	
1 <sup>st</sup> Nine Weeks	40%	3 <sup>rd</sup> Nine Weeks	40%
2 <sup>nd</sup> Nine Weeks	40%	4 <sup>th</sup> Nine Weeks	40%
Semester Exam	20%	Semester Exam	20%

## CITIZENSHIP GRADES

Citizenship grades may be given in each subject on the following scale:

- 1/ “S” Satisfactory Citizenship expected of all students
- 2/ “N”...Needs Improvement Citizenship with minor problems
- 3/ “U”...Unsatisfactory - Citizenship problems; serious problems; uncontrolled behavior

Citizenship grades may be used to determine membership in organization or participation in extracurricular activities as specified in each group’s handbook, constitution, or bylaws. Citizenship grades will not be used in determining academic status, such as honor roll.

## CREDIT FOR COURSES

To receive credit for a course, a student is required to complete a minimum of 120 clock hours of student teacher interaction time.

## PROGRESS REPORTS

Progress reports will be given to parents of all students at the end of each 4 ½ week of the (9 weeks) grading period during the first and second semester. In addition to the regular progress report at mid semester, additional contact will be made with parents of students not making progress.

When progress reports are distributed to students, students are asked to take the reports home to their parents in order that the parents will be informed of their child's progress and so that the parents may sign the reports. Any parent desiring a conference with a teacher concerning such should contact the principal or counselor's office at their discretion.

### **REPORT CARDS**

Report cards will be issued at the end of every nine weeks of school. These reports carry an achievement grade in all subjects.

The Counselor's office keeps a copy of the high school student's official transcript in the student's permanent folder. The permanent records of the grades made by all students who are enrolled in Dermott Schools are kept confidential in the main office under the supervision of the principal.

### **HONOR ROLL**

Students in grades K-6 who maintain all As or all As & Bs in core areas for the grading period will be recognized as honor roll students for that grading period. Semester grades will determine the honor roll at the end of each semester.

Students in grades 7-12 who maintain all As or all As & Bs for the grading period will be recognized as honor roll students for that grading period. Semester grades will determine the honor roll at the end of each semester.

## **SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2020**

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, a *Smart Core Information Sheet* and a *Smart Core Waiver Form*<sup>1</sup> will be sent home with students prior to their enrolling in seventh (7<sup>th</sup>) grade, or when a seventh (7<sup>th</sup>) through twelfth (12<sup>th</sup>) grade student enrolls in the district for the first time and there is not a signed waiver form in the student's permanent record. This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the deadline for them to sign and return the waiver form.

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.<sup>2</sup> Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing paths.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district support plan development process<sup>3</sup> 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:<sup>4</sup>

- 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, PTA 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.<sup>5</sup>

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

### **GRADUATION REQUIREMENTS**

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Division of Elementary and Secondary Education (DESE), the district requires an additional \_\_ units to graduate for a total of \_\_ units. The additional required units may be taken from any electives offered by the district.<sup>6</sup> There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

All students must receive a passing score on the Arkansas Civics Exam in order to graduate.

Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators in order to graduate.

### **Digital Learning Courses**

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format.<sup>7</sup> In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

**SMART CORE: Sixteen (16) units**

English: four (4) units – 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>

Oral Communications: one-half (½) unit

Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)

- 1) Algebra I or Algebra A & B\* which may be taken in grades 7-8 or 8-9;
- 2) Geometry or Geometry A & B\* which may be taken in grades 8-9 or 9-10;

\* A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the **graduation** requirement, but only serve as one unit each toward fulfilling the **Smart Core** requirement.

- 3) Algebra II; and
- 4) The fourth unit may be either:
  - A math unit approved by DESE beyond Algebra II; or
  - A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: three (3) units

- a. DESE approved biology – 1 credit;
- b. DESE approved physical science – 1 credit; and
- c. A third unit that is either:
  - An additional science credit approved by DESE; or
  - A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics - one-half (½) unit
- World History - one unit
- American History - one unit
- Other social studies – one-half (½) Unit

Physical Education: one-half (½) unit

**Note:** While one-half (½) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (½) unit

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.<sup>8</sup>

Fine Arts: one-half (½) unit

### **CAREER FOCUS: - Six (6) units**

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

a student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.<sup>9</sup>

**CORE: Sixteen (16) units**

English: four (4) units – 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>

Oral Communications: one-half (½) unit

Mathematics: four (4) units

- Algebra or its equivalent\* - 1 unit
  - Geometry or its equivalent\* - 1 unit
  - All math units must build on the base of algebra and geometry knowledge and skills.
  - (Comparable concurrent credit college courses may be substituted where applicable)
  - A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry
- \* A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science: three (3) units

- a. DESE approved biology – 1 credit;
- b. DESE approved physical science – 1 credit; and
- c. A third unit that is either:
  - An additional science credit approved by DESE; or
  - A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half (½) unit
- World history, one (1) unit
- American History, one (1) unit
- Other social studies – one-half (½) unit

Physical Education: one-half (½) unit

**Note:** While one-half (½) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (½) unit

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.<sup>8</sup>

Fine Arts: one-half (½) unit

**CAREER FOCUS: - Six (6) units**

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

a student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.<sup>9</sup>

**SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2021 AND THEREAFTER**

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, a *Smart Core Information Sheet* and a *Smart Core Waiver Form*<sup>1</sup> will be sent home with students prior to their enrolling in seventh (7<sup>th</sup>) grade, or when a seventh (7<sup>th</sup>) through twelfth (12<sup>th</sup>) grade student enrolls in the district for the first time and there is not a signed waiver form in the student's permanent record.-This policy is to be included in student handbooks for grades six (6) through twelve (12) and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the deadline for them to sign and return the waiver form.

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.<sup>2</sup> Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing paths.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district support plan development process<sup>3</sup> 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:<sup>4</sup>

- 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, PTA 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.<sup>5</sup>

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of “eligible child” in Policy 4.2—ENTRANCE REQUIREMENTS including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

### **GRADUATION REQUIREMENTS**

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Division of Elementary and Secondary Education (DESE), the district requires an additional \_\_ units to graduate for a total of \_\_ units. The additional required units may be taken from any electives offered by the district.<sup>6</sup> There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

All students must receive a passing score on the Arkansas Civics Exam in order to graduate.

Students shall be trained in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators in order to graduate.

### **Digital Learning Courses**

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format.<sup>7</sup> In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

### **Personal and Family Finance**

All students shall receive credit in a course covering the Personal and Family Finance Standards in order to graduate.

### **SMART CORE: Sixteen (16) units**

English: four (4) units – 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>

Oral Communications: one-half ( $\frac{1}{2}$ ) unit

Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)

5) Algebra I or Algebra A & B\* which may be taken in grades 7-8 or 8-9;

6) Geometry or Geometry A & B\* which may be taken in grades 8-9 or 9-10;

\* A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the **graduation** requirement, but only serve as one unit each toward fulfilling the **Smart Core** requirement.

7) Algebra II; and

8) The fourth unit may be either:

- A math unit approved by DESE beyond Algebra II; or
- A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science:

DESE approved biology – 1 credit;

d. DESE approved physical science – 1 credit; and

e. A third unit that is either:

- An additional science credit approved by DESE; or
- A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics - one-half ( $\frac{1}{2}$ ) unit
- World History - one unit
- American History - one unit
- Other social studies – one-half ( $\frac{1}{2}$ ) Unit

Physical Education: one-half ( $\frac{1}{2}$ ) unit

**Note:** While one-half ( $\frac{1}{2}$ ) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half ( $\frac{1}{2}$ ) unit

Economics – one half ( $\frac{1}{2}$ ) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.<sup>8</sup>

Fine Arts: one-half ( $\frac{1}{2}$ ) unit

### **CAREER FOCUS: - Six (6) units**

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

a student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.<sup>9</sup>

**CORE: Sixteen (16) units**

English: four (4) units – 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>

Oral Communications: one-half (½) unit

Mathematics: four (4) units

- Algebra or its equivalent\* - 1 unit
  - Geometry or its equivalent\* - 1 unit
  - All math units must build on the base of algebra and geometry knowledge and skills.
  - (Comparable concurrent credit college courses may be substituted where applicable)
  - A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry
- \* A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science: three (3) units

- a. DESE approved biology – 1 credit;
- b. DESE approved physical science – 1 credit; and
- c. A third unit that is either:
  - An additional science credit approved by DESE; or
  - A computer science flex credit may be taken in the place of a third science credit.

Social Studies: three (3) units

- Civics one-half (½) unit
- World history, one (1) unit
- American History, one (1) unit
- Other social studies – one-half (½) unit

Physical Education: one-half (½) unit

**Note:** While one-half (½) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (½) unit

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.<sup>8</sup>

Fine Arts: one-half (½) unit

**CAREER FOCUS: - Six (6) units**

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

a student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.<sup>9</sup>

**DIPLOMAS**

Students having successfully completed all of the requirements for a diploma will be allowed to participate in graduation and other end of school activities provided they make their intentions known to the principal or counselor by the end of first semester.

**SENIOR INFORMATION**

These recommendations are made to assure adequate control and to provide a dignified ceremony for all students and patrons of our school. We encourage courteous support of our graduates. However, any action that embarrasses or detracts from each student receiving proper recognition cannot be condoned.

Math and Science School Seniors (ACT 1326 of 1997)

1. Students who attended school in the Dermott School District prior to acceptance to the Arkansas School for Mathematics and Sciences may elect to participate in graduation activities the year they graduate, including supply list of graduation activities in district: prom, senior breakfast, senior banquet, senior trip, and all graduation activities.
2. Students attending the Math and Science School will be sent a questionnaire at the beginning of their fourth year of high school in which they are to indicate which activities they plan to attend. The questionnaire will be sent to the last address on record in the school district records. Failure to return the questionnaire by October 1 will constitute a waiver of the election to participate. Students who will graduate early and who intend to participate in any activities must notify the senior high principal in writing by October 1 that they will graduate early and plan to participate in graduation activities.
3. Math and Science students who participate in the graduation ceremony are not eligible to be recognized as valedictorian or salutatorian, but upon presentation of an official transcript from the Math and Science School by (date) will be recognized as honor graduates if appropriate and based on the criteria of the Dermott School District for honor graduates. Math and Science

students who choose to participate in graduation ceremonies will not receive diplomas issued by the Dermott School District, but will instead be presented with certificates of recognition.

NOTE\* A.S.M.S. Graduates (According to ACT 1326) are entitled to all privileges as a member of the senior class. ASMS graduates may not displace a DHS student in rank order for graduation.

### **GRADUATION CEREMONY REQUIREMENTS**

Students: Seniors must observe the following to participate in class day, graduation, and receive a diploma following the graduation ceremony:

1. All course requirements completed (22 units).
2. Attendance at all practices.
3. The school rules must be observed and obeyed.
4. Disruptive or distractive behavior at class day or graduation will not be tolerated. Some examples of disruptive behavior are listed below:
  - a. Drinking or under the influence of alcohol or drugs.
  - b. Cursing.
  - c. Refusing to obey and/or follow directions of teachers, sponsors, and administrators.
  - d. Inappropriate talking, laughing, and inattentiveness during practices, class day, or graduation.
  - e. Any inappropriate behavior which calls attention to you (loud boisterous behavior, dancing, shuffling, jumping up and down, arms raised up and down, high five's inappropriate handshake, running, etc.).
5. Diplomas may be held if there are fees and fines owed by the student.

NOTE: Beginning with the 1995-96 school year, the state seal will be attached to the transcript and diploma for all students with a 2.75 grade point average or above and complete a required course of study.

### **HONOR GRADUATES**

Students who have successfully completed the minimum core of courses recommended for preparation for college as defined by the State Board of Higher Education and the State Board of Education and have a cumulative GPA of 3.5 (select the GPA you desire) will be designated as honor students. The GPA shall be derived from courses taken in public schools in grades nine (9) through twelve (12).

### ***VALEDICTORIAN AND SALUTATORIAN***

The honor student following the Smart Core curriculum with the highest GPA and who has been enrolled full time in public school in grades 9 through 12 and in Dermott High School for full time for three of the four years of high school shall serve as the valedictorian of his/her graduating class. Students who finished their 9<sup>th</sup>, 10<sup>th</sup>, or 11<sup>th</sup> grade year enrolled in a high school which has been closed due to consolidation/annexation with the Dermott District shall be selected valedictorian on the basis of the criteria in existence in their high school at the time of the closure and their subsequent academic achievement in Dermott High School. Their selection shall be separate from and in addition to selection of the valedictorian from non-consolidated/annexed students enrolled in Dermott High School.

The honor student following the Smart Core curriculum with the second highest GPA and who has been enrolled full time in public school in grades 9 through 12 and in Dermott High School for full time for three of the four years of high school shall serve as the salutatorian of his/her graduating class. Students who finished their 9<sup>th</sup> , 10<sup>th</sup> , or 11<sup>th</sup> grade year enrolled in a high school which has been closed due to consolidation/annexation with the Dermott District shall be selected salutatorian on the basis of the criteria in existence in their high school at the time of the closure and their subsequent academic achievement in Dermott High School. Their selection shall be separate from and in addition to selection of the salutatorian from non-consolidated/annexed students enrolled in Dermott High School.

Parents or guardians of a student, or a student eighteen (18) years of age or older, who choose to not have the student publicly identified as an honor roll or honor graduate student must submit a written request that the student not be so identified.

### **SCHOLARSHIPS**

Many attractive scholarships are offered each year to graduating seniors to aid them in continuing their education. In general, the qualifications are scholarship, character, leadership financial need, and the possibility of success. The guidance counselor or career coach gathers the information about scholarships and helps students to make applications for them. Attention must be given to this matter during the junior year and early in the senior year.

#### **ACADEMIC CHALLENGE SCHOLARSHIP**

The Academic Challenge Program provides scholarships to Arkansas residents pursuing a higher education. Funded in large part by the Arkansas Scholarship Lottery, the Academic Challenge Scholarship is available to students regardless of their academic status, whether just graduating from high school, currently enrolled in college, enrolling in college for the first time, or re-enrolling after a period of time out of college.

#### **Award Amounts**

Year First Awarded	4 Year School	2 Year School
2013-14	\$2000 (1st year)	\$2000
2013-14	\$3000 (2nd year)	\$2000
2013-14	\$4000 (3rd year)	\$2000
2013-14	\$5000 (4th year)	\$2000
2016-17	\$1000 (1st year)	\$1000
2016-17	\$4000 (2nd year)	\$3000
2016-17	\$4000 (3rd year)	--
2016-17	\$5000 (4rd year)	--

#### **Basic Eligibility Requirements:**

The basic requirements for an applicant to be eligible for an award from the Arkansas Academic Challenge Scholarship Program are:

- (1) (A) The applicant has been an Arkansas resident for at least the twelve (12) months immediately preceding the date the applicant will enroll in an approved institution of higher education. (B) If the applicant is less than twenty-one (21) years of age, either the applicant or a parent or guardian of the applicant shall have maintained Arkansas residency for at least the twelve (12) months immediately preceding the date the applicant will enroll in an approved institution of higher education.
  - (C) (i) To be considered an Arkansas resident, an applicant shall demonstrate residency by evidence deemed sufficient to the Department of Higher Education.
    - (ii) Evidence of residency may include without limitation information provided by the applicant on the Free Application for Federal Student Aid or a subsequent application required by the United States Department of Education for federal financial aid.
  - (D) During the twelve (12) months immediately preceding the date an applicant will enroll in an approved institution of higher education if the person for whom the twelve-month period is calculated under subdivision (1)(A) or (1)(B) of this section is deployed outside of Arkansas under military orders, the Department of Higher Education shall calculate the twelve (12) months by:
    - (i) Excluding months of military deployment outside of Arkansas that are within the twelve (12) months immediately preceding the date the applicant will enroll in an approved institution of higher education; and
    - (ii) Including months the person maintained Arkansas residency immediately preceding the military deployment outside of Arkansas;
- (2) The applicant is a citizen of the United States or is a lawful permanent resident;
- (3) (A) The applicant is accepted for admission as a full-time student or part-time student at:
  - (i) An approved institution of higher education in a program of study that leads to or is creditable toward:
    - (a) A baccalaureate degree;
    - (b) An associate degree;
    - (c) A certificate from a qualified certificate program;
  - (ii) An approved school of nursing in a program of study that leads to a nursing diploma under § 6-85-213.
- (B) A full-time student shall enroll in at least twenty-seven (27) semester hours the first academic year and thirty (30) semester hours per academic year thereafter or the equivalent, as described in this policy, or the equivalent as defined by the Department of Higher Education.
- (C) A part-time student shall complete at least six (6) semester hours but less than the minimum number of semester hours for a full-time student, as defined by the Department of Higher Education;
- (4) The applicant has not met the maximum continuing education eligibility requirements under §6-85-210;
- (5) The applicant does not owe a refund on a federal or state student financial aid grant for higher education;
- (6) The applicant is not in default on a state or federal student financial aid loan for higher education; (7) The applicant has not borrowed, as determined by the approved institution of higher education to be attended, in excess of the annual loan limits under the Federal Family Educational Loan Program Systems, William D. Ford Federal Direct Loan Program, Income Contingent Loan Demonstration

Program, Stafford Loan Program, Parent Loan for Undergraduate Students Program, or Supplemental Loan for Students Program in the same academic year for which the student has applied for assistance under this policy;

- (8) The applicant is not incarcerated at the time of the application for or during the time the applicant receives a scholarship under this policy;
- (9) The applicant has complied with United States Selective Service System requirements for registration; (10) The applicant has completed and submitted to the United States Department of Education a Free Application for Federal Student Aid or a subsequent application required by the United States Department of Education for federal financial aid; and
- (11) The applicant certifies that he or she is drug-free and pledges in writing on the application form to refrain from the use or abuse of illegal substances in order to become eligible and maintain eligibility for this program.

### **Additional Eligibility Criteria for the Traditional Student:**

In addition to the basic eligibility requirements an applicant is eligible as a traditional student if the applicant:

- (1) Graduated from an Arkansas public high school and has a minimum composite score of nineteen (19) on the ACT or the equivalent score on an ACT equivalent;
- (2) Has a disability identified under the Individuals with Disabilities Education Act, 20 U.S.C. § 1400 et seq., as it existed on July 1, 2009, and graduated from an Arkansas public high school, and either:
  - (A) Had a minimum composite score of nineteen (19) on the ACT or the equivalent score on an ACT equivalent; or
  - (B) Scored proficient or higher on all state-mandated end-of-course assessments, including without limitation end-of-course assessments on:
    - (i) Algebra I;
    - (ii) Geometry;
    - (iii) Biology; and
    - (iv) Literacy; or
- (3) Achieved a minimum composite score of nineteen (19) on the ACT or the equivalent score on an ACT equivalent; and
  - (A) Graduated from a private high school, an out-of-state high school, or a home school high school; or
  - (B) In the year in which the student would have been a junior or senior in high school, completed the requirements for high school graduation and obtained a high school equivalency diploma approved by the Department of Career Education instead of receiving a diploma.

### **Continuing Eligibility Criteria:**

- (A) (1) A recipient who meets continuing eligibility criteria under this policy shall receive a scholarship for one (1) academic year renewable annually until the recipient first:
  - (A) Earns a baccalaureate degree; or
  - (B) (i) Has earned one hundred twenty (120) semester credit hours.

- (ii) A recipient may continue to receive a scholarship after he or she has earned one hundred twenty (120) semester credit hours, but not more than one hundred thirty (130) semester credit hours, if the student is enrolled in a baccalaureate degree program that requires more than one hundred twenty (120) semester credit hours as provided under § 6-61-232.
- (2) A semester in which a student withdraws or fails to complete the number of credit hours for which the student first enrolled is counted toward the maximum number of semesters for which the student may receive a scholarship award 11 under this policy.
- (3) The maximums under this subsection apply to any degree program, regardless of whether or not the degree program requires additional semesters.
- (B) To maintain eligibility for an Arkansas Academic Challenge Scholarship under this policy, a recipient shall meet the following requirements:
- (1) A recipient shall continue to meet the eligibility requirements of this policy while a recipient of a scholarship under this policy;
- (2) (i) A recipient shall meet the satisfactory academic progress standards required to receive other financial aid at the approved institution of higher education where the recipient is enrolled, as determined by the Department of Higher Education in conjunction with the institution of higher education where the recipient is enrolled.
- (ii) (a) A recipient who does not successfully complete any credit hours toward degree completion in a semester in which he or she received a scholarship under this policy immediately forfeits the remainder of the scholarship award for that academic year. (b) The department shall notify the recipient of the loss of eligibility under this subdivision (b)(2)(A)(ii).
- (iii) By accepting scholarship funds under this policy, the receiving institution certifies that students will be enrolled in courses that will meet satisfactory academic progress standards leading toward a certificate, an associate degree, a nursing diploma, or a baccalaureate degree.
- (3) A recipient who enrolls in one (1) or more remedial courses shall complete all remedial courses required by the approved institution of higher education by the time the student completes the first thirty (30) semester hours attempted after receiving the scholarship;
- (4) A recipient shall earn a postsecondary grade point average of 2.5 or higher at an approved institution of higher education;
- (5) A recipient shall enroll in courses that lead toward a baccalaureate degree program after attempting the lesser of:
- (A) Five (5) semesters; or
- (B) The completion of an associate degree program; and 12
- (6) A recipient shall meet any other continuing eligibility criteria established by the Department of Higher Education.
- (C) (1) (A) If a recipient becomes ineligible for the scholarship because the recipient's postsecondary grade point average or number of successfully completed credit hours no longer meets the minimum requirement for the scholarship, the recipient may regain eligibility under this subsection one (1) time only in the academic year in which the student became ineligible.
- (B) The Department of Higher Education shall by rule define "academic year".

(2) (A) A traditional student recipient who becomes ineligible for a scholarship may use this subsection to become eligible as a first-time nontraditional student applicant but may not use this subsection again to regain lost eligibility for the nontraditional student scholarship.

(B) A recipient who loses eligibility for the scholarship and does not regain eligibility under subdivision (C)(1) of this section is not eligible to apply for a scholarship under any eligibility provision of this policy.

(3) The recipient shall complete the requirements for regaining eligibility under this subsection:

(A) In the same academic year in which the student failed to maintain eligibility; and

(B) At the student's own expense.

(4) Except as provided under § 6-85-211(a)(3) and unless the requirements of this subsection are waived by the department under subsection (d) of this section, to regain eligibility for the scholarship:

(A) (i) As a traditional or nontraditional full-time student, the student shall:

(a) Successfully complete at least fifteen (15) semester hours of courses for credit for which the approved institution of higher education certifies that the courses meet the satisfactory academic progress standards of the institution; and

(b) Achieve a 2.5 grade point average for the semester hours completed under this subdivision (c)(4)(A).

(ii) A traditional student who does not regain eligibility under subdivision (c)(4)(A)(i) of this section is ineligible to reapply for a scholarship as a traditional student but may apply as a nontraditional student; and

(B) As a nontraditional part-time student, the student shall: 13

(i) Successfully complete at least six (6) semester hours of courses for credit for which the approved institution of higher education certifies that the courses meet the satisfactory academic progress standards of the institution; and

(ii) Achieve a 2.5 grade point average for the semester hours successfully completed under this subdivision (c)(4)(B).

(D) If a recipient is subject to losing a scholarship under subsection (c) of this section due to a catastrophic event experienced by the recipient or a family member of the recipient, the department may waive the requirements of this section and determine the appropriate requirements for the recipient to either retain or regain the scholarship.

### **Application Deadline:**

Application deadline is June 1 of student's senior year in high school.

**DERMOTT HIGH SCHOOL COURSE OFFERINGS**

**CAREER & TECHNICAL**

**MEDICAL PROFESSIONS**  
Foundations of Health Care  
Medical Specialties (CNA)  
Human Anatomy and Physiology

**HOME ECONOMICS**

Family and Consumer Science  
Food, Nutrition, and Safety  
Housing and Interior Design  
Child Development and Parenting  
Financial Literacy

**BUSINESS APPLICATIONS**

Computerized Accounting I  
Computerized Accounting II  
Computerized Business Apps.  
Social Media and Communications  
Business Procedures

**FINE ARTS**

Art I, II, III  
Band I, II, III, IV  
Choir I, II, III, IV  
Visual Art Appreciation  
Art Appreciation(Concurrent Credit)

**FOREIGN LANGUAGE**

Spanish I, II  
Spanish I and II (Concurrent Credit)  
French I, II  
American Sign Language

**HEALTH & PHYS ED**

Health and Safety  
Physical Education  
Personal Fitness for Life  
Recreational Sports and Activity

**SOCIAL STUDIES**

American History  
African American History  
Civics  
AP US History  
World History  
Psychology  
Sociology  
World Geography  
World Civilizations (Concurrent Credit)

**SCIENCE**

Biology  
Chemistry  
Physical Science  
Physics  
Anatomy & Physiology  
Environmental Science  
AP Chemistry

**MATH**

Algebra I, II  
Bridge to Algebra II  
Geometry  
Pre Calculus  
Transition Math Ready  
Survey of Math/ College Algebra (Concurrent Credit)  
AP Calculus AB

## **LANGUAGE ARTS**

AP English Literature/  
Composition  
AP English Language/  
Composition  
Drama  
English I, II, III, IV  
Journalism I  
Oral Communications  
Speech (Concurrent Credit)  
Composition I, II (Concurrent  
Credit)

The following courses may be taken in the eighth grade for credit toward graduation:

- Algebra I
- Spanish I

An 8<sup>th</sup> grade student enrolled in the above courses must make a passing grade to receive credit. A student not passing a course for credit will retake the course at the 9-12 level.

## **SCHEDULE CHANGES / DROPPING COURSES**

Any student who finds it necessary to change his/her schedule must schedule an appointment with their class advisor and obtain a schedule form. Unless extenuating circumstances exist, schedule changes will not be made after the first two weeks of a semester. Students who drop a class after the first two week of the semester may receive a failing grade for that course. The changing or dropping of courses may result in a change of the graduation status for students.

Adding Virtual Arkansas classes after May 31st of the previous school year will result in a \$25 fee for each class added. The student will be responsible for any fee incurred before the schedule will be changed. Exceptions will be made for new students entering the district after the deadline.

## **PARENT/TEACHER CONFERENCES**

Parent/Teacher Conferences are held at least **two times** a year. They are scheduled during the evening to allow parents ample time to visit with teachers.

Additional conferences may be requested by the parent or teacher at any time. Please make arrangements in advance for conferences. A time will be set up when the teacher is not on duty, such as during recess, before/after school, or during the teacher's conference period.

## SEMESTER TEST EXEMPTION POLICY

There will be no semester test exemptions first semester.

Students (grades 7-12) may be exempt from second semester tests in each course if they qualify in the following manner: Students with an A average or higher in a class for the semester and no more than five (5) absences of any kind including In-School Suspension in a semester in that class. Students with a B average or higher in a class for the semester and no more than (3) absences of any kind including In-School Suspension in a semester in that class. If a student is suspended out of school, he/she will NOT be eligible for exemption in the second semester.

If a student who qualifies for exemption chooses to take the semester exam, he may do so without penalty of the grade being reduced.

## PROMOTION/RETENTION

A disservice is done to students through social promotion and is prohibited by state law. The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

At least once each semester, the Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis, and teacher(s) of a student in kindergarten through eighth (8<sup>th</sup>) grade shall be notified in writing of the student's independent grade-level-equivalency in reading.

Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

For grades K-8, the teacher may recommend retention. The assignment shall be made only with the approval of the principal following a review of the individualized case. When retention of a student is being considered, teachers, if possible, will confer with the student's parents or guardian.

1. Kindergarten- The decision to promote or retain students will be made jointly by the teacher, principal, and parent. This decision will be based upon the student's performance on instructional management plan objectives and the student's readiness for grade 1.
2. Students in grades 1-6 shall make passing grades in Reading, Math, and Language Arts to be promoted to a higher-grade level. The student must also meet the school's requirement of attendance and minimum competencies.
3. Students in grades 7-8 must pass three (3) core academic classes (English, Math, Science, Social Studies) or 6 semesters of the core academic classes. The student must also meet the school's requirement for attendance to be promoted to the next grade.
4. Students in grades 1-8 who do not meet the above criterion may be promoted to the next grade if the teachers and principal that it is in the child's best interest for him/her to be promoted determine it. The reason(s) for such a promotion will be documented. The student must also meet the school's requirement on attendance and minimum competencies.

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria.<sup>1</sup> If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference shall be held before a final decision is made that includes the following individuals:

- a. The building principal or designee;
- b. The student's teacher(s);
- c. School counselor;
- d. A 504/special education representative (if applicable); and
- e. The student's parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis.

The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement or receipt of course credit, the final decision shall rest with the principal or the principal's designee.

Each student<sup>2</sup> shall have a student success plan (SSP) developed by school personnel in collaboration with the student's parents and the student that is reviewed and updated annually. A student's SSP shall use multiple academic measures to personalize learning in order for students to achieve their grade-level expectations and individual growth. The SSP will identify if the student is in need of additional support or acceleration. Academic measures to be used in creating and updating a student's SSP shall include, but are not limited to:

- Statewide student assessment results;
- Subject grades;
- Student work samples; and
- Local assessment scores.

By the end of grade eight (8), the student's SSP shall:<sup>3</sup>

- Guide the student along pathways to graduation;
- Address accelerated learning opportunities;
- Address academic deficits and interventions; and
- Include college and career planning components.

Based on a student's score on the college and career assessment:

- The student's SSP will be updated in order to assist the student with college and career readiness skills, course selection in high school, and improved academic achievement; and
- Provide a basis for counseling concerning postsecondary preparatory programs.

An SSP shall be created:

1. By no later than the end of the school year for a student in grade eight (8) or below<sup>2</sup> who enrolls in the District during the school year; or
2. As soon as reasonably possible for a student in grade nine (9) or above who enrolls in the District at the beginning or during the school year.

A student's individualized education program (IEP) may act in the place of the student's SSP if the IEP addresses academic deficits and interventions for the student's failure to meet standards-based academic goals at an expected rate or level and includes a transition plan that addresses college and career planning components. Promotion/retention or graduation of students with an IEP shall be based on their successful attainment of the goals set forth in their IEP or completion of the Alternate Pathway to Graduation when applicable.

Students who either refuse to sit for a Statewide assessment or attempt to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are originally administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity, including school dances, prom, homecoming,

senior events, and may be prevented from walking or participating in graduation exercises. The student shall remain ineligible to participate until the student takes the same or a following Statewide assessment, as applicable. The Superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances.<sup>4</sup> Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.<sup>5</sup>

## **HOMEWORK POLICY**

Homework is considered to be part of the educational program of the Dermott School District. Assignments shall be an extension of the teaching/learning experience that promotes the student's educational development. As an extension of the classroom, homework must be planned and organized and should be viewed by the students as purposeful.

Teachers should be aware of the potential problem students may have completing assignments from multiple teachers and vary the amount of homework they give from day to day.

Parents shall be notified of this policy at the beginning of each school year.

This is the homework policy, but it may vary in each class based on principal's discretion. Homework in grades K – 12 will be assigned in accordance with the following guidelines:

- Assignments will be assigned to provide practice for a skill/concept in order to achieve a high degree of mastery; thus promoting maximum retention and recall of a previously learned skill/concept.
- Assignments will not involve skills/concepts, which have not been taught.
- Maximum use of classroom time for supervised study and input should be planned for each lesson.
- Assignments will be made only when additional practice is necessary for mastery.
- Staff should implement plans for feedback to the learner.
- Homework assignments will be considered the same as class work and may be recorded. Failure to turn in homework assignments in accordance with classroom rules may result in a zero being recorded for that assignment.
- Homework will count as follows:
  - Grades K – 6: Included in total points
  - Grades 7 – 12: 40% of a nine-week grade
- Homework should never be assigned as punishment.

Copying of homework will not be tolerated. Loss of credit will result for the student who is copying and for the student who is allowing his work to be copied.

## **TEXTBOOKS**

Students in grades K-12 will be furnished free textbooks by the state. Books will be issued to the student upon enrolling in each class. Students are responsible for proper care of these books. Books will be

turned in at the end of each school year. Students will be charged for lost or damaged books based on the number of years left in adoption period. Grades may be withheld until fine for lost or damaged books is paid. Books are not to be written in unless given permission by a teacher.

Students in some classes may be required to purchase workbooks or some materials for class projects. When the teacher assigns such projects, the students will be responsible for getting these supplies.

### **LIBRARY INFORMATION AND REGULATIONS**

Students leaving class to work on assignments in the library must have a pass from their teacher. The library must not be abused by student play or by visiting. If a student disruption occurs, the student will be warned, and if he/she persists in the disruption, the student will be sent back to class. Any student abusing library privileges will lose library privileges for a minimum of two weeks.

All library fines must be paid in order for a student to receive his/her grade report. Fines must be paid before additional material may be checked out of the library.

### **GUIDANCE /COUNSELING SERVICE**

The guidance program is an organized effort to serve as a supportive service of the educational process. The program emphasizes the importance of recognizing and providing for the individual needs, interests, aptitudes, and abilities of students in achieving their maximum potential from their school experience. The program offers both direct and indirect help to students through specific guidance services. Services include:

- Orientation is to assist students in making adjustments and moving with ease through unfamiliar situations such as moving from one school to another and to provide information needed to be successful in the new setting.
- Individual Appraisal is to obtain personal/social, educational, and vocational information about each student through student records and student academic progress.
- Testing Programs are to get information about students through standardized tests.
- Placement Input is to assist the student in selecting curriculum.
- Individual counseling helps the student gain insight into his/her potential for dealing with self and others in order to facilitate a better understanding and acceptance.
- Group Counseling is sessions that deal with topics such as self-concept, peer relations, death, divorce, drugs, etc.
- Group Guidance is conducted in the classroom offering information to students.
- Resource Center is to provide personal/social, educational and vocational information for students.
- Career Awareness Education is to assist the student in choosing, preparing for, and entering the world of work.
- Consultation with School Staff and Parents is to promote a better understanding of the students in order to arrive at a workable solution to problems and enable the student to show academic progress.

- Community Awareness is achieved by disseminating information concerning school activities to the community.

Students and parents are encouraged to consult with the counselor's office. If the students or parents would like an appointment, they may check by the counselor's office or call the school and an appointment will be scheduled. This will enable the counselor to provide parents and students with a more effective service. Parents and students will find that the counselor will carefully consider their ideas.

## INSURANCE

Student insurance is provided by the Dermott School District for all students in grades K–12 for all sports including football. This policy provides protection for your students to, from, and during the regular school day. It also covers the students participating in school sponsored and supervised activities after school. This insurance is secondary to your primary coverage. Claims must be submitted within 90 days of any accident.

## EXTRACURRICULAR ACTIVITIES

### *EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS*

#### **Definitions:**

“Academic Courses” are those courses for which class time is scheduled, which can be credited to meet the minimum requirements for graduation, which is taught by a teacher required to have State licensure in the course or is otherwise qualified under Arkansas statute, and has a course content guide which has been approved by the Division of Elementary and Secondary Education (DESE). Any of the courses for which concurrent high school credit is earned may be from an institution of higher education recognized by DESE. If a student passes an academic course offered on a block schedule, the course can be counted twice toward meeting the requirement for students to pass four (4) academic courses per semester as required by this policy.

“Extracurricular activities” are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, inter/intrascholastic athletics, cheerleading, band, choral, math, or science competitions, field trips, and club activities.

“Field Trips” are when individual students or groups of students are invited to programs or events when there is no competition and the students are not interacting with each other for the purpose of planning, qualifying, or arranging for future programs or for the purpose of receiving recognition.

“Interscholastic Activities” means athletic or non-athletic/academic activities where students compete on a school vs. school basis.<sup>1</sup>

“Intrascholastic Activities” means athletic or non-athletic/academic activities where students compete with students from within the same school.<sup>1</sup>

“Supplemental Improvement Program (SIP)” is an additional instructional opportunity for identified students outside of their regular classroom and meets the criteria outlined in the current Arkansas Activities Association (AAA) Handbook.

### **Extracurricular Eligibility**

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student’s educational experience. At the same time, the Board believes that a student’s participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity (tournaments excepted)<sup>2</sup>. Additionally, a student’s participation in, and the District’s operation of, extracurricular activities shall be subject to the following policy. All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

Any student who refuses to sit for a Statewide assessment or attempts to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following statewide assessment, as applicable. The superintendent or designee may waive this paragraph's provisions when the student’s failure was due to exceptional or extraordinary circumstances.<sup>3</sup> Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.<sup>4</sup>

A student who enrolls in the district and meets the definition of “eligible child” in Policy 4.2—ENTRANCE REQUIREMENTS shall be eligible to try out for an extracurricular activity regardless of the date the student enrolls in the District so long as the student meets all other eligibility requirements and the extracurricular activity is still ongoing.

A student and the parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity.

No student shall be required to pay for individual or group instruction in order to participate in an extracurricular activity.

### **Interscholastic Activities**

Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.<sup>5</sup>

### **ACADEMIC REQUIREMENTS: Junior High**

A student promoted from the sixth to the seventh grade automatically meets scholarship requirements. A student promoted from the seventh to the eighth grade automatically meets scholarship requirements for the first semester. The second semester eighth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester.

The first semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester.

The second semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed (4) academic courses the previous semester which count toward his/her high school graduation requirements.

Ninth-grade students must meet the requirements of the senior high scholarship rule by the end of the second semester in the ninth grade in order to be eligible to participate the fall semester of their tenth-grade year.

### **ACADEMIC REQUIREMENTS: Senior High**

In order to remain eligible for competitive interscholastic activity, a student must have passed (4) academic courses the previous semester and either:

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

### **STUDENTS WITH AN INDIVIDUAL EDUCATION PROGRAM**

In order to be considered eligible to participate in competitive interscholastic activities, students with disabilities must pass at least four (4) courses per semester as required by their individual education program (IEP).

### **ARKANSAS ACTIVITIES ASSOCIATION**

In addition to the foregoing rules, the district shall abide by the rules ~~and regulations~~ of AAA governing interscholastic activities. AAA provides catastrophic insurance coverage for students participating in AAA governed extracurricular activities who are enrolled in school. As a matter of District policy, no student may participate in a AAA governed extracurricular activity unless he or she is enrolled in a district school, to ensure all students are eligible for AAA catastrophic insurance.<sup>6</sup>

#### **Intrascholastic Activities**

#### **AAA Governed Activities**

Students participating in intrascholastic extracurricular activities that would be governed by AAA if they were to occur between students of different schools shall meet all interscholastic activity eligibility requirements to be eligible to participate in the comparable intrascholastic activity. The District will abide by the AAA Handbook for such activities to ensure District students are not disqualified from participating in interscholastic activities.<sup>7</sup>

## Non-AAA Governed Activities

Unless made ineligible by District policies, all students shall be eligible to participate in non-AAA governed intrascholastic extracurricular activities. Intrascholastic activities designed for a particular grade(s) or course(s) shall require the student to be enrolled in the grade(s) or course(s).

### *EXTRACURRICULAR ACTIVITIES - ELEMENTARY*

#### **Definitions**

“Extracurricular activities” are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, inter/intrascholastic athletics, cheerleading, band, choral, math, or science competitions, field trips, and club activities.

“Field Trips” are when individual students or groups of students are invited to programs or events when there is no competition and the students are not interacting with each other for the purpose of planning, qualifying, or arranging for future programs or for the purpose of receiving recognition.

“Interscholastic Activities” means athletic or non-athletic/academic activities where students compete on a school vs. school basis.

“Intrascholastic Activities” means athletic or non-athletic/academic activities where students compete with students from within the same school.

#### **Extracurricular Eligibility**

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student’s educational experience. At the same time, the Board believes that a student’s participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity<sup>1</sup> (tournaments or other similar events excepted with approval of the \_\_\_\_\_).<sup>2</sup> All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

A student may lose his/her eligibility to participate in extracurricular activities when, in the opinion of the school’s administration, the student’s participation in such an activity may adversely jeopardize his/her academic achievement. Students may also be denied permission to participate in extracurricular activities as a consequence of disciplinary action taken by the administration for inappropriate behavior.<sup>3</sup>

Any student who refuses to sit for a Statewide assessment or attempts to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following statewide assessment, as applicable.

The superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances.<sup>4</sup> Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.<sup>5</sup>

A student who enrolls in the district and meets the definition of "eligible child" in Policy 4.2—ENTRANCE REQUIREMENTS shall be eligible to try out for an extracurricular activity regardless of the date the student enrolls in the District so long as the student meets all other eligibility requirements and the extracurricular activity is still ongoing.

No student shall be required to pay for individual or group instruction in order to participate in an extracurricular activity.

A student and the parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity.

### ***EXTRACURRICULAR ACTIVITIES – HOME SCHOOLED***

Home-schooled student means a student legally enrolled in an Arkansas home school and who meets or has met the criteria for being a home-schooled student, as established by A.C.A. § 6-15-503.

Interscholastic activity means an activity between schools subject to regulations of the Arkansas Activities Association that is outside the regular curriculum of the school district, such as an athletic activity, fine arts program, or a special interest group or club.

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

Home-schooled students whose parents or guardians are legal residents of the school district will be permitted to pursue participation in an interscholastic activity in the student's resident school zone<sup>2</sup> as permitted by this policy.

Home-schooled students whose parent or legal guardian are not residents of the school district will be permitted to pursue participation in an interscholastic activity in the District if the superintendent of the student's resident district and the superintendent of the District both agree in writing to allow the student to participate in interscholastic activities at the District.

Although not guaranteed participation in an interscholastic activity, home-school students who meet the provisions of this policy, AAA Rules, and applicable Arkansas statutes shall have an equal opportunity to try out and participate in an interscholastic activities without discrimination. The District shall provide a reasonable alternative to any prerequisite for eligibility to participate in an interscholastic activity that the home-schooled student is unable to meet because of his or her enrollment in a home school.

To be eligible to try out and participate in interscholastic activities, the student or the parent of a student shall mail or hand deliver the student's request to participate to the student's school's principal before the signup, tryout or participation deadline established for traditional students. Additionally, the student shall demonstrate academic eligibility by obtaining a minimum test score of the 30<sup>th</sup> percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition; another nationally recognized norm-referenced test; or a minimum score on a test approved by the State Board of Education.

A student who meets the requirements for eligibility to participate in an interscholastic activity is required to register for no more than one course<sup>3</sup> in the District's school where the student is intending to participate in an interscholastic activity.

The student shall regularly attend the class in which the student is registered beginning no later than the eleventh (11<sup>th</sup>) day of the semester in which the student's interscholastic activity participation is desired. The student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.

A student and the parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity.

A home-schooled student who has met the try out criteria; and who has been selected to participate in the interscholastic activity shall meet the following criteria that also apply to traditional students enrolled in the school:

- standards of behavior and codes of conduct;
- attend the practices for the interscholastic activity to the same extent as is required of traditional students;
- required drug testing;
- permission slips, waivers, physical exams; and ● participation or activity fees.
  
- A home-schooled student who is not a resident of the District may begin participating in interscholastic activities:
  - a. Immediately upon being approved for participation for all interscholastic activities other than athletic activities; and
  - b. One (1) calendar year after being approved to participate in interscholastic activities that are athletic activities unless the approval is prior to July 1 of the school year the student would have been enrolled in seventh (7<sup>th</sup>) grade if the student were enrolled in public school.

A home-schooled student who is not a resident of the District and is prohibited under this policy from participating in an interscholastic activity that is an athletic activity for one (1) calendar year may immediately participate in rehearsals, tryouts, practices, auditions, classes, or other endeavors associated with the interscholastic activity.

Students who participate in extracurricular or athletic activities under this policy will be transported to and from the interscholastic activities on the same basis as other students are transported.

A student who withdraws from an Arkansas Activities Association member school to be home-schooled shall not participate in an interscholastic activity in the resident school district for a minimum of three hundred sixty-five days after the student withdraws from the member school.

### **ATHLETIC ELIGIBILITY**

A physical examination is required before a student is allowed to participate in any athletic practice.

In order to participate in athletics, a student must meet the minimum academic standards as set forth by the Arkansas Activities Association and the Department of Education. A senior athlete must be enrolled in four academic classes.

### **ATHLETIC EVENTS**

Students are expected to abide by all rules and regulations of Dermott School District at any athletic event, at home or away from home. All faculty members have the authority to discipline students for misbehavior at all school-sponsored activities.

Young adults, students, and patrons (men and women) are required to wear socially accepted attire (clothing) when attending school or any school sponsored function. The dress code shall be enforced at all athletic events. The administration will decide on proper activity dress.

Children who are elementary age and below will not be admitted into an athletic event without a parent or adult.

### **DISTRIBUTION OF LITERATURE**

#### ***Student Media***

All student media 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 media. School-sponsored media does not provide a forum for public expression. Student media, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial review 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 media that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorses such things as tobacco, alcohol, or drugs.
2. Media may be regulated to prohibit communications determined by the appropriate teacher, student media advisor, and/or administrator; to be ungrammatical; poorly written; inadequately researched; biased or prejudiced; vulgar or profane; or unsuitable for immature audiences.
3. Media may be regulated to prohibit the dissemination of material that may reasonably be perceived to advocate drug or alcohol use; irresponsible sex; conduct that is otherwise inconsistent with the shared

values of a civilized social order; or to associate the school with any position other than neutrality on matters of political controversy.

4. Prohibited media includes those that:
  - a. Are obscene as to minors;
  - b. Are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, and made with knowledge of their falsity or a reckless disregard of the truth;
  - c. Constitute an unwarranted invasion of privacy as defined by state law;
  - d. Suggest or urge the commission of unlawful acts on the school premises;
  - e. Suggest or urge the violation of lawful school regulations;
  - f. Attacks ethnic, religious, or racial groups; or
  - g. Harass, threaten, or intimidate a student.

### **Student Media on School Web Pages**

Student media displayed on school web pages shall follow the same guidelines as listed above; and shall:

1. Not contain any non-educational advertisements;
2. Adhere to the restrictions regarding use of Directory Information as prescribed in Policy 4.13 including not using a student's photograph when associated with the student's name unless written permission has been received from the student's parent or student if over the age of 18;
3. State that the views expressed are not necessarily those of the School Board or the employees of the district.

### **Student Distribution of Non-school Literature, Publications, and Materials**

A student or group of students who distribute ten (10) or fewer copies of the same non-school literature, publications, or materials (hereinafter "non-school materials"), shall do so in a time, place, and manner that does not cause a substantial disruption of the orderly education environment. A student or group of students wishing to distribute more than ten (10) copies of non-school materials<sup>1</sup> shall have school authorities<sup>2</sup> review their non-school materials at least three (3) school days<sup>3</sup> in advance of their desired time of dissemination. School authorities shall review the non-school materials, prior to their distribution and will bar from distribution those non-school materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution.<sup>4</sup> Concerns related to any denial of distribution by the principal shall be heard by the superintendent, whose decision shall be final.

The school principal or designee shall establish reasonable regulations governing the time, place, and manner of student distribution of non-school materials.

The regulations shall:

1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of non-school materials;
3. Allow no interference with classes or school activities;
4. Specify times, places, and manner where distribution may and may not occur<sup>5</sup>; and
5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.<sup>6</sup>

6. -Students shall be responsible for the removal of excess literature that is left at the distribution point for more than \_\_\_ days.<sup>7</sup>

The Superintendent, along with the student media advisors<sup>8</sup>, shall develop administrative regulations for the implementation of this policy. The regulations shall include definitions of terms and timelines for the review of materials.

### **SELECTION OF LIBRARY/MEDIA CENTER MATERIALS**

The ultimate authority for the selection and retention of materials for the schools' media centers rests with the Board of Education which shall serve as a final arbiter in resolving a challenge to any media center materials. Licensed media center personnel shall make the initial selections in consultation with school and district licensed staff. Materials selected shall be in accordance with the guidelines of this policy.

The purpose of the schools' libraries/media centers is to supplement and enrich the curriculum and instruction offered by the District. Promoting the dialogue characteristic of a healthy democracy necessitates the maintenance of a broad range of materials and information representing varied points of view on current and historical issues. In the selection of the materials and resources to be available in each library/media center consideration will be given to their age appropriateness. Materials should be available to challenge the different interests, learning styles, and reading levels of the schools' students and that will help them attain the District's educational goals.

#### **Selection Criteria**

The criteria used in the selection of media center materials shall be that the materials:

1. Support and enhance the curricular and educational goals of the district;
2. Are appropriate for the ages, learning styles, interests, and maturity of the schools' students, or parents in the case of parenting literature;
3. Contribute to the examination of issues from varying points of view and help to broaden students understanding of their rights and responsibilities in our society;
4. Help develop critical thinking skills;
5. Are factually and/or historically accurate, in the case of non-fiction works and/or serve a pedagogical purpose;
6. Have literary merit as perceived by the educational community; and
7. Are technically well produced, physically sound (to the extent appropriate), and represent a reasonably sound economic value.

#### **Retention and Continuous Evaluation**

Media center materials shall be reviewed regularly to ensure the continued appropriateness of the center's collection to the school's curriculum and to maintain the collection in good repair. Those materials no longer meeting the selection criteria, have not been used for a long period of time, or are too worn to be economically repaired shall be withdrawn from the collection and disposed of. A record of withdrawn media materials including the manner of their disposal shall be maintained for a period of three years.

## Gifts

Gifts to the media centers shall be evaluated to determine their appropriateness before they are placed in any media center. The evaluation shall use the same criteria as for all other materials considered for inclusion in the media centers. Any items determined to be unacceptable shall be returned to the donor or disposed of at the discretion of the media specialist. The media centers shall have a list of desired items to give to prospective donors to aid them in their selection of materials to donate.

## Challenges

The parent of a student affected by a media selection or a District employee may formally challenge the appropriateness of a media center selection by following the procedure outlined in this policy. The challenged material shall remain available throughout the challenge process.

Before any formal challenge can be filed, the individual contesting (hereinafter complainant) the appropriateness of the specified item shall request a conference through the principal's office with a licensed media center employee. The complainant shall be given a copy of this policy and the *Request for Formal Reconsideration Form* prior to the conference. The meeting shall take place at the earliest possible time of mutual convenience, but in no case later than (5) working days from the date of the request unless it is by the choice of the complainant.

In the meeting, the media specialist shall explain the selection criteria and how the challenged material fits the criteria. The complainant shall explain his/her reasons for objecting to the selected material. If, at the completion of the meeting, the complainant wishes to make a formal challenge to the selected material he/she may do so by completing the *Request for Formal Consideration Form* and submitting it to the principal's office.

To review the contested media, the principal shall select a committee of five (5) to seven (7) licensed personnel consisting of the principal as chair and at least one media specialist. The remaining committee members shall be personnel with curriculum knowledge appropriate for the material being contested and representative of diverse viewpoints. The task of the committee shall be to determine if the challenged materials meets the criteria of selection. No material shall be withdrawn solely for the viewpoints expressed within it and shall be reviewed in its entirety and not selected portions taken out of context.

The principal shall convene a meeting after a reasonable time for the committee members to adequately review the contested material and the *Request for Formal Consideration Form* submitted by the complainant. The complainant shall be allowed to present the complaint to the committee after which time the committee shall meet privately to discuss the material. The committee shall vote by secret ballot to determine whether the contested material shall be removed from the media center's collection. A member from the voting majority shall write a summary of the reasons for their decision. A notice of the committee's decision and the summary shall be given (by hand or certified mail) to the complainant.

If the decision is to not remove the material, the complainant may appeal the committee's decision to the district Board of Directors by filing a written appeal to the Superintendent within 5 working days of the

committee's decision or of written receipt of the decision. The Superintendent shall present the original complaint and the committee's decision along with the summary of its reasons for its position plus a recommendation of the administration, if so desired, to the Board within 15 days of the committee's decision. The Board shall review the material submitted to them by the Superintendent and make a decision within thirty (30) days of receipt of the information. The Board's decision is final.

### **CHALLENGE TO INSTRUCTIONAL/SUPPLEMENTAL MATERIALS**

Instructional and supplemental materials are selected for their compatibility with the District's educational program and their ability to help fulfill the District's educational goals and objectives.

Individuals wishing to challenge or express concerns about instructional or supplemental materials may do so by filling out a *Challenge to Instructional Material* form available in the school's office.

The contesting individual may present a copy of the form to the principal and request a conference be held at a time of mutual convenience. Prior to the conference, the principal shall consult with the teacher regarding the contested material. In the conference, the principal shall explain to the contesting individual the criteria used for the selection of the material and its relevancy to the educational program as well as any other pertinent information in support of the use of the material.

Following the conclusion of the meeting, the principal shall have five (5) working days to submit a summary of the concerns expressed by the individual and the principal's response to those concerns to the Superintendent.

If the contesting individual is not satisfied with the principal's response, the individual may, after the five (5) working day period, request a meeting with the Superintendent where the individual shall present the same *Challenge to Instructional Material* form previously presented to the principal. The Superintendent shall explain to the contesting individual the criteria used for the selection of the material and its relevancy to the educational program as well as any other pertinent information in support of the use of the material.<sup>2</sup>

Following the conclusion of the meeting, the Superintendent shall have five (5) working days to write a summary of the concerns expressed by the individual and the Superintendent's response to those concerns. The Superintendent shall create a file of his/her response along with a copy of the principal's response and a copy of the contesting individual's *Challenge to Instructional Material* form.

If, after meeting with the Superintendent, the contesting individual is not satisfied with the Superintendent's response regarding the appropriateness of the instructional or supplemental material, he/she may appeal the Superintendent's decision to the Board. The Superintendent shall present the contesting individual's *Challenge to Instructional Material* form to the Board at the next regularly scheduled meeting along with the written responses to the challenge. The Board may elect, if it so chooses, to hear brief verbal presentations from the parties involved in the challenge.

The Board shall decide at that meeting or their next regularly scheduled meeting whether to retain the material, limit the availability of the material, or remove the material from the school. The Board's

primary consideration in reaching its decision shall be the appropriateness of the material for its intended educational use.

### **SCHOOL TRIPS**

All students involved in extracurricular activities are expected to ride the bus to and from an event sponsored by the school (example: football game, basketball game, band trip, etc.). No student will be allowed to return from a school-sponsored trip in a car of a boyfriend, girlfriend, etc. Parents/guardians of a student who personally see the person in charge of such a group may receive permission to bring their child home with them. Parents/guardians of a student may also make prior arrangements in the high school office in person to have another adult bring their child home. A letter of permission will be kept on file in the office.

**Students with excessive discipline referrals may be denied the opportunity to attend field trips.**

### **HOMECOMING COURT ELIGIBILITY**

Maids must meet the following requirements to be eligible for the Homecoming Court: 1.

Enrollment in DHS

2. All court participants must have a 2.0 Grade Point Average.
3. The senior basketball team will select four students from the senior class at DHS to be on the Homecoming Court. The high school (9-12) will vote on those students to determine queen. The student receiving the second highest number of votes will be Maid of Honor. The remaining two will be the 12th grade maids.
4. The basketball team will make nominations for each class (9<sup>th</sup> , 10th, and 11th). Students in each class will vote for two maids.
5. Participants must attend all practices in order to participate.
6. First grade court attendants will accompany the queen only. The attendants must have been enrolled in DES for the entire kindergarten and first grade years and will be chosen by the queen.
7. If you choose to participate in DHS Homecoming, the sponsor and Student Council will determine the colors to be worn from year to year.
8. The Sweetheart will be chosen by the senior basketball team, must meet all previous requirements, and be a player on the senior girls basketball team. In the event there is not a member of the senior girls' basketball team who is a senior a junior may be chosen.
9. All those selected for Homecoming Court must not have been assigned OSS at anytime during 1st semester. If a selected participant receives OSS at any time during the school year before the ceremony, an alternate will be chosen. The alternate chosen will be the student with the next highest number of votes.

Escorts must meet the following requirements to be eligible for the Homecoming Court: 1.

Enrollment in DHS

2. All court participants must have a 2.0 Grade Point Average.

## PROM POLICY

Only students in the 11<sup>th</sup> and 12<sup>th</sup> grades will be allowed to purchase prom tickets. They may invite guests who are 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade at Dermott High School or grades 10-12 from another high school, **or a high school graduate of the previous year**. All dates must be approved by the Dermott High School principal and are required to follow the Dermott High School rules. Any exceptions to these rules will be made by the principal and or sponsor. In order to participate in prom activities, students **MUST** attend school for one half day (which is four periods).

## TRANSPORTATION

### *DRIVERS LICENSE*

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present proof of a "C" average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record.

The Dermott School 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 code.

### *STUDENT VEHICLES*

A student, who has presented a valid driver's license and proof of insurance to the appropriate office personnel, may drive his/her vehicle to school. Vehicles driven to school shall be parked in the area designated for student parking. Parking on school property is a privilege which may be denied to a student for any disciplinary violation, at the discretion of the student's building principal.

**Students are not permitted to loiter in parking areas and are not to return to their vehicles during the school day for any reason unless given permission to do so by school personnel.**

It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle. The act of a student parking a vehicle on campus is a grant of permission for school or law enforcement authorities to search that vehicle.

## BUSES

### ***RIDING THE BUS IS A PRIVILEGE AND NOT A RIGHT!***

The District's Student Code of conduct applies to students while traveling to and from school or to and from a school activity to the same extent as if the students were on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate the District's Student Code of Conduct.

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices.<sup>1</sup> The driver of a school bus shall not operate the school bus until every passenger is seated. In addition to other disciplinary measures provided for violations of the District's Student Code of Conduct, the student's bus transportation privileges may be suspended or terminated for violations of the Student Code of Conduct related to bus behavior.

Students are eligible to receive district bus transportation if they meet the following requirements.<sup>2</sup> The transportation to and from school of students who have lost their bus transportation privileges is the responsibility of the student's parent or guardian.

A system of free transportation has been provided for students of the school district in a manner prescribed by the Board of Education based upon funds available.

All students riding the bus will be assigned seats. While riding the bus, students are under the supervision of the driver and must obey the driver at all times. After following due process, the driver has the authority to recommend to the appropriate principal temporary suspension from riding the bus.

Students are expected to conduct themselves in a manner such that they will not distract the attention of their driver or disturb other riders on the bus. Students leaving campus after arriving will be subject to rules regarding truancy.

**At the discretion of the bus driver, students riding the bus will be assigned seats. All school rules, expectations, and consequences will serve as bus rules, expectations, and consequences as well.**

#### ***BUS RIDER RULES***

1. Students are to conduct themselves in a manner such that will not distract the attention of their driver or disturb others riding the bus.
2. Students should be on time at the designated school bus stops and should wait until the bus comes to a complete stop before attempting to enter.
3. While on the bus, students should keep hands and heads inside the bus at all times. Loud talking and laughing is prohibited since these actions divert the driver's attention and make safe driving difficult.
4. Horseplay of any type is not permitted on or around the school bus.
5. Bus riders should never tamper with the bus.
6. Students are not to leave books, lunches, or other articles on the bus.
7. Students are not to throw anything out of the bus windows.
8. Bus riders are not permitted to leave their assigned seats while the bus is in motion.
9. Bus riders are to be absolutely quiet when the bus is approaching a railroad crossing.
10. Bus riders are expected to be courteous to fellow pupils and to the bus driver.
11. Bus students are not allowed to get on or off the bus except at their designated stop unless written permission from a principal is presented to the bus driver beforehand.
12. Tobacco use is prohibited by law.
13. No food is allowed on the bus.
14. Students may not ride any bus except their own without written permission from the principal and parent. Students may not ride early buses unless the early bus is their regularly scheduled bus.

### ***BUS DISCIPLINE***

#### **STUDENTS ARE SUBJECT TO ALL RULES OF THE SCHOOL.**

In extreme disciplinary cases for chronic offenses, the administration reserves the right to permanently suspend the bus riding privileges of any student.

### ***CHANGES IN TRANSPORTATION***

The following procedure is for grades K – 6. Due to recent increased safety concerns and to protect instructional time, changes in transportation will not be accepted over the phone.

Changes in transportation may be made in one of two ways:

1. Changes in transportation may be made in person in the office. These changes will be recorded and a signature will be required.
2. A written note may be sent to the student's teacher, no later than the morning of the change. This note must be signed and dated with an updated contact phone number to be valid.

### **HEALTH ISSUES**

#### ***IMMUNIZATIONS***

"In process" means the student has received at least one dose of the required immunizations and is waiting the minimum time interval to receive the additional dose(s).

"Serologic testing" refers to a medical procedure used to determine an individual's immunity to Hepatitis B, Measles, Mumps, Rubella and Varicella.

#### **General Requirements**

Unless otherwise provided by law or this policy, no student shall be admitted to attend classes in the District who has not been age appropriately immunized against:

- Poliomyelitis;
- Diphtheria;
- Tetanus;
- Pertussis;
- Red (rubella) measles;
- Rubella;
- Mumps;
- Hepatitis A;
- Hepatitis B;
- Meningococcal disease;
- Varicella (chickenpox); and
- Any other immunization required by the Arkansas Department of Health (ADH).

The District administration has the responsibility to evaluate the immunization status of District students. The District shall maintain a list of all students who are not fully age appropriately immunized or who have an exemption provided by ADH to the immunization requirements based on medical, religious, or philosophical grounds. Students who are not fully age appropriately immunized when seeking admittance shall be referred to a medical authority for consultation.

The only types of proof of immunization the District will accept are immunization records provided by a:

- A. Licensed physician;
- B. Health department;
- C. Military service; or
- D. Official record from another educational institution in Arkansas.

The proof of immunization must include the vaccine type and dates of vaccine administration. Documents stating “up-to-date”, “complete”, “adequate”, and the like will not be accepted as proof of immunization. No self or parental history of varicella disease will be accepted. Valid proof of immunization and of immunity based on serological testing shall be entered into the student’s record.

In order to continue attending classes in the District, the student must have submitted:

- 1) Proof of immunization showing the student to be fully age appropriately vaccinated;
- 2) Written documentation by a public health nurse or private physician of proof the student is in process of being age appropriately immunized, which includes a schedule of the student’s next immunization;
- 3) A copy of a letter from ADH indicating immunity based on serologic testing; and/or
- 4) A copy of the letter from ADH exempting the student from the immunization requirements for the current school year, or a copy of the application for an exemption for the current school year if the exemption letter has not yet arrived.

Students whose immunization records or serology results are lost or unavailable are required to receive all age appropriate vaccinations or submit number 4 above.

### **Temporary Admittance**

While students who are not fully age appropriately immunized or have not yet submitted an immunization waiver may be enrolled to attend school, such students shall be allowed to attend school on a temporary basis only. Students admitted on a temporary basis may be admitted for a maximum of thirty (30) days (or until October 1st of the current school year for the tetanus, diphtheria, pertussis, and meningococcal vaccinations required at ages eleven (11) and sixteen (16) respectively if October 1<sup>st</sup> is later in the current school year than the thirty (30) days following the student’s admittance). No student shall be withdrawn and readmitted in order to extend the thirty (30) day period. Students may be allowed to continue attending beyond the thirty (30) day period if the student submits a copy of either number 2 or number 4 above.

Students who are in process shall be required to adhere to the submitted schedule. Failure of the student to submit written documentation from a public health nurse or private physician demonstrating the student

received the vaccinations set forth in the schedule may lead to the revocation of the student's temporary admittance; such students shall be excluded from school until the documentation is provided.

The District will not accept copies of applications requesting an exemption for the current school year that is older than two (2) weeks based on the date on the application. Students who submit a copy of an application to receive an exemption from the immunization requirements for the current year to gain temporary admittance have thirty (30) days from the admission date to submit either a letter from ADH granting the exemption or documentation demonstrating the student is in process and a copy of the immunization schedule. Failure to submit the necessary documentation by the close of the thirty (30) days will result in the student being excluded until the documentation is submitted.

### **Exclusion From School**

In the event of an outbreak, students who are not fully age appropriately immunized, are in process, or are exempt from the immunization requirements may be required to be excluded from school in order to protect the student. ADH shall determine if it is necessary for students to be excluded in the event of an outbreak. Students may be excluded for twenty-one (21) days or longer depending on the outbreak. No student excluded due to an outbreak shall be allowed to return to school until the District receives approval from ADH.

Students who are excluded from school are not eligible to receive homebound instruction unless the excluded student had a pre-existing IEP or 504 Plan and the IEP/504 team determines homebound instruction to be in the best interest of the student. To the extent possible, the student's teacher(s) shall place in the principal's office a copy of the student's assignments:

- for the remainder of the week by the end of the initial school day of the student's exclusion; and
- by the end of each school's calendar week for the upcoming week until the student returns to school. It is the responsibility of the student or the student's parent/legal guardian to make sure that the student's assignments are collected.

Students excluded from school shall have five (5) school days from the day the student returns to school to submit any homework and to make up any examinations. State mandated assessments are not included in "examinations" and the District has no control over administering state mandated make-up assessments outside of the state's schedule. Students shall receive a grade of zero for any assignment or examination not completed or submitted on time.

### ***ILLNESS AT SCHOOL***

When a student becomes ill at school, an effort will be made to contact the home. If you plan to be away from home, please inform the child of the person to be contacted should he/she become ill at school. Please do not send your child to school if he/she is sick. Your cooperation in this matter is greatly appreciated.

### ***HEALTH ROOM POLICIES***

The Health Room is available during the day. Services include:

1. First Aid.
2. Evaluation of ailing students.
3. Maintenance of state required immunization records and health records.
4. Annual screening for vision/hearing in grades K, 2, 4, 6, 8, and Special Services. Annual screening for Body Mass Index (BMI) in grades K, 2, 4, 6, 8 and 10. Annual screening for Scoliosis is conducted in 6<sup>th</sup> and 8<sup>th</sup> grades for girls and 8<sup>th</sup> grade for boys.
5. Parents must send a written request in the form of a note to the principal if they DO Not want their student screened.
6. If a student fails a screening, the parent will receive a referral to the doctor.
7. Educational material and in-services provided to parents and students as needed.

### ***MEDICATION POLICY***

1. A Medication Administration Release Form is required before medication can be administered. This form will include a request for medication to be given, the student's name, grade, medication, and dosage plus time to be given: what the medication is for; and emergency numbers in case the child has a reaction to the medication. Allergies must be included on form. The consent form must be signed before any medication will be given at school. The proper forms are available in the nurse's office. Handwritten notes are not acceptable.
2. Medication must be in the original container with the child's name on the prescription. The container must state the name of the drug, physician, and pharmacist, the dosage and time to be given, and the recommended interval between doses.
3. Medication to be given three (3) times daily will have the noon dose administered at school, and the other 2 doses at home.
4. Any medication not used during the school year must be picked up within 10 days of the end of the school year by the parent. The parent is required to sign on the form stating name of medication, pick up date and amount of the medication.
5. Parents are requested not to send over-the-counter drugs, except for cough drops. If deemed necessary by the nurse, the student may receive cough drops and tums for minor ailments.
6. Permission for long-term medication must be reviewed at the beginning of each semester.
7. Only minor first aid will be administered at school. Any serious illness or injury will be referred to parents. In case of emergency situations and no parent can be contacted, referral will be made to the family doctor. The parents should notify the school when their telephone number changes in case the student becomes ill.

### **STUDENT MEDICATIONS**

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 (5<sup>th</sup>) grade unless the student's behavior:

- d. Poses a physical risk to himself or herself or to others;
- e. Causes a serious disruption that cannot be addressed through other means; or
- f. 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, persons having lawful control of the student, or persons standing in loco parentis (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 days<sup>1</sup> 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, legal guardian, person having lawful control of the student, person standing in loco parentis, 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, who 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 4.22, the Superintendent shall recommend the expulsion of any student for a period of ~~not less than~~ one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents, ~~or~~ legal guardians, persons having lawful control of a student, or persons standing in loco parentis 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.<sup>2</sup> The parents, ~~or~~ legal guardians, persons having lawful control of the student, or persons standing in loco parentis 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.

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student’s period of expulsion. The District’s program shall include offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to credit the expelled student may have received from the District if the student had not been expelled.

### **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 eighteen (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.

The Dermott 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.

The district shall notify parents, at least annually, of the specific or approximate dates of any non-emergency physical examination or screening that is:

1. required as a condition of attendance;
2. administered by the school and scheduled by the school in advance; and
3. not necessary to protect the immediate health and safety of the student, or of other students.

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.

### **STUDENT ILLNESS/ACCIDENT**

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.

### **COMMUNICABLE DISEASES AND PARASITES**

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: Varicella (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).<sup>1</sup> 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 bloodborne, foodborne, and airborne pathogens exposures. Standard precautions shall be followed relating to the handling, disposal, and cleanup of blood and other potentially infectious materials such as all body fluids, secretions and excretions (except sweat).

In accordance with 4.57—IMMUNIZATIONS, 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 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.

### ***SPECIAL HEALTH NEEDS***

Students who have special health needs or health problems which could require special services are required to make school personnel aware of such situations. Students who need special rest room privileges are required to have documentation from a physician on file in the principal's office. A student who has special health problems which may result in the student needing emergency services must document in writing such problems and suggested steps to be taken when such problems arise. The doctor's name and telephone number must be listed along with emergency numbers to get in touch with the parent/guardian. When emergency situations arise at school, the Dermott School District has full authority to take proper steps to ensure the safety of the students. Parental requests will be honored if possible. Adequate information from the parent/guardian about the special health needs of the student will certainly help school personnel make critical decisions. However, when an emergency arises in which it is believed that a student's life is in danger; all certified personnel have the authority to send for emergency officials immediately. If the situation is not life-threatening, the building administrator will be sent for. After the arrival of the building administrator, he or she will be the person in charge and will be responsible for making critical decisions. Immediately after sending for the building principal, the school nurse will be sent for. The building principal may wait for the nurse or may decide that immediate medical attention is needed. After the nurse arrives, the building principal may rely on the nurse's expertise, but the principal shall have the responsibility of sending for additional services.

Parents of students who require emergency services will be responsible for all bills.

The Dermott School District will not be held responsible for any problems resulting from the medication.

### ***STUDENT WELFARE***

The Dermott School Board directs full compliance by the district with the child-abuse and neglect reporting laws. Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to physical or sexual abuse or neglect, or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, shall immediately report or cause a report to be made to the building principal or his/her designee, who will then become responsible for making a report immediately by telephone to the Department of Human Services. The school official will then call the school nurse to document any marks.

It will not be the responsibility of the school official or employee who initiated the report to prove that the child has been abused or neglected.

### ***COMPUTER USE POLICY***

The Dermott 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--

- (A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

- (B) 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
- (C) 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.

Student use of computers shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous. Students must not disable or bypass security procedures, compromise, attempt to compromise, or defeat the district's technology network security or Internet filtering software, alter data without authorization, or disclose passwords to other students. Students who misuse district-owned computers or Internet access in any way, including using computers to violate any other policy or contrary to the computer use agreement, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook<sup>2</sup> and/or computer use agreement.

In an effort to help protect student welfare when they navigate the Internet, the district will work to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing or insulting messages
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Visiting sites that are prohibited

Software not provided by the district may not be used by students and/or staff.

## SANCTIONS

Students violating rules may forfeit use of the internet.

- Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.
- When applicable, law enforcement agencies may be involved.

## **WEBSITE PRIVACY POLICY**

The Dermott School District operates and maintains a web site for the purpose of informing the citizens of the district about its activities. The web site neither does not use “cookies” or an ISP address to collect or retain personally identifying information about visitors to its web site nor is any information given to “third parties.” Any data collected is used solely for the purpose of monitoring site activity to help the district improve the usefulness of the site to its visitors.

The site serves no commercial purpose and does not collect any information from individuals for such purpose.

Photographs of students, when associated with the student’s name, shall not be displayed on any page of the district’s web site without the prior written consent of the parent (or the student if 18 or older).

The site provides for email communication between the District and individuals for the purpose of exchanging information regarding the District and its activities or between teachers and their students. The site may also provide for password protected communication between the District and its staff.

## **STUDENTS WHO ARE FOSTER CHILDREN**

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 Division of Elementary and Secondary Education (DESE), 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.<sup>1</sup>

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.<sup>2</sup>

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.<sup>3</sup>

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.<sup>4</sup>

If a foster child was enrolled in a District school immediately prior to completing his/her graduation requirement 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 ADESE 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:<sup>5</sup>

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.

### PLACEMENT OF MULTIPLE BIRTH SIBLINGS

The parent, guardian or other person having charge or custody of multiple birth siblings in grades pre-K through 6 may request that the multiple birth siblings are placed in either the same or separate classrooms. The request shall be in writing not later than the 14<sup>th</sup> calendar day prior to the first day of classes at the beginning of the academic year. The school shall honor the request unless it would require the school to add an additional class to the sibling's grade level. If one parent of multiple birth siblings requests a placement that differs from that of the other parent of the same multiple birth siblings, the school shall determine the appropriate placement of the siblings.

The school may change the classroom placement of one or more of the multiple birth siblings if: ●

- There have been a minimum of 30 instructional days since the start of the school year; and
- After consulting with each classroom teacher in which the siblings were placed, the school determines the parent's classroom placement request is:
  - Detrimental to the educational achievement of one or more of the siblings;
  - Disruptive to the siblings' assigned classroom learning environment; or
  - Disruptive to the school's educational or disciplinary environment.

If a parent believes the school has not followed the requirements of this policy, the parent may appeal the multiple birth siblings' classroom placement to the Superintendent. The Superintendent's decision regarding the appeal shall be final.

### CRISIS INTERVENTION PLANS

1. Contact Parents (Principal)
2. Emergency Code: (Secretary)
  - a. Fire Alarm System or 3 short rings
  - b. Tornado 3 long rings
  - c. Earthquake 2 short rings
3. Turn bells off or ring bells if students are not in class (Secretary)
4. Convene Crisis Team in designated area (Counselor)
5. Secure all doors. Post person at front doors. (Principal)
6. Message to staff (Principal)
7. If school is not in session when a crisis situation occurs, the Phone Tree will be used to contact staff members. Students will be admitted to the building upon arrival when school resumes. A normal bell schedule will be followed. Teachers will remain with classes. Details will come from the principal. The Care Team will be Remove all students from area (Teachers)
8. Contact principal's office (Teachers)
9. Call: (Secretary)
  - a. Ambulance
  - b. Superintendent's Office

Police/Sheriff is available for students and staff in need. All media requests and requests for information will be referred to the superintendent's office.

## **EMERGENCY DRILLS**

In case of a fire, teachers should immediately evacuate the building to the predesignated area and notify the office. Office personnel will notify the fire department and take the proper evacuation precautions for the safety and well being of the students and school personnel.

After evacuation, teachers are to check roll as soon as possible and account for the students and their physical condition. In the event of an injured student or a student missing, office personnel should be notified immediately.

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted no fewer than three (3) times per year with at least one each in the months of September, January, and February. Students, who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.

The District shall annually conduct an active shooter drill and school safety assessment for all District schools in collaboration with local law enforcement and emergency management personnel. The training will include a lockdown exercise with panic button alert system training. Students will be included in the drills to the extent that is developmentally appropriate for the age of both the students and grade configuration of the school.

Drills may be conducted during the instructional day or during non-instructional time periods.

Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event of violence, terrorist attack, natural disaster, other emergency, or the District's Panic Button Alert System. Students shall be included in the drills to the extent practicable.

## **SEVERE WEATHER AND/OR EARTHQUAKE**

### **CONDITION I ALERT:**

- Administration will monitor situation and inform key personnel.

### **CONDITION II ALERT:**

- Restrict all movement of students. The changing of classes will be done only under orders.  
IGNORE BELLS!

### **CONDITION III ALERT:**

- Students are to be evacuated to pre-designated areas. Keep students away from windows, from outer walls, and from beneath any overhead objects.
- Students should crouch on their knees, face down, with fingers interlocked covering their head. Eyeglasses or any item that may cause physical damage (including gum, paper, etc. from their mouths) should be removed.

- In the event a storm or an earthquake was to strike without warning, students are to seek shelter under desks immediately.
- In the event of a storm, teachers will keep the students in ALERT III until informed that the alert has been lifted.
- In the event of an earthquake, after the initial tremor has ended, teachers will escort the students out of the buildings to a safe location.

### **BOILER PLATE FOR ANNUAL NOTIFICATION TO PUBLIC**

The Dermott Special School District has complied with federal regulations in developing a Management Plan to handle Asbestos Containing Building Materials that have been found in the school district. This Management Plan is on file in the Administration Office and is available for public viewing.

There has been no Asbestos Removal Project planned for the school year 2018 - 2019.

The necessary 6 month surveillance checks for 2018 – 2019 will be done in accordance with federal regulations. These reports are on file and available for public viewing.

There was a 3 year re-inspection done on all asbestos containing buildings In May 2015. This report is on file in the Administration Office of the Dermott Special School District and is available for public viewing.

If there are any questions in regards to this matter, contact Patrick Paris at 870-538-1000.

### **STUDENT DISCIPLINE**

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

- At any time on the school grounds;
- Off school grounds at a school sponsored function, activity, or event; and
- Going to and from school or a school activity.

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 District's personnel policy committees shall annually review the District's student discipline policies, including State and District student discipline data, and may recommend changes in the policies to the Dermott School Board. The Board has the responsibility of determining whether to approve any recommended 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, person having lawful control of the student, or person standing in loco parentis shall sign and return to the school an acknowledgement form documenting that they have received the policies.

The District shall develop and provide programs, measures, or alternative means and methods for continued student engagement and educational access during periods of suspension or expulsion.

The superintendent is authorized to modify the penalties set forth in the District's student discipline policies on a case-by-case basis.

It is required by law that the principal or the person in charge report to the police any incidents the person has personal knowledge of or has received information leading to a reasonable belief that a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision. If the person making the report is not the Superintendent, that person shall also inform the Superintendent of the incident. Additionally, the principal shall inform any school employee or other person who initially reported the incident that a report has been made to the appropriate law enforcement agency. The Superintendent or designee shall inform the Board of Directors of any such report made to law enforcement.

The superintendent shall make a report annually to the Board of Directors on student discipline data, which shall include, without limitation: the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying.

### ***STANDARDS OF CONDUCT***

The following activities are considered major infractions of proper conduct and will subject the student to disciplinary action including, but not limited to, suspension or expulsion from school, and /or notification of law enforcement officials. A violation of the rule occurs whether the conduct takes place on the school grounds, at a school-sponsored activity or event, or en-route to and from school.

Prohibited behaviors include, but shall not be limited to the following.

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;

5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection;
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy;
16. Excessive tardiness;
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. Hazing, or aiding in the hazing of another student;
20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, “throwing signs” or other gestures associated with gangs are prohibited;
21. Sexual harassment;
22. Bullying-; and
23. Operating a vehicle on school grounds while using a wireless communication device.

### ***DISCIPLINE POLICY DEFINITIONS***

**Expulsion:** Prohibition of a student from entering the school or school grounds (except for a prearranged conference with an administrator) until the end of a semester, the end of the offense, with loss of academic credit. This action shall be taken by the Board of Education only.

**Out of School Suspension (OSS):** Prohibition of a student from entering the school or school grounds (except for a prearranged conference with an administrator) for a period set by the principal of the school or the superintendent. Suspensions normally will not be longer than ten (10) school days including the day on which the offense occurred unless it is deemed a long-term suspension, which must be determined by the board of education only. Suspension does not carry with it loss of credit for the semester; however, make-up work shall not be allowed.

**Probation:** When a student is placed on probation, that student must obey all school rules and regulations for the rest of the year. If the student breaks probation, expulsion will be recommended.

**Parent:** The term “parent” shall include every parent, guardian, or person in parental relation having control or charge of any student in attendance in the schools of this district.

**In-School Suspension (ISS):** The placing of a student in a confined area so as not to interact with other students for a specified period of time.

**Student Conference:** A meeting between the student and/or faculty member/principal to discuss the student’s behavior/actions and the consequences of such behavior/actions.

**Parent Conference:** A meeting between the student and/or the student’s parent/guardian and the principal to discuss the student’s behavior/actions and the consequences of the student’s behavior/actions.

**Equal educational opportunity:** The Board of Education believes that every child, regardless of race, creed, color, sex, religious, cultural or economic background, or disability, should be given the opportunity to develop and achieve to the maximum extent possible. To provide equal educational opportunity, all programs offered by schools within the district will be open to all students.

**Rights and responsibilities:** Students, as well as parents and school personnel, are guaranteed full rights of citizenship by the United States Constitution; and those rights cannot be denied except through due process of law. In order for others to enjoy citizenship rights, it is necessary for students to behave in such a way that others are treated equally and with respect.

**Due process:** To guarantee that a student will not have his/her rights taken away unfairly, there are established procedures which school personnel must follow.

**Insubordination:** The term is used to describe a state of being disobedient, resistant to authority, or unwilling to follow directions.

**Reasonable Suspicion:** School personnel who have reason to believe that a search will produce evidence that a student has violated or is violating the school rules or the law may conduct a search.

**Reasonable Force:** School personnel may apply the minimum amount of force necessary to stop or restrain a student from conducting himself/herself in such a way that could result in physical injury to himself/herself or to others. Dermott School authorizes the use of reasonable force by any certified employee in the exercise of lawful authority to restrain a student, to protect a student from harm, or to maintain order at any school sponsored event.

**Extended Time-Out (ETO):** A principal may assign ETO for a portion of the day as a consequence. During ETO, the student completes regular class assignments and is monitored by a district employee.

**Contraband:** Any articles which are illegal or articles which a student possesses illegally.

**Disruptive Conduct:** Behavior which includes defiant and hostile acts; acts involving moral turpitude; and disrespect for authority in the school buildings, on school grounds, or at school-sponsored events.

**Detention:** Loss of recess assigned by a staff member as a consequence for unacceptable behavior.

**Assault:** The willful attempt or threat to inflict injury upon the person of another, coupled with apparent present ability to do so. Any display of force that would give the victim reason to fear bodily harm is assault, even if touching or striking does not occur.

**Battery:** Battery is similar to assault, but requires un-excused physical touching or injury.

**Abuse:** Abuse means to wrong in speech, reproach coarsely, disparage, revile, or malign. Use of profanity or vulgar expression directed at another person is considered abuse.

**Act of Violence:** any violation of Arkansas Law where a person purposely or knowingly causes or threatens to cause death or serious physical injury to another person. (Act 1520 of 1999)

**Deadly Weapon:** A) A firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious injury; or B) Anything that in the manner of its use or intent is capable of causing death or serious injury. (Act 1520 of 1999)

**Firearm:** Any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use, including such a device that is not loaded or lacks a clip or other component to render it immediately operable, and components that can be readily assembled into such a device. (Act 1520 of 1999)

## ***DISCIPLINE POLICY***

### **DISCIPLINE: Introduction & Purpose**

The primary objective of Dermott School Discipline Policy is to teach students to be responsible for their own behavior. Students will behave appropriately while at school. Students will not allow students to stop the teacher from teaching or prevent other students from learning. The choice of behavior is the student's. The school staff has the authority and responsibility to take fair and responsible measures to maintain proper control and discipline among students placed in their care. Due process shall be given to all students prior to punishment.

The rules listed should not be thought of as all inclusive. Any conduct that tends to disrupt the educational programs will be grounds for disciplinary actions. All students in the Dermott School District shall comply with the policies in this handbook and any other reasonable instructions while on the school campus, on or off the grounds at a school sponsored event, or enroute to and from school.

The disciplinary actions in the Dermott School District will range from a verbal reprimand to expulsion from school.

### ***GENERAL RULES***

Discipline in the Dermott Schools is the responsibility of all teachers and administrative personnel working together. Teachers will handle most of their discipline problems by using reasonable approaches that produce positive results. They may include student-teacher conferences, principal-teacher-parent conferences, and corporal punishment. Suspension may result if violations are repeated or in the case of serious misconduct by a student. Suspension will be administered by the principal or superintendent. The suspension period will range from one (1) to ten (10) days depending on the severity of the offense and if it is a repeated offense.

Severe Clause: If a student commits any of the following acts they may be removed from the classroom at that time:

- Commits or threatens to commit physical harm on another student or adult.
- Damages or destroys student, teacher, or school property.
- Refuses to do assigned work.
- Engages in behavior that keeps the classroom from functioning.

### ***REGULATIONS***

The following regulations are designed to protect all the members of the educational community in the exercise of their rights and duties:

1. **IDENTIFICATION REQUIREMENTS:** Upon request, all persons must identify themselves to school employees.
2. **STUDENTS:** Students must obey the reasonable instructions of school employees.
3. **OFF CAMPUS EVENTS:** Students at school sponsored events shall be governed by school district rules, regulations, and personnel. Violations of the rules or refusal to obey reasonable instructions of school personnel may result in the loss of privilege to attend the events and may result in disciplinary action applicable under the regular school program.
4. **FREEDOM OF SPEECH AND ASSEMBLY:** Students are entitled to verbal expressions of their personal opinions as long as the rights of others are not violated and the expression does not cause disruption of the educational process. Obscenities are prohibited. Students are allowed to assemble peaceably. To avoid disruption of the educational process, all student meetings must function as a part of the educational process or as authorized by the principal. Meetings that interfere with the operation of the school are prohibited. Demonstrations and disorderly activities on the part of the students at any time on school grounds will not be tolerated. Participation in such demonstration activities, no matter how well intended, shall bring suspension.
5. **SEARCH AND SEIZURE:** School personnel may legally search desk, backpacks, lockers, automobile, and students using the following guidelines. A search shall be conducted upon receipt of information that the search would produce evidence indicating the student has violated the law or school rules. Students should be so informed that school authorities have equal access to lockers and/or desks and may inspect them at any time. Items that may be reasonably

determined to be a threat to the safety of others, or that are used to disrupt the educational process, may be removed from the student's possession.

6. **PERSONAL SEARCH:** Personal searches are discouraged; however, in the event that there is reason to believe that a student has stolen property, contraband, or a weapon on his/her person, a personal search by a faculty member of the same sex is authorized. By law, school officials need not obtain a warrant before searching a student who is under their authority. The search of a student by a school official will be justified where there is reasonable suspicion that the search will turn up evidence that the student has violated the law or rules of the school and is reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the students and the nature of the infraction. The following guidelines will be followed: A student will be asked to empty his/her pockets and possibly remove his/her shoes and socks. A pat down search of a student's person shall be done by a school official of the same sex. An adult witness shall be present when a personal search is conducted.
7. **FREEDOM OF PUBLICATION AND DISTRIBUTION:** Students are entitled to publish and distribute materials, provided that the students assume the responsibility for the contents. They are responsible for cleaning up any litter that may result. (ACT 1109)
8. **FIREARMS/WEAPONS PARENTAL RESPONSIBILITY:** In accordance with Act 1150 of 1999, the superintendent of any school district shall recommend the expulsion of any student from school for a period of not less than one year for possession of any firearm or other weapon prohibited upon the school campus, at school bus stops, or at school-sponsored events by law: provided, however, that the superintendent shall have discretion to modify such expulsion requirement for a student on a case by case basis. (The expulsion shall be noted on the student's permanent school record.) The Dermott School District will require parents, guardians, or other persons in loco parentis of a student expelled for a firearm or other weapon to sign a statement acknowledging that the parents have read and understand current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The statement shall be signed by the parents, guardians, or other persons in loco parentis prior to readmitting a student or enrolling a student in any public school, immediately after the expiration of an expulsion period.

#### ***UNACCEPTABLE ITEMS***

- Any item which attacks ethnic or religious groups.
- Pornography or obscenity.
- Materials derogatory to specific individuals.
- Materials designed to solicit funds (unless approved by the principal.) ● Literature which favors or opposes the candidacy of any candidate for election.
- Publications that are libelous or slanderous.
- Publications that incite students to create a dangerous, hostile, or violent disruption to the orderly operation of school.
- Private invitations and/or gifts unless provided for an entire classroom with permission from the teacher.
- Hand held laser pointers (without the supervision of a parent, guardian, or teacher) Act 1408 of 1999

### ***CORPORAL PUNISHMENT***

The Dermott School Board authorizes the use of corporal punishment to be administered in accordance with this policy by the Superintendent or the superintendent's designated staff members who are required to have a state-issued license as a condition of their employment.<sup>1</sup>

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

All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, shall not be excessive, or administered with malice, and shall be administered in the presence of another school administrator or designee who shall be a licensed staff member employed by the District.

Corporal punishment shall not be used as a form of discipline for a student who is intellectually disabled, non-ambulatory, non-verbal, or autistic.<sup>2</sup>

#### **Option 2**

The Dermott

School Board prohibits the use of corporal punishment by any employee of the District against any student.

The Dermott 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 and be given an opportunity to refute the charges.

**Parent should complete the corporal punishment form in the registration packet.**

All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, shall not be excessive, or administered with malice, and shall be administered in the presence of another school administrator or designee who shall be a licensed staff member employed by the District.

### ***DISCIPLINE FOR HANDICAPPED***

Handicapped students who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right of free, appropriate public education. The individualized education plan (IEP) team for a handicapped student should consider whether particular discipline procedures should be adopted for the student and included in the IEP. The building principal shall deal with any grievance relating to handicapped students. Any action and procedure shall be in accordance with Public Law 94-142 and Act 102 of 1973 as amended.

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

In order to provide an additional alternative for discipline, a program has been developed which should eliminate most out-of-school suspensions. Instead of reporting to regular classes, students assigned will report to ISS for a period of time designated by the Administration. The length of the assignment period may vary from one to several days, depending upon the reason for the referral. While assigned to the ISS

Center, the student will work on class assignments prepared and graded by his/her regular classroom teacher and other assignments as directed by ISS Supervisor. Days assigned to ISS will not count as absences from school. One day in ISS will be computed as one entire school day (8:00 a.m. – 3:15 p.m.) for all students. In-School Suspension may be meted out from 1 day up to a maximum of 10 ISS days. Students who have been assigned In-School Suspension for 10 days may face (ALE) – Alternative Learning Environment or out-of-school suspension (OSS) or possible expulsion for further ISS offenses.

Students assigned to ISS will comply with the rigid expectations. Failure to report to the center upon the specified time, or tardiness, may result in the student being assigned additional days to ISS by the administration. Failure to comply with rules and regulations of the center or failure to comply with directives of the ISS Supervisor may result in suspension or expulsion from school as determined by the administration.

Privileges normally enjoyed by the students will not be granted to students assigned to ISS. *Students assigned to ISS are not allowed to enter any school building or be on any school campus except ISS at any time.* Students assigned ISS may bring their lunch or buy their lunch in the school cafeteria. All ISS students will sit in a designated area for lunch. Students assigned to ISS are not permitted to participate in school activities or to attend any school activity. Participation in all school activities will resume after the student has completed his/her ISS obligation.

Assignment of students to ISS by school district administration is not subject to appeal or review to the Dermott School District Board of Directors.

If a student refuses ISS, he will be suspended out-of-school. Upon return of the student, he may be placed in ISS for the specified number of days at the discretion of the principal.

#### ***RULES AND REGULATIONS FOR HIGH SCHOOL IN-SCHOOL SUSPENSION***

- Isolation from the rest of the Student Body.
- No talking at any time to other students.
- All assignments must be completed and turned in triplicate (1 copy ISS, 1 copy Principal, 1 copy teacher).
- Report to ISS on time.
- Cooperate with the ISS Supervisor at all times.
- May not sit and do nothing.
- Students will have one restroom break in the morning and one in the afternoon.
- Students may buy their lunch in the school cafeteria from the main menu line or bring their lunch from home.
- Students will sit in a designated area in the cafeteria (If allowed to eat in cafeteria at all).
- Students will not get out of their desks unless given permission by the supervisor.
- Students will not mark on the desks or walls and will maintain the room in a clean and orderly fashion.
- No drink, food, candy, gum, or tobacco will be allowed in the center.
- Students are required to bring all textbooks to the center and have adequate pen/pencils and paper.

- Students **will not** be allowed to attend or participate in pep rallies, assemblies, athletic contest, or any school activity on Dermott School property while assigned to the Center.
- Students are not permitted to be in any school building or on any school campus other than the ISS Center (except for the school cafeteria at designated times).
- ISS rules are posted in the ISS Center.
- Students will copy ISS rules once.
- Failure to abide by the rules of ISS will result in the student being suspended from school. The student will serve the remainder of the days upon his return.
- Students placed in ISS will have to complete their class work in triplicate before release from ISS.

***RULES AND REGULATIONS FOR ELEMENTARY IN-SCHOOL SUSPENSION***

- ISS time is 8:00 AM - 3:10 PM, students can not be on campus unattended.
- Students must report directly to the ISS room. If they ride the bus, they are not to enter the elementary building but report to the ISS room door. If they are a car rider, they are not to enter the elementary building & the parent must drop them off at the ISS room door before 8 AM.
- Any student that arrives more than 10 minutes after 8 AM for ISS will be assigned another day.
- Any student that is assigned to ISS and miss days due to illness, out-of-school suspension, or any unexcused reasons will make up those assigned days upon returning to school.
  
- Any student that receives ISS is not allowed to participate in any extracurricular activities until they have completed ISS. Students are not allowed in assemblies or attend any sporting event being held by the school.
- Students are required to bring all materials assigned by their teachers to ISS such as pencils/pens, worksheets, books, etc. All assigned work will be completed in ISS. If a student completes work assigned to them, the ISS instructor will assign extra work until the end of the day or if instructors assign more work.
- Students will not be allowed to communicate with other students while in ISS. They will be separated in order to ensure there is no talking. Students will raise their hands and wait to be called on if they have a question. A student repeatedly talking without permission will result in the following:
  - A verbal warning
  - A 2nd verbal warning
  - A parent call & extra work
  - A written referral and/or notification to the office
  - Written referral may result in out-of-school suspension
- ISS students will be given 3 bathroom breaks during the day unless they have a noted medical condition that requires more bathroom breaks. Notes must be provided in advance through the nurse's office.
- ISS students will not eat in the cafeteria. Breakfast and lunch trays will be picked up in the cafeteria and students will bring trays back to the ISS room.
- Students are expected to follow all other handbook policies during ISS assignment. For example, no food, gum, drinks, no cell phone use, etc.

## **ALTERNATIVE LEARNING CENTER**

### **MISSION STATEMENT**

The mission of the Alternative Learning Center is to provide effective education to students identified as needing a flexible, no-traditional learning environment with alternative ways to acquire either a high school diploma or a general education diploma by means or personalized, multi-faceted, computer-based instruction, as well as career-technical preparation, in a nurturing, stimulating, student-centered environment or empower them with academic skills, quality life skill, and technical competency to become productive, responsible adults.

### **PHILOSOPHY OF THE ALTERNATIVE LEARNING CENTER**

The Alternative Learning Center is a unique approach to providing effective education for those students who have been identified as needing a flexible, non-traditional learning environment. The program offers the student an opportunity to complete the requirements leading to a high school diploma or a general education diploma. Alternative education is based on the belief that there are many ways to become educated and there are many environments and structures in which this may occur.

### **CRITERIA FOR ADMISSION TO ALE PROGRAM**

1. Appropriate teacher recommendation.
2. Student is not age appropriate for grade level.
3. Student exhibits an inability to function successfully in a traditional classroom setting either socially or scholastically.
4. Poor school attendance.
5. Failure or at risk of failing two or more courses.
6. Record of retention for two or more school years.
7. Excessive disciplinary referrals.
8. All applicants must complete a screening process that includes a student and parent (guardian) interview.
9. Final approval rests with a review committee that consists of the principal, the counselor, and the ALE teacher.

### **GENERAL INFORMATION**

#### **Regulatory**

Any student wishing to enter the Alternative Learning Center agrees to abide by the following terms and conditions:

1. All rules and regulations as stated in the Dermott School District's Student handbook.
2. To adhere to the attendance policy as stipulated by the Dermott School District Board of Directors and the Alternative Learning Center.
3. To commit oneself to obtaining a high school or (GED) diploma.

#### **Guidance Services**

A full range of guidance services is available in the counselor's office. These services include career and life planning, information on post secondary education, guidance, problem solving and other issues of concern. There are current copies of catalogs from post secondary institutions including colleges, universities, vocational, technical and trade schools. Scholarship and financial aid assistance is available to all students.

#### **Conduct and Discipline Standards**

Students will be expected to conduct themselves as responsible and mature individuals. The rights and feelings of others will be respected. Each student shall demonstrate a high regard for school facilities and property and for the personal property of others in accordance with the Dermott School District student handbook.

Any conduct unbecoming to the accepted standards, as indicated in the Student Handbook, will subject the student to suspension or dismissal.

#### Grading for Courses

Recognizing that students work at different rates and that the primary objective of our classes in the Alternative Learning Academy is mastery of subject matter, we are going to waive all time requirements. In other words, a student who masters the material and meets the standards established by the staff in a particular academic discipline will receive credit for the course without regard to the time spent working on that particular subject.

Upon completion of the established, the student will receive numerical/letter grade equal to his/her level of master. Students enrolled in a course required for graduation that take more than two semesters to complete the established requirements will receive an "I" (incomplete) on their report card until all established requirements have been completed. Students enrolled for elective credit will be graded per handbook policy. In either case, courses that have been successfully completed by a student will be recorded on the student's transcript and the grade averaged into their overall GPA as any other academic courses offered by this school.

### **BULLYING**

#### **Definitions**

"Attribute" means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation;

"Bullying" means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act 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;

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

1. Cyberbullying;
2. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
3. Pointed questions intended to embarrass or humiliate,

4. Mocking, taunting or belittling,
5. Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person,
6. Demeaning humor relating to a student’s actual or perceived attributes,
7. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
8. Blocking access to school property or facilities,
9. Deliberate physical contact or injury to person or property,
10. Stealing or hiding books or belongings,
11. Threats of harm to student(s), possessions, or others,
12. Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
13. Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual or transgender (Examples: “Slut”, “You are so gay.”, “Fag”, “Queer”).

"Cyberbullying" means any form of communication by electronic act that is sent with the purpose to:

- Harass, intimidate, humiliate, ridicule, defame, or threaten a student, school employee, or person with whom the other student or school employee is associated; or
- Incite violence towards a student, school employee, or person with whom the other student or school employee is associated.

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

- a. Building a fake profile or website of the employee;
- b. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
- c. Posting an original or edited image of the school employee on the Internet;
- d. Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee;
- e. Making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
- f. Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;
- g. Signing up a school employee for a pornographic Internet site; or
- h. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

Cyberbullying is prohibited whether or not the cyberbullying originated on school property or with school equipment, if the cyberbullying results in the substantial disruption of the orderly operation of the school or educational environment or is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose.

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

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

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

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her 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 they occur on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the building principal, or designee, as soon as possible. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the building principal, or designee.

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

A building principal, or designee, who receives a credible report or complaint of bullying shall:

1. As soon as reasonably practicable, but by no later than the end of the school day following the receipt of the credible report of bullying:
  - a. Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that their student is the victim in a credible report of bullying; and
  - b. Prepare a written report of the alleged incident of bullying;
2. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than the fifth (5<sup>th</sup>) school day following the completion of the written report.
3. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim in a credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counseling and other intervention services.
4. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of the student, or person acting in loco parentis of the student who is alleged to have been the perpetrator of the incident of bullying:
  - a. That a credible report or complaint of bullying against their student exists;
  - b. Whether the investigation found the credible report or complaint of bullying to be true;
  - c. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and
  - d. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;

5. Make a written record of the investigation, which shall include:
  - a. A detailed description of the alleged incident of bullying, including without limitation a detailed summary of the statements from all material witnesses to the alleged incident of bullying;
  - b. Any action taken as a result of the investigation; and
6. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.<sup>1</sup> In addition to any disciplinary actions, the District shall take appropriate steps to remedy the effects resulting from bullying.

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus.<sup>2</sup> Parents, legal guardians, person having lawful control of a student, persons standing in loco parentis, students, school volunteers, and employees shall be given copies of the notice annually.<sup>3</sup>

The superintendent shall make a report annually to the Board of Directors on student discipline data, which shall include, without limitation, the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying.

Copies of this policy shall be available upon request.<sup>4</sup>

### ***SUSPENSION FROM SCHOOL***

Students who are not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days,<sup>1</sup> including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs:

- At any time on the school grounds;
- Off school grounds at a school-sponsored function, activity, or event; and
- Going to and from school or a school activity.

A student may be suspended for behavior including, but not limited to, that:

1. Is in violation of school policies, rules, or regulations;
2. Substantially interferes with the safe and orderly educational environment;
3. School administrators believe will result in the substantial interference with the safe and orderly educational environment; and/or
4. Is insubordinate, incorrigible, violent, or involves moral turpitude.

Out-of-school suspension (OSS) shall not be used to discipline a student in kindergarten through fifth (5<sup>th</sup>) 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.

OSS shall not be used to discipline a student for skipping class, excessive absences, or other forms of truancy.

The school principal or designee shall proceed as follows in deciding whether or not to suspend a student:

1. The student shall be given written notice or advised orally of the charges against him/her;
2. If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts; and
3. If the principal finds the student guilty of the misconduct, he/she may be suspended.

When possible, notice of the suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent(s), legal guardian(s), person(s) with lawful control of the student, person(s) standing in loco parentis, or to the student if age eighteen (18) or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), person(s) having lawful control of the student, person(s) standing in loco parentis, or to the student if age eighteen (18) or older or mailed to the last address reflected in the records of the school district.

Generally, notice and hearing should precede the student's removal from school, but if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as practicable.

It is the responsibility of a student's parents<sup>2</sup>, legal guardians<sup>2</sup>, person having lawful control of the student, or person standing in loco parentis to provide current contact information to the district, which the school shall use to immediately notify the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority:<sup>2</sup>

- A primary call number;
  - The contact may be by voice, voice mail, or text message.
- An email address;
- A regular first class letter to the last known mailing address.

The district shall keep a log of contacts attempted and made to the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis.

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of OSS.

During the period of their suspension, students serving OSS are not permitted on campus except to attend a student/parent/administrator conference or when necessary as part of the District's engagement or access to education program.<sup>3</sup>

During the period of their suspension, students serving in-school suspension shall not attend or participate in any school-sponsored activities during the imposed suspension.<sup>3</sup>

Suspensions initiated by the principal or his/her designee may be appealed to the Superintendent, but not to the Board.

Suspensions initiated by the Superintendent may be appealed to the Board.

### ***LONG-TERM SUSPENSION/EXPULSION***

The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct deemed to be of such gravity that suspension would be inappropriate, or where the student's continued attendance at school would disrupt the orderly learning environment or would pose an unreasonable danger to the welfare of other students or staff

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/<sup>1</sup> 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 days following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation.

The President of the Board, 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 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, the Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon

on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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.

The school board may expel a student for the remainder of the semester, for a time designated by the school board, or permanently for conduct it deems to be of such seriousness as to make a suspension inappropriate and where it finds that the student's continued attendance at school would be unacceptably disruptive to the education program or would be attended with unreasonable danger to other students and faculty members.

## **PROHIBITED CONDUCT**

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the Board. Prohibited behaviors include, but shall not be limited to the following:

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection;
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy;
16. Excessive tardiness;
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, sexual orientation, gender identity, or disability;
18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. Hazing, or aiding in the hazing of another student;

20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, “throwing signs” or other gestures associated with gangs are prohibited;
21. Sexual harassment;
22. Bullying;
23. Operating a vehicle on school grounds while using a wireless communication device; and
24. Theft of another individual’s personal property.

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

## ***VIOLATIONS AND CONSEQUENCES***

### **Rule 1. Insubordination**

Students are expected to obey any rules or reasonable requests of school employees. Students who fail to follow a teacher’s directions will be subject to disciplinary measures. Continued offenses will be considered insubordination.

Insubordination toward a teacher or other staff member will not be tolerated. Insubordination shall be defined as total disrespect of authority to school personnel.

- Minimum: Reprimand
- Maximum: Recommendation for Expulsion

### **Rule 2. Disorderly Conduct**

A person commits the offence of disorderly conduct if, with purpose to cause public inconvenience, annoyance, or recklessly creating a risk by:

- engaging in fighting
- makes unreasonable or excessive noise
- uses abusive or obscene language, obscene gesture in a manner likely to provoke a violent or disorderly response
- disrupts a lawful assembly
- obstructs vehicular or pedestrian traffic
- creates a hazardous or physically offensive condition
- in a public place exposes his/her private parts

Students may be assigned corporal punishment, ISS, Suspended from school, or recommended for suspension or expulsion.

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 office a student whose behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the students, the class, or with the ability of the student's classmates to learn. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration.

- Minimum: Reprimand
- Maximum: Recommendation for Expulsion

### **Rule 3. Truancy**

A student shall not be absent from school without parental knowledge and consent. After arrival on campus, a student absent from his/her assigned learning station without permission from school authorities shall be considered truant. (Ark. Stat. 80-1509, 80-1512) Students shall not leave campus once arriving on campus arriving by bus, car, or on foot without administrative approval.

Students found off the school premises during school hours may be reported to law enforcement officers and subject to questioning by the police.

During school hours of each day through the school year, excepting Saturdays, Sundays, and legal school holidays, law enforcement officers of the police department shall attempt to locate school-age students in its jurisdiction who are off school premises and who do not have on their persons valid documentation provided by the District excusing his/her presence.

Any certified law enforcement officer of the police department shall be empowered to stop and detain any unsupervised school-age student located off school premises during school hours and request the student to produce the District's documentation excusing his/her presence from school.

Proper documentation will be provided for any student that is permitted to leave campus for school business.

Upon failure of any student to produce sufficient documentation, the law enforcement officer may take the student into custody and transport the student to the District's truancy reception center, which is the Dermott School principal's office.

Leaving school grounds without permission, not coming to school for unexcused reasons, or skipping classes are three ways to break the rules on Truancy.

- Minimum: Detention Hall

- Maximum: ISS

#### **Rule 4. Profanity**

Inappropriate language or gestures.

- Minimum: Reprimand
- Maximum: 10 Days out-of-school suspension

#### **Rule 5. Theft and Extortion**

Causing or attempting to cause damage, stealing or attempting to steal the property of another student or any other person, or obtaining or attempting to obtain something of value from another person by either physical force or threats.

- Minimum: Suspension
- Maximum: Recommendation for expulsion and police notification.

#### **Rule 6. Immorality**

Immorality, refractory conduct, insubordination, infectious disease, habitual uncleanliness, or other conduct that would impair the discipline of the school or harm pupils, regardless of whether the student's conduct occurs on or off campus and during or between school terms and regardless of whether or not a specific prohibition of the conduct is contained in this handbook

- Minimum: Suspension
- Maximum: Expulsion

#### **Rule 7. Indecent Exposure**

A person commits indecent exposure if, he/she exposes himself / herself with purpose to arouse or gratify the sexual desire:

- In a public place, public view, on the school campus, attending a school function: or
  - Under circumstances in which he/she knows his /her conduct is likely to cause affront or alarm
- 
- Minimum: Suspension
  - Maximum: A student may be expelled for these acts. (ACT 1150 of 1999)

#### **Rule 8. Display of Affection.**

- Minimum: Verbal warning and documentation
- Maximum: Out-of-school suspension

### **Rule 9. Walkouts and Boycotts**

A student shall not participate in a school walkout or boycott.

- Minimum: 3-5 Days ISS and mandatory parent conference
- Maximum: 10 Days out-of-school suspension and recommendation for expulsion

### **Rule 10. Violation of Parking and Driving Regulations**

A Student using any type of vehicle (bicycle, motorcycle, automobile, truck) as means of transportation to and from school shall not violate the rules and regulations set forth by the principal of the school. Students using any type of motor vehicle shall have a valid driver's license, register the vehicle in the principal's office and park in their assigned area. Students are to get out of their vehicles and leave the parking area upon arrival to school. There must be no sitting in, loitering in or around cars, or on parking lots at any time. Arkansas State Laws specify that speed limits in school zone are not to exceed 20 m.p.h.

Students are not to go back to vehicles during the school day.

- Minimum: Loss of driving privileges for up to ten days
- Maximum: Loss of driving privileges for the remainder of the school year.

The parents will be notified and informed of the consequences for each violation.

### **Rule 11. Gum Chewing and Eating:**

Students shall not chew gum or eat food in any instructional building classrooms during the school day.

- Minimum: Reprimand
- Maximum: 10 Days out- of- school suspension

### **Rule 12. Cafeteria Conduct**

Students shall always keep their place in the lunch line. Serious altercations often develop as a result of this infraction. Other cafeteria infractions will result in disciplinary actions.

- Minimum: Student will eat last for ten days.
- Maximum: Student will be suspended from the cafeteria for the remainder of the school year. Arrangements will be made for the student to eat elsewhere.

### **Rule 13. Possession or Use of Any Tobacco Products**

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff) in or on any real property owned or leased by a District

school, including school buses owned or leased by the District, is prohibited. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures.

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

- Minimum: ISS and a mandatory parent conference
- Maximum: Recommendation for expulsion and police notification

#### **Rule 14. Gambling**

A student shall not participate in any activity which may be termed gambling or wagering where the stakes are money or any other object of value.

- Minimum: ISS
- Maximum: Suspension

#### **Rule 15. Disrespect to Teachers**

Any person who shall abuse or insult a public school teacher, dean of students, principal, or superintendent while that individual is performing normal and regular or assigned school responsibilities shall be guilty of a misdemeanor and upon conviction shall be liable for a fine of not less than \$100, but not more than \$1500.) Arkansas law 6-17-106

- Minimum: Suspension and parent notification
- Maximum: Expulsion and notification of police.

#### **Rule 16. Fireworks**

A student shall not possess, handle or store firecrackers, smoke bombs, cherry bombs, or any other kind of fireworks that reasonably could be a danger to oneself or other students, or that could cause damage to school property or that could be disruptive to the learning climate of the school.

- Minimum: ISS
- Maximum: Out of school suspension

#### **Rule 17. Pulling the Fire Alarm**

Pulling the fire alarm or handling the fire extinguisher unless instructions to do so have been given by staff member.

- Minimum: 3 Days out of school suspension and police will be called
- Maximum: Recommendation for expulsion

**Rule 18. Possession and Use of Electronic Devices including Cell Phones, Music Players, etc.**

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.

To protect the security of statewide assessments, no electronic device, as defined in this policy, shall be accessible by a student at any time during assessment administration unless specifically permitted by a student's individualized education program (IEP) or individual health plan;<sup>1</sup> this means that when a student is taking an AESAA assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions.

As used in this policy, “electronic devices” means anything that can be used to transmit or capture images, sound, or data.

**Students will no longer be allowed to bring their own personal cell phones to school. Any electronic devices needed for instructional purposes will be provided by the district. NO earbuds, headphones unless used in computer lab for coursework.**

Misuse of electronic devices includes, but is not limited to:

1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the device when not being used for reason #1 above;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to take photographs in areas where a general expectation of personal privacy exists, including but not limited to locker rooms or and bathrooms;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.
6. Use of an electronic device is permitted to the extent it is approved in a student's IEP or it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Before and after normal school hours (7:30-3:30), possession of electronic devices is **NOT** permitted on the school campus. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

8. A parent shall obtain approval from the student's building principal before operating a student-tracking safety device at school or at a school-sponsored event if the device has recording or listen-in capability. The District requires the device's recording and listen-in technology to be disabled while the device is on the campus or at the school-sponsored event because of student privacy concerns. The District prohibits unauthorized audio or visual recordings or transmission of audio or images of other students. The student's parent shall agree in writing to the requirement for the device's recording and listening-in technology to be disabled and that the District may prohibit future use of the device on campus or at a school-sponsored activity if it is determined that the device's recording or listening-in capabilities were used in violation of this policy before the student safety tracking device may be on campus or at a school-sponsored event.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians. Contained on any electronic devices that have been confiscated. Students have no right of privacy as to the contents. A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy 4.32—SEARCH, SEIZURE, AND INTERROGATIONS.

Students who use school issued cell phones and/or computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. Students are forbidden from using school issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including expulsion.<sup>4</sup>

No student shall use any wireless communication device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle that is in motion and on school property. Violation may result in disciplinary action up to and including suspension.

- **1st Offense: The student will be issued a written warning and the electronic device will be confiscated and stored until the end of the week. The parent will be called and the electronic device must be picked up by a parent or guardian only.**
- **2nd Offense: The electronic device will be confiscated and stored until the end of the school month. The parent will be called and the electronic device must be picked up by a parent or guardian only.**
- **3rd Offense: The electronic device will be confiscated and stored until the end of the semester. The parent will be called and the electronic device must be picked up by a parent or guardian only.**
- **4th Offense: The electronic device will be confiscated and a fine of \$25.00 will assessed. The fine must be paid upon parent picking up the phone.**

### **Rule 19. Sexual Harassment Or Discrimination By Staff Or Student**

The Dermott 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:

1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile, or offensive academic environment.

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 or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the student self-identifies as homosexual; 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 believes their child has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will assist them in the complaint process.

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

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.

### **Rule 20. Student Assault and Battery**

A student shall not threaten, physically abuse, attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). Any gestures, vulgar, abusive, or insulting language, taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs.

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 acceptance, is calculated to:

- a. Cause a breach of the peace;
- b. Materially and substantially interfere with the operation of the school; or
- c. Arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation.

Students guilty of such an offense may be subject to legal proceedings in addition to any student disciplinary measures.

- Minimum: Suspension
- Maximum: Expulsion

### **Rule 21. Physical Abuse, Assault, Death Threat, Profane Language, or Harassment**

Physical Abuse, Assault, Death Threat, Profane Language (verbal or Non-verbal) or Harassment by a Student on a School Employee.

Willfully and intentionally assaulting or abusing any student, teacher, principal, superintendent, or other employee of a school system. ( ACT 706 of 1997)

Any student involved in the harassment, assault, and/or the physical abuse of any faculty member or school district employee, on or off the school premises, at any time shall be subject to immediate and permanent dismissal and reported to authorities Ark. Law 6-17-106.

- Minimum: Suspension

- Maximum: Expulsion

### **Rule 22. Student Identification**

All students shall upon request, properly identify themselves to school personnel on school property and all school functions at home or away from home. Failure to comply will result in disciplinary action.

- Minimum: ISS
- Maximum: 10 Days out-of-school suspension and recommendation for expulsion

### **Rule 23. Fighting**

Acts of violence will not be tolerated. A student who physically strikes another student shall be suspended and if there is a weapon involved, the penalty will be recommendation for expulsion for the remainder of the term, and/or year.

A student is considered to be fighting when he or she is attempting to hit, kick, or cause bodily harm to other individuals or each other. They both (or all) may be considered as taking part in the fight regardless of who passes the first lick. Alternate punishment may be applied with regards to actual involvement. The prosecuting attorney may be notified. (Ark State. 41-2908)

- Minimum: Suspension (OSS)
- Maximum: Expulsion

### **Rule 24. Identified Instigators**

Identified instigators causing a disruption which results in an altercation or other disruptive actions will be treated as an active participant in the event and punished accordingly. This punishment will be the same as those involved in the altercation.

### **Rule 25. Forgery**

Forgery of another person's name to any pass or student scheduling information, or falsifying telephone numbers and addresses on general information forms.

- Minimum: ISS
- Maximum: 10 Days out-of-school suspension and recommendation for expulsion

### **Rule 26. Academic Dishonesty**

Any attempt to obtain credit for work done by another person is totally unacceptable at Dermott Schools. This includes cheating on tests, copying work of others, copying word-for-word from published works (plagiarism), and similar activities. Cheating is defined as **ANY** effort to give aid or receive aid during an assessment. Assessments may include tests, homework, lab work, skill evaluations and other assignments.

When a student participates in a form of academic dishonesty:

- First Offence: A zero will be assigned as a grade, no extra credit work will be given to raise the grade, and parents will be notified.
- Second Offence: Same as above and ISS.

### **Rule 27. Bomb Threats**

Threatening verbally, in writing, or by telephone a bomb threat, or placing explosive devices on school property and/or any other threat - false alarms to the health and safety of students and employees-will be referred to legal authorities and recommended for expulsion.

### **Rule 28. Arson**

The intentional setting of fires and/or any other threat to the health and safety of students and employees will be referred to the legal authorities and students will be suspended and recommended for expulsion.

### **Rule 29. Gangs**

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:

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

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 shall be subject to the same disciplinary actions as if they had occurred on school grounds.

The Dermott Public Schools prohibit gangs, hazing, and secret societies. The Dermott Board of Education issues this policy to prohibit such behavior and membership in non-school sponsored

organizations in the Dermott School District while individual(s) are at school, traveling to and from school, or while attending school-sponsored events. When there is a question as to whether the behavior of any student is associated with membership in gangs or any such prohibited organization, the determination shall be made by the principal, subject to appeal to the superintendent of schools. After such steps, further appeal may be made to the Dermott Board of Education. Prohibited activities include, but are not limited to, the following:

1. Soliciting and/or recruiting others for membership
2. Participating in and/or inciting physical violence
3. Extorting or soliciting money or services and/or requesting any person to pay for protection, insurance, or payment of dues
4. Coercing, harassing, and/or otherwise intimidating, threatening, or causing harm to any person
5. Wearing, possessing, using, displaying in any manner, distributing, or selling any clothing, jewelry, emblem, badge, symbol, sign or other item commonly associated with membership in or affiliation with a gang or secret society.
6. Using any communication, verbal or non-verbal, (gestures, handshakes, etc.) Suggesting or showing membership in or affiliation with a gang or secret society
7. Engaging in any activity intended to promote or further the interests of any gang or secret society activity, including distributing literature, drawing or displaying unauthorized symbols on any surface, teaching others to “represent”, or acting like a member of a gang
8. Engaging in hazing activities by one student, acting alone or with others, on or off the property of the Dermott School District including:
  - a. Any willful act directed at any student which subjects the student to social exclusion, embarrassment, shame, or disgrace with fellow students
  - b. Playing abusive tricks or cruel tricks upon another student to frighten or scare the student
  - c. Any willful act directed against any student for the purpose of humbling the pride, stifling the ambition, impairing the courage, or discouraging the student from remaining in the Dermott School District, or causing the attacked student to leave the Dermott School District rather than to submit to such acts

Any act or activity, which furthers the interests of the gang/secret society, gang/secret society member, or hazing activity (by one (1) student acting alone or with others) on the property of the Dermott School District which violates local, state, or federal laws or Dermott Board Policies shall be suspended and/or recommended for expulsion. Such membership or behavior will be reported to appropriate authorities for possible criminal and/or civil prosecution. Violations of this policy will result in a 10 days suspension for the first offence and a recommendation of expulsion the second violation.

### **Rule 30. Weapons and Dangerous Instruments**

#### **Definitions**

“Firearm” means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

“Possession” means having a weapon on the student’s body or in an area under the student’s control.

“Weapon” means any:

- Firearm;
- Knife;
- Razor;
- Ice pick;
- Dirk;
- Box cutter;
- Nunchucks;
- Pepper spray, mace, or other noxious spray;
- Explosive;
- Taser or other instrument that uses electrical current to cause neuromuscular incapacitation; or
- Any other instrument or substance capable of causing bodily harm.

No student, except for Military personnel (such as ROTC cadets) acting in the course of their official duties or as otherwise expressly permitted by this policy, shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon before or after school while:

On or about school property;

- At any school sponsored activity or event;
- On route to or from school or any school sponsored activity; or
- Off the school grounds at any school bus stop.

If a student discovers prior to any questioning or search by any school personnel that he/she has accidentally brought a weapon, other than a firearm, to school on his/her person, in a book bag/purse, or in his/her vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon unless it is a firearm. The weapon shall be confiscated and held in the office until such time as the student’s parent/legal guardian shall pick up the weapon from the school’s office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of one (1) year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis.<sup>1</sup>

Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property.<sup>2</sup> Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The mandatory expulsion requirement for possession of a firearm does not apply to a firearm brought to school for the purpose of participating in activities approved and authorized by the district that include the use of firearms. Such activities may include ROTC programs; hunting safety or military education; or before or after-school

hunting or rifle clubs. Firearms brought to school for such purposes shall be brought to the school employee designated to receive such firearms. The designated employee shall store the firearms in a secure location until they are removed for use in the approved activity.

The district shall report any student who brings a firearm to school to the criminal justice system or juvenile delinquency system by notifying local law enforcement.

### **Rule 31. Loitering by Suspended Students**

A student who is suspended or expelled is prohibited from being in a school building or on a school campus for the specified period of time and shall not enter such building or be present on school grounds. This includes all school related activities.

Additional days will be added to the suspension and a mandatory parent conference will be held. Student may be arrested and charged in accordance with Arkansas Law {Act 75 of 1971.} [Ark. Stat. 41-2914, 80-1906, 80-1915]

### **Rule 32. Alcohol and Drugs**

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

Therefore, no student in the Dermott School District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who: is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; or is on 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 or any ingestible matter that alter a student's ability to act, think, or respond; LSD, or any other hallucinogen; marijuana, cocaine, heroin, or any other narcotic drug; PCP; amphetamines; steroids; "designer drugs"; look-alike drugs; or any controlled substance.

- Minimum: 10 Days out-of-school suspension and the police will be notified. Additional criminal charges may be filed.
- Maximum: Recommendation for expulsion.

### **Rule 33. Damage, Destruction or Theft of School Property**

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property. Any students or other person who shall willfully destroy, or injure any school building, or any furniture, fixtures, or who shall deface, mar, or disfigure any such building, furniture, or fixtures by writing, cutting, painting thereon shall be subject to a fine in accordance with State Law. (Section 80-

1903) The Dermott School is entitled to recover damages from the student(s) destroying school property. Parents of any minor student under the age of 18 will be liable for damages caused by said minor.

- Minimum: Suspension
- Maximum: 10 Days out-of-school suspension and recommendation for expulsion

### **Rule 34. Threatening Remarks to Students or Teachers**

A student on school property or attending a school function shall not threaten to cause a death, serious injury, or substantial property damage to another student or school district employee. This rule includes threats communicated from off campus to another student or school district employee on campus. Threats can be verbal, visual or written and include those that are not directly communicated to the intended victim or victims. Visual threats are symbolic signs or gestures that are widely known to communicate a threat of death, physical injury or substantial property damage.

All threats directed to students or teachers will be taken seriously. Depending upon the threat, criminal misdemeanor charges or criminal felony charges may be filed in accordance with state law. Violations of this rule will be reported to local authorities.

- Minimum: Suspension
- Maximum: Recommendation for expulsion

### **Rule 35. Off-Campus Events and Activities**

Students at school-sponsored off-campus events or other activities shall be governed by the rules and regulation of the school and are subject to disciplinary action, suspension, or expulsion for violations of such rules and regulations.

### **Rule 36. Student Conduct in Assemblies or Meetings**

Assemblies have a threefold purpose: To instruct, to inspire, and to entertain. Some assemblies may stress all three purposes while some have a single purpose. Students will refrain from loud talking and disruptions during assemblies and meetings.

- Minimum: Reprimand
- Maximum: Recommendation for expulsion.

### **Rule 37. Adults, Non-students, Other Visitors and Extra-Curricular Activities**

A person ejected from any school event, whether an adult, non-student, or other visitor and any person on school property exhibiting misconduct of any kind will not be allowed to attend any other extracurricular school activity for a minimum of one (1) calendar year. Permission for re-admittance must be granted by the administrator of his designee who has imposed the suspension. All applicable state laws, local laws, school rules, and Arkansas Activities Association rules and regulations will apply.

### **Rule 38. Failure to Report To ISS**

Failure to report to assigned ISS will result in the following consequences:

- Minimum: Extra days assigned
- Maximum: Suspension

### **Rule 39. Appearance Code**

The Dermott School District expects its students to dress appropriately while attending school. Students will be asked to use the following principles to guide them in choosing apparel. Student clothing should not disrupt the educational process of the classroom or school. Clothing must not be personally hazardous in activities such as shop, lab work, physical education, art, and on the job training activities. Students must not wear immodest or profane clothing that shocks the conscience or wear clothing in an immodest fashion. Clothing must cover midriff. When dress and grooming substantially disrupt the learning process, it becomes a matter subject to disciplinary action. Student dress, grooming, and appearance should be the responsibility of the individual and his/her parents/guardians under the following guidelines:

- Dress and grooming should be clean and in keeping with healthy and sanitary practices.
- Dress and grooming must not substantially disrupt the educational process of the school.
- Students may not wear clothing or hairstyles that can be hazardous to them in their educational activities such as shop, lab work, physical education, art, or on the job training.
- Students should not wear or use emblems, insignia, badges, or other symbols which cause substantial disruption or interfere with the operations of the school. This includes clothing with written or pictorial messages pertaining to drugs, tobacco, alcohol, obscenities, sex, or messages with double meanings. Pants legs may only be rolled up if rolled to the same length on each leg.
- Halter tops, spaghetti straps, sagging pants, miniskirts, fish net, midriff, tube or tank tops, muscle shirts, strapless or bareback shirts may not be worn to school. Spandex/leggings are **not** to be worn **unless** the leggings are worn with a dress, skirt, or shorts/pants of appropriate length by meeting the dress code requirement of being longer than the student's fingertips when the student is standing straight. Failure to meet this requirement will cause the student to change clothes or be placed into In-school suspension. Students abusing this policy may be banned from wearing spandex/leggings altogether. Shirts designed to be worn on the outside must be long enough to cover **ALL** skin including cleavage when arms are raised over the head and cannot be longer than mid way of the normal back pocket. All other shirts must be tucked in.
- Students are not allowed to wear, possess, or display bandanas, headbands, or do-rags, (wave caps) on any school property at any time, including athletic events or other extracurricular activities. No head covering of any type may be worn inside any school building at any time. Baseball caps and visor caps may be worn outside with the bill turned to the front but must be removed before a student enters any building. Contraband items and baseball caps with bills not turned to the front will be confiscated.

- Sunglasses are not permitted to be worn at school.
- Students are not to have hair picks or combs in their hair. These items will be confiscated.
- Students cannot wear house shoes to school.
- Dresses, shorts and skirts must conform to the following standard. When the student is standing straight, the length of the dress cannot be shorter than the fingertips of each hand.
- Tennis shoes with rollers on them are not allowed on Dermott School District grounds and should NOT be worn at any time on school grounds.
- Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female. This prohibition does not apply, however to a costume or uniform worn by a student while participating in a school-sponsored activity or event.
- **NO Ripped or Torn Jeans are permitted**

The administration will decide if a student is wearing appropriate attire and accessories not listed here. Health consideration will be given in some instances. A student will not be allowed to attend class until he/she is in compliance with the dress code.

- Minimum: A family member will bring a change of clothes and the student will put on school provided attire until properly attired. A mandatory parent conference will be held.
- Maximum: Suspension and recommendation for expulsion.

#### **Rule 40. Sagging**

Sagging is strictly prohibited. Students who break this rule will be subject to the following consequences:

1 After the 1<sup>st</sup> Offense: Written warning<sup>st</sup> Offense:

- Minimum: Written Reprimand
- Maximum: Suspension and Recommendation for Expulsion

#### **Rule 41. Persistent Disregard for School Rules:**

A student who persists in acts of misconduct after reasonable efforts have been made by the school to secure the student's adherence to the established rules shall be recommended for expulsion. Efforts toward behavior modification will be made prior to recommendation for expulsion except when very serious offences have been committed. A student exhibiting abnormal or irrational behavior may be temporarily suspended from school. A report from a physician will be required for readmittance.

#### **Rule 42. Possession of Obscene or Pornographic Materials**

A student may not possess or distribute obscene or pornographic materials on school grounds or while at school or school functions. Students who break this rule will be placed in **ISS/OSS** or recommended for **Expulsion**.

### **Rule 43. Video Surveillance**

The Board of Directors has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras, automatic identification technology, data compilation devices, and technology capable of tracking the physical location of district equipment, students, and/or personnel.

The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of bodily privacy is reasonable and customary.

Signs shall be posted on campus buildings and in district vehicles to notify students, staff, and visitors that video cameras may be in use. Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras and other technologies authorized in this policy.

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording. Other than video recordings being retained under the provisions of this policy's following paragraph, the district's video recordings may be erased any time greater than 45 days after they were created.

Videos, automatic identification, or data compilations containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal ; any release or viewing of such records shall be in accordance with current law.

Students who vandalize, damage, disable, or render inoperable (temporarily or permanently) surveillance cameras and equipment, automatic identification, or data compilation devices shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

### **Rule 44. Medication and Medical Supplies**

Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in the possession of students is forbidden.

- Minimum: Reprimand
- Maximum: Suspension and Recommendation for Expulsion

**Rule 45. Behavior Not Covered Above**

Dermott Schools reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in the schools even though such behavior is not specified in the preceding written rules.

If extenuating circumstances occur, it will be at the discretion of the administrator to modify the consequences.

### Dermott Discipline Guide

In School Suspension (ISS) assignments will be made by the Student-Parent Facilitator, Principal Designee, or Principal only.

**MINOR OFFENSES** - These are offenses by students that can be handled by the teachers themselves. In most cases retraining the students in procedures will be sufficient. A student is not to be sent to the office for these offenses until proper steps have been followed. These offenses are assumed to be of a minor nature. Teachers should follow the minor offense referral procedures established by the building Principal. If one of the offenses becomes a serious problem, the teacher would have exhausted many classroom management/discipline techniques including contact of parents, before sending them to the office:

- o Possession of gum, candy, toys, etc.
- o Failure to follow procedures
- o Failure to bring appropriate materials to class
- o Petty conflicts among students o Disruptive behavior in the classroom, which is of a minor nature
  - o Missing assigned teacher detention the first scheduled time o Not working in class after parent contact

**MAJOR OFFENSES** - These are offenses by students that will result in being sent automatically to the office for discipline - NO EXCEPTIONS:

- o Missing detention twice after parent contact
- o Theft
- o Leaving class without permission
- o Obscene language, gesture, pictures or literature o Fighting
- o Vandalism
- o Smoking and/or possession of smoking materials or tobacco
- o Possession, consumption, sale, or being under the influence of alcohol or drugs o Possession of fireworks, matches, lighter, or other caustic device
- o Using electronic telecommunication devices without permission. (Send device to office) o Verbal abuse of adults or students o Open defiance/insubordination
- o Threats by word or deed

### HOLIDAY/SPECIAL OCCASION DELIVERIES

Deliveries may be made to students on holidays and special occasions provided that they follow these guidelines.

1. No Balloons
2. No Glass
3. Deliveries will be accepted between 1:30 p.m. and 2:00 p.m. on school days at the school office.
4. The office will notify the student as to when the delivery may be picked up.

## DETENTION HALL

Teacher detention can be given for classroom and handbook violations and assigned for before school, at noon, or after school (TEACHER CHOICE).

## PROFESSIONAL QUALIFICATIONS OF TEACHERS

Any parent/guardian of a student in the Dermott School District may request information regarding the professional qualifications of your child's teacher(s). Interested parents/guardians should complete a *Parent Request for Teacher Information form*, available in the Dermott School District administration building, 525 East Speedway, Dermott, Arkansas between 8:00 a.m. and 4:00 p.m. Mondays- Fridays from the date of the request.

**Link to the Code of Ethics for Educators on the Arkansas Department of Education website**

<http://www.arkansased.gov/divisions/educator%20effectiveness/plsb-professional-ethics-discipline/c ode-of-ethics-for-arkansas-educators>

The Complaint form is attached in the registration packet and you can also pick up a form at the administration.

## ELEMENTARY BEHAVIOR MATRIX

# Dermott Elementary School Discipline Plan

	<b>OFFENSE</b> (including, but not limited to listed offenses)	<b>CONSEQUENCES</b>
<b><u>CATEGORY 1</u></b> Classroom	<ul style="list-style-type: none"><li>• Violation of classroom rules</li><li>• Hallway misbehavior</li><li>• Gum/candy</li><li>• Toys</li><li>• Notes in class</li></ul>	<ul style="list-style-type: none"><li>• <b>Strike system:</b> Verbal warning Strike 1 - written warning Strike 2 - parent contact Strike 3 - office referral</li></ul>

Dermott Public Schools  
2019 – 2020 Student/Parent Handbook

<p><b><u>CATEGORY 2</u></b> Automatic Office Referral</p>	<ul style="list-style-type: none"> <li>● Disruptive classroom behavior</li> <li>● Disruptive cafeteria behavior</li> <li>● Rough play</li> <li>● Not in assigned area</li> <li>● Cheating</li> <li>● Public displays of affection</li> <li>● Internet violations</li> <li>● Profanity</li> <li>● Insubordination/defiance</li> <li>● Precursor to fight</li> <li>● Lying to adult</li> <li>● Disrespect to adult</li> <li>● Theft</li> <li>● Instigating</li> </ul>	<p><b>1st offense:</b> Parent contact with warning</p> <p><b>2nd offense:</b> Lunch D-Hall and Parent contact</p> <p><b>3rd offense:</b> 1 day ISS or Corporal punishment; Parent conference</p> <p><b>4th offense:</b> 3 days ISS; Parent contact</p> <p><i>* If a student exceeds 4 referrals in a semester in Category 2, they move to 2nd offense on Category 3 for the next referral.</i></p>
<p><b><u>CATEGORY 3</u></b> Automatic Office Referral</p>	<ul style="list-style-type: none"> <li>● Verbal abuse</li> <li>● Threats</li> <li>● Furniture throwing</li> <li>● Indecent exposure/causing</li> <li>● Gang</li> <li>● Biting</li> <li>● R-rated</li> <li>● Vandalism</li> <li>● Written abuse</li> <li>● Assault/fighting</li> <li>● Sexual harassment/misconduct</li> </ul>	<p><b>1st offense:</b> 3 days ISS; Parent contact</p> <p><b>2nd offense:</b> 5 days ISS and Parent conference</p> <p><b>3rd offense:</b> 10 days ISS or OSS; Parent contact</p> <p><b>4th offense:</b> OSS and/or recommendation for expulsion and parent conference</p>

<p><b><u>CATEGORY 4</u></b> Automatic Office Referral</p>	<ul style="list-style-type: none"> <li>• Weapons</li> <li>• Drugs/Alcohol/Tobacco</li> </ul>	<p><b>1st offense:</b> OSS and Parent Conference</p> <p><b>2nd offense:</b> OSS and Recommendation for Expulsion</p>
---	--	--

*\* Discipline starts over each semester. However, if a student had a referral in a category during the fall semester, they will start at the 2nd offense consequence if they receive a referral in that category in the spring semester. \*\* Dress code violations, electronic device infractions, and bullying referrals are handled with separate policies listed in the handbook. A referral to the counselor may be used at any point. **The Principal has final discretion in all discipline matters.***

### CATEGORY 2 Offenses

Offense	Description
Disruptive classroom behavior	Student’s behavior creates such a disruption that the teacher cannot teach and students cannot learn. Includes outbursts, fits, and loud disturbances.
Disruptive cafeteria behavior	Student’s behavior disturbs order in the cafeteria.
Rough play	Student is playing rough by placing hands on other students, being too rough in a sport such as basketball (excessively elbowing other students, shoving down to get ball, pulling others off monkey bars, etc.)

Not in assigned area	Student is located in a place they do not have permission to be. Example: student asks to go to restroom and goes to nurse, student uses restroom in part of the building they should not be, walking around hallways or in classrooms they do not have permission to be in.
Cheating	Student copies answers from another student or a study aid, such as notes, phone, etc.
Public displays of affection	Showing affection inappropriately at school such as kissing others.
Internet violations	Student is on pages/sites they do not have permission to be on, looking up inappropriate materials (not R-rated); emailing others without permission
Profanity	Using curse words and/or gestures, verbally or written, at school (not directed at adult).
Insubordination/defiance	Student does not follow directions as requested or willfully disobeys direction from an adult, student refuses to answer/respond to an adult when asked to.
Precursor to fight	Student is involved in creating the conditions for a fight to occur, including bowing up at another student, encouraging other students to hit or fight them, and telling others that they want to fight someone.

Lying to adult	Student does not tell the truth to an adult.
Disrespect to adult	Student shows disrespect through their words OR actions, including rolling eyes, smacking lips, or staring at them.
Theft	Student takes something that does not belong to them and they do not have permission to take.
Instigating	Student purposefully creates the condition for a fight, including telling others what people are saying about them, encouraging friends to fight, and telling others that there is going to be a fight.

### CATEGORY 3 Offenses

Offense	Description
Verbal abuse	Student uses their words to taunt, tease, or harass other students by saying mean and hurtful things to them or about them. Includes “roasting” others at school. Profanity or inappropriate language towards an adult,
Threats	Student makes a threat of harm to another student or adult.

Furniture throwing	Student throws furniture as a sign of anger putting other students/adults in danger.
Indecent exposure/causing	Student exposes part of their body that is inappropriate to others or causes another student to expose themselves (Ex: pulling down someone's pants.)
Gang	Student displays gang-related behaviors, including throwing gang-signs, threatening harm from a gang, or writing gang-related information.
Biting	Student purposefully bites another student or adult.
R-rated	Student has or produces R-related material at school. Includes drawings, searching on the internet, and reading materials.
Vandalism	Student vandalizes property at school. Includes writing in bathrooms or any areas of the school.
Written abuse	Student writes mean and hurtful things about other students or adults at school. Includes passing mean notes, drawings, etc.
Assault/fighting	Student fights with another student, regardless of who started it. Includes pushing, punching, and slapping.

Sexual harassment/misconduct	Student harasses another student sexually including touching others inappropriately, saying R-rated things about others, passing notes of a sexual nature, etc.
------------------------------	---

### CATEGORY 4 Offenses

Offense	Description
Weapons	Student has in their possession any item considered to be a weapon. Includes pocket knives, airsoft and BB guns, etc. <i>If a student discovers they accidentally brought a weapon such as a pocket knife and turns it over to a staff member as soon as they discover it, they are NOT considered to be in possession ,unless it is a firearm.</i>
Drugs/Alcohol/Tobacco	Student has in their possession any item that is illegal for children to have, including drugs, alcohol, and/or tobacco products.

### HANDBOOK COMMITTEE

Arniece Gardner  
Amanda Bittle  
Sandra Jordan

Jennifer Hall  
Shirley Nelson  
Kristi Ridgell

Shamonda Garner  
Heather Hardin

### PARENTAL INVOLVEMENT PLAN

The Dermott School District, Dermott Elementary School, and Dermott High School believe that to successfully educate a child, the school and the family must form a partnership that will last throughout the student’s academic career. The goal of the school is to provide all components for the student to obtain a quality education that will insure a strong foundation to ensure a productive career or to enter college. Involving the parents in the educational process can only strengthen the bond between the child

and the school. It is the Dermott School District's policy to educate the whole child and recognize the differences in family units. Therefore, it is the intention of the Dermott School District, Dermott Elementary School, and Dermott High School to address these differences and build on them to establish a standard of excellence in education. To achieve this goal we will encourage and support parent involvement.

Arkansas Code § 6-15-1702 is amended to read as follows: 6-15-1702. Parental Involvement Plan.

Each public school district and each public school within its boundaries, in collaboration with parents, shall establish a parental involvement plan, including programs and practices that enhance parental involvement and reflect the specific needs of students and their families.

The parental involvement program in each school shall:

- \*Involve parents of students at all grade levels in a variety of roles.
- \*Be comprehensive and coordinated in nature.
- \*Recognizing that communication between home and school should be regular, two-way and meaningful the Dermott School District, Dermott Elementary School, and Dermott High School will:

To encourage communication with parents, the school shall prepare an **informational packet** to be distributed annually to the parent of each child in the school, appropriate for the age and grade of the child, describing:

- the school's parental involvement program;
- the recommended roles of the parent, student, teacher and school; ○ ways for the parent to become involved in the school and his or her child's education;
- a survey for the parent regarding his or her interests concerning volunteering at the school;
- activities planned throughout the school year to encourage parental involvement; and
- a system to allow the parents and teachers to communicate in a regular, two-way and meaningful manner with the child's teacher and the school principal.

To encourage communication with parents, the school shall **schedule no fewer than two (2) parent-teacher conferences per school year.**

\*Acknowledge that parents play an integral role in assisting student learning. To help parents in assisting students, the school shall:

- schedule regular **parent involvement meetings** at which parents are given a report on the state of the school and an overview of:
  - what students will be learning;
  - how students will be assessed; ○ what parents should expect for their child's education; and ○ how a parent can assist and make a difference in his or her child's education.

\*The Dermott School District, Dermott Elementary School, and Dermott High School will provide instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation:

- Role play and demonstration by trained volunteers;
- the use of and access to Department of Education website tools for parents;
- assistance with nutritional meal planning and preparation;
- other strategies or curricula developed or acquired by the school district for at-home parental instruction approved by the Department of Education; and
- engage in other activities determined by the school to help a parent assist in his or her child's learning.

\*Welcome parents into the school and seek parental support and assistance. To welcome parents into the school, the school shall:

- not have any policies or procedures that would discourage a parent from visiting the school or from visiting a child's classroom.
- encourage school staff to use the volunteer survey to compile a **volunteer resource book**, listing the interests and availability of volunteers so that the school staff may:
  - determine how frequently a volunteer would like to participate, including the option of just one (1) time per year;
  - include options for those who are available to help at home; and help watch school needs with volunteer interests; and
  - engage in other activities determined by the school to welcome parents into the school.
- The Dermott School District, Dermott Elementary School, and Dermott High School shall provide training at least annually for volunteers who assist in an instructional program for parents.

\*Recognize that a parent is a full partner in the decisions that affect his or her child and family. To encourage a parent to participate as a full partner in the decisions that affect his or her child and family, the school shall:

- **include in the school's policy handbook the school's process for resolving parental concerns**, including how to define a problem, whom to approach first, and how to develop solutions;
- **sponsor seminars** to inform the parents of high school students about how to be involved in the decisions affection course selection, career planning, and preparation for postsecondary opportunities; and
- engage in other activities that the school determines will encourage a parent to participate as a full partner in the decisions that affect his or her child and family.

\*Recognize the community resources strengthen school programs, family practices, and student learning. To take advantage of community resources, the school shall:

- consider recruiting alumni from the school to create an **alumni advisory committee** to provide advice and guidance for school improvement;

- enable the **formation of a Parent Teacher Association or Organization** that will foster parental and community involvement within the school; and
- engage in other activities that the school determines will use community resources to strengthen the school programs, family practices, and student learning.

\*Support the development, implementation, and regular evaluation of the program to involve parents in the decisions and practices of the school district. The principal of each school in a district shall **designate one (1) certified staff member who is willing to serve as parent facilitator** to:

- help organize meaningful training for staff and parents;
- Promote and encourage a welcoming atmosphere to foster parental involvement in the school; and
- undertake efforts to ensure that parental participation is recognized as an asset to the school.

The Dermott School District, Dermott Elementary School, and Dermott High School will require two (2) hours of staff development for teachers to enhance the understanding of effective parenting. These two (2) hours may be included in the teacher's required sixty (60) hours of staff development required by the state as outlined in the Professional Development Plan.

The Dermott School District, Dermott Elementary School, and Dermott High School, when collaborating with the Department of Education and the Department of Higher Education, and other institutions of higher education, shall be in teacher education/administrator programs in which instruction regards: (1) the importance of parental involvement; (2) successful strategies for encouraging parents to be partners in their child's education; and (3) the relationship between cultural diversity and parental involvement.

Each school in the Dermott School District will annually review and revise the Parental Involvement Plan and present a copy to the superintendent.

The Dermott School District's Parental Involvement Plans will be on file in the central office for review by the Arkansas Department of Education.

### **STUDENT ORGANIZATIONS/EQUAL ACCESS**

Non-curriculum-related secondary school student organizations wishing to conduct meetings on school premises during non-instructional time shall not be denied equal access on the basis of the religious, political, philosophical, or other content of the speech at such meetings. Such meetings must meet the following criteria.

1. The meeting is to be voluntary and student initiated;
2. There is no sponsorship of the meeting by the school, the government, or its agents or employees;
3. The meeting must occur during non-instructional time;

4. Employees or agents of the school are present at religious meetings only in a non-participatory capacity;
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
6. Non-school persons may not direct, conduct, control, or regularly attend activities of student groups.

All meetings held on school premises must be scheduled and approved by the principal. The school, its agents, and employees retain the authority to maintain order and discipline, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

Fraternities, sororities, and secret societies are forbidden in the District's schools. Membership to student organizations shall not be by a vote of the organization's members, nor be restricted by the student's race, religion, sex, national origin, or other arbitrary criteria. Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization, extracurricular activity or sport program. Students who are convicted of participation in hazing or the failure to report hazing shall be expelled.

### **Parent/Guardian Bill of Rights and Responsibilities**

Every parent/guardian(s) has the right to:

- Be treated with courtesy
- Be respected as an individual regardless of race, creed, national origin, disability, sex or age.
- Participate in meaningful parent/guardian(s) teacher conferences to discuss his/her child's school progress and welfare when the need arises.
- Be informed of school policies and administrative decisions
- Be informed of approved procedures for seeking charges in school policies and for appealing administrative decisions.
- Inspect his/her child's cumulative record and remove or correct any false or misleading statements in conformity with current guidelines established by state and federal governments
- Be informed of all programs in special education and in the schools generally
- Appeal the placement, in accordance with established guidelines, of hi/her child in a special education class
- Secure as much help as is available for the Dermott School Distgrict to further the progress and development of his/her child
- Expect to recieve important school news and messages

Dermott Public Schools  
2019 – 2020 Student/Parent Handbook

- Expect reasonable protection for his/her child from physical harm while he/she is under school authority
- Support and participate in school organizations and activities
- Be informed and take advantage of educational opportunities and programs available to youth in the Dermott School area

Every parent/guardian(s) has the responsibility to:

- Provide for the physical needs of the child
- Prepare the child emotionally and socially to be receptive to learning and discipline
- Have the child attend school regularly and on time
- Assist the child in developing proper habits
- Know school requirements and procedures
- Discuss problems with the appropriate persons to prevent misunderstandings
- Work for the success and improvement of public education in the Dermott School District ●  
TO conduct themselves respectfully at all times

PARENT ACKNOWLEDGMENT

_____	_____	_____
Student's Name	Grade	Teacher's Name

**Dermott Public Schools**  
**2019 – 2020 Student/Parent Handbook**

I have received the Student/Parent Handbook complete with discipline, bus procedure, residency requirements, acceptable use, attendance, homework, and other policies and procedures for the 2017 – 2018 school year.

Yes \_\_\_\_\_ No \_\_\_\_\_

I have been provided the opportunity to purchase student health insurance. I have reviewed the insurance section of this handbook.

Yes \_\_\_\_\_ No \_\_\_\_\_

I have been provided the opportunity to apply for Food Service's Free and Reduced Meals Program.

Yes \_\_\_\_\_ No \_\_\_\_\_

My child has permission to attend events which require travel by bus away from the school site.

Yes \_\_\_\_\_ No \_\_\_\_\_

Dermott Public Schools has my permission to release my child's name, address, phone number in directory format to individuals such as college recruiters, the military, or other groups deemed proper by the Dermott Administration.

Yes \_\_\_\_\_ No \_\_\_\_\_

Dermott Public Schools has my permission to display my child's information including photos and comments on the school website, school sign, newspapers, radio stations, television stations, school bulletin boards, and School Reach parent contact system.

Yes \_\_\_\_\_ No \_\_\_\_\_

Dermott Public Schools has my permission to recognize my child in awards assemblies for academic and behavioral achievements.

Yes \_\_\_\_\_ No \_\_\_\_\_

I have received a copy of the Parental Involvement Plan for the Dermott School District which is located in this handbook.

Yes \_\_\_\_\_ No \_\_\_\_\_

I have received the Dermott School District/Parent Handbook for student conduct, discipline, and other policies/procedures, and although I may not agree with all the regulations, I understand that the student must adhere to them while at school and school sponsored activities. In the event that we are entirely uncertain of some aspects of school policy, we will contact the principal for clarification within one week after receipt of this policy.

PLEASE SIGN AND RETURN WITHIN ONE WEEK AFTER ISSUANCE.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## INTERNET SAFETY AND ELECTRONIC DEVICE USE POLICY

### Definition

For the purposes of this policy, “electronic device” means anything that can be used to transmit or capture images, sound, or data.

The District makes electronic device(s) and/or electronic device Internet access available to students, to permit students to perform research and to allow students to learn how to use electronic device technology. Use of district electronic devices is for educational and/or instructional purposes only. Student use of electronic device(s) shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their electronic device use, including email, and that monitoring of student electronic device use is continuous.

No student will be granted Internet access until and unless an Internet and electronic device -use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the Internet and Electronic Device use agreement is incorporated by reference into board policy and is considered part of the student handbook.

### Technology Protection Measures

The District is dedicated to protecting students from materials on the Internet or world wide web that are inappropriate, obscene, or otherwise harmful to minors<sup>1</sup>; therefore, it is the policy of the District to protect each electronic device with Internet filtering software<sup>2</sup> that is designed to prevent students from accessing such materials. For purposes of this policy, “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

- (A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- (B) 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
- (C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

### Internet Use and Safety

The District is dedicated to ensuring that students are capable of using the Internet in a safe and responsible manner. The District uses technology protection measures to aid in student safety and shall also educate students on appropriate online behavior and Internet use<sup>3</sup> including, but not limited to:

- Interacting with other individuals on social networking websites and in chat rooms;
- Cyberbullying awareness; and
- Cyberbullying response.

### Misuse of Internet

The opportunity to use the District’s technology to access the Internet is a privilege and not a right. Students who misuse electronic devices or Internet access in any way will face disciplinary action, as specified in the student handbook<sup>4</sup> and/or Internet safety and electronic device use agreement. Misuse of the Internet includes:

- The disabling or bypassing of security procedures, compromising, attempting to compromise, or defeating the district's technology network security or Internet filtering software;
- The altering of data without authorization;
- Disclosing, using, or disseminating passwords, whether the passwords are the student's own or those of another student/faculty/community member, to other students;
- Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, addresses, and phone numbers.
- Using electronic devices for any illegal activity, including electronic device hacking and copyright or intellectual property law violations;
- Using electronic devices to access or create sexually explicit or pornographic text or graphics;
- Using electronic devices to violate any other policy or is contrary to the Internet safety and electronic device use agreement.

***STUDENT ELECTRONIC DEVICE AND INTERNET USE AGREEMENT:(Continued on Back)***

Student's Name (Please Print) \_\_\_\_\_ Grade Level \_\_\_\_\_

School \_\_\_\_\_ Date \_\_\_\_\_

The \_\_\_\_\_ 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 electronic device (as used in this Agreement, "electronic device" means anything that can be used to transmit or capture images, sound, or data):

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 electronic 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 **and any State laws and rules.** 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;

- n. Identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
- o. Invading the privacy of individuals;
- p. Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, address, and phone number.
- q. Using the network for financial or commercial gain without district permission;
- r. Theft or vandalism of data, equipment, or intellectual property;
- s. Attempting to gain access or gaining access to student records, grades, or files;
- t. Introducing a virus to, or otherwise improperly tampering with the system;
- u. Degrading or disrupting equipment or system performance;
- v. Creating a web page or associating a web page with the school or school district without proper authorization;
- w. Providing access to the District's Internet Access to unauthorized individuals;
- x. Failing to obey school or classroom Internet use rules; ~~or~~
- y. 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; ~~or~~
- z. Installing or downloading software on district computers without prior approval of the technology director or his/her designee.

5. Liability for debts: Students and their cosigners 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 \_\_\_\_\_

**REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL OR SUPPLEMENTAL MATERIALS**

Name \_\_\_\_\_

Date submitted: level one \_\_\_\_\_ level two \_\_\_\_\_ level three \_\_\_\_\_

Instructional material being contested:

Reasons for contesting the material (be specific):

---

---

---

---

---

---

---

---

---

---

What is your proposed resolution?

---

---

---

---

---

---

---

---

---

---

Signature of receiving Principal \_\_\_\_\_

Signature of Curriculum Coordinator \_\_\_\_\_

Signature of Superintendent \_\_\_\_\_

## MEDICATION ADMINISTRATION CONSENT FORM

Student's Name (Please Print) \_\_\_\_\_

This form is good for school year \_\_\_\_\_. 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, its 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~~ student:

Name(s) of medication(s) \_\_\_\_\_

Name of physician or dentist (if applicable) \_\_\_\_\_

Dosage \_\_\_\_\_

Instructions for administering the medication \_\_\_\_\_

\_\_\_\_\_

Other instructions \_\_\_\_\_

---

I hereby authorize \_\_\_\_\_ to administer the above medication to my student in the unavailability of the school nurse at school in accordance with the above medication administration instructions.

I authorize the school nurse to take a photograph of my student to be used to verify my student's identification before the school nurse or an authorized individual administers medications to my student.<sup>1</sup>

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 \_\_\_\_\_

—**MEDICATION ADMINISTRATION CONSENT FORM**

Student's Name (Please Print) \_\_\_\_\_

This form is good for school year \_\_\_\_\_. 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, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

I hereby authorize the school nurse, or designee, to administer the following medication to my student:

Name of medication \_\_\_\_\_

Name of physician or dentist (if applicable) \_\_\_\_\_

Dosage \_\_\_\_\_

Instructions for administering the medication \_\_\_\_\_

\_\_\_\_\_

Other instructions \_\_\_\_\_

---

I hereby authorize \_\_\_\_\_ to administer the above medication to my student in the unavailability of the school nurse at school in accordance with the above medication administration instructions.

I authorize the school nurse to take a photograph of my student to be used to verify my student's identification before the school nurse or an authorized individual administers medications to my student.<sup>1</sup>

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 \_\_\_\_\_

**EPINEPHRINE EMERGENCY ADMINISTRATION CONSENT FORM**

Student's Name (Please Print) \_\_\_\_\_

This form is good for school year 2019-2020. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

My child has an IHP that provides for the administration of epinephrine in emergency situations. I hereby authorize the school nurse or other school employee certified to administer auto-injectable epinephrine to administer auto-injectable epinephrine in emergency situations when he/she believes my child is having a life-threatening anaphylactic reaction.

The 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, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

Date of physician's order \_\_\_\_\_

Circumstances under which Epinephrine may be administered \_\_\_\_\_

\_\_\_\_\_

Other 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 auto-injector epinephrine in accordance with this consent form, District policy, and Arkansas law.

Parent or legal guardian signature \_\_\_\_\_

Date \_\_\_\_\_

**ALBUTEROL EMERGENCY ADMINISTRATION CONSENT FORM**

Student's Name (Please Print) \_\_\_\_\_

This form is good for school year 2019-2020 This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

My child has an IHP that provides for the administration of albuterol in emergency situations. I hereby authorize the school nurse or other school employee certified to administer albuterol to administer albuterol in emergency situations when he/she believes my child is in perceived respiratory distress.

The 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, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

Date of physician's order \_\_\_\_\_

Circumstances under which albuterol may be administered \_\_\_\_\_

\_\_\_\_\_

Other 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 albuterol in accordance with this consent form, District policy, and Arkansas law.

Parent or legal guardian signature \_\_\_\_\_

Date \_\_\_\_\_

## MEDICATION SELF-ADMINISTRATION CONSENT FORM

Student's Name (Please Print) \_\_\_\_\_

This form is good for school year 2019-2020. 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 following must be provided for the student to be eligible to self-administer rescue inhalers and/or auto-injectable epinephrine. Eligibility is **only** valid for this school for the current academic year.

- a written statement from a licensed health-care provider who has prescriptive privileges that he//she has prescribed the rescue inhaler and/or auto-injectable epinephrine for the student and that the student needs to carry the medication on his/her person due to a medical condition;
- the specific medications prescribed for the student;
- an individualized health care plan developed by the prescribing health-care provider containing the treatment plan for managing asthma and/or anaphylaxis episodes of the student and for medication use by the student during school hours; and
- a statement from the prescribing health-care provider that the student possesses the skill and responsibility necessary to use and administer the asthma inhaler and/or auto-injectable epinephrine.

If the school nurse is available, the student shall demonstrate his/her skill level in using the rescue inhalers and/or auto-injectable epinephrine to the nurse.

Rescue inhalers and/or auto-injectable epinephrine for a student's self-administration shall be supplied 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.

Students who self-carry a rescue inhaler or an epinephrine auto-injector shall also provide the school nurse with a rescue inhaler or an epinephrine auto-injector to be used in emergency situations.

I understand this form authorizes my student to possess and use the medication(s) included on this form while on school grounds and at school sponsored events but that distribution of the medication(s) included on this form to other students may lead to disciplinary action against my student.

My signature below is an acknowledgment that I understand that the District, its Board of Directors, and its employees shall be immune from civil liability for injury resulting from the self-administration of medications by the student named above.

Parent or legal guardian signature \_\_\_\_\_

Date \_\_\_\_\_