

2020-2021 Student Handbook for

L.M. GOZA MIDDLE SCHOOL

140 Badger Lane
Arkadelphia, AR 71923
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SCHOOL MISSION STATEMENT

We believe all students can learn and we will provide an academic environment that will ensure student success. To this end we will provide:

- A safe and orderly environment.
- Rigorous curricula
- Differentiated instruction
- Programs to enhance academic, social and emotional growth.
- An active professional learning community.

#wearegoza

SCHOOL ALMA MATER

*When the ones who gather here
Part our school we love so dear.
Hold our honor bright
Pride for red and white.*

*As we stand and sing to you
Know our spirit will be true.
Here's to Goza Middle School
Oh hail, all hail, to you.*

Goza Middle School Description

Goza students are the members of the 6th, 7th, and 8th grade classes. They will complete their educational careers as the graduating classes of 2025, 2026, and 2027.

The Goza campus is arranged by grade level so that students of each grade are grouped with a common group of teachers who know the students well and who work together to teach students. The arrangement also keeps together students of similar ages. The grouping better ensures students of knowing one another and being included as class members throughout the year.

Emphasis is placed on academic achievement, participation in school activities, social interaction with other students, and opportunities, which enable students to experience personal success. Students are in a school setting where they learn socially as well as academically, where they can develop a sense of ownership through participation in school activities, and where they learn how to work with one another.

Course selections include traditional courses in language arts, social studies, math, and science as well as courses in art, keyboarding skills, and career planning.

School activities are encouraged, and participation in both music and sports may be done with few or no conflicts. 7th grade practices occur during the school day and the number of after school competitions is limited. Practice time for 8th graders includes both during and after school. Most Goza night activities are on Tuesday and Thursday nights. There are special student performances at Christmas and during the spring. Through sports, music, clubs and organizations, and fun events like the homecoming parade, there are many niches for students to fit into at school and be an active part of Goza.

An important component of the Goza curriculum is teaching through school values and actions. This is done by recognizing students for excellence throughout the year. Students are recognized for attendance, promptness to class, academic achievement, and outstanding performance in academics and in activities. These rewards reinforce to students that they are doing what the school values and considers important. The focus is always on academic achievement, student interaction, student involvement, and student sense of self-worth.

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ARKADELPHIA PUBLIC SCHOOLS DISTRICT NO. 1
2020-2021
SCHOOL CALENDAR

August 13	First Day for Students
September 7	Labor Day Holiday – No School
October 9	End of 1st Grading Period
October 22	No School for Students-Parent/Teacher Conferences
October 23	Professional Development/No School
November 23-27	Thanksgiving Holidays – No School
December 18	End of 2nd Grading Period
December 21-Jan 1	Christmas Break
January 4	Teacher Workday-No School
January 5	Students Return
January 18	Martin Luther King, Jr. Holiday – No School
February 11	No School for Students-Parent/Teacher Conferences
February 12	Professional Development-No School
February 15	President’s Day-No School
March 19	End of 3rd Grading Period
March 22-26	Spring Break
April 2	Good Friday-No School
May 28	Last Day of School
May 31	Memorial Day
June 1	Teacher Work Day

Daily Routine

Classes begin at 8:00; however, students may enter the building as early as 7:30. All students who are eating breakfast or are in band are expected to enter the main building upon arriving at school. All others are expected to enter the gymnasium. Breakfast is available during this time. Students do not go to lockers until 7:55.

Students have from 7:55 to 8:00 to go to lockers and travel to first period classes. There are five-minute breaks between classes. This time is used for restroom breaks, travel time between classes, and visiting with friends. All students should be in class each period prior to the tardy bell. All students are given three excused tardies each semester. Most classes are fifty minutes in length.

Lunch will be served in two different shifts by grade level. All purchased food is to be eaten in the cafeteria. Students may go outside after lunch, provided the students stay in the specified accepted area. Students are expected to help in maintaining a clean and attractive school by picking up used lunch paper and trash in the cafeteria and by taking none of this outside.

Goza Bell Schedule

7:30	Doors Open
7:55	Bell to dismiss for 1 st period
8:00-8:55	1 st period
9:00-9:50	2 nd period
9:55-10:45	3 rd period
10:50-12:15	4 th period and lunch
12:20-1:10	5 th period
1:15-2:05	6 th period
2:10-3:05	7 th period

Student Services

Goza students are assisted in four areas outside of the classroom through services provided by the office, cafeteria, school nurse, and counselor.

Goza Office

The primary concern of Goza secretaries is student health and safety. They follow a number of procedures that help assure these factors. In addition to working with students, they have record-maintenance chores and assist the administrators. Their jobs can be done more efficiently if students, parents, and relatives adhere to the procedures below.

Signing Students in and Out

Parents wishing to sign their student out early for various reasons will need to come into the main office and place their signature on the sign-out sheet. No students may be signed out from the annex. Students may not check out with anyone other than parent/guardian unless with written consent from parent.

Students arriving at school later than the typical beginning of the day must sign in at the office. Students signing in 25 minutes or more after the start of the 1st class period are recorded as absent for the period. Students coming in late without a note MAY BE considered truant. Even if it is unexcused, students need a note from a parent, stating the reason.

ELEVATOR

The elevator is reserved for handicap use only. Students may not use the elevator without permission from a teacher or administrator.

Admits for Absence

Following any absence, students should report to the office between 7:30-7:50 upon returning to school. Parent/guardian will provide a written excuse explaining the absence. The excuse must include the parent/guardian signature AND a phone number so that we may reach you for random confirmation. We are unable to confirm each and every note that comes through the office, but we do make a practice of randomly checking for student safety purposes, as well as office liability.

Office/Classroom Phone Use

The following rules apply before school, during lunch, and after school collectively:

1. Office phone is for school business and emergency use only.
2. Emergencies considered are illness or injury.
 - A. Situations not considered emergencies are books, homework, reports, etc. left at home, afternoon plans, appointments, or lunch money.
 - B. Students must, to the best of their abilities, plan ahead for each school day.
3. **Incoming Phone Messages to Students:** The office does not accept any calls from anyone other than a student's parent/guardian. If it becomes necessary to leave a message for students, please phone the office as early as possible to allow ample time to make contact.
4. The intercom is to be used for the safety and communication of Goza students and faculty. The classroom phones are to be used by teachers only.

Cafeteria

The cafeteria is operated under the control and supervision of the Arkadelphia District. All food servers meet the requirements of the State Department of Education and the Health Department. The cafeteria serves breakfast for students for \$1.75 and \$2.75 for adults Lunch for students is \$2.55 and \$4.00 for adults.

Health Service and School Nurse

The school district employs two nurses for student needs. The school nurses service all schools in the district, and are not located at one particular campus for a full school day. The nurses respond as quickly as possible when called by a school secretary or administrator.

Basic first-aid treatment is provided for students who are injured during school hours. Medications may include, but are not limited to, the following: Benadryl anti-itch cream (Diphenhydramine Hydrochloride 2%), Hydrocortisone 1% cream, Equate triple antibiotic ointment (Bacitracin Zinc, Neomycin Sulfate, Polymycin B Sulfate), antifungal cream (Tolnaftate 1%), 70% Isopropyl Alcohol,

Hydrogen Peroxide 3%, mister blister (Allantoin 0.5%, Lidocaine HCL 0.5%), aloe extra burn relief, poison oak and ivy itch relief (Benzethonium chloride 0.15%, Diphenhydramine HCL 2%, Zinc Acetate 0.215%), sting relief swabs (Benzocaine 20%), Tums, Orajel, and Campho-Phenique (Camphor 10.8%, Phenol 4.7%). Cough drops (Menthol 6.5 mg) are occasionally given, but only as they are available.

Allergies

If your child has any food allergies that will require dietary restrictions, a note from your child's doctor is required to accommodate these restrictions. A new letter from the health care provider is required each year. If your child is allergic to any of the first-aid medicines listed above, or any medicine in general, the school nurse must be

informed in writing by the parent and/or physician, and a note of this allergy must be made anywhere on the signature verification page sent home on the first day of school.

Screenings

Arkansas state law requires Body Mass Index (BMI) screenings for students in even-numbered grades, through the tenth grade. BMI results are provided to parents in a confidential child health report each year. BMI screenings may be refused in writing by the parent at the beginning of the school year.

Vision, hearing, and scoliosis screenings are required for select grades and genders. Parents are notified if their child requires a follow-up with a physician. Opt out form 4.41F can be furnished upon request.

Illness While at School

When a school district employee suspects a child has become ill while at school, a school employee will take the child's temperature. If the temperature registers above 100 degrees, the parent will be contacted by the principal, secretary or school nurse. All students sent to the office for illness will have their name, date, reason for referral, and action taken recorded on a daily log.

Other types of illness symptoms will be treated with the teacher using his/her first aid kit or by sending the student to the health room to lie down on the bed. The principal, secretary or school nurse will then determine if the child is too ill to remain at school. Parents will be notified by the school office and expected to pick up your children when one or more of the conditions listed below are noted:

- Temperature 101 orally
- Vomiting or diarrhea
- Rash
- Suspected communicable illness
- Injury or illness requiring a doctor's evaluation
- Live head lice or scabies
- Conjunctivitis Possible pink eye infection)
- Flu like symptoms

Please notify the school should your child develop any of the above conditions at home.

- Sick children should remain at home until they have been FREE OF FEVER FOR 24 HOURS. Children who have vomited within 24 hours should not be sent to school. A student who has had a contagious disease and who has been treated should be completely free of symptoms BEFORE returning to school or provide documentation from the physician that states when the student is allowed to return to school.
- A student with head lice **MUST** remain at home until proof of treatment can be presented to the school and/or a statement from a certified health official has been obtained.
- The school should be notified of a student's diagnosis of communicable diseases including flu, step, stomach virus etc.

Guidance Counseling Program

The school district has a full-time guidance-counseling program (K-12) to aid the students, parents, and faculty. The guidance office works closely with students in assisting them with their educational, vocational, health, social, and personal needs.

Forms Requiring Parent Signature

Forms including student insurance, lunch application forms, and handbook acknowledgement forms will be distributed on opening day. All students must return these forms. Students should return forms to their homeroom teacher. Students registering later in the year should return their forms to the counselor.

School Insurance

The school offers all students liability/accident insurance at a minimal charge. Parents are encouraged to have a primary policy for additional coverage. School liability insurance is provided to students in activities directly related to inter-school competitions such as band, athletics, and cheerleading. The insurance purchased by the school system covers students only while they are involved in activities related to the direct area insured. Insurance purchased by the school does not cover students at school while they are participating in other classes. Students who need insurance coverage outside the areas provided by the school may purchase the additional coverage at a reasonable cost. More information is available in the office.

Book Responsibility

Students are issued books at no cost. Students fill out a condition card for each book received. At the end of the year, books are checked for damage. Some wear due to student use is expected. Books lost are the responsibility of the student and must be replaced. Students are also assessed for book damages due to abuse.

Visitors

Out of district students are not allowed to visit this school during the school day. Parents are welcome at any time. All visitors and parents must report to the office first.

Goza Procedures

Many of the procedures at Goza are unique and fit Goza campus needs. These procedures are listed here so students have a common knowledge of the school's expectations and procedures.

Assembly Behavior

U.S. citizens give the Pledge of Allegiance to the flag by standing at attention with their right hand over their heart. All persons should face the flag, and men not in uniform should remove their hats. If the national anthem is played while the U.S. flag is displayed, everyone present should face the flag and salute as he/she would during the Pledge of Allegiance. If the flag is not displayed, all persons should stand and face toward the music. Persons in uniform should salute throughout the anthem. All others should stand at attention (stand up straight, heels together and arms at side), and men should remove their hats. Students are not to leave assembly until dismissal instructions are given.

Behavior at Ballgames and Other School Sponsored Functions

Students will behave at school functions just as they do during the regular day. Student handbook guidelines will be followed. Each individual should act in an exemplary manner, be courteous, and well-behaved. Students will be held responsible for their actions at both in-town and out-of-town games. To show respect for the U.S. Flag, the National Anthem, and the school, students should not walk during the Alma Mater or the National Anthem.

Transportation: Bus Students

Loading and unloading stations have been established along the routes. While in transit to and from school, students are under the direction of the drivers. It is imperative the driver has the utmost cooperation from each student, so that his/her safety can be secure. Behavior on the bus is just as important as it is in the classroom. Once at school, bus students may not leave the campus before or after school, without permission from parents and the principal.

Transportation: Car Riders, Walkers, and Bicyclists

In the mornings, students in vehicles are dropped off in front of the main building. A staff member or the SRO will be there to assist students.

In the afternoons:

- A. 6th graders are picked up at the parking lot at the NORTH end of the annex. A staff member will be present to assist.
- B. 7th and 8th graders are picked up on the west side of the main building. A staff member will be present to assist.
- C. All students who walk or ride bicycles should leave campus immediately.

Motor Vehicles

Motorcycles and scooters are permitted, provided that the vehicle and driver are properly licensed. Students must obtain a form from the office before parking a motorcycle or scooter on campus and receive an office permit. Motorcycles must be parked in safe areas as identified by the school administration. Motorcycles are to be parked in the fenced area on the north side of the campus or inside the fenced corner of the student center parking area. Bicycles should have chains and locks and be parked at bike racks installed for bicycle riders. Goza students are not permitted to bring automobiles to school.

Skateboards

Skateboards should be stored in the office. They are not to be used on sidewalks, school grounds, or in school buildings between the hours of 7:00 a.m. and 4:30 p.m. They should not present a hazard to anyone at school. Any student violating this policy will lose the privilege of bringing the skateboard to school.

Fire and Tornado Drills

FIRE

1. A fire alarm horn from the fire alarm system signals a fire drill.
2. File out of the building quietly, as directed by the teacher.
3. Return when the bell sounds with a continuous tone.

TORNADO DRILLS

1. Intercom instructions by voice command will begin the drill.
2. Move out of the room to the hallway (or where the teacher directs).
3. Kneel on the floor facing the wall with head lowered.
4. Cover your head with your hands or a book.
5. Continue kneeling until you are directed to get up. Remain quiet throughout this drill so you can hear directions.

Each teacher has on his/her doorway a detailed set of drill instructions. Pathways by which to file out of the building in case of fire are also given. Each teacher will go over this with students at the beginning of each year and during the school year.

Gum, Candy and Sunflower Seeds

Eating candy or sunflower seeds and chewing gum is not permitted at Goza Middle School. Students may not sell gum, candy or any other items unless it is part of a school sponsored fundraising activity.

Headphones/Beats

Headphones/Beats should not be displayed during the school day. If students have Headphones/Beats at school, they should be kept in their locker or in their backpack and not worn around their neck.

Search and Seizure

In the assignment of school property (locker, desk, etc.) to a specific student, the school retains ownership of such property and the right to inspect it, or reclaim it at any time.

Vending Machines

Students are not allowed to use the vending machines at any time unless being supervised or given permission from a teacher or administrator. Items that are purchased without permission will be confiscated, and a disciplinary referral will be turned in for violating school rules and procedures.

Making Up Work When Absent

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

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments when asked by a returning student.
3. Students are required to ask for their assignments on their first day back at school.
4. Make up tests are to be rescheduled at the discretion of the teacher but must be aligned with the schedule of the missed work.
5. Students have two (2) class days to make up their work for each class day they are absent.
6. Make up work which is not turned in within the make-up schedule for that assignment will receive a zero.
7. Students are responsible for turning in their make-up work without the teacher having to ask for it.
8. Students who are absent on the day their make-up work is due must turn in their work the day they return to school.

Policy 4.7 – 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.
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by the student's faith;

4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the principal;
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.

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.

Unexcused Absences

Absences not defined above or not having an accompanying note from the parent, 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 9 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 4.5 unexcused absences, his/her parents, legal guardians, persons with lawful control of the student, or persons standing in loco parentis shall be notified⁶. 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 9 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.

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.

Making up of Work Missed

1. Daily school work missed due to an excused absence may be made up and the grade(s) earned will be awarded, provided that the work is made up within twice the number of days that the student was absent or at a later date mutually agreeable to teacher and student.
2. However academic work missed due to an unexcused absence cannot be made up.

Homebound Instruction

Students experiencing extended illness of ten (10) days or more may be eligible for homebound or hospital instruction. Parents/guardians should contact the school principal to determine eligibility for services that may be available. A doctor's statement of need for services may be required.

Arkadelphia Alternative Classroom Environment-AACE

The Arkadelphia Alternative Classroom Environment consists of students being removed from general education setting at Goza Middle School. In order to attend AACE, the following are considered: student and parental input, grades, behavior, teacher and administration input. Studies will continue in core courses and some elective courses.

Guidelines for Gifted and Talented Program

The mission of the Gifted and Talented Education Program is to provide challenging and engaging learning experiences and opportunities for growth that enable students with high potential, talent, and exceptional capacity to develop to their potential.

Goza Middle supports the idea that every student should have equal access to a variety of exemplary instructional programs that challenge his/her individual abilities and ensures his/her personal academic success. All students are provided the opportunity to enroll in Pre-AP classes where the differentiated instruction emphasizes critical thinking skills to promote independent learning so students can accurately analyze information and communicate effectively in order to be successful in AP courses. A full time GT Teacher will provide pull-out instruction for all GT students. Leadership skills are developed through a variety of cooperative learning experiences, including community and service learning in the monthly GT pull-out meetings.

A student may be referred for the GT Program to the GT teacher or coordinator by teachers, peers, parents, him/herself or by scoring at the 90th percentile on current norm referenced tests. Once identified a student is eligible for the program as long as the students maintains the standards of the initial entry-level criteria into the program.

Policy 5.14--Homework

Homework is an assignment, directly related to the curriculum and current learning objectives, accomplished outside of class time to supplement, extend, or enrich classroom teaching and learning.

Purpose of Homework

1. To aid students in retention and fluency.
2. To involve families in the education of their children.
3. To communicate the high expectations that schools hold for their students.
4. To encourage students to develop self-discipline and organizational skills.

Guidelines

1. Homework will not be assigned as a substitution for classroom instruction.
2. Homework may be practice of skills, preparation for future lessons, and/or extension assignments that assist in transferring specific skills to new situations.
3. Teachers should be certain students understand the content, process, and expectations regarding assignments.
4. Homework will be checked, and the student will receive knowledge of the results within a reasonable amount of time.
5. Homework will not be used as a punishment.
6. Each building principal and staff will determine and indicate to parents and students their expectations regarding homework.
7. Teachers will communicate to students their individual method of assigning homework and the impact of homework on the student's grade.

PERFORMANCE REPORTING/PROMOTION/RETENTION

School Reporting of Student's Performance

1. Parents will receive reports on the child's academic progress from the classroom teacher during each nine weeks grading period. These reports are in addition to the nine weeks report card.
2. School-wide parent/teacher conferences are held twice a year, once during the fall and again in the spring.
3. Elementary school teachers, kindergarten through sixth grade (K-6), shall meet the parent(s) or guardian(s) of each student at least once a semester through a parent-teacher conference, telephone conference, or a home visit.
4. Teachers will make more frequent communication with parents/guardians of students not performing at the level expected for their grade. If at any time, parents have any questions or problems, we encourage them to contact the office.
5. Conferences can also be arranged at other times. Parents are asked to call the office to arrange a conference time with the teacher. Please do not drop in to see the teacher for a conference when classes are in session.
6. Parents and students have continuous availability to see student progress in every class, using the HAC (Home Access Center). User names and passwords are printed on the letters sent to students in August to welcome them back to school. In addition, one teacher in each grade level (6-8) will have access to the HAC information and will make it available to students after school starts.

Promotion and Retention of Students

It is the philosophy of the Arkadelphia Public Schools that all students should be placed in instructional programs in which they can achieve academically as well as develop emotionally, socially, and physically. It is expected that most students will progress annually from grade to grade. As soon as the possibility of non-promotion becomes a consideration of the school staff, communication and consultation with the student's parents/guardians is required. Parents may appeal student placement decisions, utilizing the established School Board Appeal Policy. The school staff will develop an academic improvement plan for any student who is non-promoted. While the final decision will rest with the school authorities, decisions will always be made in the best educational interests of the student.

Promotion of students in grades 6-8 will be based on:

1. the recommendation of the professional staff.
2. passing grades in three (3) of the four (4) core subjects (English, Mathematics, Science and Social Studies) and two (2) other subjects. A passing grade is determined by receiving a final average of the 1st & 2nd semester grades of 60% or above.
3. student performance on multiple assessments (local, state, and national).
4. compliance with State Attendance Law and board policy JBD.

Goza Activities

School activities are an important component of the Goza curriculum. Students are encouraged to participate in school activities and become active members of the Goza student body. Involvement in music, sports, and clubs is a common expectation of students in all Arkadelphia Schools K-12. All Arkadelphia Schools have individual staff members who instruct specifically in art, music and physical education. School activities do not guarantee success, but having been involved in school activities is the most common factor successful people share.

Academic Quiz Bowl

Band

Boys Athletics (Football, Basketball, Track)

CHAMPS

Cheerleaders

Choir

Girls Athletics (Basketball, Volleyball, Track)

Jazzlers Dance Team

National Junior Honor Society

Non-Instructional Activities

1. A non-instructional activity is any school-sponsored activity which is not part of a course of study (pep rallies, assemblies, field trips, etc.)
2. All non-instructional activities shall be kept to a minimum at the discretion of the principal.
3. Daily interruption of academic classes caused by announcements, visitors to the school, and other disruptions of the regular day shall be limited.
4. The number of absences for school related events that require time away from school will also be limited.
5. Students participating should do so with the understanding that all other class work, assignments, and tests are still their responsibility.

Safety of Participants

Student safety is a priority in school activities. Instructor training, student procedures, equipment, and use of equipment all include consideration of student safety. Secondary student insurance is provided for participants in interscholastic competition at no cost to the students. (This insurance does not cover students in P.E., regular classrooms, or any activities outside of interscholastic competition and preparation for competition).

National Junior Honor Society

The purpose of National Junior Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage citizenship.

Membership in this chapter is an honor. Selection for membership is based on a cumulative GPA of at least a 3.85 and evidence of the qualities of leadership, service, character, and citizenship as documented in the activity packet and essay they turn in. Once the packet is turned in with all the information required, a faculty committee will score the information using a rubric. Selection is based on the evidence provided by each student. New members will be announced, and an induction ceremony will take place. Once selected, members have the responsibility to continue to demonstrate these qualities.

A candidate is one who has met the GPA requirement and receives a packet to fill out. A member is one who has been selected based on the documentation in the packet and the essay.

Policy 5.19--Extracurricular Activities

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 expenses 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).

Additionally, a student's participation in the District's operation of, extracurricular activities shall be subject to the following policy:

All students in grades K-6 will be eligible to participate in extracurricular activities. However, these activities should not be considered a "right" by students, but a privilege.

All students meeting this policy's criteria are eligible for extracurricular activities. Sponsors, coaches, directors, etc. may establish higher eligibility requirements for their organization, provided approval is obtained from the principal and superintendent in advance.

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, criticism, or qualification for additional competition. Examples include, but are not limited to: interscholastic athletics, cheerleading, band, choral, math, or science competitions, and club activities.

Academic Courses are those courses for which class time is scheduled, which can be credited to meet the minimum requirements for graduation, and which is taught by a teacher required to have State certification in the course, using a course content guide approved by the Arkansas Department of Education. 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.

Supplemental Improvement Program is an additional opportunity for identified students outside of their regular classroom and meets the criteria outlined in the current Arkansas Activity Association Handbook.

Academic Requirements: Junior High

1. A student promoted from sixth to the seventh grade automatically meets the scholarship requirements.
2. The second semester seventh and eighth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester, three (3) of which shall be in the core curriculum areas specified by the Arkansas Department of Education's Standards of Accreditation of Arkansas Public Schools.
3. The first semester ninth-grade student meets the scholarship requirements for junior high if he/she has successfully passed four (4) academic course the previous semester, three (3) of which shall be in the core curriculum areas specified by the Arkansas Department of Education's Standards of Accreditation of Arkansas Public Schools.
4. 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 graduation requirements.
5. 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 in 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 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 a supplemental instruction program 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 regulation of the Arkansas Activities Association (AAA) governing interscholastic activities.

Protocol for Extracurricular Activity Code of Conduct

Statement of Purpose

Participation in extracurricular activities is a privilege extended to the student body by the Arkadelphia Board of Education. Students participating in extracurricular activities act as representatives of the school district. All extracurricular students are expected to conduct themselves in such a manner as to meet the highest standards of Arkadelphia Public Schools.

The code of conduct is designed specifically to establish high expectations and standards for all students participating in extracurricular activities. These expectations embody a total lifestyle approach with emphasis on

1. respect for self, others, and property
2. loyalty to self, teammates, directors, sponsors, and school
3. support for the ideals of true sportsmanship, and
4. maturity to fully accept all choices made and the consequences they each carry.

The implementation and effectiveness of this code is dependent on a collective commitment from students, parents, and school personnel, along with a proactive positive approach to prevention and assistance. The students in each extracurricular activity will be governed, at the minimum, by the following extracurricular activity rules and procedures. Each director or sponsor may establish additional, individual rules for his/her group regarding curfew, attendance at practice sessions, personal conduct, and personal appearance. These rules are subject to administrative oversight.

Principles

The extracurricular program is an integral part of the educational opportunity of our students. Insubordination, poor sportsmanship, or violation of policies and rules are detrimental to the group and to school spirit.

1. There shall be no use or possession of alcoholic beverages, illegal drugs and substances, look-a-likes or tobacco in any form by any student member of an extracurricular team/group associated with Arkadelphia Public Schools. Violations will result in a minimum of counseling by the director or sponsor and school administrators and could result in the suspension from extracurricular activities and possible expulsion from school.

2. Any civil law infraction or conduct by a student participating in extracurricular activities that is determined by the director or sponsor and school administration to be detrimental to the program, school, or school district will result in a minimum of counseling by the director or sponsor and school administrators and could result in the suspension from extracurricular activities and possible expulsion from school.
3. Repeat violations of school policies or rules that result in an extracurricular student being suspended may affect their eligibility to continue participating in extracurricular activities.
4. Violations of the school code of conduct that is determined to be gross disobedience or misconduct resulting in a minimum five (5) days suspension, may affect the student's participation in extracurricular activities.

Non-Compliance

The extracurricular code of conduct serves as a guide to communicate the rules and expectations of extracurricular students. The athletic director, head band director, head coach, or sponsor of the extracurricular activity will meet with the principal to review violations of the extracurricular code of conduct and determine the appropriate disciplinary action, which may include counseling by the athletic director, head band director, head coach, or sponsor and penalties up to suspension from extracurricular activities.

Appeals Process

Complaints and grievances must follow the Arkadelphia Board of Education Policy JCE. Any extracurricular student or student's parent/guardian may request a meeting with the principal or appropriate authority, for any discussion or consideration of a grievance, complaint, or other reason. The complaint and grievance shall be written when the complaint or grievance is submitted to the superintendent and/or Board of Education. It shall be the aim of the board to have the consideration of student problems and concerns discussed and resolved as quickly and equitably as possible. The proper channels for all complaints, concerns, or grievances should be as follows:

1. Coach or group sponsor
2. Athletic Director/Head Band Director
3. Principal
4. Superintendent
5. Arkadelphia Board of Education

EXPECTATIONS OF STUDENTS

It is important to have a positive school climate where students feel safe, are able to learn in an orderly environment, and enjoy working with teachers and other students. To assure school personnel, parents, and student have plans and procedures for operating a safe and orderly school where students receive a quality education, the local school board under authority of state and federal laws has established policies which govern the school. These policies clearly define discipline expectations and give steps for working through problems, correcting problems, and assessing appropriate punitive actions when warranted.

These policies address areas that will not be tolerated at school. These include but are not limited to:

- Fighting
- Possession of weapons
- Abuse of teachers
- Use or possession of drugs

The school board's expectations for all areas of discipline are covered in detail in selected policies and procedures in Section VII.

Most students follow these guidelines daily. They attend school regularly, fit in with others, keep up with class work, and enjoy school. For them, classes are challenging and are often difficult. These students have the appearance of students and participate as students. They express what the school values. Since these students are exceeding at what the school values, they are recognized and rewarded in a variety of ways by the school.

One way students are recognized for following and exceeding general school expectations is through privileges. Privileges are extra things added at school for students. Some examples of privileges are talent shows, vending machines, and field trips. Privileges are usually based on overall positive student responses. In some cases, privileges may be withheld from individuals for inappropriate behavior. Privileges will be withheld only if students are given expectation criteria in advance.

Students are typically recognized with rewards in sports and music. At Goza, they are also recognized in other areas through both individual and group rewards. They are recognized for attendance, promptness to class, and academic achievement. These rewards are given at different times during the year. An academic achievement program at the end of the year recognizes students for perfect attendance (those who miss no days or any periods during the year), outstanding performance in individual classes, and success in academic competitions. Also recognized each grading period are students making all A's and B's. When grouped together, these rewards reassure students expectations have been met or exceeded.

Appearance and Dress Code

Dress and appearance must not present health and safety hazards or cause disruption of the educational process. Spirit groups will be allowed to wear their uniforms during performances at games, pep rallies, and other spirit events. Spirit groups will be required to adhere to the dress code at all other times during the school day. **Final decision of any wearing apparel will be at the discretion of the principal.**

Clothing Which Will Not Be Approved

1. Halter tops, tank tops, spaghetti strap tops, and tops with low cut necklines. **All Shirts, tops, and dresses must have sleeves.**
2. Short Shirts. The midriff must remain covered when arms are extended out to the sides of the body.
3. Shorts, skirts, or splits that are shorter than the ends of the fingers when the hands are extended against the leg.
4. Bandanas, hoods, or other head coverings. Hats and hoods may not be worn inside the building.
5. Torn or cut-off jeans, trousers or slacks; holes in jeans above the knee. If holes are above the knee, no bare skin can be visible. Holes must be covered with a sewn-in patch or other garment worn under the jeans.
6. See-through blouses or shirts.
7. Under shorts of any kind worn as an outer garment: Fashions, which emphasize the showing of undergarments such as boxers showing from sagging pants.
8. Sagging pants and overalls not fastened. Pants must be worn above the cleavage of the buttocks and overalls must be fastened.
9. Clothing which promotes the use of drugs, alcohol, tobacco and immoral behavior.
10. Excessively tight clothing such as biking shorts, skirts, jeggings or leggings. If jeggings/leggings are worn then a top must completely cover all private areas.
11. Non-prescription glasses or sunglasses
12. House shoes, skate shoes- Shoes must be worn at all times.
13. Pajamas or pajama bottoms.
14. Gymnastics clothes, gym shorts, and cropped T-shirts will not be worn outside of athletics or P.E.

Minimum Penalty –change of clothing or ISS for the remainder of the day.

Maximum Penalty- 3 days Out of School suspension.

Goza Middle School Tardy Policy

Excessive tardiness is a disruption to the educational process and takes valuable classroom instruction time away from students and teachers that are ready for class to begin. The Assistant Principal maintains records of tardies for all students. These records are updated daily. Goza students will be allowed 2 tardies without being assigned a penalty. These will be the first two tardies a student receives each nine weeks. These tardies will cover areas such as: car trouble, no electricity, over-sleeping, late parents, personal business, and/or locker problems. Starting with a student's 3rd tardy, punitive measures will be assigned. A student is tardy who arrives at school/class after the established tardy bell sounds. Student tardies are inclusive and will be added together in periods 1 – 7 for considering tardy numbers. Students are told when assigned unexcused tardies.

A student will not be considered tardy if detained by the school such as by a late bus or if detained by another teacher. Any student arriving more than 10 minutes late for class will be considered truant and will be subject to disciplinary action under the truancy policy on page 21.

Penalties for Tardies

3rd tardy – Noon Detention

4th tardy – After School Detention*

5th tardy - Saturday School (Failure to attend will result in OSS)

6th tardy and above – 1 Day Out of School Suspension per tardy.

*** After school detentions will be held on Tuesday and Thursday of each week**

Truancy/Campus

Truancy is defined as being absent from any class or designated area without prior permission from parent, guardian, and/or school or arriving more than 10 minutes late for class. Once students arrive at school, they may not leave campus at any time without properly checking out through the office. Such absence is subject to the following disciplinary action:

1st Truancy of Semester: Assigned to 3 days ISS and parent contact.

2nd Truancy of Semester: Five (5) day ISS plus parent contact.

3rd Truancy of Semester: Seven (7) day ISS plus parent contact. Notify Prosecuting Attorney.

Additional Truancies: Then notify Prosecuting Attorney of each subsequent unexcused absence. Seven (7) day ISS, parent notification, and consideration of denial of promotion, graduation, course credit, and/or continuance of school.

Other factors entering into the consideration include, but are not necessarily limited to, the following:

- A. Performance on standardized tests.
- B. Grades earned during the school year.
- C. Discipline record
- D. Reasons for absences

Also, the school will notify the proper courts and the students' parents, guardians, or parents in loco parentis may be fined up to five hundred dollars (\$500) plus cost of court and any reasonable fees assessed by the Court.

Students who have been truant will be referred to the counselor who will make reasonable attempts to personally counsel with the student, and if advisable, the parent also.

Students will check in and out through the main office when arriving late or leaving early during the school day. When leaving early, the student must first secure permission to leave from the principal's office, then properly sign out on the note pad provided. When arriving late, the student will properly sign in. Once at school, students may not leave the campus before, during, or after school, without permission from the principal.

Public Display of Affection

Students at Goza Middle School are reminded that this is a place of education, and that should be their priority. Public displays of affection are not appropriate in the school setting, at any time on the school campus, or at a school function. Violations can range from a warning to suspension.

Cheating

Cheating is a major breach in trust between the student and teacher. Cheating is defined as:

- Looking on another student's paper during a test
- Copying another student's work
- Allowing someone to copy or look at your class work or homework.
- Plagiarism- to pass off another's work as your own.

Students caught cheating will receive a zero on the assignment/test and parent contact by the teacher

Rubber Bands

The use of rubber bands to pop other students or shoot paper wads and other projectiles is prohibited.

- Penalties:
- 1st Offense – 3 days In-School Suspension
 - 2nd Offense – 5 days In-School Suspension
 - 3rd Offense and above – 3 days Out of School Suspension

Sexual Harassment

All students and employees in Arkadelphia schools are entitled to a comfortable school environment. No student or staff member should be subjected to sexual harassment. Off limit areas to the issue include inappropriate touching, inappropriate written notes, inappropriate spoken words or statements as well as other types of communication of a sexual nature. The persons responsible for addressing sexual harassment incidents in each building are the principal and the assistant principal. The minimum action for sexual harassment is counseling; the maximum is expulsion.

4.47— POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES

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; 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.

Misuse of personal electronic devices includes, but is not limited to:

1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the device when not being used for reason #1 above;

3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to take photographs in locker rooms or bathrooms;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

Use of a personal 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.

- **The use of cell phones or personal electronic devices is not permitted during the school day (7:00 a.m.-3:05 p.m.)**
- **Cell phones and personal electronic devices should be turned off and placed in your locker or backpack before 1st period and should not be turned back on or used until the bell rings at 3:05 p.m.**
- **If a cell phone or personal electronic device is seen or heard during the school day, it is a violation of this policy.**

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.

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. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated. A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy 4.32—SEARCH, SEIZURE, AND INTERROGATIONS.

- a. **First Offense-** confiscation and parent conference before return of the device.
- b. **Second Offense and above-** confiscation, Saturday School assignment, and parent conference.

Policy 4.17a--STUDENT CONDUCT

Students must maintain a pattern of conduct that is consistent with the school's policies. Students shall be required to take part in the class work by preparing their assignments and participating in the class activities.

Any student who engages in any of the following activities is subject to discipline, which may include suspension, expulsion, and/or court action. This policy applies to any student who is on school property, who is in attendance at school or at a school sponsored activity; or whose conduct at any time or in any place interferes with or obstructs the missions or operations of the school district or the safety/welfare of students or employees.

The following activities are prohibited:

1. Disregard of directions- Failure to comply with reasonable instructions, directions, or commands of school personnel; refusal to obey any rule or regulation of school or District.
2. Disruption or interference with school: Blocking doorway, corridor, pedestrian traffic, or vehicular traffic; loud verbal altercations use of violence, force, noise, coercion, threat, intimidation, harassment, fear, or passive resistance to cause disruption; refusal to identify one's self on request; or encouragement of others to violate rules or policies.
3. Immorality
4. Fireworks-Use or possession.

5. Gambling
6. Abuse of Staff- Verbal or physical abuse.
7. Abuse of Students- Verbal or physical abuse.
8. Possession or use of alcohol or other drugs. (JCDAC).
9. Possession of firearms or weapons- Possession of any weapon, knife, gun, instrument, or article, including instruments of the martial arts that might be injurious to a person or property.
10. Damage to school property- cutting, defacing, or in any way damaging to school property. (ECBA, EBCB)
11. Theft-Committing robbery or theft, or the attempt to do so, of any property belonging to District, or any property belonging to an employee or other student.
12. Possession of an electronic device, except an exemption may be provided for possession of such a device by a student who is required to use such a device for health or other compelling reasons.
13. Misuse and/or abuse of Computer Network or Internet
14. Possession of hand-held laser pointers by minors without the supervision by parent, guardian, or teacher. (Act 1408, 1999)

Criminal Acts- The commission of or participating in criminal acts in school buildings, on school property, or at school sponsored events by students is prohibited by school regulation. Disciplinary action will be taken by school authorities against students involved in criminal acts regardless of whether or not criminal charges result. The following activities are among those defined as criminal under the laws of the State of Arkansas; however, criminal activities considered under this regulation are not limited to this list.

1. Arson- The intentional setting of fire.
2. Assault and Battery- Threat or physical harm to a person.
3. Burglary and Larceny- Stealing of school or personal property.
4. Possession of Explosives- Explosives are not permitted on school property or at school sponsored events.
5. Extortion, Blackmail, or coercion- Obtaining money or property by violence or threat of violence, or forcing someone to do something against his will by force or threat of force.
6. Possession of firearms-Firearms are prohibited on school property or at school sponsored events.
7. Larceny-Theft
8. Malicious Mischief- Willful destruction of property.
9. Robbery-Taking property from an individual by force or threat of force.
10. Sale, use, or possession of alcoholic beverages or illegal drugs.
11. Disturbing the peace-
 - a. By violent, abusive, obscene or profane language addressed to a teacher or a student.
 - b. By threatening to fight, or challenging to fight, or fighting a teacher or a student.
 - c. By the use of abusive, violent, obscene, or profane language, whether addressed to a specific party or to the public generally.
12. Use of profane, violent, vulgar or insulting language- The use of profane, violent, vulgar, or insulting language toward any person in his presence of hearing, which language in its common acceptance is calculated to arouse to anger the person to whom it is spoken.
13. Hazing (Act 75 of 1983).

14. Harassing Communications

15. Abuse of teachers- Any person who shall abuse or insult a public school teacher while such teacher is performing normal or regular or assigned school responsibilities shall be liable to a fine of not less than one hundred dollars (\$100) nor more than one thousand five hundred dollars (\$1,500). (Act 741 of 1987

Gangs & Gang Related Activities

The State Laws of Arkansas specifically prohibits the exhibiting of any gang graffiti, hand signals, displaying of colors, flags or any related activities or student participation in any secret gang organization, sororities, fraternities, or cliques.

- Penalties: 1st Offense- 3 Days Out of School Suspension
- 2nd Offense- 5 Days Out of School Suspension
- 3rd Offense-10 Days Out of School Suspension & recommendation for expulsion.

ARKADELPHIA PUBLIC SCHOOLS

Minimum and Maximum

Discipline Penalties

Grades K-12

Offense		Minimum Penalty	Maximum Penalty
1. Disregard of Directions*	K-3	Warning	Suspension
	4-6	Office Conference with teacher & student.	Suspension
	7-12	Afternoon Detention & Parent Contact	Expulsion

*Defined by state guidelines as failure to comply with reasonable instructions, directions, or commands of school personnel; refusal to obey any rule or regulation of school or district.

2. Disruption or interference with school. **	K-3	Warning	Expulsion
	4-6	Parent Conference	Expulsion
	7-12	Afternoon detention & Parent contact.	Expulsion

**Defined by state guidelines as blocking doorway, corridor, pedestrian traffic, or vehicular traffic; use of violence for noise, coercion, threat, intimidation, harassment, fear, or passive resistance to cause disruption; refusal to identify one's self on request; or encouragement of others to violate rules or policies.

3. Immorality	K-12	Warning & parent contact	Expulsion
4. Fireworks	K-3	Warning & confiscation	Suspension
	4-6	Warning/Confiscation & parent contact.	Expulsion
	7-12	STEP*	Expulsion
5. Gambling	K-3	Warning	Suspension
	4-6	Warning & parent conference	Expulsion
	7-12	Warning & parent contact	Expulsion

6. Abuse of Staff	K-3 4-12	Warning & parent conference ISS-10 days	Suspension Expulsion
7. Abuse of Students	K-3 4-12	Warning/Parent/Teacher/ Principal conference *ISS and/or Report to authorities	Suspension Expulsion
8. Possession or use of:			
A. Alcohol/Drugs	K-3 4-5 6-12	Parent Conference/Counseling Suspension/ALE/Counseling Suspension/ALE/Counseling	Expulsion Expulsion Expulsion
B. Tobacco	K-3 4-12	Confiscation ISS	Suspension Suspension
9. Possession of firearms or weapons	K-12	Confiscation & parent Conference Report to police/Superintendent	Expulsion Supt. Shall have discretion by law to modify expulsion requirement on a case by case basis
10. Damage to school property			
A. Accidental (Due to improper use behavior)	K-12	Payment of cost replacement & parent conference	Double replacement cost or repair
B. Vandalism	K-12	Payment for cost replacement & parent conference	Expulsion & payment up to \$5000
11. Theft	K-3 4-12	Return or replace property & parent conference. Return or replace property & parent conference. Payment for cost of replacement.	Suspension Expulsion Court action Double replacement cost or repair.
12. Possession of electronic device	4-12	Confiscation & Expulsion Appt.	Expulsion
Except for an exemption for possession of such a device by a student who is required for to use such a device for health or other compelling reasons as specified in policy JD			
13. Misuse of Computer Network or internet	K-6 7-12	Warning Warning & parent contact	Suspension Expulsion
14. Possession of hand-held laser pointers.	4-12	Report to law enforcement for seizure	Suspension

STEP- Short-Term Educational Placement (In-School Suspension)

EXPULSIONS- The term expulsion is defined as: expulsion for the remainder of the current semester, expulsion for the remainder of the current school year, permanent expulsion from the Arkadelphia School District, or expulsion for a portion of the succeeding school year.

Behavior Not Covered Above

The school district reserves the right to punish behavior that is not conducive to good order and discipline in the schools; even though, such behavior is not specified in the preceding written rules.

Act 1565

Act 1565 makes it unlawful for any person to use profane, violent, vulgar, and abusive or insulting language toward any public school employee during the course of his or her duties. A person who violates Act 1565 shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than one hundred dollars (\$100) nor more than one thousand five hundred dollars (\$1,500). The minimum penalty for any student using profanity verbally or in writing is 3 days STEP.

Policy 4.32--Interrogations and Searches

The Board is committed to providing safe and orderly schools for the students and employees of the District.

Although students, employees, and patrons have the right to be protected from unreasonable search, seizure, and interrogation by either state, federal, or school officials, school administrators have the responsibility to make a determination of the point at which the individual's right to protection against unreasonable search and seizure is in conflict with the administrator's official duty to maintain a safe, orderly, and efficient school. Search, seizure, and/or interrogation by an administrator or his designee may occur when reasonable suspicion exists. Metal detectors may be used for both general and random scanning in all schools. General scans will be defined as the use of metal detectors to search all students who are present at school on the day of the search. Random or partial scans will involve a search done with an identifiable group of students. For example: a bus load of students, a class of students, or all students who eat lunch during a given lunch period.

If weapons or illegal substances are found during the process of scanning, district policy, local, state, and federal laws will be followed.

The Board instructs the Superintendent to develop and implement regulations regarding the use of metal detectors in schools.

Policy 4.23--Use of Tobacco

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

The penalty for violating this policy is:

First violation for the school year – Three (3) days In-School Suspension

Second violation for the school year – Three (3) days Out of School Suspension

Third violation for the school year – Five (5) days Out of School Suspension

Fourth violation for the school year – Recommendation for Expulsion

ACT 1550 of 1999 requires that anyone using or possessing tobacco on school property shall be guilty of a

misdemeanor and, upon conviction thereof, shall be punished by a fine of not less than ten dollars and not more than one hundred dollars.

Policy 4.24 & 4.24a—Drug Abuse

This policy applies to any student who is on school property, who is in attendance at school, or at a school-sponsored activity (including any student who has left the campus for any reason and who returns to the campus), or whose conduct at any time or in any place interferes with or obstructs the mission or operation of the school district.

It shall be a violation of policy for any student:

1. To use, possess, sell, purchase, distribute, or attempt to use, possess, sell, purchase, or distribute alcoholic beverages, controlled substances, illegal drugs (including marijuana), or other materials expressly prohibited by federal, state, or local law.
2. To use, possess, sell, purchase, distribute, or attempt to use, possess, sell, purchase, distribute what is represented to be or that the student believes to be alcoholic beverages, controlled substance, illegal drugs (including marijuana), or other material expressly prohibited by federal, state, or local law.
3. To sell, distribute, or abusively use prescription, patent, over-the-counter, or imitation drugs.
4. To have a trace of illegal drugs/alcohol in one's body. A trace of any amount that can be detected by an investigative technique or methodology.

Violation of this policy will result in the following consequences:

1. When possible, the parent/guardian will be notified.
2. The law enforcement agency will be notified of any criminal activity and school officials will cooperate fully.
3. The student may be asked to submit to any or all investigative techniques except urinalysis. Included in the various techniques are the following tests:
 - a. Blood
 - b. Breath
 - c. Polygraph
4. Grades K-3
 - 1st Violation – During the four-year period (grades K-3) the student and parent/guardian will be involved in a counseling educational program.
 - Repeated Violations – During a four-year period (grades K-3), the student shall be expelled for the remainder of the semester.

Grades 4-12

During the nine-year period (grades 4-12), any student who is found in violation of this policy will be subject to disciplinary action, which may include suspension, assignment to Alternative Learning Environment, or expulsion. Students may also be required to seek professional counseling at the student's expense prior to readmission to school.

These consequences will be imposed independently of court action. However, the consequences may be lessened or waived if information provided by the student leads to the arrest and conviction of the person or persons

illegally dealing in drugs.

- Any school employee who suspects that a student is violating this policy must report the name of the student and details to the principal.
- A student may be searched where there is reasonable suspicion that the student may be hiding evidence of a wrongdoing.
- Students suspected of violating this policy should be referred for counseling and parents should be notified.
- Periodic unannounced visits to the school and school activities will be made with a drug dog.
- Due process will be observed in the administration of this policy.
- Medication must be left with the school nurse or office. (4.35)

Definitions

Drug: Any chemical that in sufficient amounts will alter a person's ability to function normally on a mental or physical task. Drugs include, but are not limited to: alcohol, controlled substances, hallucinatory drugs, marijuana, glue, paint, or materials expressly prohibited by federal, state, or local laws.

Possession: Possession includes having the drug on the person, or in the immediate vicinity of the person, or among the personal possessions (locker, car, etc.) of the individual.

Abusive Use: The taking of more or less of a drug than what is prescribed so as to alter the person's ability to function normally on a mental or physical task.

Policy 4.35—Student Medications

School employees are not expected to administer medications. However, the Board of Directors recognizes the need for district employees trained by the nurse to administer medication to individual students. During times when the school nurse is not present, the administration of medication may be delegated to unlicensed assistive personnel who have been trained by the school nurse annually and/or with state policy changes.

To assure adequate protection of students and the right of employees, personnel shall be guided by the following procedures:

1. No over-the-counter medication, for example Tylenol and Ibuprofen, shall be administered by a school employee unless the parent/guardian/emergency contact has been notified of the request to give over the counter medication and permission is granted. If student requires long term medication administration of prescription or non-prescription medication the medication permission request form 4.35F is required. Form 4.35F must be completed and signed by a parent/guardian and approved by the principal or school nurse prior to a school employee administering medication to a student.
2. The consent form shall include authorization to administer the medication and will relieve the Arkadelphia Board of Education and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy.
3. Only one medication per form is allowed and students must have received at least one dose of the prescribed medication outside of school without experiencing any adverse or allergic reactions.
4. Parents/guardians are encouraged to administer medication at home whenever possible. Morning medication should be given before arriving at school.
5. School nurse or designee will not administer any medication not approved by the FDA.

Following approval of form 4.35F by the principal or school nurse for a student to be administered medication: Medication, prescription or non-prescription, shall be left with the office. Unless authorized in writing by the parent to self-administer emergency medication or carry on his/her person (Form 4.35F2), students are not

allowed to carry any medications on themselves while at school. Students who have written permission to self-administer or carry emergency medications (i.e. asthma inhalers, auto-injectable epinephrine, and/or diabetic medications) on his/her person shall be allowed to carry and self-administer medication while at school, at on-site school activities, while traveling to or from school, and/or at an off-site school activity. The medication must be kept in the original bottle with proper labeling by a pharmacist or medication manufacturer if non-prescription. The container must specify special storage instructions if appropriate. Prescription medications are to be labeled with the students' name, name of medication, dose, route, and frequency. Medication should not be expired. A student with a completed consent form on file to self-administer does not require him/her to carry his/her medication on his/her person; in such case, the medication will be kept in the office. The school district will make reasonable efforts to keep all medications in a safe and secure place. Medication that can be taken at other times should not be brought to school, or a request made to school employees to be taken at school. Medication scheduled for morning, late afternoon, after school, two to three times a day should be given at home.

The school is not obligated to furnish any prescription or non-prescription medication to students; students are responsible for supplying their own medications. No school shall keep medications past the end of the school year or keep any medications that are expired. Medications not picked up by the 10th day after the last school day will be destroyed following state law requirements.

PRN Medications

PRN DEFINITION- Medications that are taken as directed by a physician on an as needed basis only. (e.g. – an asthma patient uses Ventolin Inhaler when he/she has an asthma attack.)

The Arkadelphia School Districts medication policy is also applicable for PRN medications. The medication form 4.35F must be completed by parent or physician with specific instructions on frequency, dosage, and reason for the medication. PRN medication should be kept in the original bottle and properly labeled. PRN medications should be documented including time they are given.

MEDICATION ERRORS

Should a medication error be made, a medication error form should be completed as soon the situation allows. The school nurse should be contacted immediately. The nurse will determine if the health care provider should be contacted. The school nurse shall notify the parent/guardian and health care provider expeditiously.

Immunizations

Except as otherwise provided in these rules, no child shall be admitted to a public or charter school of this state who has not been immunized against poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, mumps, hepatitis B, and varicella (chickenpox), as evidenced by an immunization record from a licensed physician or a public health department acknowledging the immunization. The requirements for entry into school are:

1st through 12th grade: At least three doses of Diphtheria/Tetanus/Acellular, Pertussis (DTaP), diphtheria/Tetanus/Pertussis (DTP), Diphtheria/Tetanus (DT-pediatric), Tetanus/Diphtheria (Td-adult) or Tetanus/Diphtheria/Acellular Pertussis (Tdap-adult); at least three doses of Polio vaccine; two doses of MMR (measles, mumps, and rubella) vaccine, and an appropriate series of Hepatitis B vaccine.

7th grade: In addition to the vaccine requirements listed under 1st through 12th grade, all students 11 years old or older by September 1st of each year will be required to have a Tdap vaccination. All 7th graders will be required to have one dose of MCV4 (Meningococcal) vaccine with a second dose administered at age 16. If not vaccinated prior to age 16, one dose is required for all students who are age 16 on or before September 1st of each year.

Policy 4.24b--MANDATORY DRUG TESTING

MISSION STATEMENT

The Arkadelphia School District recognizes that drug abuse is a significant problem for students, detrimentally affecting the overall health, behavior, learning ability, reflexes, and development of each individual. Drug abuse includes, but is not limited to, the use of illegal drugs, alcohol, and the misuse of legal drugs and medications.

DEFINITIONS

Drug: Any substance considered illegal by Arkansas statutes or which is controlled by the Food & Drug Administration unless prescribed by a licensed physician

Activity Programs: Any activity that meets the guidelines of the Arkansas Activities Association or sponsored by the Arkadelphia School District. This includes all school-sponsored academic, athletic/spirit and student groups for grades 6-12.

School Year: From the first day of classes in the fall, unless the activity begins prior to the first day of classes, in which event, from the first day of practice through the last day of classes in the spring.

POLICY STATEMENT

Arkadelphia School District is conducting a mandatory drug-testing program for students who choose to participate in an activity program sponsored by the Arkadelphia School District. Its purpose is threefold: (1) to provide for the health and safety of students in all activity programs grades 6-12; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs.

PROCEDURES FOR STUDENTS

Consent: Each student wishing to participate in any activity program and the student's custodial parent or guardian shall consent in writing to drug testing pursuant to the district's drug testing program. No student shall be allowed to participate in any activity program absent such consent. Students not involved in activities may be allowed to participate voluntarily in the testing pool with a consent form signed by the parent.

Student Selection: At the option of the district, all students in activity programs may be drug tested **during the** school year. In addition, random testing will be conducted bi-monthly during the school year. Selection for random testing will be by lottery drawing from a "pool" of all students participating in activity programs and drivers in the district at the time of the drawing. A single test can be required by a principal from a student for reasonable suspicion. The superintendent or designee shall take all reasonable steps to assure the integrity, confidentiality, and random nature of the selection process including, but not necessarily limited to, assuring that the names of all participating students are in the pool, assuring that the person drawing names has no way of knowingly choosing or failing to choose particular students for the testing, assuring that the identity of students drawn for testing is not known to those involved in the selection process, and assuring direct observation of the process by the least intrusive means possible while assuring brevity and privacy.

Sample Collection: Samples will be collected on the same day the student is selected for testing or, if the student is absent on that day, on the day of the student's return to school. If a student is unable to produce a sample at any particular time, the student will be allowed to return within a two (2)-hour time period to provide the sample. All students providing samples will be given the option of doing so alone in an individual room with the door closed.

Testing Agency: The district will choose a qualified agency for the purpose of processing sample results and maintaining privacy with respect to test results and related matters.

Prescription Medication: Students who are taking prescription medication may provide a copy of the

prescription or a doctor's verification, which will be considered in determining whether a "positive" test has been satisfactorily explained. That documentation will be forwarded to the testing coordinator to consider the student's use of such medication to assure the accuracy of the result. Students who refuse to provide verification and test positive will be subject to the actions specified below for "positive tests."

Scope of Tests: The drug screen tests for one or more illegal **and prescription** drugs. The superintendent or his designee shall decide which illegal drugs shall be screened, but in no event shall that determination be made after selection of students for testing. Student samples will not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug intoxication. As a quality control measure, the school reserves the right to send any urine sample that appears unusual in color and/or consistency to a laboratory for testing and confirmation or non-confirmation.

Limited Access to Result: The results will be reported only to the superintendent or to such person as the superintendent may designate in the event the superintendent is absent.

Procedures in the Event of a Positive Result: Whenever a student's test result indicates the presence of illegal drugs ("positive test"), the following will occur: If the sample tests positive, a custodial parent or legal guardian will be notified and a meeting will be scheduled with the superintendent or his designee, the student, the custodial parent or legal guardian, and the student's principal and head coach or sponsor.

First Positive Result: For a positive result, the student will be placed on probation and not be allowed to participate in competitions, presentations, and activities of Arkadelphia Schools for a period of twenty (20) school days. A student may practice or attend an organization's meetings, but may not compete, dress out for competition, take part in a club's scheduled event beyond meetings or drive on campus. The student will be recommended for counseling; if any charge is incurred, it will be the responsibility of the parents. On day twenty-one (21), the student will be allowed to be retested (at the expense of parent-guardian). If the test results are found to be negative, the student will again become eligible for driving on campus, competitions, presentations, and activities relating to Arkadelphia Schools. However, the student must submit to a mandatory drug screen or lab test on a monthly basis at the expense of the parent/guardian for the next three consecutive months when school is in session.

Second Positive Result: A second positive result in the 24-month period following the first positive test will result in the student's being suspended from participating in activities and driving on campus for the remainder of the school year. If this positive test is in the spring semester, the student will not be able to participate during the following fall semester.

Third Positive Result: For the third positive result, the student will be suspended from participation in activities and driving on campus for the remainder of his/her enrollment with the school district.

Non-Punitive Nature of Policy: No student shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified as soon as possible by the district.

Other Disciplinary Measures: By accepting this policy the district is not precluded from utilizing other disciplinary measures set forth in the Student Discipline Policy. Likewise, this policy does not preclude the district from following its disciplinary procedure and resulting action when founded upon reasonable belief and suspicion that a student has participated in drug-related activities.

Policy 4.43--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 (5th) 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. 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. 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.

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.

Cyberbullying

A person commits the offense of cyber bullying if he or she transmits, sends, or posts a communication by electronic means with the purpose to frighten, intimidate, threaten, abuse, harass, or alarm, another person, and the transmission was in furtherance of severe, repeated, or hostile behavior toward the other person. The offense of cyberbullying is a Class B misdemeanor.

4.12—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.

Fraternalities, sororities, secret societies and any gang related activities 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.

Penalties: 1st Offense- 3 Days Out of School Suspension
 2nd Offense- 5 Days Out of School Suspension
 3rd Offense-10 Days Out of School Suspension & recommendation for expulsion.

Athletic Events

Students who represent the school as participants or spectators or who accompany school groups on athletic trips or other school-sponsored trips are expected to abide by the policies of Arkadelphia Public Schools at all times. The school will have full authority over these students. All rules of the school and of safety and good conduct are to be observed. Students riding in school vehicles are expected to return in these vehicles unless given permission by the principal or his agent. If the student does not ride in a school vehicle, he/she must be returned only to the parent/guardian for transportation. A note shall be required of students to document parental permission for participation in school trips.

PENALTY TYPES

After School Detention

You will be notified by mail when your child is scheduled to attend a principal assigned after school detention. This detention, normally, will be from 3:00-3:30 p.m. on Tuesday and Thursday and will be monitored by school personnel. Failure for a student to attend or be on time for After School Detention will result in a Saturday School assignment.

Saturday School

You will be notified by mail when your child is assigned to attend Saturday School. This detention will be from 8:00 a.m. to 12 noon. It is the parents' responsibility to provide transportation for their child to and from Saturday School. Failure of a student to attend an assigned Saturday School without the permission of the principal **prior** to the assigned Saturday will result in a 1 day Out of School suspension.

In-School Suspension (ISS)

This is a supervised class during the school day located on campus. ISS will allow students who would normally be suspended for various violations to continue supervised studies during school hours and receive credit for all work completed.

1. Students will report to ISS with their books and materials by 8:00 a.m. each day(s) of the assignment, which may be made for one to ten days.
2. Severe offenses will still result in Out of School Suspension (OSS).
3. Students will not be allowed more than (2) ISS assignments per semester.
4. Students with continuing offenses will be out of school suspended, considered for alternative school, or considered for expulsion.
5. The final decision of any ISS placement will be at the discretion of the principal.
6. Students assigned to ISS are not permitted to participate in assemblies, dances, athletic contests, or any school sponsored activity during the time they are assigned.

The following are examples of behavior that will result in placement into ISS but are not limited to these offenses: Abuse of Others, Minor Fighting (intimidation by pushing & shoving), Truancy, Smoking, Offensive Language, Failure to Follow Directions, Failure to Identify Oneself to School Personnel, Theft, and Creating Disruptions.

4.30—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, 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.

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, parents', legal guardians', 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 the 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:

- 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 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.

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.

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.

4.31—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 (5th) grade unless the student's behavior:

- a. Poses a physical risk to himself or herself or to others;
- b. Causes a serious disruption that cannot be addressed through other means; or
- c. Is the act of bringing a firearm on school campus.

The Superintendent or his/her designee shall give written notice to the parents or legal guardians (mailed to the address reflected on the District's records) that he/she will recommend to the Board of Education that the student be expelled for the specified length of time and state the reasons for the recommendation to expel. The notice shall give the date, hour, and place where the Board of Education will consider and dispose of the recommendation.

The hearing shall be conducted not later than ten (10) school 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, or student if age eighteen (18) or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

During the hearing, the Superintendent, or designee, or representative will present evidence, including the calling of witnesses, that gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted; however, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

Except as permitted by policy 4.22, the Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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.

Policy 4.11--Discipline for Students with Disabilities

Arkadelphia Public Schools students who are receiving Special Education services are subject to the schools' disciplinary, rules and procedures, with the exception of requirements of state and federal laws pertaining to the disabled. Administrative regulations will be developed and amended as necessary to provide an orderly process for implementation.

Terroristic Threatening

A person commits the offense of terroristic threatening in the first degree if: (A) With the purpose of terrorizing another person, the person threatens to cause death or serious physical injury or substantial property damage to another person; or (B) With the purpose of terrorizing another person, the person threatens to cause physical injury or property damage to a teacher or other school employee acting in the line of duty. Terroristic threatening in the first degree is a Class D felony. A person commits the offense of terroristic threatening in the second degree if, with the purpose of terrorizing another person, the person threatens to cause physical injury or property damage to another person. Terroristic Threatening in the second degree is a Class A misdemeanor. Any

student who is in violation of this policy will be subject to disciplinary action, which may include suspension or expulsion.

The Assistant Superintendent shall guide the initial investigation and provide a written or otherwise appropriate response to the complainant within a reasonable time. The complainant may appeal the Assistant Superintendent's decision by presenting such a request, in writing or by other appropriate means, to the Superintendent of School, 235 North 11th Street, Arkadelphia, Arkansas. Upon investigation of the complaint, the Superintendent shall provide, with a reasonable time, a written or otherwise appropriate response to the complainant.

The complainant may appeal the decision of the Superintendent to the Arkadelphia Board of Education. Such a request shall be made in writing or by other appropriate means, and mailed or otherwise communicated to the Superintendent's office at the above address. Upon hearing the appeal, the Board will render a decision within a reasonable time and shall notify the complainant in writing or by other appropriate means.

Reporting to Law Enforcement/Juvenile Services

The school is required by law to report to the law enforcement agency a large number of violations that occur at school including, but not limited to, tobacco violations, acts of violence, threats of violence, damage to property, and theft. When these infractions occur, a school penalty is assessed in most cases, and reports are made to the local law enforcement. When such a report is made, the school is not actually filing charges against the student.

Arkadelphia Public School Bus Rules

In accordance with Act 247 of 2005, a person over eighteen (18) is guilty of a class B misdemeanor if the person:

1. Enters a school bus with the intent to commit a criminal offense.
2. Enters a school bus and disregards the orders or instructions of the driver.
3. Enters a school bus and refuses to leave the bus after being ordered to do so by the driver.
4. Intentionally causes or attempts to cause a disruption or an annoyance to another person on the bus.
5. Recklessly engages in conduct that creates a substantial risk of creating apprehension in any person on the bus.

Each school bus shall have signs placed next to each entrance warning that unauthorized entry of a school bus is a violation of state law.

Riding the school bus is a privilege, and we want it to be safe and orderly. Therefore, everyone is expected to follow the listed rules.

1. Do not ask the driver to let you off the bus any place except at your regular stop.
2. Wait for the bus on the right side of the road (when the bus stops, you should be on the side with the door.) If you should arrive at the stop just as the bus approaches the stop, wait until the bus has come to a complete stop and the driver has signaled before you cross in front of the bus. (Unless the driver directs you differently.)
3. If you must cross the road after leaving the bus, go to a point on the shoulder of the road ten feet in front of the bus (four or five long steps.) Cross the road only after the driver has signaled you to do so.
4. You cannot ride any bus except your own. Visitors are not allowed except in case of emergency. Permission must be secured from the Coordinator of Transportation. (246-1128)
5. In accordance with school board regulations, children are not allowed to carry balloons on the bus.
6. KEEP IN MIND THAT BEING ON A BUS IS THE SAME AS BEING IN SCHOOL!

Behavior Not Covered: The school district reserves the right to punish behavior that is not conducive to good order and discipline on the school bus; even though such behavior is not specified in the preceding written offenses.

Bus Discipline

MINOR (Consequences: Minimum: Step 1 – Maximum: Step 6)

- | | |
|--|---|
| <input type="checkbox"/> Making Loud Noises | <input type="checkbox"/> Placing anything out of the window or in the aisle |
| <input type="checkbox"/> Annoying other students or driver | <input type="checkbox"/> Failing to be in assigned seat |
| <input type="checkbox"/> Littering | <input type="checkbox"/> Eating or drinking on the bus |
| <input type="checkbox"/> Standing while bus is moving | |

Phase Two (Consequences: Minimum: Step 2 – Maximum: Step 6)

- | | | | |
|--|-----------------------------------|--|--|
| <input type="checkbox"/> Releasing Chemicals | <input type="checkbox"/> Bullying | <input type="checkbox"/> Possession of Animals | <input type="checkbox"/> Tripping Other Students |
| <input type="checkbox"/> Disrespecting the Driver | <input type="checkbox"/> Spitting | <input type="checkbox"/> Cursing or Racial Remarks | <input type="checkbox"/> Throwing Objects |
| <input type="checkbox"/> Writing on or damaging the school bus (This action will also require payment for the damage.) | | | |

Major (Consequences: Minimum: Step 2 – Maximum: Step 6)

- Physical Fighting Tripping the Bus Driver Possession of Firearms, Knives, Sharp Objects

CONSEQUENCES will fall between the minimum and maximum steps for each category depending on severity and frequency of violation.

Step 1 The transportation director will give the student a documented warning. The school will notify the parents.

Step 2 The student will not be allowed to ride any bus for three (3) days. The school will notify the parents.

Step 3 The student will not be allowed to ride any bus for five (5) days. The school will notify the parents.

Step 4 The student will not be allowed to ride any bus for ten (10) days. The school will notify the parents.

Step 5 The student will not be allowed to ride the bus for (30) days. The school will notify the parents.

Step 6 Child will not be allowed to ride any bus for the remainder of the year. The school will notify the parents.

NOTE: All bus discipline will be handled by the director of Transportation. Discipline referrals will be sent home from the school. If you have any questions concerning your child's bus discipline, please contact the bus shop at 870-246-1128. Bus discipline is cumulative throughout the year regardless of bus route or driver.

Student Records/ Directory Information/Other Policies

Student Records

(Edited: Areas Pertaining to Parent Consent Concerning Release of Information or Publishing)

Student records are records, which are directly related to a student and are maintained by the school to be passed from person to person. These data may be recorded in any medium, but not limited to: handwriting, print, tapes, film, and audio. They will include: name, address, telephone number, date of birth, ability data, achievement data, health information, discipline and attendance information, and directory information. This term does include records of instructional, supervisory and educational personnel, which are accessible to only the maker of these records and his/her substitute. This District shall publish directory information for school events such as athletic contests, school sponsored plays, musical performances, and activities associated with graduation exercises. The information to be published will include name, class, height, weight, position or role, and awards and honors received. Parents of eligible students have the right to refuse the publication of any or all categories of personally identifiable information to be presented in a school directory. The objection of this publication must be made in writing to the administrator responsible for the event no later than twenty (20) working days prior to that event.

Directory Information

The Arkadelphia School Board has designated the following personally identifiable information contained in a student's education record as "directory information" and it authorizes the disclosure of any or all of this information without prior written consent of the parent or eligible student to state accredited post-secondary institutions, military recruiters, other secondary schools for printing of programs, etc., news agencies and for other school events as determined appropriate by the administrator responsible for the records.

1. The student's name
2. The names of the student's parents
3. The student's address
4. The student's date of birth and/or age
5. The student's class designation (i.e., 1st grade, 10th grade, etc.)
6. The student's extracurricular participation
7. The student's achievement awards and/or honors
8. The student's weight, height, position, and/or role
9. The student's photograph
10. The school or school district the student attended before he/she enrolled in the Arkadelphia School District

The students' parents or eligible students have the right to refuse to permit the district to designate as directory information any or all of the items for that student.

The refusal must be a letter to the responsible administrator within ten (10) working days prior to the first day of school or at a time designated by an ad in the local paper, or for a new student, five working days following enrollment.

Policy 4.1--RESIDENCE REQUIREMENTS

Definitions:

“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 (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 students 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) years 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 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 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 person standing in loco parentis, the student is required 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 legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools. 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.

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.

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.

Policy 4.2--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, 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, 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 of age 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 4.6—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 & Secondary Education.
2. The parent, legal guardian, person having lawful control of the student or 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.³
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.

4.4—STUDENT TRANSFERS

The Arkadelphia 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.

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

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.

Except as otherwise required or permitted by law, the responsibility for transportation of any nonresident student admitted to a school in this District shall be borne by the student or the student's parents. The District and the resident district may enter into a written agreement with the student or student's parents to provide transportation to or from the District, or both.

Uniformed Service Member's Children

“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 duty⁴ 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”⁴ 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.⁵

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.

4.3—COMPULSORY ATTENDANCE REQUIREMENTS

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 waver 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).

Policy Code 4.11--Equal Educational Opportunity

No student in the Arkadelphia Public 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 Dr. Jeanette Turner, who may be reached at 870-256-1100.

For further information on notice of non-discrimination or to file a complaint, visit <http://wdcrobcop01.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.

Section 1 – Complaints Pursuant to Title IX Regulations:

Persons wishing to file such complaints shall contact the **Assistant Superintendent, 235 North 11th Street, Arkadelphia, Arkansas; Phone: (870) 246-5563**, as the person responsible for investigating complaints alleging non-compliance with Title IX regulations.

Complaints shall be made in writing, shall be signed by the complainant, and shall be mailed or otherwise delivered to the **Assistant Superintendent's Office** (address above).

The Assistant Superintendent shall guide the initial investigation and provide a written response to the complainant with a reasonable time.

The complainant may appeal the Assistant Superintendent's decision by presenting such a request, in writing, to the **Superintendent of Schools, 235 North 11th Street, Arkadelphia, Arkansas**. Upon investigation of the complaint, the Superintendent shall provide, within a reasonable time, a written response to the complainant.

The complainant may appeal the decision of the superintendent to the **Arkadelphia Board of Education**. Such a request shall be in writing, c/o the Superintendent's Office. Upon hearing the appeal, the Board will render a decision within a reasonable time and shall notify the complainant in writing.

Section 2 – Complaints Pursuant to Section 504 of the Rehabilitation Act of 1973, AD Amended:

The Board of Education for Arkadelphia School District No. 1 hereby agrees to comply with Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), as amended (P.L. 93-516; 29 U.S.C. 794), all requirements imposed by the applicable HEW regulations (45 C.F.R. Part 84), and all guidelines and interpretations issued pursuant thereto, subject to appeal through appropriate due process proceeding, if and when such may be deemed necessary. Section 504, as amended, provides that "no otherwise qualified handicapped individual shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

This regulation which applies to all recipients of federal assistance from HEW, is intended to insure that the federally assisted programs and activities are operated without discrimination on the basis of handicap, including admission or access to, or treatment or employment therein.

The Assistant Superintendent (Instruction), of 235 North 11th Street, Arkadelphia, Arkansas; Phone: (870) 246-5563, is hereby appointed as the person responsible for coordinating the District's efforts to comply with Section 504, as amended; including the investigation of any complaint alleging noncompliance therewith. Persons wishing to file complaints shall place them in writing, shall sign the complaint, and shall mail or otherwise deliver it to the Assistant Superintendent's office located at the above address. However, should the complainant's handicap prevent registration of the complaint in the manner specified, the complainant may choose alternate methods of communication, which are consistent with his/her abilities.

Policy Code 4.29--Acceptable Use of Technology

The Arkadelphia Public School District recognizes the need to effectively use computer technology to further enhance educational goals. However, protection and security of the various information networks and computer systems is necessary. Staff will be expected to employ electronic mail on a daily basis at work as a primary tool for communications. The district may rely upon this medium to communicate information, and all staff will be responsible for checking and reading messages daily. Users are also expected to learn and to follow normal standards of polite conduct and responsible behavior in their use of computer resources.

Electronic mail and telecommunications are not to be utilized by users to share confidential information about individuals because messages are not entirely secure. Network administrators may review files and communications to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that files stored on district servers will be private.

The Arkadelphia Public School District is providing access to computer networks and the Internet for educational purposes ONLY. If users have any doubt about the educational value of any activity, they should consult a faculty member. It is the responsibility of each user to use the network and Internet access appropriately and to stay away from offensive or harmful sites. Any inappropriate site accessed from a district computer should be reported immediately to the supervising teacher.

The Arkadelphia Public School District, by itself or in combination with the Internet access provider, will utilize active restriction methods to filter software or other technologies to prevent students from accessing visuals that are (1) obscene, (2) child pornography, or (3) harmful to minors. The district will also monitor students through direct observation and/or other means, to ensure that students are not accessing inappropriate materials. The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]) as meaning any picture, image, graphic, or other visual that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

I. Use of Computer Hardware

1. Computer hardware is like any other school property and shall be treated accordingly.
2. Only authorized individuals will install, service, and/or maintain district owned computer hardware.
3. No district serviced hardware, including cables or peripherals, may be moved without authorization from the technology staff.
4. Users should not turn on or off any computer hardware without direct instruction from the supervising teacher.
5. It is the responsibility of the users to keep the computer clean and away from smoke, dust, magnets, food, liquid, and any other foreign material known to be harmful to the hardware or functionality of the system.
6. It is the responsibility of the users to report malfunctions of the hardware to the supervising teacher.

II. Use of Computer Software

1. Only software which is legally owned and/or authorized by the district may be installed on district computer hardware.
2. The unlawful copying of any copyrighted software and/or its use on district hardware is prohibited.
3. Modification or erasure of software without authorization is prohibited.
4. The introduction of any viral agent is prohibited. Every diskette should be checked for a virus each time it is put into the computer system.
5. Any individual who introduces a virus into the district system or violates the copyright laws shall be subject to appropriate district discipline policies and to the penalty provisions of the computer/network use policy.
6. The technology coordinator and or technology staff have the right to remove any software from district owned equipment where the user cannot provide original copies of the software and/or appropriate license

for the software.

III. The following behaviors are NOT PERMITTED on district workstations, computers, or networks:

1. Sending of “chain letters” or “broadcast” messages to lists or individuals.
2. Sharing personal or confidential information about students or employees.
3. Sending, viewing, downloading, or displaying offensive material or pictures.
4. Directly assisting a campaign for election of any person to any office.
5. Using obscene language, harassing, insulting, or attacking others.
6. Engaging in practices that threaten the network (e.g., loading files that may introduce a virus).
7. Violating copy right laws.
8. Using ANYONE’s email account other than your own.
9. Trespassing in other’s folders, documents, or files.
10. Violating any regulations prescribed by the network provider.
11. Using district-connected technology to gain unauthorized access (hacking) into technology systems.
12. Using district-connected technology to perform any illegal activity is prohibited.

The technology coordinator, technology staff, or faculty/staff will report inappropriate behaviors to the user’s principal who will take appropriate disciplinary action. Any other reports of inappropriate behavior, violations, or complaints, observed by other users will be routed to the supervising faculty/staff for appropriate action. Violations may result in a loss of access and/or disciplinary action. When applicable, law enforcement agencies may become involved.

4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS

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, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh (7th) grade, or when a seventh (7th) through twelfth (12th) grade student enrolls in the district for the first time and there is not a signed form in the student’s permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students’ permanent record. This policy is to be included in student handbooks for grades six (6) through – (12) and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum **providing** they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing paths.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the district’s students. The superintendent, or his/her designee, shall select the composition of the review panel.

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:

- 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.

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.

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 Arkansas Department of Education, the district requires an additional four (4) units to graduate for twenty-six (26) total units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

Beginning in the 2018-2019 school year, all students must pass the test approved by ADE that is similar to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services 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.⁷ 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 – 9th, 10th, 11th, and 12th

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

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

3) Algebra II; and

4) The fourth unit may be either:

- A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or
- A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: a total of three (3) units with lab experience chosen from

One unit of Biology; and either:

Two units chosen from the following three categories (there are acceptable options listed by the ADE for each):

- Physical Science;
- Chemistry;
- Physics or Principles of Technology I & II or PIC Physics; or

One unit from the three categories above and 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

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.⁸

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.

SCHOOL-PARENT COMPACT

L.M. Goza Middle School, and the parents of the students participating in activities, services, and programs funded by *Title I, Part A of the Elementary and Secondary Education Act (ESEA)*, agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during the 2020-2021 school year.

SCHOOL RESPONSIBILITIES

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the State's student academic achievement standards.
- Hold parent-teacher conferences twice a year (October 22 & Feb. 11) during which this compact will be discussed as it relates to the individual child's achievement.
- Provide parents with frequent reports on their children's progress with mid-term progress reports and weekly updates on Goza teacher web pages.
- Provide reasonable access to staff through daily conference periods and e-mail. Parents may contact the office to schedule an appointment.
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities. Parents may sign up in the Goza office to become a member of the Goza Parent Group.
- Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
- Involve parents in the joint development of any school-wide program plan, in an organized, ongoing, and timely way.
- Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meeting's, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs, and will encourage them to attend.
- Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
- Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.

- On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decision about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
- Provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts, and reading. Benchmark scores will be passed out to parents during open house in August before school starts. .
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67Fed. Reg. 71710, December 2, 2002).

PARENT RESPONSIBILITIES

We, as parents, will support our children's learning in the following ways:

- Monitoring Attendance
- Make sure homework is completed
- Monitoring amount of television time my child watches.
- Participating, as appropriate, in decisions relating to my child's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Help my child learn to resolve conflicts in positive ways.
- Respect school staff and the cultural differences of others.

STUDENT RESPONSIBILITIES

We as students will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Do my homework every day and ask for help when I need to.
- Read at least 30 minutes every day outside of school time.
- Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school.
- Follow school rules.
- Respect others, my school, and myself.

Complaints and Grievances

The Board of Education believes that students and their parents have the right to express school related concerns and grievances when they arise. Any student(s), parent(s), student organization, or group of students may request a meeting with the principal or appropriate authority, for any discussion or consideration of a grievance, complaint, or other reason. The complaint and grievance shall be written when the complaint or grievance is submitted to the Superintendent and/or Board of Education. It shall be the aim of the board to have the consideration of student problems and concerns discussed and resolved as quickly and equitably as possible. The proper channels for all complaints, concerns, or grievances should be as follows:

1. Teacher or group sponsor
2. Principal
3. Superintendent
4. Board of Education

Link to ADE Written Complaint Procedures:

http://arkansased.org/about/pdf/current/ade_304_federal_complaint_110810_current.pdf

Link to Annual Report Card http://arkansased.org/testing/performance_report.html

Parents' Right to Know

Dear Parent or Guardian:

Your school receives federal funds for Title I, Part A programs. This letter lets you know about your right to request information regarding the professional qualifications of the classroom staff working with your child. The district or school will be able to provide you with the following information regarding the qualifications of your child's teacher(s).

1. Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
2. Whether the teacher is teaching under emergency or provisional status because of special circumstances.
3. Whether the teacher has any advanced degree and the field of discipline of the teacher's certification or degree.

If at any time a teacher(s) that is not highly qualified has taught your student for four (4) or more consecutive weeks, then the school will notify you.

You also have the right to request information regarding the qualifications of the paraprofessional(s) assisting your child's teacher(s). If your child is receiving Title I, Part A services from a paraprofessional, then our district or school is able to provide you with the following information:

1. Whether the paraprofessional has completed at least two years of study at an institution of higher education.
2. Whether the paraprofessional has completed an associate's degree or higher.
3. Whether the paraprofessional has met rigorous standard of quality throughout state's certification procedure for determining the quality of paraprofessional staff.
4. Whether the paraprofessional has (a) the knowledge of and ability to assist in instructing reading, writing, and mathematics or (b) the knowledge of and the ability to assist in learning activities, such as homework, reading readiness, writing, mathematics, and other support as appropriate.

To request this information please contact your child's school, Goza Middle School, at 870-246-4291.

Child Abuse/Neglect Reporting

It is the policy of the Arkadelphia School District to comply with the Child Abuse and Neglect Law and with mandatory reporting of the law. Arkansas Statute 12-12-507 requires any person with reasonable cause to suspect child maltreatment/neglect/abuse or that a child has died as a result of child maltreatment/neglect/abuse, or who observes a child being subjected to conditions or circumstances that would reasonably result in child maltreatment/neglect/abuse, shall immediately notify the child abuse hotline. Reference School Board Policy 4.36b.

4.49—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 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 students with disabilities. Among the coordinator's responsibilities shall be ensuring district enforcement of the due process rights of students with disabilities and their parents.

Enrollment or Re-Enrollment in Public School

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

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

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

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

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

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

1. Award of course credits earned in the home school;
2. Placement in the proper grade level and promotion to the next grade level;
3. Participation in any academic or extracurricular activity;
4. Membership in school-sponsored clubs, associations, or organizations;
5. 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
6. Scholarships.

4.59—ACADEMIC COURSE ATTENDANCE BY PRIVATE SCHOOL AND HOME SCHOOL STUDENTS

The District allows private school and home school students whose parents, legal guardians, or other responsible adult with whom the student resides are residents of the District to attend academic courses offered in grades 7-12. The District will place a list of courses that a private school or home school student may request to attend on its website by:

1. June 1 for courses to be offered during the Fall semester; and
2. November 1 for courses to be offered during the Spring semester.

A private school or home school student who desires to attend one or more of the available academic courses shall submit a written request to attend the academic course(s) to the superintendent, or designee, no later than:²

- a. August 1 for Fall semester courses; or
- b. December 1 for Spring semester courses.

The District may reject a private school or home school student's request for attendance if the District's acceptance would:

- Require the addition of staff or classrooms;
- Exceed the capacity of a program, class, grade level, or school building;
- Cause the District to provide educational services the District does not currently provide; or
- Cause the District to be out of compliance with applicable laws and regulations regarding desegregation.

Requests to attend an academic course will be granted in the order the requests are received. Upon the receipt of a private or home school student's request to attend academic course(s), the District will date and time stamp the request for attendance. If a private school or home school student is denied attendance based on a lack of capacity and an opening in the requested course occurs prior to the start of the course, the District will use the date and time stamp on the request for attendance to determine the private school or home school student who will be notified of an opening in the requested course.

As part of the request to attend academic courses in the District, a private school or home school student shall:

- Indicate the course(s) the private school or home school student is interested in attending;
- If the course(s) the private school or home school student is interested in attending is being offered by the District in both a physical and a digital format, whether the private school or home school student intends to attend the physical course or the digital course;
- Agree to follow the District's discipline policies; and
- Submit immunization documentation required by Policy 4.57—IMMUNIZATIONS. In addition to the documentation methods provided in Policy 4.57, a home school student may submit a letter to the superintendent, or designee, stating an objection to immunizations and listing the immunizations the student has received, if any.

A private school or home school student who fails to attend an academic course by the eleventh (11) day of class shall be dropped from the course.

The responsibility for transportation of any private school or home school student attending academic courses in the District shall be borne by the student or the student's parents.

Policy 5.15 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 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 (grades 1-12) in the District shall be as follows.

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 = 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 grade 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 of 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 $.25 (83\%) + .75 (75\%) = 77\%$

Policy 6.11 Parental/Community Involvement

The Arkadelphia Public School district understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the district and those it serves. Therefore, the district shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community. To achieve such ends, the district shall work to:

1. Involve parents and the community in the development of the long range planning of the district.
2. Give the schools in the district the support necessary to enable them to plan and implement effective parental involvement activities.
3. Have a coordinated involvement program where the involvement activities of the district enhance the involvement strategies of other programs such as Head Start, HIPPI, Parents as Teachers, ABC, ABC for School Success, area Pre-K programs, and Even Start.
4. Explain to parents the community the State's content and achievement standards, State and local student assessments and how the district's curriculum is aligned with the assessments and how parents can work with the district to improve their child's academic achievement.
5. Provide parents with the materials and training they need to be better able to help their child achieve. The district may use parent resource centers or other community based organizations to foster parental involvement and provide literacy and technology training to parents.
6. Educate district staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between school and parents.
7. Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand.
8. Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include providing transportation and child care to enable parents to participate, arranging meetings, at a variety of times, and being creative with parent/teacher conferences.
9. Find and modify other successful parent and community involvement programs to suit the needs of our district.
10. Train parents to enhance and promote the involvement of other parents.
11. Provide reasonable support for other parental involvement activities as parents may reasonable request.

Policy 4.15 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 his/her designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date stamped copy of current court orders granting 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.

Unless prior arrangements have been made with the school's principal, Arkansas law provides that the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation.

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 investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen (18) years of age), or in response to a subpoena or arrest warrant.

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis identified on student enrollment forms. 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, ~~or other~~ 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.

4.34—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). 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.

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.

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.

4.57—IMMUNIZATIONS

Definitions

“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 against¹:

- Poliomyelitis;
- Diphtheria;
- Tetanus;
- Pertussis;
- Red (rubeola) 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;
- D. Official record from another educational institution in Arkansas or
- E. An immunization record printed off of the statewide immunization registry with the Official Seal of the State of 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 as a history of varicella disease must be documented by a licensed physician, advanced practice nurse, doctor of osteopathy, or physician assistant. 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 1st 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 are 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 no fewer than twenty-one (21) days or even 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.²

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.³

Annually by December 1, the District shall create, maintain, and post to the District's website a report that includes the following for each disease requiring an immunization under this policy:

- The number of students in the District that were granted an exemption by the Department of Health from an immunization;
- The percentage of students in the District that were granted an exemption by the Department of Health from an immunization; ~~and~~
- The number of students within the District who have failed to provide to the public school proof of the vaccinations required and have not obtained an exemption from ADH;
- The percentage of students within the District who have failed to provide to the public school proof of the vaccinations required and have not obtained an exemption from ADH; and
- The percentage of a population that must receive an immunization for herd immunity to exist.

7.19—SERVICE ANIMALS IN DISTRICT FACILITIES

In accordance with the provisions of the Americans with Disabilities Act and Arkansas statutes, service animals are permitted for use by individuals with disabilities on district property and in district facilities provided the individuals and their animals meet the requirements and responsibilities covered in this policy.

When an individual with a disability seeks to bring a service animal into a district facility, the district is entitled to ask the individual:

1. If the animal is required because of a disability; and
2. What work or task has the animal been trained to perform?

While the district is not entitled to ask for documentation that the animal has been properly trained, the individual bringing the animal into a district facility will be held accountable for the animal's behavior.

Any service animal brought into a district facility by an individual with a disability must have been trained to do work or perform tasks for the individual. The work or tasks performed by the service animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The purposes of this policy; no animal brought solely for any of these reasons shall be permitted on school grounds.

Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of a public entity's facilities where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go.

A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control by means of voice control, signals, or other effective means.

A service animal shall be groomed to prevent shedding and dander and shall be kept clean of fleas and ticks.

District staff may ask an individual with a disability to remove a service animal from the premises if:

1. The animal is out of control and the animal's handler does not take effective action to control it;
2. The animal is not housebroken; or
3. Making reasonable accommodations for the service animal's presence would fundamentally alter the nature of the service, program, or activity.

If the district excludes a service animal due to the reasons listed above, the district shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises.

The District and its staff are not responsible for the care or supervision of a service animal brought onto district property or into district facilities by an individual with a disability. Students with service animals are expected to care for and supervise their animal. In the case of a young child or a student with disabilities who is unable to care for or supervise the service animal, the parent is responsible for providing care and supervision of the animal. Prior to working in the school, any person responsible for providing care and supervision of the animal must go through the same process for background checks as required of all employees of the school system.

Individuals should be aware that under Arkansas law the misrepresentation of an animal as a service animal or a service animal in training to a person or entity operating a public accommodation may subject the individual to a civil penalty.

SCHEDULE II MEDICATIONS

Students taking Schedule II medications methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse) shall be allowed to attend school.

Students taking Schedule II medications not included in the previous sentence shall be allowed to bring them to school under the provisions of this policy and shall be permitted to attend and participate in classes only to the extent the student's doctor has specifically authorized such attendance and participation. A doctor's prescription for a student's Schedule II medication is **not** an authorization. Attendance authorization shall specifically state the degree and potential danger of physical exertion the student is permitted to undertake in the student's classes and extracurricular activities. Without a doctor's written authorization, a student taking Schedule II medications, other than those specifically authorized in this policy, shall not be eligible to attend classes, but shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

School nurse or unlicensed assistive personnel must count all scheduled medications at the time they are delivered by the parent or student in the presence of the parent or student. Both must document the number delivered to the school. A count should be done weekly to verify that the medication can be accounted for and the documentation and the number on hand for the specific student is accurate. Access to controlled substances is to be limited to as few personnel as possible. When possible, the licensed nurse is to access and administer controlled substances. Pharmacy Services Rules require controlled substances be kept under double locks. If controlled substances must leave a school campus (i.e. in-school suspension or field trip) the medications must be carried by trained school staff in a locked medical bag. One dose of the medication can be sealed in a properly labeled pill envelope for transfer in locked medical bag.

SELF-ADMINISTRATION OF MEDICATION

Students who have written permission from their parent or guardian and a licensed health care practitioner on file with the District may:

1. Self-administer either a rescue inhaler or auto-injectable epinephrine;
2. Perform his/her own blood glucose checks;
3. Administer insulin through the insulin delivery system the student uses;
4. Treat the student's own hypoglycemia and hyperglycemia; or
5. Possess on his or her person:
 - a. A rescue inhaler or auto-injectable epinephrine; or
 - b. the necessary supplies and equipment to perform his/her own diabetes monitoring and treatment functions.

Students who have a current consent form on file (4.35F2-Medication) shall be allowed to carry and self-administer such medication while:

- In school;
- At an on-site school sponsored activity;
- While traveling to or from school; or
- At an off-site school sponsored activity.

A student is prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, or combination does not require him/her to have such on his/her person. The parent or guardian of a student who qualifies under this policy to self-carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, or any combination on his/her person shall provide the school with the appropriate medication, which shall be immediately available to the student in an emergency.

Students may possess and use a topical sunscreen that is approved by the United States Food and Drug Administration for OTC use to avoid overexposure to the sun without written authorization from a parent, legal guardian, or healthcare professional while the student is on school property or at a school-related event or activity. The parent or guardian of a student may provide written documentation authorizing specifically named District employee(s), in addition to the school nurse, to assist a student in the application of sunscreen. The District employee(s) named in the parent or legal guardian's written authorization shall not be required to assist the student in the application of sunscreen.

EMERGENCY MEDICATIONS

Emergency Administration of Glucagon and Insulin

Students may be administered Glucagon, insulin, or both in emergency situations by the school nurse or, in the absence of the school nurse, a trained volunteer school employee designated as a care provider, provided the student has:

1. An IHP that provides for the administration of Glucagon, insulin, or both in emergency situations; and
2. A current, valid consent form on file from their parent or guardian.

When the nurse is unavailable, the trained volunteer school employee who is responsible for a student shall be released from other duties during:

- A. The time scheduled for a dose of insulin in the student's IHP; and
- B. Glucagon or non-scheduled insulin administration once other staff have relieved him/her from other duties until parent, guardian, other responsible adult, or medical personnel has arrived.

A student shall have access to a private area to perform diabetes monitoring and treatment functions as outlined in the student's IHP.

Stock Auto-Injectable Epinephrine & Albuterol Inhalers

Revised state law concerning Act 851, permits a school district to acquire and stock auto-injectable epinephrine and albuterol inhalers. Regardless of whether or not a student's parents have signed a waiver of liability, when a school nurse or a trained school district employee in good faith professionally administers an epinephrine auto-injector or an albuterol inhaler during a perceived emergency, these persons are immune from any damage, loss, or liability as a result of an injury arising from the emergency medication administration.

Emergency Administration of Epinephrine

The school nurse or other school employees designated by the school nurse as a care provider, who have been trained and certified by a nationally recognized organization experienced in training laypersons in emergency health treatment (i.e. the American Heart Association and the American Red Cross) or other persons approved by the Department of Health, may administer an epinephrine auto-injector in emergency situations to students who have an IHP that provides for the administration of an epinephrine auto-injector in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form (4.35F4) provided by the student's school nurse authorizing the nurse or other school employee(s) certified to administer auto-injector epinephrine to administer auto-injector epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction.

Students with an order from a licensed health care provider to self-administer auto-injectable epinephrine and who have written permission from their parent or guardian shall provide the school nurse an epinephrine auto-

injector. This epinephrine will be used in the event the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes the student is having a life-threatening anaphylactic reaction and the student is either not self-carrying his/her epinephrine auto-injector or the nurse is unable to locate it.

The school nurse for each school campus shall keep epinephrine auto-injectors on hand that are suitable for the students the school serves. The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified may administer auto-injector epinephrine to those students who the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

Emergency Administration of Albuterol

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol in emergency situations to students who have an IHP that provides for the administration of albuterol in emergency situations.

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee(s) certified to administer albuterol to administer albuterol to the student when the employee believes the student is in perceived respiratory distress. The school nurse for each District school shall keep albuterol on hand. The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol to those students who the school nurse, or other school employee certified to administer albuterol, in good faith professionally believes is in perceived respiratory distress.

Emergency Administration of Anti Opioid

The school nurses shall keep anti-opioid injectors on hand. The school nurses and other trained school employees may administer anti-opioid to a student who the school nurse, or other observer, in good faith believes is having an opioid overdose.