

Arkadelphia High School

Student Handbook

2020-2021 School Year



401 High School Drive
Arkadelphia, AR 71923
870-246-7373

<http://www.arkadelphiaschools.org/o/ahs>

Handbook Committee

The 2020-2021 Handbook committee was comprised of the following persons:

Nikki Thomas	Outgoing Principal
Callie Hunley	Incoming Principal
Trent Smith	Assistant Principal
Bud McMillion	Instructional Facilitator, Graduation Coordinator
Caroline Reed	Teacher, Parent Involvement Facilitator
Audrey Eldridge	School Nurse
Sharon Jones	Parent
Wendi Boyles	Parent
Cameron Jones	Student
Baylee Boyles	Student

A special thank you for the time spent in reviewing these policies and procedures for the upcoming school year.

Nikki Thomas, Ed.S.
Principal
Arkadelphia High School

Arkadelphia School Board Adopted

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***Forms needing signatures will be sent home as loose forms to be signed and returned. Nothing needs to be torn out of this handbook and returned to the school. Keep this handbook at home as a reference guide.**

Organizational Statements

Our Mission: The Mission of Arkadelphia High School is to provide our students with the guidance necessary to become successful and contributing adults equipped for the challenges facing our changing global society.

Our Vision: Our vision, as a learning community, is to equip all students to become successful and contributing adults.

Our Motto: *Commitment to Excellence*

All students at Arkadelphia High School have worth and the potential to succeed. Arkadelphia High School rewards and encourages students to apply themselves academically and become superior students. The academic incentive program is administered through the cooperative effort of the staff of Arkadelphia High School, Booster clubs, the Badger Scholar Program, and parental involvement.

Student incentives for academic excellence include Badger Scholar, differentiated diplomas, special academic enrichment programs, assemblies for special groups, and gifted and talented opportunities. These programs recognize the superior academic performance of students and reinforce the concept that Arkadelphia High School places a high value on successful academic performance.

Arkadelphia High School Alma Mater

Our High School Alma Mater
We Sing to Thee Today
To Offer Thee our Homage
Our Love and Loyalty
Our Love for Thee is not Concerned
With Building, Brick or Stone
But for Thy Spirit and Ideals
We Give Thee Praise Alone
In Years to Come in Memory
Of Happy Hours Spent Here
We'll Oft Recall Our Student Days
Our Alma Mater Dear

Section I - General Information

Forms Requiring Parent Signature

Forms including lunch application forms, mandatory drug testing agreement, parental involvement policy compact, internet and laptop use agreements, and handbook acknowledgement forms will be distributed on opening day. All students must return these forms. Students should return forms to their 1st period 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 additional coverage at a reasonable cost. More information is available in the office.

Guidance Services

All students are encouraged to make use of the services offered by the guidance counselors. The guidance program supports the school's mission by promoting and enhancing the learning process for all students through an integration of academic, career and personal/social development.

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.

School Board Policy 4.36b

Weather Related Closing Procedures

Please be advised that all decisions concerning school openings and closings will be made by the Superintendent based on the best situation for the safety of our students and staff. The following options will be available if a schedule change should have to be made due to inclement weather.

1. *Delayed Opening* – A delay in opening school will also result in the same delay for the beginning of the bus runs. Delayed opening will be used on those mornings when the highways and streets have some snow/ice on them; but in our judgment will probably be safe after some traffic has been over them.
2. *Early Dismissal* – Early dismissal will be used when it appears that the highways and roads will be hazardous at the regular dismissal time.
3. *Snow/Emergency Routes* – Snow routes for buses will be used when most of the narrow roads and lanes are considered unsafe, and the main roads are open. Bus drivers will identify for the students those roads and lanes where the bus will not travel on snow days. Students who live on those roads

or lanes are expected to meet the bus at the main road at approximately the same time that they would be picked up on regular days.

4. Alternative Method of Instruction (AMI) days may be used in case of inclement weather or other emergency closures. On these days, students are expected to login to their ECHO accounts to complete AMI assignments. Students without access to internet will be given an alternate assignment or advised by their teacher to download the assignment to work “offline”.

Listen or watch for inclement weather information/school closings on **Channels 4, 7, 11, and 9(cable)**. School closing announcements will also be posted on **Twitter @AHSNews** and the Arkadelphia Public Schools and Arkadelphia High School **Facebook** pages. Additionally, an **automated phone call/text/email** will be sent out. Make sure the school office has your up-to-date information for these announcements.

Statement of Assurances

In keeping with the guidelines of Title VI, Section 601, Civil Rights Act of 1964, Title IX, Section 901, Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Arkadelphia Public Schools assure that no person in the United States shall, on the basis of race, color, national origin, age, sex or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity.

The Coordinator for Title VI, Section 601, Civil Rights Act of 1964, Title IX, Section 901, Educational Amendments of 1972 is: Director of Federal Programs, 11th and Haddock, Arkadelphia, Arkansas 71923, 870-246-5564. The Coordinator for Section 504 of the Rehabilitation Act of 1973 is: Dr. Jeanette Turner, Director of Curriculum and Instruction, 11th and Haddock, Arkadelphia, Arkansas 71923, 870-246-5563. Anyone who feels that any non-discrimination laws have been violated is directed to contact the above named coordinators.

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

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 the 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 or the District Federal Programs Director at 870-246-5564.

Section II - Academic Information, Policies & Procedures

Arkansas Smart Core/Core Curriculum

The Arkansas Department of Education has adopted the Smart Core curriculum and the Core curriculum as a standard component of the required course of study for all Arkansas public schools. Arkadelphia High School offers all the courses of Smart Core each year as a part of required courses listed in the ADE Standards for Accreditation. However, the two diploma tracks offered by Arkadelphia High School exceed the requirements of Smart Core. All students at Arkadelphia will participate in the Smart Core curriculum. In order to ensure that every child has access to a rigorous curriculum, the Smart Core curriculum or Core Curriculum will only be a partial component of the required courses of study to graduate from the Arkadelphia School District.

The Arkadelphia School District will notify all students in grades six (6) through twelve (12) and their parents about the Smart Core curriculum by way of counselor meetings, parent/teacher conferences, parent organization meetings, newsletters, student handbooks, orientation sessions, and/or mail outs. This policy will be included in the sixth through twelfth grade handbooks and filed with the Arkansas Department of Education. All students in grades six (6) through twelve (12) will participate in the Smart Core curriculum unless the parent or guardian waives a student's right to participate. In the case of a waiver, the student will be required to participate in Core.

To ensure informed understanding of the Smart Core curriculum and courses necessary for graduation, parents, as well as students, will be involved in the review of the Smart Core curriculum and their child's course of study for graduation. This will be accomplished through orientation sessions, advisor/parent/student conferences, and/or counselor/student/parent meetings.

Parents will be required to sign a "Smart Core Informed Consent Form" during their child's seventh grade year or upon admission to the district if the child fails to transfer the form with him/her from his/her previous school. This form will be attached to the student's permanent folder and will follow him/her through the twelfth (12th) grade year. This "Informed Consent" agreement can be reversed upon request by a parent as long as the new required course of study can be completed by the end of the student's senior year. This "Informed Consent" will also be a part of the student's records that will be sent to another district if he/she transfers.

During staff development, teachers, administrators, and counselors will be provided with training regarding this policy.

The Arkadelphia High School graduation requirements exceed the requirements of Smart Core and Core. By signing the "Signature Verification Form", the parent understands that neither Smart Core nor Core is a diploma track.

National Honor Society Selection

Seniors who have achieved a 3.40+ GPA by the beginning of the spring semester are eligible for National Honor Society. In February, teachers receive a list of those students and are asked to consider four areas: leadership, service, scholarship and character. If a teacher who has taught a student for at least one semester or who worked closely with that student in an organization or activity would deny membership of said student, the teacher must explain his or her reason. The sponsor notifies those selected for NHS of their candidacy and of the date of induction.

Badger Scholar Requirements

To become a Badger Scholar, a student must maintain a 3.5 GPA each nine weeks of each year. During the first two weeks of each school year, the student must sign an intent form stating that he or she will attempt to maintain a 3.5 GPA each nine weeks of that year to be considered as a Badger Scholar. If the student maintains a GPA of 3.5 for a school year, he or she will be recognized at a banquet and receive the following awards of achievement: first year – certificate & pin; second year – t-shirt; third year – plaque; and fourth year – Badger Scholar blanket.

Boys and Girls State Selection

In February of each year, the parents of juniors who have achieved a 3.00+ cumulative GPA will receive a letter stating that their sons or daughters are eligible to apply to be a delegate to Boys state or Girls State. Interested students will return the letter, signed by the parent, and attach a paragraph stating their interest in the program. Students who are not interested must return the letter with parents' signatures indicating the parents accept their students' withdrawal from consideration.

The teachers receive a rating sheet that requires them to rate each student from 0 to 5 points in four areas: loyalty/patriotism; integrity/responsibility; interest; and service/leadership. Teachers are asked to rate only the students they have taught at least one full semester or with whom they have worked in extracurricular activities. The ratings are tabulated and the names of the students are submitted by that ranking to the American Legion/American Legion Auxiliary to fill the delegate slots as assigned by the organization (usually six to eight boys and ten to twelve girls). Fees for the program are provided by local businesses and civic organizations.

College Entrance Tests

Colleges and universities throughout the United States accept two universal entrance tests, commonly referred to as ACT and SAT. The ACT test is administered in Arkadelphia five times during the year. Colleges and universities use these scores for admission consideration, course placement, and scholarship eligibility. Most of the colleges and universities in this region require the ACT; however, students should work with the counselors in determining the tests required for schools in which they are interested.

Entrance tests measure academic knowledge rather than assess ability. Because test scores reflect level of knowledge, scores normally rise as learning progresses. Students are not limited in the number of times they take these entrance tests and, in fact, are encouraged to begin test-taking early in their high school careers.

Arkadelphia High School offers guidance in helping students raise test scores by offering academic courses that have a positive impact on test scores. The key elements for raising scores are test familiarity (which includes taking entrance tests more than one time) and core courses that teach the content areas measured by the tests.

The PSAT/NMSQT is the instrument used in the selection of National Merit Finalists. Students are encouraged to take the PSAT/NMSQT during their sophomore and junior years. However, students are only eligible to enter the National Merit Scholarship competition during their junior year. This test is administered at Arkadelphia High School during the school day in October.

Concurrent Enrollment

Any student enrolled in grades 9-12 is eligible to enroll in a publicly supported community college, technical college, or four-year college or university in accordance with the rules and regulations adopted by the college or university. Any student who successfully completes a course offered by an institution of higher learning shall be entitled to receive both high school and college grades and credit toward graduation. Credit earned by CLEP examination will not be counted as high school credit. Three semester hours of college credit taken by a student in grades 9-12 shall be the equivalent of one unit of high school credit. All costs of higher education courses taken for concurrent college credit are the student's responsibility. For purposes of graduation, three hours of college credit will equal one unit at the high school level. **Reference Board Policy 5.22 – Concurrent Credit**

Grading Scale

The Arkadelphia School District uses a ten point system for assigning letter grades. Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the courses. Grades that reflect other educational objectives such as the student learning expectations contained in the curriculum frameworks may also be given.

Reference Board Policy 5.15 – Grading

Arkadelphia High School uses the following grading scale:

General Education	A= 90-100
	B= 80-89
	C= 70-79
	D= 60-69
	F= 0-59

Course Recovery

Arkadelphia High School's credit recovery program is offered for students who have made a D, F, or lost credit in a class. If a student has failed a semester of a course, he/she may repeat that semester course with a school-assigned Credit Recovery Course and obtain full credit upon demonstration of mastery in the coursework. Students may also repeat a semester course for the purpose of raising their GPA if they have made a D in the course. Parental consent and credit recovery fees may apply. Requirements and guidelines for credit recovery are in the counselor's office.

Continued Enrollment

At the end of a student's seventh semester, all students will be counseled concerning on-time graduation. Any student not meeting the criteria for participation in the Graduation Ceremony will be advised as to the options available to them, including maintaining enrollment for a fifth year.

Graduation Ceremony

All requirements for graduation must be met by the end of last make-up day for seniors in order to participate in graduation ceremonies. Late make-up will forfeit participation. No student will be denied a diploma for late work after the ceremony.

Arkadelphia Public Schools is proud to provide a high quality graduation ceremony. To this end graduates are expected to adhere to the following requirements:

1. Graduates will wear the specified Badger Blue Robe and Hat. The Tassel worn with the cap will be the one purchased with the robe and will match that of all the other graduates.
2. Students may wear the following earned honors with their robe:
 - National Honor Society Collar
 - National Spanish Honor Society Stole
 - Beta Club Cord
 - National German Honor Society Cord
 - DECA Emerging Leader Honor Cord
3. Students may wear the Career and Technical Education Completer Medallion which indicates the completion of a specific career learning path.
4. Students who have earned the following honors will receive medallions during the graduation ceremony and may wear them with their graduation robe:
 - Summa Cum Laude
 - Magna Cum Laude
 - Cum Laude
 - Honor Graduate
 - Advanced Diploma

No other awards or recognitions will be worn during AHS Graduations.

Arkadelphia High School organizations wishing to add honors regalia to the graduation robe must petition the High School Principal prior to January 1 of the year in which the addition will take place. AHS Organizations must show that the award is offered by a nationally recognized organization which has an active chapter housed at Arkadelphia High School. The Award must recognize a significant academic achievement and must have a high grade point criteria for consideration. Upon receipt of the petition the principal will notify the Superintendent of APSD and schedule a meeting between the principal, superintendent, and AHS graduation coordinator to decide whether the petition represents a qualified addition to the graduation robe.

No other types of additions to the graduation robe will be considered.

AHS Graduation Policy

Arkadelphia School District offers two diplomas (regular and advanced). Generally, one semester of attendance (last semester) is required to receive an Arkadelphia High School diploma. Exceptions may be made only by the Board of Education upon the recommendation of the principal and the superintendent after an evaluation of the transcript and the reason for the transfer. Students must complete all requirements for graduation or an individual education plan in order to participate in the graduation ceremony.

A. ADVANCED DIPLOMA-27 credits as follows:

- 4 Pre-AP English 9* & 10*, AP Language*, AP Literature* (or CC English A & B)
 - 4 Math- Algebra I*, Geometry*, Algebra II*, and at least one of the following:
Trigonometry/Pre-Calculus, AP Calculus, AP Statistics, College Algebra, College Trigonometry, College Calculus, AP Computer Science, Civil Engineering, Digital Electronics. **At least one of the listed courses beyond Algebra II must be taken during the senior year. A math course must be taken each year.**
 - 4 Science- Physical Science Integrated* (or Principles of Engineering), Biology Integrated*, any Chemistry, and one of the following courses:
AP Computer Science, AP Chemistry, AP Biology, AP Physics, AP Environmental Science.
 - 4 Social Studies- Civics/Economics with Personal Finance*, Pre-AP World History*, United States History*, and one of the following courses: AP U.S. History, AP American Government and Politics, or AP European History.

 - 2 Foreign Language –(two years of the same language)

 - ½ Health* (can sub JROTC II)
 - ½ Physical Education* (can sub Athletics or JROTC I)
 - ½ Fine Arts* (Band, Jazz Band, Choir, any Art, or Theater Appreciation)
 - ½ Oral Communications* (Personal Communications)
 - 1 Computer Applications course(Comp Apps 1 & II, CBA, Survey of Business, IED, Digital Electronics, AP Comp Sci Princ 1&2, EAST I)
 - 6 Career Focus (NOTE - Class of 2021 needs ½ credit of Financial Literacy or Personal Finance*; this will be embedded in Economics for Class of 2022 and beyond)
- 27** Total Credits

The eight (8) semester cumulative GPA must be 3.300 or greater.

B. REGULAR DIPLOMA- 26 credits as follows

- 4 English 9*, 10*, 11*, 12* (one each year)
- 4 Math- Algebra I*, Geometry*, Algebra II*, and a math course senior year. A math course must be taken each year. Digital Electronics, Civil Engineering, or a Computer Science course may count for the fourth math credit.
- 3 Science- Physical Science Integrated* (or Principles of Engineering), Biology Integrated*, and a third science: any Chemistry, Anatomy & Physiology, Physics, Environmental Science, or a Computer Science course. Students who are planning to enter college or apply for the Challenge Scholarship are strongly advised to take Chemistry due to the entrance requirements set by the colleges and universities.

- 3 Social Studies- Civics/Economics with Personal Finance *, World History*, United States History*

- ½ Health* (can sub JROTC II)
- ½ Physical Education* (can sub Athletics or JROTC I)
- ½ Fine Arts* (Band, Jazz Band, Choir, any Art, or Theater Appreciation)
- ½ Oral Communications*(Personal Communications)

- 8½ Career Focus (NOTE - Class of 2021 needs ½ credit of Financial Literacy or Personal Finance*; this will be embedded in Economics for Class of 2022 and beyond)
- 26** Total Credits

*These courses are required by the Division of Elementary and Secondary Education.

For both REGULAR and ADVANCED DIPLOMAS:

- All courses, including traditional activity courses, yield 1/2 credit per semester.
- No credit will be given for teacher aide, counselor aide, or office aide.
- A maximum of 2.5 (1 state, 1.5 local) credits may be from Athletics.
- Students enrolled in Advanced Placement courses will be awarded an additional quality point for each AP course passed and the completion of the AP exam. College courses are not eligible to receive the extra quality point.
- An additional quality point will be awarded for passing Computer Integrated Manufacturing, Digital Electronics, or Civil Engineering and Architecture.
- If a Computer Science (CS) Course is taken as a flex credit for a Math or Science credit, one CS course can only substitute for one math OR science credit, not both.
- All seniors must be enrolled in five credit courses each semester.
- Credit toward graduation requirements are granted on completion of courses taken during grades 9 – 12 (unless ADE approved Algebra I is taken in 8th grade).

Reference Board Policy 4.45.1—Smart Core Curriculum and Graduation Requirements for the Classes of 2021 and Thereafter

Honor Graduates and Awards

Any student with a GPA of 3.500 or better shall be considered an honor graduate if he or she meets all requirements. These requirements include:

- A student must have been enrolled at Arkadelphia High school for the entire period of his or her senior year.
- A transfer student must have an overall GPA of 3.500 or better on all work at AHS as well as have the overall 3.500 or better.
- A student must not have an “I” on his or her record to be considered for honor graduate status.

Graduation with honors shall include the following divisions:

- *Summa cum laude* will be awarded to the graduates with a 4.001 or better and a composite score of 21 on the ACT with no sub-score lower than 19.
- *Magna cum laude* will be awarded to graduates with a 3.750 or better (3.750-4.000) and a composite of 20 on the ACT with no sub-score lower than 19.
- *Cum laude* will be awarded to graduates with a 3.500 or better (3.500-3.749) and an ACT score of 19 or better on each sub-score.

A faculty committee chosen by the principal will determine the student speaker at graduation. *Summa cum laude* students wishing to be considered to deliver the commencement speech will write their speech and turn it in to the principal. The principal will remove the names from the speeches and allow the faculty committee to choose the best speech for delivery at the commencement exercises.

Procedures for Computing Grade Point Averages

The grade point is computed to four places to the right of the decimal using the following quality points: A=4, B=3, C=2, D=1, F=0. An additional quality point for Advanced Placement courses will be added for each grade received in an AP course only for those students who take the AP exam. All courses will be used in computing the GPA and no courses will be given extra quality points with the exception of Advanced Placement courses. Grade point averages will be computed at the completion of the senior year – eight (8) semesters. The

final ranking, based on GPA, will be recorded on the transcript. Printing of the commencement programs and other announcements prior to completion of the school year sometimes necessitates the release of a tentative list of honorees and other graduates. Such a list is not final and is subject to change based on the grades earned the last semester.

Weighted Credit for AP Courses

Weighted credit shall be allowed for Advanced Placement courses if:

1. The student takes the entire Advanced Placement course and;
2. The student completes the applicable test offered by the College Board for Advanced Placement courses at the end of the Advanced Placement course and;
3. The teacher of the Advanced Placement course meets Arkansas teacher licensure requirements.
4. The teacher must have appropriate training and students must take the appropriate test to receive weighted credit.

Board Policy 5.21 – Advanced Placement, IB, and Honors 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 academic capacity to develop to their fullest potential.

Arkadelphia High School supports the idea that every student should have equal access to a variety of exemplary instructional programs that challenge their individual abilities and ensures their personal academic success. All students are provided the opportunity to enroll in AP or 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. Leadership skills are developed through a variety of cooperative and 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 GT coordinator by teachers, peers, parents, or themselves or by scoring at the 90th percentile or higher on current norm referenced tests. Once identified a student is eligible for the program as long as the student maintains the standards of the initial entry-level criteria into the program.

Any student is eligible to enroll in Pre-AP courses if he/she has:

1. A willingness to actively engage with sophisticated concepts
2. A willingness to be judged by rigorous standards
3. A willingness to complete longer and more complex assignments

AACEALE / HUB

The Arkadelphia ALE (Alternative Learning Environment) and HUB consist of students being removed from the general education setting at Arkadelphia High School. In order to attend ALE or HUB, the following are considered: student and parental input, grades/on-time credits toward graduation, behavior, teacher and administration input, and personal/extenuating circumstances. Studies and credits will continue in core ~~courses~~ and ~~some~~ elective courses. The ALE and HUB are managed through a partnership with the Arch Ford

Educational Cooperative and housed at the Tech Annex at 1405 Caddo Street.

Citizenship Test

Arkansas Act 478 of 2017 requires students seeking a high school diploma or high school equivalency diploma to pass the Arkansas Civics Exam with a score of 60% or better. This requirement began with the 2019 graduating class. This assessment will be given through the Social Studies department at Arkadelphia High School.

Scholarship Opportunities for Arkadelphia High School Students

Many scholarships are available to seniors. Although a few scholarships are awarded on the basis of faculty nominations and college recruitment, the majority of scholarships are awarded to students who have completed application procedures. Students who fail to apply for scholarships rarely receive scholarships, even though they may qualify by GPA, class rank, or by SAT or ACT scores. Students interested in scholarships should work closely with the AHS counselors who can provide qualifications, application forms, deadline information, and other forms of assistance. The Arkadelphia High School counselor's office has produced a pamphlet entitled "Dollars for Scholars" to assist in identifying scholarships and requirements. One will be mailed to all senior parents as a guide for scholarship applications.

Arkadelphia Promise Scholarship

Through a community effort, with the leadership of Southern Bancorp and the Ross Foundation, all students enrolled in the Arkadelphia Public School District before November 16, 2010, qualify for financial aid in the amount needed to ensure the ability to go to a post-secondary learning institution. Details and requirements are on the AHS website, the Arkadelphia Promise website and in the High School Counselors' office.

Where and How to Apply for the Arkansas Challenge Scholarship

The Arkansas Challenge Scholarship has changed formats, and now falls under the funding of the Arkansas Lottery. A student must have a 19 on the ACT to qualify. All applications are online. Information about application will be delivered each fall semester to seniors.

Homework

Homework is an assignment, directly related to the curriculum and current learning objectives, accomplished outside of the class time to supplement, extend, or enrich classroom teaching and learning. Students are expected to complete their homework and return it to school the next day or on the day the teacher has stated it is due.

Reference Board Policy 5.14 – Homework

School Reporting of Student's Performance

Parents will have access to their child's academic progress at any time through the Echo Learning Management System and from the classroom teacher mid-term of each grading period if the student's average is below a 70%. These reports are in addition to the nine weeks report card.

School-wide parent/teacher conferences are held twice a year, once during the fall and again in the spring. 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 as this deprives the rest of the class instructional time. If at any time parents have any questions or problems, we encourage them to contact the office. There will be someone in the office from 7:30 a.m. to 4:00 p.m. each school day.

Transcript Requests

Course and grade records for AHS students, alumni, and former students are maintained in the school office. Transcripts are available through the registrar. One transcript is provided at no cost. Office copies cost \$1.00 each. If the transcript is mailed, cost is \$2.00 each. Transcripts cannot be faxed due to confidentiality. Transcripts can also be ordered online on the Arkadelphia Public Schools' website.

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

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

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

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district support plan development process 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 including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units are required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Division of Elementary and Secondary Education (DESE), the district requires an additional 4 units to graduate for a total of 26 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

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

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

Digital Learning Courses

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

Personal and Family Finance

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

SMART CORE: Sixteen (16) units

English: four (4) units – 9th, 10th, 11th, and 12th

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

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

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

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

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

Natural Science: three (3) units

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

Social Studies: three (3) units

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

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

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

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

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

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

CAREER FOCUS: - Six (6) units

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

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

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

CORE: Sixteen (16) units

English: four (4) units – 9th, 10th, 11th, and 12th

Oral Communications: one-half (½) unit

Mathematics: four (4) units

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

Science: three (3) units

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

Social Studies: three (3) units

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

Physical Education: one-half (½) unit

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

Health and Safety: one-half (½) unit

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

Fine Arts: one-half (½) unit

CAREER FOCUS: - Six (6) units

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

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

Cross References:

- 4.55—STUDENT PROMOTION AND RETENTION
- 5.2—PLANNING FOR EDUCATIONAL IMPROVEMENT
- 5.11—DIGITAL LEARNING COURSES
- 5.12—COMPUTER SCIENCE INTERNSHIPS AND INDEPENDENT STUDIES
- 5.16—COMPUTER SCIENCE COURSE PREREQUISITES AND PROGRESSION

Legal References:

- Standards for Accreditation 1-C.2, 1-C.2.1, 1-C.2.2, 1-C.2.3
- DESE Guidelines for the Development of Smart Core Curriculum Policy
- DESE Rules Governing Distance and Digital Learning
- Smart Core Information Sheet
- Smart Core Waiver Form Commissioner’s Memo LS-18-082
- A.C.A. § 6-4-302
- A.C.A. § 6-16-122
- A.C.A. § 6-16-143
- A.C.A. § 6-16-149
- A.C.A. § 6-16-150
- A.C.A. § 6-16-1406
- A.C.A. § 6-18-107

Section III - Student Services, Procedures & Policies

Absence Procedures

Students absent from school should bring an excuse to the office upon arrival at school the following day.

Students who arrive less than ten minutes late to first period should report to class and the teacher will record the tardy. Students who arrive ten minutes or more after first period begins should report to the office for an admit and will be counted absent.

Students may be dismissed during the school day provided they present a written note and/or verbal permission from a parent/guardian to leave. Students must sign out through the office by obtaining permission to leave from a secretary or principal. Students leaving campus without permission or signing out will be considered truant.

Reference Policy 4.7 - Absences

Absences - Make-Up Work

It is the responsibility of the student to request make-up work from teachers when absent from school. Most assignments can be accessed through Echo.

A student who has been absent for three or more days can receive homework assignments by contacting the counselor's office. A counselor will collect the assignments and the student's books if requested. These may be picked up during the afternoon of the following day.

Cafeteria Information

The cafeteria at AHS serves breakfast and lunch approved by the Arkansas Department of Education. Students are expected to keep all food and drinks in the cafeteria. **Students are not permitted to carry food items or drinks from the cafeteria into the rest of the building, on carpeted areas, in the library or theater, or in classrooms. Parents may not provide food for any student but their own and students may not share food with other students (ADE Nutrition Standards Rule).** Students are expected to pick up trays and trash from their lunch and breakfast and deposit them in the trash receptacle. All students should complete and return a lunch application form. All forms must be completed and returned during the first week of school.

Cafeteria Prices:

Student Breakfast: \$1.75

Student Lunch: \$2.55

Adult Breakfast: \$2.75

Adult Lunch: \$4.00

Video Surveillance

Arkadelphia High School understands the need to protect visitors, students, faculty and staff while present on public property. It should be understood that there is no expectation of privacy while on public school property. Classrooms, hallways, gymnasiums, stadium and common areas will be under continuous video and/or audio surveillance for the protection of all visitors, students, faculty and staff.

Student Dress and Grooming

The Arkadelphia Public Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the District has a responsibility to promote an environment conducive to student learning.

Dress Code:

Clothing which will not be approved to wear:

1. Halter tops, tank tops, spaghetti strap tops. All shirts, tops, and dresses must have sleeves and cover cleavage
2. Short shirts. The midriff must remain covered when arms are extended out to the sides. Shorts, skirts, or splits that are shorter than the ends of the fingers when the hands are extended against the leg
3. Bandanas, hats, and other head coverings. (The only exceptions to this rule will be school sponsored spirit days)
4. Torn or cut-off jeans, trousers or slacks; holes in jeans as a decorative area may pass all the way through the clothing
5. See-through blouses, shirts, etc.
6. Under shorts of any kind worn as an outer garment; Fashions, which emphasize the showing of undergarments such as boxers, shorts showing from sagging pants
7. Sagging pants and overalls not fastened. Pants must be worn above the cleavage of the buttocks and overalls must be fastened
8. Clothing which promotes the use of drugs, alcohol, tobacco, and immoral behavior or which is demeaning to other students is considered inappropriate for school wears
9. Non-prescription sunglasses
10. Soft-soled house shoes or pajamas.
11. Spirit groups will be allowed to wear their uniforms during performances at games, pep rallies and other spirit events. The spirit groups will be required to conform to dress code at all other times during the school day. Final decision of any wearing apparel will be at the discretion of the principal. Students violating the dress code will be sent home for appropriate school attire
12. Students must adhere to the above dress code guidelines for all School sponsored events during the day including but not limited to: Homecoming Pep Rally, King of Hearts, Awards Assemblies, and All Public Appearances representing the school (A different set of guidelines for the Homecoming Coronation will be used).

FINAL DECISION OF ANY INAPPROPRIATE APPAREL WILL BE AT THE DISCRETION OF SCHOOL ADMINISTRATORS.

Emergency Evacuation Drills

Fire drills will be held once each month. Fire marshals will be appointed to make regular inspections during the fire drills. The teachers will give specific exit instructions; but there are some rules, which should be followed in all situations.

1. Teachers should be the last to leave the room after they see that the door and windows are closed and should take their roll book.
2. Walk quietly and in a single file out the designated exit.
3. Stand in assigned positions without talking and wait until the bell is rung again for return to class.
4. Each school will develop plans to be used in case of a tornado alert and the procedures will be posted in each classroom by the first day of school.

Fire Drills

Students are informed and instructed by each teacher for the correct route and procedure to follow during a fire drill or actual evacuation. Teachers should discuss and post exit routes and safety rules with each class each semester.

Tornado Drills

Teachers should discuss and post tornado drill information with each class each semester. Tornado drills are conducted in September, January and February each year.

Leaving Campus During School Day

Arkadelphia High School operates a **closed campus**. Students must secure permission from an administrator before leaving campus during the school day and must have an official note (from a doctor, counselor or instructor) to return to school the same day.

Library Use

Library media services are open to all students before school, during lunch, and throughout the school day as requested by classroom teachers. Students using the library will meet the following requirements:

1. No food, drinks, or gum.
2. Students are to enter the library with school supplies and leave immediately after completing work.
3. No student will be allowed to remain in the library for the purpose of visiting.
4. Students arriving during class time **MUST** have a pass from the teacher. Students must also get approval from the media specialist upon arrival and when leaving during regular class time. Students may not leave the library to return to class or go to any other part of the building without approval from the media specialist. Students coming to or leaving the library without permission will be counted as truant.

Off Campus Behavior

Many AHS activities occur off the main campus; however, all behavioral expectations and rules apply at all event locations.

Public Display of Affection

Students must limit public displays of affection on school property to holding hands. Other forms of affection such as kissing, hugging, and touching are not permitted.

Prom

The prom is for juniors and seniors who are permitted to bring an out-of-school guest provided the guest is at least a junior and has been approved by the AHS administration. To apply for approval, the AHS student and guest must meet with an administrator at a time and date designated by the AHS administration. Since prom is a formal occasion, the dress code for prom is a minimum of semi-formal.

School Dances, School Events and Expectations

AHS students may participate in school-sponsored dances unless in ISS or OSS. These social activities are for AHS students only, with the exception of prom. All students attending dances are expected to follow handbook guidelines, including the dress code. **Vulgar and/or sexually suggestive dancing will not be tolerated.** Violation of this request results in the offending student(s) leaving the dance or event, parental contact, and the loss of the privilege to attend the next dance or event.

Athletic Events

Philosophy

The Board of Education sanctions extracurricular activities and believes that they are an important element of the total school curriculum, yet should be considered secondary to academics. These activities should be based on well-defined purposes and designed primarily to serve the needs of students, with participation and membership governed by democratic principles. Student activities are a practical extension of the school curriculum providing students with avenues for relevant expression and experience. However, these activities should not be considered a "right" by students, but a "privilege."

Extra-curricular Activities

- A. Extracurricular activities are any school-sponsored team, group, or organizational activity, which are not part of the course content of a course of study (athletics, cheerleaders, band, choir, student council, clubs, etc.)
- B. To participate in extracurricular activities against other schools, a student must meet all eligibility requirements set by the Arkansas Activities Association (AAA), Arkansas Department of Education and the Arkadelphia School District
- C. A student may satisfy the requirement by successfully completing courses failed or courses needed, or an equivalent course(s) in a summer term(s) or a correspondence course(s) approved by the Arkansas Department of Education for granting credit for graduation requirements.
- D. If possible, activity events involving two or more schools should be scheduled on weekend dates and holidays or after 3:30 p.m. on school days. (AAA regulation)
- E. Any event scheduled on school days prior to 3:30 p.m., shall require AAA sanction and shall be kept to a minimum. (AAA regulation)
- F. Eligibility requirements for similar boys and girls activities must be consistent i.e.: basketball and track.
- G. Except as noted in "F" above, sponsors, coaches, directors, etc. may establish higher eligibility requirements for their organization, provided approval is obtained from the principal and the superintendent in advance.
- H. The requirements of policy IDEA do not pertain to such activities as intramural sports or activities week.

Non-Instructional Activities

- A. A non-instructional activity is any school-sponsored activity, which is not part of a course of study (pep rallies, assemblies, field trips, etc.)
- B. All non-instructional activities shall be kept to a minimum at the discretion of the principal.
- C. Daily interruptions of academic classes caused by announcements, visitors to the school, and other disruptions of the regular day shall be limited.
- D. The number of absences for school-related events that require time away from school shall also be limited.

Students participating should do so with the understanding that all other classwork, assignments, and tests are still their responsibility.

Board Policy 4.20a

Security Scans

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 busload 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.

Student Lockers

Each student will be assigned a locker upon request. The locker should be used for books. No money or valuables should be left in lockers. Students experiencing any problems with lockers should notify the office. Periodic random locker searches may be conducted during the school year. Every locker in a specified area will be searched. Any illegal items found in a locker will be considered the possession of the student assigned to the locker. The intent of this section is to forewarn students not to bring illegal items onto the campus on their persons. Periodic searches for drugs or weapons will be made during the year. Students should not have any expectation of privacy concerning their locker at school.

Student Officer Elections

Student council representatives are selected each semester. To become a representative, a student must collect 20 cards and properly submit them to the student council sponsor. All other positions are filled by student elections. Class officers are elected in May for the upcoming school year. Class positions are president, vice-president, secretary, treasurer, and reporter. To run for an office the student must pick up a petition and return it in the completed form by the deadline as well as give a speech to the student body. Student Council officers are elected in the spring. The positions are president, vice-president, secretary, treasurer, reporter, first representative, and second representative. To run for office, a student must be eligible as determined by grade point (3.0 GPA) and student council experience. Candidates must pick up and file nominating petitions with student council sponsor and speak before the student body. Freshmen, sophomore, and junior students elect Student Council officers. All speeches must be written and approved before presenting to the student body.

Student Vehicles

Designated parking areas have been provided for the use of faculty and students while on campus. Students must park in the zones designated for student parking. Students must not use faculty, reserved, visitor, or handicapped spaces (unless they have a physically handicapping condition). In order to drive or park student cars or motorbikes on school property during the school day, students must secure a student parking permit and display it properly at all times on the rear view mirror.

4.11—Equal Educational Opportunity

No student in the Arkadelphia 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 235 N. 11th Street, Arkadelphia, AR, 71923, 870-246-5563, jeanette.turner@arkadelphiaschools.org.

For further information on notice of non-discrimination or to file a complaint, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>; for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Legal References:

A.C.A. § 6-10-132
A.C.A. § 6-18-514
28 C.F.R. § 35.106
34 C.F.R. § 100.6
34 C.F.R. § 104.8
34 C.F.R. § 106.9
34 C.F.R. § 108.9
34 C.F.R. § 110.25

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 the principal's designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting unsupervised visitation may eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours and the prior approval of the school's principal. Such contact is subject to the limitations outlined in Policy 4.16, Policy 6.5, and any other policies that may apply.

Arkansas law provides that, in order to avoid continuing child custody controversies from involving school personnel and to avoid disruption to the educational atmosphere in the District's schools, the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation. Unless a valid no-contact order has been filed with the student's principal or the principal's designee, district employees shall not become involved in disputes concerning whether or not that parent was supposed to pick up the student on any given day.

CONTACT BY LAW ENFORCEMENT, SOCIAL SERVICES, OR BY COURT ORDER

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

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal’s designee shall make a good faith effort to contact the student’s parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis identified on student enrollment forms. The principal or the principal’s designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, legal guardian, person having lawful control of the student, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Division of Arkansas State Police, or an investigator or employee of the Department of Human Services.

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

Contact by Professional Licensure Standards Board Investigators

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

Legal References: A.C.A. § 6-18-513, A.C.A. § 9-13-104, A.C.A. § 12-18-609, 610, 613, A.C.A. § 12-18-1001, 1005

4.13—PRIVACY OF STUDENTS’ RECORDS/ DIRECTORY INFORMATION

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

The district shall receive written permission before releasing education records to any agency or individual not authorized by law to receive and/or view the education records without prior parental permission. The District shall maintain a record of requests by such agencies or individuals for access to,

and each disclosure of, personally identifiable information (PII) from the education records of each student. Disclosure of education records is authorized by law to school officials with legitimate educational interests. A personal record kept by a school staff member is **not** considered an education record if it meets the following tests:

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

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

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

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

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

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

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

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

that parent or guardian to review and copy his child's records.

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

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

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

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

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

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

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

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

Cross References: Policy 4.34—Communicable Diseases and Parasites
Policy 5.20—District Web Site
Policy 5.20.1—Web Site Privacy Policy
Policy 5.20F1—Permission to Display Photo of Student on Web Site

Legal References: A.C.A. § 9-28-113(b)(6)
20 U.S.C. § 1232g
20 U.S.C. § 7908
34 CFR 99.3, 99.7, 99.21, 99.22, 99.30, 99.31, 99.32, 99.33, 99.34, 99.35, 99.36,
99.37, 99.63, 99.64

Date Adopted:
Last Revised:

4.13F—OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION

(Not to be filed if the parent/student has no objection)

I, the undersigned, being a parent of a student, or a student eighteen (18) years of age or older, hereby note my objection to the disclosure or publication by the Arkadelphia School District of directory information, as defined in Policy No. 4.13 (Privacy of Students' Records), concerning the student named below. The district is required to continue to honor any signed opt-out form for any student no longer in attendance at the district.

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

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

I object and wish to deny the disclosure or publication of directory information as follows:

Deny disclosure to military recruiters

Deny disclosure to Institutions of postsecondary education

Deny disclosure to Potential employers

Deny disclosure to all public and school sources

Selecting this option will prohibit the release of directory information to the three categories listed above along with all other public sources (such as newspapers), **AND** result in the student's directory information **not** being included in the school's yearbook and other school publications.

Deny disclosure to all public sources

Selecting this option will prohibit the release of directory information to the first three categories listed above along with all other public sources (such as newspapers), but permit the student's directory information **to be included** in the school's yearbook and other school publications.

Name of student (Printed)

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

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

Section IV - Residence/Enrollment/Attendance/Absence Policies

4.1

4.2 - Residence Requirements

The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty one (21) years whose parents, legal guardians, persons having lawful control of the student, or person standing in loco parentis reside within the District and to all persons between those ages who have been legally transferred to the District for educational purposes.

Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parent, legal guardian, person having lawful control of the student, or a person standing in loco parentis for school attendance purposes.

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District's schools separate and apart from his or her parent, legal guardian, person having lawful control of the student, or a person standing in loco parentis, the student is required to reside in the District for a primary purpose other than that of school attendance. However, a student previously enrolled in the district who is placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools. 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.

Cross References:

Policy 4.40—HOMELESS STUDENTS

Policy 4.52—STUDENTS WHO ARE FOSTER CHILDREN

Legal References:

A.C.A. § 6-4-302

A.C.A. § 6-18-107

A.C.A. § 6-18-202

A.C.A. § 6-18-203

A.C.A. § 9-28-113

4.3

—Entrance Requirements

To enroll in a school in the District, the child must be a resident of the District as defined in District policy

(4.1—RESIDENCE REQUIREMENTS), meet the criteria outlined in policy 4.40—HOMELESS STUDENTS or in policy 4.52—STUDENTS WHO ARE FOSTER CHILDREN, be accepted as a transfer student under the provisions of policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option under Policy 4.5.

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

Any child who will be six (6) years of age on or before October 1 of the school year of enrollment and who has not completed a state-accredited kindergarten program shall be evaluated by the district and may be placed in the first grade if the results of the evaluation justify placement in the first grade and the child's parent or legal guardian agrees with placement in the first grade; otherwise the child shall be placed in kindergarten.

Any child may enter first grade in a District school if the child will attain the age of six (6) years during the school year in which the child is seeking enrollment and the child has successfully completed a kindergarten program in a public school in Arkansas.

Any child who has been enrolled in the first grade in a state-accredited or state-approved elementary school in another state for a period of at least sixty (60) days, who will become age six (6) years during the school year in which he/she is enrolled in grade one (1), and who meets the basic residency requirements for school attendance may be enrolled in the first grade.

Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Private school students shall be evaluated by the District to determine their appropriate grade placement. Home school students enrolling or re-enrolling as a public school student shall be placed in accordance with policy 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 and 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.
4. In accordance with Policy 4.57—IMMUNIZATIONS, the child shall be age appropriately immunized or have an exemption issued by the Arkansas Department of Health.

Uniformed Services Member's Children

For the purposes of this policy:

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

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

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

“Active duty 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;

“Uniformed services” means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services;

“Veteran” means: a person who served in the uniformed services and who was discharged or released there from under conditions other than dishonorable.

“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” 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.

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.

Cross References:

- 4.1—RESIDENCE REQUIREMENTS
- 4.4 —STUDENT TRANSFERS
- 4.5 —SCHOOL CHOICE
- 4.6 —HOME SCHOOLING
- 4.34—COMMUNICABLE DISEASES AND PARASITES
- 4.40 —HOMELESS STUDENTS

Legal References:

A.C.A. § 6-4-302
A.C.A. § 6-4-309
A.C.A. § 6-15-504
A.C.A. § 6-18-107
A.C.A. § 6-18-201 (c)
A.C.A. § 6-18-207
A.C.A. § 6-18-208
A.C.A. § 6-18-510
A.C.A. § 6-18-702
A.C.A. § 9-28-113
Plyler v Doe 457 US 202,221 (1982)

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 waiver form prescribed by regulation of the Division of Elementary and Secondary Education must be signed and on file with the District administrative office.
4. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
5. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
6. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

Legal References:

A.C.A. § 6-18-201
A.C.A. § 6-18-207

4.4

—Student Transfers

The Arkadelphia School 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 non-resident'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 homeschool 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.

Cross Reference:
4.6—HOME SCHOOLING

Legal References:
A.C.A. § 6-15-504
A.C.A. § 6-18-316
A.C.A. § 6-18-317
A.C.A. § 6-18-510
A.C.A. § 9-28-113(b)(4)
A.C.A. § 9-28-205

—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 unexcused absences, his/her parents, legal guardians, persons with lawful control of the student, or persons standing in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

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.

Cross References:

- 4.7—MAKE-UP WORK
- 4.57—IMMUNIZATIONS
- 5.11—DIGITAL LEARNING COURSES

Legal References:

- A.C.A. § 6-4-302
- A.C.A. § 6-18-107
- A.C.A. § 6-18-209
- A.C.A. § 6-18-220
- A.C.A. § 6-18-222
- A.C.A. § 6-18-229
- A.C.A. § 6-18-231
- A.C.A. § 6-18-507(g)
- A.C.A. § 6-18-702
- A.C.A. § 7-4-116
- A.C.A. § 9-28-113(f)
- A.C.A. § 27-16-701

Division of Elementary and Secondary Education Rules Governing Distance and Digital Learning

Tardies

All students are expected to be inside his/her classroom before the tardy bell rings. Tardies are calculated on a nine-week basis. The following consequences will apply:

3rd tardy -- 1 Noon Detention and letter sent to parent

4th tardy -- 1 Day after school detention

5th tardy -- 1 Day Saturday Detention.

6th tardy + 1 Day OSS and may be referred to prosecuting attorney for other legal action.

Section V - Student Conduct & Discipline Policies/Procedures

Student Conduct

The following section reflects the expectations of the Arkadelphia community and statutes of Arkansas for student discipline. These expectations include respect for public property and property of other students, an interruption-free environment where students can learn, and an environment which is healthy and safe. The written rules are an effort to specify these expectations. The disciplinary rules are written with the intent of fairness. Students who fail to comply with the disciplinary guidelines will be processed in a consistent manner as outlined in this section.

A special awareness is needed of the policies on 1) failure to identify one's self to school personnel and 2) failure to report to the office as requested by a teacher. Often, students do not understand the severity of these situations until after failing to comply. (Reference minimum and maximum penalties).

Expected Student Behavior

General AHS Standard

The following are points in the school's overall behavioral guideline:

1. Students will be in the location designated by the teacher when the tardy bell rings.
2. Students will bring adequate school related study material, including laptop computers, each day and participate cooperatively and fully in the activities planned by the teacher.
3. Students will comply immediately and courteously with any reasonable request of any school official. Such requests may, at the teacher's discretion, include requiring students to raise their hand to secure permission before talking or moving about the room. Additional reasonable requests may be made at the teacher's discretion.
4. Students will behave in a cooperative and non-disruptive manner at all times.

4.17

—Student Discipline

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

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

The District's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and including expulsion. Such acts could include, but are not limited to: a felony or an act that would be considered a felony if committed by an adult; an assault or battery; drug law violations; or sexual misconduct of a serious nature. Any disciplinary action pursued by the District shall be in accordance with the student's appropriate due process rights.

The District’s personnel policy committees shall annually review the District’s student discipline policies, including State and District student discipline data, and may recommend changes in the policies to the Arkadelphia School Board. The Board has the responsibility of determining whether to approve any recommended changes to student discipline policies.

The District’s student discipline policies shall be distributed to each student during the first week of school each year and to new students upon their enrollment. Each student’s parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall sign and return to the school an acknowledgement form documenting that they have received the policies.

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

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

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

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

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

4.18

—PROHIBITED CONDUCT

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

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

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

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

Cross References:

- Prohibited Conduct #2— Policy # 4.20
- Prohibited Conduct #3— Policy # 4.21, 4.26
- Prohibited Conduct #4— Policy # 4.22
- Prohibited Conduct #5— Policy # 4.23
- Prohibited Conduct #7—Policy 4.47
- Prohibited Conduct #8— Policy # 4.24
- Prohibited Conduct # 13— Policy # 4.25
- Prohibited Conduct # 14— Policy # 4.21
- Prohibited Conduct # 15— Policy # 4.7
- Prohibited Conduct # 16 — Policy # 4.9
- Prohibited Conduct # 17— Policy # 4.43
- Prohibited Conduct # 20— Policy # 4.26
- Prohibited Conduct # 21—Policy # 4.27
- Prohibited Conduct # 22— Policy # 4.43
- Prohibited Conduct # 23— Policy # 4.47

Legal References:

- A.C.A. § 6-5-201
- A.C.A. § 6-15-1005
- A.C.A. § 6-18-222
- A.C.A. § 6-18-502
- A.C.A. § 6-18-514
- A.C.A. § 6-18-707
- A.C.A. § 6-21-609
- A.C.A. § 27-51-1602
- A.C.A. § 27-51-1603
- A.C.A. § 27-51-1609

**Minimum and Maximum
Discipline Penalties
Grades K-12**

Offense	Grade Level	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
2. Disruption or interference with School. **	K-3	Warning	Expulsion
	4-6	Parent Conference	Expulsion
	7-12	Afterschool detention & Parent Contact.	Expulsion
3. Immorality	K-12	Warning & Parent Contact	Expulsion
4. Fireworks	K-3	Warning and Confiscation	Suspension
	4-6	Warning/ Confiscation & Parent Contact	Expulsion
	7-12	ISS	Expulsion
5. Gambling	K-3	Warning	Suspension
	4-6	Warning & Parent Conference	Expulsion

	7-9	Warning & Parent <u>Contact</u>	Expulsion
6. Abuse of Staff	K-3	Warning/Parent Conference	Suspension
	4-12	ISS - 10 days	Expulsion
7. Abuse of Students	K-3	Warning/Parent/ Teacher/Principal Conference	Suspension
	4-12	ISS and/or Report to authorities	Expulsion
8. Possession or use of:			
A. Alcohol/Drugs	K-3	Parent Conf./ Counseling	Expulsion
	4-5	Suspension/ALE/Couns.	Expulsion
	6-12	Suspension/ALE/Couns.	Expulsion
B. Tobacco	K-3	Confiscation	Suspension
	4-12	ISS	Suspension
9. Possession of firearms or weapons prohibited	K-12	Confiscation & Parent Conf. Report to police/ Superintendent	Expulsion Supt. shall have discretion by law to modify expulsion requirement on a <u>case-by-case basis</u>
10. Damage to school property	K-12		
A. Accidental (Due to improper use behavior)		Payment of cost replacement & Parent conf.	Double replacement cost or repair
B. Vandalism	K-12	Payment for cost of replacement & parent conf.	Expulsion & payment up to \$5000
11. Theft	K-3	Return or replace property & parent conf.	Suspension
	4-12	Return or replace & parent conf.	Expulsion Court Action

			Payment for cost of replacement & Parent conference	Double Replacement cost or repair.
12.	Possession of paging device, beeper, electronic device 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	4-12	Confiscation & Expulsion Appt.	Expulsion
13.	Misuse of Computer Network or Internet	K-6 7-12	Warning Warning and Parent Contact	Suspension Expulsion
14.	Possession of hand-held lasers	4-12	Report to law enforcement for seizure	Suspension

Behavior Not Covered

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.

A student will not be allowed to persistently receive the same disciplinary penalties for continued disregard to school rules. When a student accumulates a series of penalties, records will be evaluated and a parent conference will be set. The level of severity of punishment will increase. The following levels are guidelines. When students are sent to the office for disciplinary action, the student will be sanctioned based on the individual rule violated. However, when students have repeated offenses, the greater of the two consequences will apply based on this section.

Definition of Consequences

- **After-School Detention (ASD)** - After school detention will be a supervised time after school. Students must bring school related materials to study.
- **Expulsion** – This is removal from school for one semester to one year, in compliance with district policy and state statutes. Parents will be notified before a student is expelled. Expulsion can be defined as 1) removal for the remainder of the semester; 2) removal for one year; or 3) permanent expulsion from the Arkadelphia School District. School districts are required to complete the expulsion process

for students with weapons on school property and to require parents to acknowledge parental responsibility for allowing students to have access to firearms. The school administrator shall complete the expulsion process. The principal shall report within one week to the Department of Education the name, address, and social security number of the student who is expelled for possessing a firearm or prohibited weapon on school property or committed other acts of violence. The Department of Education shall establish and maintain a registry of students who are expelled for possessing a firearm or prohibited weapon or committed acts of violence. The registry shall be available to any school principal in the state.

- **In-School Suspension (ISS)** - Students assigned In-School Suspension will have the opportunity to complete assignments without consequences, as In-School Suspension is not an unexcused absence. Students who attempt to attend regular class, are sent out of the ISS room, or are tardy to the ISS room will receive Level 5 disciplinary action for the remainder of days assigned to ISS. Students who are removed from ISS must complete their ISS assignment before returning to regular classes. The student will not be eligible for practice or Inter-scholastic participation during the days of assignment. A student will be eligible to practice at the end of the day the suspension ends. Students in ISS will be eligible to participate in extra-curricular competition on the next calendar day. Participation in practice or games is at the discretion of coaches and sponsors.
- **Out of School Suspension(OSS)** - Students assigned Out of School Suspension will receive an unexcused absence. Students assigned OSS will not be allowed to attend school events for the duration of the OSS assignment. The student will not be eligible for practice or Inter-scholastic participation during the days of assignment. A student will be eligible to return to practice on the next day following the suspension, but may not compete for a 24-hour period from the time the student returns from the suspension. Example: A student suspension ends on Thursday. The student may practice on Friday but may not compete until Saturday.
- **Saturday Detention** – Saturday detention will be held in a location to be determined by the high school principal from 8:00 a.m. to 12:00 p.m. on scheduled days. No student will be admitted after 8:00 am. Students who do not attend their assigned Saturday Detention will be assigned OSS for one day. The Saturday Detention teacher may release a student for poor behavior. In this event, the student will be suspended (OSS) for one day. Students are expected to bring schoolwork to Saturday Detention and be working productively during the assignment. Saturday Detention may be rescheduled with the Dean of Students one time only and must be rescheduled by noon on the Friday before the assigned Saturday Detention.

Communicating a Death Threat Concerning a School Employee or Student

A person commits this offense if the person (1) communicates a death threat; (2) the threat involves the use of a firearm or other deadly weapon; (3) a reasonable person would believe the person making the threat intends to carry out the threat; (4) the person making the threat purposely engaged in conduct that constitutes a substantial step in carrying out the threat (Act 1046 of 2001). The act of communicating a false alarm to an educational institution is a Class D felony. A person commits the offense of communicating a false alarm if the person purposely initiates or circulates a report of a present, past, or impending bombing, fire, offense, catastrophe, or other emergency knowing that the report is false or baseless and knowing that it is unlikely.

Falsely Communicating Terrorist Threats

A person commits the offense of falsely communicating a terrorist threat if, in any manner, the person

knowingly makes a threat to commit or cause to be committed a terrorist act or otherwise creates the impression or belief that a terrorist act is about to be or has been committed a catastrophe, as defined under **A.C.A. § 5-38-202**, that the person knows is false. If the person who commits the offense is a student, the student shall be recommended for expulsion. Falsely communicating a terrorist threat is a Class B felony.

Board Policy 4.18a

4.20—DISRUPTION OF SCHOOL

No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in an

such conduct for the purpose of causing disruption or obstruction of any lawful mission, process, or function. Nor shall any student encourage any other student to engage in such activities.

Disorderly activities by any student or group of students that adversely affect the school’s orderly educational environment shall not be tolerated at any time on school grounds. Teachers may remove from class and send to the principal or principal’s designee’s office a student whose behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher’s ability to teach the students, the class, or with the ability of the student’s classmates to learn. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administrator.

Legal Reference: A.C.A. § 6-18-511

Date Adopted: 01/15/08

4.22—WEAPONS AND DANGEROUS INSTRUMENTS

Definitions

“Firearm” means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

“Possession” means having a weapon on the student’s body or in an area under the student’s control.

“Weapon” means any:

- Firearm;
- Knife;
- Razor;
- Ice pick;
- Dirk;
- Box cutter;
- Nunchucks;
- Pepper spray, mace, or other noxious spray;
- Explosive;
- Taser or other instrument that uses electrical current to cause neuromuscular incapacitation; or
- Any other instrument or substance capable of causing bodily harm.

No student, except for Military personnel (such as ROTC cadets) acting in the course of their official duties or as otherwise expressly permitted by this policy, shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon before or after school while:

- In a school building;
- On or about school property;
- At any school sponsored activity or event;
- On route to or from school or any school sponsored activity; or
- Off the school grounds at any school bus stop.

If a student discovers prior to any questioning or search by any school personnel that he/she has accidentally brought a weapon, other than a firearm, to school on his/her person, in a book bag/purse, or in his/her vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon unless it is a firearm. The weapon shall be confiscated and held in the office until such time as the student's parent/legal guardian shall pick up the weapon from the school's office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of one (1) year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis.

Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The mandatory expulsion requirement for possession of a firearm does not apply to a firearm brought to school for the purpose of participating in activities approved and authorized by the district that include the use of firearms. Such activities may include ROTC programs; hunting safety or military education; or before or after-school hunting or rifle clubs. Firearms brought to school for such purposes shall be brought to the school employee designated to receive such firearms. The designated employee shall store the firearms in a secure location until they are removed for use in the approved activity.

The district shall report any student who brings a firearm to school to the criminal justice system or juvenile delinquency system by notifying local law enforcement.

Cross Reference:
Policy 4.31—EXPULSION

Legal References:
A.C.A. § 5-4-201
A.C.A. § 5-4-401
A.C.A. § 5-27-210

A.C.A. § 5-73-119(b)(e)(8)(9)(10)
A.C.A. § 5-73-133
A.C.A. § 6-18-502
A.C.A. § 6-18-507
A.C.A. § 6-21-608
20 USC § 7961

4.27—Student Sexual Harassment

The Arkadelphia Public School District is committed to having an academic environment in which all students are treated with respect and dignity. Student achievement is best attained in an atmosphere of equal educational opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated.

Believing that prevention is the best policy, the District will periodically inform students and employees about the nature of sexual harassment, the procedures for registering a complaint, and the possible redress that is available. The information will stress that the district does not tolerate sexual harassment and that students can report inappropriate behavior of a sexual nature without fear of adverse consequences. The information will take into account and be appropriate to the age of the students.

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment as defined in this policy. Any student found, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion.

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, or other personally offensive verbal, or physical conduct of a sexual nature made by someone under any of the following conditions:

1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education
2. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile, or offensive academic environment.

The terms "intimidating," "hostile," and "offensive" include conduct of a sexual nature which has the effect of humiliation or embarrassment and is sufficiently severe, persistent, or pervasive that it limits the student's ability to participate in, or benefit from, an educational program or activity.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics; and spreading rumors related to a person's alleged sexual activities.

Students who believe they have been subjected to sexual harassment, or parents of a student who believes their child has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will assist them in the complaint process. Under no circumstances shall a student be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment.

To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form.

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

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

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

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:

- Cyberbullying;
- Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
- Pointed questions intended to embarrass or humiliate,
- Mocking, taunting or belittling,
- Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person,
- Demeaning humor relating to a student's actual or perceived attributes,
- Blackmail, extortion, demands for protection money or other involuntary donations or loans,
- Blocking access to school property or facilities,
- Deliberate physical contact or injury to person or property,
- Stealing or hiding books or belongings,
- Threats of harm to student(s), possessions, or others,
- Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
- 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:

- Building a fake profile or website of the employee;
- Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
- Posting an original or edited image of the school employee on the Internet;
- Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee;
- Making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
- 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;
- Signing up a school employee for a pornographic Internet site; or
- 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.

Copies of this policy shall be available upon request.

Notes: Different consequences are permitted depending on the age or grade of the bullying student.

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

Date Adopted: 6/18/20

Gangs and Gang Activity

The Board is committed to ensuring a safe school environment conducive to promoting a learning environment where students and staff can excel. An orderly environment cannot exist where unlawful acts occur that cause fear, intimidation, or physical harm to students or school staff. Gangs and their activities create an atmosphere and shall not be allowed on school grounds or at school functions.

Board Policy 4.26

Student 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 material 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 substances, 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 is 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 investigative techniques are the following tests:
 - a. Blood
 - b. Breath
 - c. Polygraph

During the nine (9) year period (grades 4-12), the student who is found in violation of the policy will be subject to disciplinary action, which may include suspension, assignment to an Alternative Learning Environment, or expulsion. Students may also be required to seek professional counseling at the student's expense prior to the re-admission to school

Board Policy 4.24a Legal Reference: Act 259 of 1975

4.24—DRUGS AND ALCOHOL

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

Therefore, no student in the Arkadelphia School District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who: is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; or is on route to or from school or any school sponsored activity.

Prohibited substances shall include, but are not limited to: alcohol, or any alcoholic beverage; inhalants or any ingestible matter that alter a student's ability to act, think, or respond; LSD, or any other hallucinogen; marijuana, cocaine, heroin, or any other narcotic drug; PCP; amphetamines; steroids; "designer drugs"; look-alike drugs; or any controlled substance.

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

Cross Reference:
 4.35 —STUDENT MEDICATIONS
 Date Adopted: 1-15-08
 Last Revised: 6-18-19

Tobacco and Tobacco Products

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

Reference Board Policy 4.23

Disciplinary Appeal Procedural Due Process for Students

Students will be provided a handbook that includes printed school rules at the beginning of each school year. This printed information shall include students' rights to due process. Students will be provided procedural due process in any disciplinary matter in which a student is subject to suspension or expulsion. The due process provided includes that the involved student be informed of the rule broken and the evidence of such and that the student be allowed to have sufficient opportunity to respond to charges. Written notice of a suspension or expulsion shall be given to parents. Students and parents have the right to appeal. An involved student or parent of an involved student wishing to contest/appeal a disciplinary ruling must state the complaint in writing to the school principal. The decision of the principal may be appealed to the superintendent, then to the board of education. Whereas a hearing for suspension is not highly formal, an appeal for an expulsion is formal and may include representation by counsel, presenting of witnesses, confronting witnesses, and cross-examination of adverse witnesses.

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 respect for self, others and property, loyalty to self, teammates, directors, sponsors and school, and support for the ideals of true sportsmanship, and 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. 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.

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.

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.

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.

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 what the rules and expectations of extracurricular students are. The athletic/head band director, head coach/sponsor, and principal will review violations of the extracurricular code of conduct and determine the appropriate disciplinary action, which may include counseling by the athletic/head band director or head coach/sponsor up to suspension from extracurricular activities.

Appeal Process

Complaints and grievances must follow the Arkadelphia Board of Education Policy. Any extracurricular student or parent 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

MANDATORY DRUG TESTING

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 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. 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. Written consent shall be provided on General Authorization Form A. 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.

Reference Board Policy 4.24b

Bus Conduct

Riding the school bus is a privilege and should be safe and orderly. Everyone is expected to follow the rules when on a school bus. Progressive disciplinary steps for problems on school buses will be imposed (See form on next page).

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 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 for your own. Visitors are not allowed except in case of emergency. Permission must be secured from the Coordinator of Transportation. (246-1128)
 5. Children are not allowed to carry balloons or flowers in glass vases on the bus; therefore, deliveries to schools should not be planned.
 6. KEEP IN MIND THAT BEING ON A BUS IS THE SAME AS BEING AT SCHOOL. SCHOOL RULES APPLY.

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)

- | | | |
|--|--|--|
| <input type="checkbox"/> Physical Fighting | <input type="checkbox"/> Tripping the Bus Driver | <input type="checkbox"/> Possession of Firearms, Knives, Sharp Objects |
|--|--|--|

BEHAVIOR NOT COVERED ABOVE 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.

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.

Section VI. - Health Services Policies & Procedures

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 health care provider 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, strep, stomach virus, etc.

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; Health department
- B 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

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
- 1.²

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
- The number of students within the District who have failed to provide the public school proof of the vaccinations.
- The percentage the population that must receive an immunization for herd immunity to exits.

Notes: ¹ The table showing the age appropriate immunizations is referred to as "Table I" in the Division of Elementary and Secondary Education (DESE) rules and as "Table II" in ADH rules.

² You can amend this sentence to reflect your school's practice for when teachers are required to have their lesson plans ready in advance.

³ Your district may choose to adopt a different schedule such as docking the work a certain percentage for each day it is late.

Cross References: 4.2—ENTRANCE REQUIREMENTS
4.7—ABSENCES
4.8—MAKE-UP WORK

4.34—COMMUNICABLE DISEASES AND PARASITES

Legal References: A.C.A. § 6-18-702
DESE Rules Governing ~~Kindergarten Through 12th Grade~~ Immunization Requirements in Arkansas Public Schools
ADH Rules Pertaining to Immunization Requirements

Date Adopted:

Last Revised:

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.

he 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.

4.35-STUDENT MEDICATIONS

The licensed school nurse is responsible for the administration of medications. School employees are not expected to administer medications. However, the Board of Directors recognizes the need for the district employees trained by the nurse to administer medications 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 assume adequate protection of students and the rights 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 was 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. The pharmacy label on a prescription bottle may serve as the prescription. 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, and
2. 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 allergic reactions.
3. Parents/guardians are encouraged to administer medication at home whenever possible. Morning medication should be given before arriving at school.
4. 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 student's 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.

Medications 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 or 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 a 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 ~~both~~ the parent or physician with specific instructions on frequency, dosage, and reason for medication. PRN medication should be kept in the original bottle and properly labeled. PRN medications should be documented including the time they were given.

Medication forms referenced in the preceding sections can be furnished upon request.

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 a 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.

MEDICATION ERRORS

Should a medication error be made, a medication error form should be completed as soon as 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 expediently.

PENALTY FOR MEDICATIONS AT SCHOOL WITHOUT MEDICAL ORDERS

Students found possessing, dispensing, or receiving medication (prescription or over-the-counter medication) from anyone other than their parent/guardian at school or a school event without proper documentation (4.35F and/or Form 4.35F2) will be subject to penalties as stated in policy 4.24 Drug and Alcohol.

Staff or visiting adults who violate the Nurse Practice Act by practicing nursing without a license are subject to civil and/or administrative prosecution as allowed in A.C.A. §17-87-104.

17-87-104. Penalty

(a)(1) It shall be a misdemeanor for any person to:

(C) Practice professional nursing, advanced practice nursing, registered nurse practitioner nursing, practical nursing, or psychiatric technician nursing as defined by this chapter unless licensed by the Arkansas State Board of Nursing to do so;

(2) Such misdemeanor shall be punishable by a fine of not less than twenty-five dollars

(\$25.00) nor more than five hundred dollars (\$500). Each subsequent offense shall be punishable by fine or by imprisonment of not more than thirty (30) days, or by both fine and imprisonment.

(b)(1) After providing notice and a hearing, the board may levy civil penalties in an amount not to exceed one thousand dollars (\$1000) for each violation against those individuals or entities found to be in violation of

this chapter or regulations

MEDICAL REVIEW COMMITTEE

The Medical Review Committee will consist of the school nurse, one administrator, and two (2) teachers. The committee will meet biannually to review all incident/accident reports and medication error reports. The committee will monitor these reports for any repeated patterns of error or injury involving the same person. A report of the committees' findings will then be submitted to the Superintendent.

An accident is an unfortunate incident that happens unexpectedly and unintentionally, typically resulting in damage or injury to an individual that requires follow up care by a registered school nurse, physician, or other medical provider.

An incident report will be for any event or occurrence that requires medical attention that was not an accident, and that result in follow up care by a registered school nurse, physician, or other medical provider.

A medication error report will be for any medical or procedure error that was done by a licensed nurse, Unlicensed Assistive Personnel that have been trained and approved to provide care by a registered school nurse, or anyone who provided medical care without proper training. Anyone providing medical care that have not been approved in writing by the Arkadelphia Public School Nursing Department could be subject to criminal charges as outlined in the Ark. State Board of Nursing: School Nurse Roles and Responsibilities A.C.A. § 6-18-707.

Section VII. Parental Involvement

6.12—PARENT, FAMILY, AND COMMUNITY ENGAGEMENT - SCHOOL

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

1. Involve parents, families, and the community in the development and improvement of Title I programs for the school;
2. Have a coordinated engagement program where the engagement activities of the school enhance the involvement strategies of other programs such as Head Start, HIPPIY, Parents as Partners, Parents as Teachers, ABC, ABC for School Success, area Pre-K programs, and Even Start;
3. Explain to parents, families, and the community the State's academic and achievement standards; State and local student assessments; and how the school's curriculum is aligned with the state's academic standards and assessments; and how parents, families, and the community can work with the school to improve students' academic achievement;
4. Provide parents and families with the materials and training they need to be better able to help their child achieve. The school may use parent resource centers or other community based organizations to foster parental involvement and provide literacy and technology training to parents.
5. Educate school staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent, family, and community engagement programs that will promote positive partnerships between the school and parents, families, and the community;
6. Keep parents, families, and the community informed about parent, family, and community engagement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents and families can understand;
7. Find ways to eliminate barriers that work to keep parents and families 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;
8. Find and modify other successful parent, family, and community engagement programs to suit the needs of our school;
9. Train parents, families, and the community to enhance and promote the involvement of other parents, families, and members of the community;
10. Provide reasonable support for other parent, family, and community engagement activities as parents, families, and the community may reasonably request.

To help promote an understanding of each party's role in improving student learning, Arkadelphia High School shall develop a compact that outlines the responsibilities of parents, students, and the school staff in raising student academic achievement and in building the partnerships that will enable students to meet the State's academic standards.

Arkadelphia High School shall convene an annual meeting, or several meetings at varying times if necessary to adequately reach parents and families of participating students, to inform parents and families of the school's participation in Title I, its requirements regarding parent, family, and community engagement, and the parents right to be involved in the education of their child.

Arkadelphia High School shall, at least annually, involve parents, families, and the community in reviewing the school's Title I program and parent, family, and community engagement policy in order to help ensure their

continued improvement.

This policy shall be part of the school's Title I plan and shall be distributed to parents of the district's students and provided, to the extent practicable, in a language the parents can understand.

Legal References:

20 U.S.C. § 6318

A.C.A. § 6-15-1702

A.C.A. § 6-15-1703

A.C.A. § 6-15-1704

Division of Elementary and Secondary Education Rules Governing Parental Involvement Plans and Family and Community Engagement

School-Parent-Student Compact and Parent Involvement Policy

School Responsibilities

Arkadelphia High School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating students to meet Arkansas' student academic achievement standards. This includes extended day tutoring for high school students at no cost to the student.
2. Hold parent-teacher conferences twice per year during which this compact will be discussed as it relates to the student's achievement. The conferences will be held on October 22, 2020 and February 11, 2021.
3. Provide parents with frequent reports on their children's progress through the use of the school website. Progress reports will also be mailed mid-grading period to all parents.
4. Provide parents with reasonable access to staff. Each teacher has a designated conference time to meet or talk with parents by phone. This information for each teacher is on the school website or may be obtained by phoning the school office at 246-7373.
5. Provide parents opportunities to volunteer and participate in their child's classes and to observe classroom activities. A binder is in the school office for parents to sign up to serve as a school volunteer or class resource speaker.

Parent Responsibilities

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

1. Monitor attendance and make sure he/she attends school each day and is on time.
2. Monitor homework for completeness.
3. Monitor and limit the use of television and screen time, including texting and phone time.
4. Attend conferences and participate in decisions relating to my child's education.
5. Communicate with the school when notified.
6. Serve on advisory groups and committees needed for advancing school policies and procedures.

Student Responsibilities

I will share the responsibility to improve my academic achievement and reach proficient skills as per Arkansas standards. I will do the following:

1. Complete my homework each day and ask for help as needed.
2. Read at least 30 minutes every day outside of school time.
3. Give my parents all notices and information received by me from my school.
4. Attend tutoring and extra help by teachers until I reach proficient status on local and state assessments.

Appendix A: Arkadelphia High School Technology Handbook

Introduction

The goal of the Arkadelphia School District is to provide the best education possible to all students by preparing them to be both college and career ready. The Arkadelphia High School 1:1 Technology Initiative provides all students with the technology tools needed to prepare them to be both college and career ready. The Arkadelphia School District has the opportunity to provide its students with a tool to help actively engage all students in their learning.

Issuing Computers to Students

After attending the Parent/Student Orientation, Freshmen and new students will be issued a MacBook Air, charging cables, shell, and a carrying case. Returning students will not have to attend orientation. They will be assigned pick up dates prior to the start of school. Each laptop will be assigned to individual students and serial numbers recorded and this laptop will stay with the student for the remainder of the school year in which it was issued, or until the student withdraws from school. **Students will be issued the same laptop from year to year.** Students are responsible for bringing the laptops to school, taking them home each day, and charging them for use the next day. The laptops are not to be left unsupervised at school or at home in unsecured locations.

Terms of MacBook Loan

Parent/guardian(s) will be informed of the date and time of a mandatory orientation meeting. The 1:1 computer program and Student/Parent Laptop agreement will be explained. The parent/guardian(s) and student must sign the agreement in order for the student to be issued a MacBook.

A. Terms of Loan

1. Arkadelphia High School will issue a MacBook to students upon compliance with the following:
 - Completion of Parent/Guardian Orientation Meeting session (for Freshmen and New Students)
 - Completion of Student Orientation Training Session (for Freshmen and New Students)
 - Submission of signed Student Acceptable Use of Technology Agreement
 - Submission of signed Student/Parent Laptop Agreement
2. Students may be subject to loss of privilege, disciplinary action and/or legal action in the event of intentional damage and/or violation of policies and guidelines as outlined in the Student/Parent Technology Handbook as well as the Arkadelphia School District Acceptable Use Policy.
3. A student's possession of the MacBook terminates no later than the first day of final exams, unless there is a reason for earlier termination determined by the principal.

Transporting Computers

AHS will supply each student with a carrying case for his or her assigned computer. This case is designed to protect the computer and accessories assigned to the student.

- Anytime a computer is transported, even between classes, the computer must be in the case provided to the student. Do not put laptops in another bag or backpack.

- Computers must remain in their cases when students are being transported on a bus.
- All laptops are to be carried in the school-provided laptop carrying cases at all times.
- Laptops should always be shut down or placed in standby mode/hibernate mode before being closed in the carrying case in order to prevent hard drive damage.
- Always close the lid and zip the case before moving or carrying the laptop.
- Do not leave the laptop in visible sight in a vehicle.
- Do not leave the laptops in hot vehicles.
- Carefully unplug all cords, accessories, and peripherals before moving the laptop or placing it into the case.
- Do not overload the laptop carrying case since this is likely to cause damage to the laptop. Textbooks, notebooks, binders, pens, pencils, etc. are not to be placed in the laptop carrying case.

Skins

Students are not only allowed to put a skin on their MacBook, they are encouraged to use a skin for additional protection. Skins for the 11” or 13” MacBook Air can be purchased through many on-line retailers and can be plain or customized for your student’s preference. The skin is a plastic shell which encases the entire MacBook and adds an additional layer of protection. However, no stickers should be placed on the MacBook or the school-issued case.

Loaning Equipment to Others

Students may not lend laptops or laptop components to others for any reason. This includes other family members. Parents/legal guardians may use the laptops to assist their child who is assigned the laptop with homework, school assignments, check students grades, and/or communicate with teachers regarding their child.

Power Management

It is the student’s responsibility to recharge the laptop battery so it is fully charged at the beginning of each school day. Power outlets may not be accessible in classrooms for recharging. Uncharged batteries or failure to bring the laptop to class will not be an acceptable excuse for late or incomplete work or inability to participate in class activities.

When charging the laptop, make sure cords are out of the way to avoid anyone tripping over them.

All students are required to carry their chargers (AC adapters) to school to recharge the battery if necessary.

Protect the laptop by using a surge protector whenever possible.

Conserving Battery Power

- 1) Use standby mode or hibernate mode throughout the day.
- 2) Dimming the brightness of the screen will extend battery run time.

3) For prolonged periods of inactivity, shut down the laptop.

4) Do not drain the battery down to 0%. Keep a well-charged battery at all times and plug in when needed.

Student Storage/Saving Files

Students are responsible for maintaining and backing up their files and documents. Any files saved to the laptop hard drive may be lost in the event of a hardware failure or may be removed during maintenance. At the end of the school year all student files on the laptop hard drive will be deleted.

Students may back up to external devices, such as a thumb drive, or students may back up to “cloud” storage on the web, such as Google Drive. If the student laptop crashes and files are lost, it is the student’s responsibility to have the files saved elsewhere. Please note: computer malfunctions are not acceptable excuses for late assignments

Access/Media Center/Library

Students will be allowed access to the Internet at school through the school’s network and every attempt will be made to supervise and filter content students may access.

If available, students may also access the Internet outside school by connecting to a wireless network. Students’ access to content outside the school network will not be filtered. Parents are encouraged to supervise their child’s use of the laptop. If a parent suspects any inappropriate activity, they may contact the principal’s office and have our technical staff examine the content on the laptop to determine if students are accessing inappropriate content.

Day Users

The Arkadelphia School District created the 1:1 Laptop Initiative to allow all students access throughout the school day and beyond to the latest technology that will help prepare them for a technology driven world. To have the greatest influence on our student’s education, AHS recommends that parents allow students to take their assigned laptop home.

Some parents may not want their student to bring their assigned laptop home. In this event, the student will be a “Day User” and students will check-out their laptop at the beginning of the day and check it back in at the end of the day. Students may also be assigned a “Day User” status if they demonstrate that they are not responsible with their laptop. The determination to change a student’s status to a “Day User” status will be at the discretion of the school administration.

Email, Internet Use, and other Digital Communications Accounts

Students are provided an email account by the school. Email correspondence will be used for educational purposes only. Electronic communication coming from or going to the school-issued email account can and will be monitored to make sure the terms of the acceptable use policy (AUP) are being followed.

Digital Communications Etiquette

All students are expected to use digital communications etiquette when using school-provided communications accounts, sites, or applications including but not limited to wikis, blogs, forums, interactive video conferencing, podcasts, vodcasts, online training, online courses, and online collaboration sites.

Internet Use

As required by the **Children's Internet Protection Act (CIPA)**, an Internet filter is maintained by the district for school use on the laptop. Filtering not only restricts access to unacceptable sites, but also restricts access to inappropriate materials of all kinds. Arkadelphia School District cannot guarantee that access to all inappropriate sites will be blocked. ***No filter is as reliable as adult supervision!*** Log files are maintained on each laptop with a detailed history of all sites accessed. It is the responsibility of the user to appropriately use the laptop, network, and the Internet. Arkadelphia School District will not be responsible for any harm suffered while on the network or the Internet.

There is no way for AHS to effectively filter content while students are using their device at home; therefore, parents must be aware of their student's computer activity. ***Adult supervision is the most effective means of filtering content from the Internet.***

Students are required to notify a teacher or administrator if they access information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

Internet Safety

As a part of the AHS curriculum, students will be instructed about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms. Lessons will also be provided to create an environment free of cyber-bullying in compliance with Arkansas State Law.

Students Must:

- 1) Immediately report any unauthorized activity on the network or Internet.
- 2) Notify a teacher immediately if you accidentally access an inappropriate site.
- 3) Never read someone else's email or open their files or folders without permission.
- 4) Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.
- 5) Never arrange to meet an Internet contact in person.
- 6) Observe all copyright laws; do not claim authorship of work copied from a website or from any other source; accurately cite sources of information.
- 7) Protect your user account by keeping your password secure and logging off or locking when not at the computer. All email, network, and Internet activity is the responsibility of the individual whose account is logged in to the computer at the time of the activity. If your account is logged in, you are responsible. Keep any passwords a secret!
- 8) Protect personal information. Never give full name, addresses, phone numbers, passwords, and social security numbers for yourself and others. Use a "code name" that does not identify you personally to online viewers/organizations you do not know.
- 9) Avoid online sites and materials that do not support the curriculum or are otherwise inappropriate for educational use.

Monitoring and Supervision

AHS engages students in an Internet Safety program and instructs students in making appropriate choices regarding Internet use, content evaluation and web site selection. AHS also takes technical measures to filter Internet access to protect students from inappropriate content. School-district personnel supervise student use of technical resources, including Internet browsing. These measures are in place to protect students and help them become informed consumers of Internet content. However, no technical measure or human supervision is failsafe. While we are committed to protecting our students, we acknowledge students may access inappropriate content, intentionally or accidentally. Ultimately it is the responsibility of the student to practice internet safety measures and use the resources to access appropriate educational resources.

AHS does not recommend that students use laptops in an unsupervised or isolated setting while off campus. AHS recommends students use laptops in plain view of parents, guardians, or other family members.

Students will provide access to the laptop and any accessories assigned to them upon request by the school or district. A search of the laptop and student files may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated.

While at school, the Arkadelphia School District Technology Coordinators have the ability to remotely monitor student computer use.

Privacy

There is no expectation of privacy regarding the contents of computer Arkadelphia School District reserves the right to investigate, review, monitor, and restrict information stored on or transmitted via Arkadelphia School District's equipment. Parents, guardians, and students do not have the right or expectation of privacy for any use of school-owned laptops, computers, or other equipment.

School-system personnel may conduct an individual search of the laptop, files, music, videos, emails or other related items. The district will cooperate fully with local, state, or federal officials in investigations of suspected illegal activities conducted through district-owned computer systems.

Passwords

Students should log in only under their assigned username and password. Students should not share their passwords with other students.

Laptop Inspections

Students may be randomly selected to provide the laptop for inspection. Students with damaged laptops who fail to report the damage will be subject to additional fines and disciplinary action.

Student Responsibilities

Students are responsible at all times for the laptops, whether at school or off campus. The student assigned the laptop is responsible for all use of the laptop. Unsupervised laptops will be confiscated by staff and taken to the Tech Shop (room 534). Students must see an administrator in order to receive the unsupervised laptop. Disciplinary action may be taken for repeat offenders.

Students must bring the laptop to all classes, unless specifically instructed not to do so by their teacher. A laptop left at home is not an acceptable excuse for not submitting work; a reduction in a grade may be given. A lost

document is not an excuse for late or missing work. Students leaving laptops at home will be required to complete assignments using alternate means determined by the teacher. **Students will not be given the use of a loaner laptop if he or she leaves the laptop at home.** Disciplinary action may be taken for students who repeatedly leave a laptop at home.

Users are responsible for their actions and activities involving school-owned computers, networks and Internet services, and for their files, passwords, and accounts on school-owned equipment. Students must ask for assistance if they do not know how to operate technology that is required in a class. Students are responsible for their ethical and educational use of all computer hardware and software. Students should monitor all activity on their account(s) and report anything suspicious to a teacher. Students who identify or know about a security problem are required to communicate the security problem to their teacher without discussing it with other students.

The right to use a laptop at home is a privilege. If students do not adhere to Arkadelphia School District's Responsible Use of Technology and Internet Safety Agreement, all Board policies, and the guidelines in this Student Laptop Handbook, the privilege to use the laptop at home may be restricted or eliminated.

The same rules and expectations for student conduct also apply to student use of computers. Intentional misuse or neglect can result in loss of laptop use, disciplinary action, and/or fines for any needed repairs or maintenance. The school administrators will have final authority to decide appropriate disciplinary action if students are found to be responsible for any unacceptable activity.

Unacceptable Behavior

Unacceptable conduct includes, but is not limited to the following:

- 1) Using the network for illegal activities, including copyright violations;
- 2) Accessing online sites or materials that do not support the curriculum or are inappropriate for school purposes while on campus;
- 3) Downloading inappropriate materials, viruses, or software;
- 4) Using or possessing hacking or file-sharing software, including keystroke loggers, batch files, or applications used to bypass laptop or network security;
- 5) Gaining unauthorized access anywhere on the network including attempting to log onto the Internet, network, servers, routers, switches, printers, or firewall as a system administrator;
- 6) Using the laptop or network for financial gain, advertising, or political influence
- 7) Vandalizing or tampering with equipment, files, software, system performance, or other network equipment;
- 8) Attempting to repair, remove or install computer hardware or software;
- 9) Opening the computer to access internal parts;
- 10) Causing network congestion or interfering with the work of others, including sending chain emails or broadcast messages;
- 11) Subscribing to mailing lists, mass emails, games, or other services that cause network congestion;

- 12) Intentionally wasting finite Internet or network resources, including downloading files, streaming music, videos, or games or installing, activating, or creating programs that interfere with the performance of the network, Internet, or computer hardware;
- 13) Revealing, sharing, or posting personal information including full names, addresses, phone numbers, social security numbers, driver's license numbers, or passwords for yourself or others;
- 14) Invading the privacy of others;
- 15) Using another person's username or password, or allowing another to access your account using your username or password;
- 16) Pretending to be someone else when sending or receiving messages;
- 17) Using email other than the school-issued email account, on school-owned equipment;
- 18) Forwarding or distributing inappropriate email messages;
- 19) Engaging in harassment or transmitting obscene messages, pictures, websites, or other files including racist, terrorist, abusive, sexually explicit, vulgar, threatening, stalking, demeaning, slanderous, or any other inflammatory content;
- 20) Utilizing sites to sell or purchase written papers, book reports, and other student work, or to commit any act of plagiarism;
- 21) Using unauthorized technology to gain advantage on assessments by providing or receiving information not allowed by the instructor or that is unavailable to other students;
- 22) Assisting, observing, or joining any unauthorized activity using the laptop, network, or Internet;
- 23) Accessing or attempting to access Internet sites not approved by district/teacher which may include non- educational chat rooms, instant messaging, or social networking sites such as, but not limited to Instagram, Facebook, Snapchat, YouTube and other sites that could distract from engagement in academic and school- related pursuits;
- 24) Attempting to disable or circumvent AHS's Internet content filter and firewall, or attempting to use proxies to access sites that would otherwise be restricted;
- 25) Falsifying permission or identification information;
- 26) Copying or modifying files, data, or passwords belonging to others, or using technology to circumvent doing your own work for your courses;
- 27) Knowingly placing a computer virus on a computer or network (additionally, legal charges may be filed);
- 28) Writing, drawing, painting, defacing, or placing stickers or labels on school-owned laptops or laptop accessories, or causing other intentional damage;**
- 29) Attempting to alter data or the configuration of a computer or the files of another user is considered an act of vandalism and subject to disciplinary action;

30) Presence of images of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols are subject to disciplinary action;

31) Cyber-bullying in any form is unacceptable. Students will not engage in any cyber-bullying activity, which may include efforts to harass, threaten, torment, embarrass, or intimidate students or school staff through the use of a computer. In situations in which cyber-bullying originates from off-campus conduct, but is brought to the attention of school officials, any disciplinary action will be based upon whether the conduct is determined to be materially and substantially disruptive of the school environment or have a direct and immediate effect on school safety or on maintaining order and discipline in the schools. Discipline for cyber-bullying will be handled on a case-by-case basis as deemed appropriate by the school administrators. In addition, if a criminal act has been committed, it will be reported to local law enforcement.

32) Students will comply at all times with Board policies, the Responsible Use of Technology and Internet Safety Agreement, and this Technology Handbook.

Consequences

Consequences for non-compliance with the policies and procedures in these documents include disciplinary actions and financial responsibilities. Any failure to comply may immediately end the student's right to access the laptop, or other devices or services. The student will also be subject to disciplinary action as set out in the Arkadelphia School District Student Code of Conduct. The school administrators will have authority to decide appropriate consequences regarding non-compliance.

Educational Technical and Software Support

Technical and Software support is available 7 days a week from 8:00 a.m. to 8:00 p.m. Central Standard Time. When students need assistance, they can talk directly to a representative by calling AppleCare 800.800.2775.

AHS Tech Shop is only available during school hours from 8am-3pm. If students have trouble with their laptop, they are to complete a trouble ticket. If students have a technical problem at home, they are to call AppleCare 800.800.2775. Parents, guardians, students, or teachers are not allowed to attempt repairs themselves or contract with any other individual or business to repair any school-owned computer equipment. Every effort will be made to repair or replace the laptop in a timely fashion.

Services provided include the following:

- Hardware or software maintenance and repairs
- User account support
- Operating system and software support
- Hardware support
- Updates and software installations
- Warranty repairs
- Managing laptop tracking service
- Basic troubleshooting

Tech Shop Trouble Ticket Procedures

1. Go to <http://ww1.k12usa.com/login/login.asp>
2. Select state and school district
3. Enter Login information:
 - a. Student
 - b. Password1
4. Select TroubleTrakkerPRO
5. Click Report a Problem (left column)
6. Describe your problem by selecting “computer” then answering questions that follow.
7. Give as much detail as possible. INCLUDE YOUR EMAIL ADDRESS to identify yourself.
 - a. Only the fields with a red arrow are required to complete

For step-by-step instructions with pictures go to Echo > Library > School Resource Library > Student Resources.

If the problem requires time at the Tech Shop, a loaner laptop will be assigned to you. When the laptop is fixed, the student will be notified that their laptop has been fixed. It is the student’s responsibility to return the loaner and charger to the Tech Shop staff prior to receiving their original assigned laptop.

Damage, Loss, or Theft

In case of theft, vandalism, and other criminal acts, the student or parent MUST notify AHS administration or the Technology Department ASAP. The student or parent must also file a police report within 48 hours of the occurrence.

Incidents happening off campus must be reported to the police by the parent and a copy of the report be brought to the school by the next business and/or school day.

- Student will be charged the full price of the computer or repairs if deliberately damaged or vandalized.
- If damage is negligent, student may be responsible for the reasonable cost of repair or replacement costs.
- If a transfer to another school takes place, you will have 48 hours to return the computer to its home school.
- Seniors must clear all records and pay all fees before participating in graduation.
- Parents/Students are responsible for reasonable cost of repair for deliberately damaged computers.

What happens if your laptop is damaged?

First and Second Incidents

A minimum of \$50 deductible is due immediately. A loaner laptop will be issued upon receipt of deductible, while repairs are being made. If the damage is deliberate or due to negligence, the student will be charged the full or reasonable cost of repairs or replacement.

Third Incident

If any further damage to the laptop occurs, the full cost of repairs or \$500.00, whichever is less, will be due immediately. If the damage is deliberate or due to negligence, the student will be charged the full or reasonable cost of repairs or replacement. **The student will automatically become a day user.**

Restitution

If a student damages their laptop and cannot afford the deductible, cost of repairs, or the maximum \$500.00 replacement cost, the parent and student may work with administration to devise a payment plan. All unpaid claims will be submitted to the prosecuting attorney.

Repossession

If you do not timely and fully comply with all terms of this Agreement and the Parent/Student Technology Handbook, including the timely return of the property, the District shall be entitled to declare you in default and come to your place of residence, or other location of the property, to take possession of the property.

Parent Expectations

1. Remember that while the school system will provide Internet content filtering, *there is no substitute for parental supervision when using a computer.*
2. Monitor student use of the laptop and Internet at home.
3. Ensure your child understands and adheres to laptop and Internet policies and guidelines set forth in the Technology Handbook.
4. Sign a copy of the 1:1 Laptop Agreement.
5. If the device is intentionally damaged or after the second damage incident, parents will reimburse the school district per school policy for any costs incurred due to misuse, neglect, damage, or loss, including theft, if not otherwise covered by warranty or insurance, up to the full replacement cost of the laptop.
6. Review Arkadelphia School District's Responsible Use of Technology and Internet Safety Agreement and this Technology Handbook with your child.
7. Assist your child who is assigned the laptop with homework and school assignments. The purpose of the 1:1 Laptop Initiative is to help students learn. Student use of the laptop for learning is the most important priority of the 1:1 Laptop Initiative.
8. Ensure the return of the laptop and all accessories in good working condition at the end of the current school year or before the student withdraws from school.

Student Expectations

The student will...

- be responsible for their laptop at all times;
- carry and store their laptop in the laptop case provided by the district at all times;
- report technical problems with their laptop to the Tech Shop;
- backup critical files regularly on iCloud, Google Drive, and/or a portable USB drive;
- not share their login/password with anyone;
- not loan their laptop or any laptop component to another student for any reason;
- not change the standardized software already loaded on the laptop;
- not download music, videos, games or programs, other than those used during instruction;
- not delete any files or folders that they did not create because deletion of certain files can affect the performance of the laptop and can interfere with their ability to complete class work, which may affect their grade; and
- not use their laptop while riding on the bus.

Computer Tips for Parents

Computers are a resource or tool. Arkadelphia School District strives to prepare all students for a future in the global workplace. Our children will be faced with computer and Internet distractions in everything they do in the world today and APSD is preparing them to stay focused and handle those distractions.

Parents are still in control and have the ability to:

1. Communicate with your children and set computer limits. Here are some examples:

- I will not give out personal information such as my address, telephone number, parent's work address/telephone number, or the name and location of my school without my parent's permission.
- I will tell my parents right away if I come across any information that makes me feel uncomfortable.
- I will never agree to get together with someone I "meet" online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother or father along.
- I will never send a person my picture or anything else without first checking with my parents.
- I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my parents right away so that they can contact the principal's office.
- I will talk with my parents so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online, and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.

2. Limit the hours during the day that your child is on the computer.

3. Physically monitor student activity on the computer. We encourage parents to have their student's login and password in order to monitor their child's computer profile, as well as their assignments. If students refuse to share, their password can be reset at a parent's request.

Arkadelphia High School Laptop Use Program

Form to be completed prior to issuance of laptop

Laptop Home User (option a)

I will participate in the AHS Laptop Home User Program at a cost of \$40.00 for this school year. I understand that I am responsible for a minimum of \$50.00 deductible in the event of a claim.

Payment of \$40.00 enclosed (Make check or money order payable to Arkadelphia High

School) Parent Signature:

- By signing you are acknowledging that you are participating in the AHS Laptop Home User Program and accept all aspects of that plan, including timely payments of the \$50.00 deductible for repairs and/or replacement costs for computer, charger, and charger extension. The \$50.00 deductible applies to the first and second incident, the third incident you responsible for the full cost of repairs or \$500.00

whichever is less.

Day User (option b)

I will participate in the AHS Laptop Home Day Program. I understand that I am responsible for a minimum of \$50.00 deductible in the event of a claim. I realize this laptop may not be taken home. I will check out a laptop at the beginning of each school day and return the laptop at the end of each school day.

Parent Signature:

- By signing you are acknowledging that you are participating in the AHS Laptop Day User Program and accept all aspects of that plan, including timely payments of the \$50.00 deductible for repairs and/or replacement costs for computer, charger, and charger extension. The \$50.00 deductible applies to the first and second incident, the third incident you responsible for the full cost of repairs or \$500.00 whichever is less.

Bring Your Own Device (option c)

I will provide my child with a laptop. I will complete and submit the Bring Your Own Device Authorization Form and will abide by the terms for use of private computers on school premises.

Parent Signature:

ARKADELPHIA HIGH SCHOOL ACCEPTABLE USE POLICY (AUP)

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 grants computer resources to minors. The term "minor" is defined under Arkansas Family Law as an individual who is under the age of 18 years old. The Arkadelphia Public School District is committed to educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

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.
1. Only authorized individuals will install, service, and/or maintain district owned computer hardware.
2. No district serviced hardware, including cables or peripherals, may be moved without authorization from Technology Staff.
3. Users should not turn on or off any computer hardware without direct instruction from the supervising teacher.
4. 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.
5. 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.
1. The unlawful copying of any copyrighted software and/or its use on district hardware is prohibited.
2. Modification or erasure of software without authorization is prohibited.
3. 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.
4. 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.
5. 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 to individuals.

2. Sharing personal or confidential information about students or employees
3. Sending, viewing, downloading, or displaying offensive materials 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 copyright laws
8. Using ANYONE's email account other than your own
9. Trespassing in others' 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 is not acceptable.
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.

Each user will be given copies of this policy and procedures and will sign an acceptable use agreement before establishing an account and annually, thereafter.

4.29—INTERNET SAFETY and ELECTRONIC DEVICE USE POLICY

Definition

For the purposes of this policy, "electronic device" means anything that can be used to transmit or capture images, sound, or data.

The District makes electronic device(s) and/or electronic device Internet access available to students, to permit students to perform research and to allow students to learn how to use electronic device technology. Use of district electronic devices is for educational and/or instructional purposes only.

Student use of electronic device(s) shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their electronic device use, including email, and that monitoring of student electronic device use is continuous.

No student will be granted Internet access until and unless an Internet and electronic device -use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the Internet and Electronic Device use agreement is incorporated by reference into board policy and is considered part of the student handbook.

Technology Protection Measures

The District is dedicated to protecting students from materials on the Internet or world wide web that

are inappropriate, obscene, or otherwise harmful to minors¹; therefore, it is the policy of the District to protect each electronic device with Internet filtering software² that is designed to prevent students from accessing such materials. For purposes of this policy, “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

- (A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- (B) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- (C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Internet Use and Safety

The District is dedicated to ensuring that students are capable of using the Internet in a safe and responsible manner. The District uses technology protection measures to aid in student safety and shall also educate students on appropriate online behavior and Internet use³ including, but not limited to:

- Interacting with other individuals on social networking websites and in chat rooms;
- Cyberbullying awareness; and
- Cyberbullying response.

Misuse of Internet

The opportunity to use the District’s technology to access the Internet is a privilege and not a right. Students who misuse electronic devices or Internet access in any way will face disciplinary action, as specified in the student handbook⁴ and/or Internet safety and electronic device use agreement. Misuse of the Internet includes:

- The disabling or bypassing of security procedures, compromising, attempting to compromise, or defeating the district’s technology network security or Internet filtering software;
 - The altering of data without authorization;
 - Disclosing, using, or disseminating passwords, whether the passwords are the student’s own or those of another student/faculty/community member, to other students;
- Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, addresses, and phone numbers.
- Using electronic devices for any illegal activity, including electronic device hacking and copyright or intellectual property law violations;
- Using electronic devices to access or create sexually explicit or pornographic text or graphics;
- Using electronic devices to violate any other policy or is contrary to the Internet safety and electronic device use agreement.

Legal References: Children’s Internet Protection Act; PL 106-554
FCC Final Rules 11-125 August 11, 2011
20 USC 6777
47 USC 254(h)(1)
47 CFR 54.520
47 CFR 520(c)(4)

Date Adopted:

Last Revised:

4.29F—STUDENT ELECTRONIC DEVICE and INTERNET USE AGREEMENT

Student's Name _____ (Please Print) _____

Grade Level _____

School _____ Date _____

The Arkadelphia School District agrees to allow the student identified above ("Student") to use the district's technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student owned electronic device (as used in this Agreement, "electronic device" means anything that can be used to transmit or capture images, sound, or data):

1. **Conditional Privilege:** The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet whether through a District or student owned electronic device unless the Student and his/her parent or guardian have read and signed this agreement.
2. **Acceptable Use:** The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal ~~and state~~ laws and regulations and any State laws and rules. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.
3. **Penalties for Improper Use:** If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action. [**Note: A.C.A. § 6-21-107 requires the district to have "...provisions for administration of punishment of students for violations of the policy with stiffer penalties for repeat offenders, and the same shall be incorporated into the district's written student discipline policy." You may choose to tailor your punishments to be appropriate to the school's grade levels.**]
4. **"Misuse of the District's access to the Internet" includes, but is not limited to, the following:**
 - a. Using the Internet for other than educational purposes;
 - b. Gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
 - c. Using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
 - d. Making unauthorized copies of computer software;
 - e. Accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;

- f. Using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
- g. Posting anonymous messages on the system;
- h. Using encryption software;
- i. Wasteful use of limited resources provided by the school including paper;
- j. Causing congestion of the network through lengthy downloads of files;
- k. Vandalizing data of another user;
- l. Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- m. Gaining or attempting to gain unauthorized access to resources or files;
- n. Identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
- o. Invading the privacy of individuals;
- p. Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, address, and phone number.
- q. Using the network for financial or commercial gain without district permission;
- r. Theft or vandalism of data, equipment, or intellectual property;
- s. Attempting to gain access or gaining access to student records, grades, or files;
- t. Introducing a virus to, or otherwise improperly tampering with the system;
- u. Degrading or disrupting equipment or system performance;
- v. Creating a web page or associating a web page with the school or school district without proper authorization;
- w. Providing access to the District's Internet Access to unauthorized individuals;
- x. Failing to obey school or classroom Internet use rules; ~~or~~
- y. Taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools; ~~or~~
- z. Installing or downloading software on district computers without prior approval of the technology director or his/her designee.

5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or access to the Internet including penalties for copyright violations.

6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.

7. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.

8. Signatures: We, the persons who have signed below, have read this agreement and agree to be

bound by the terms and conditions of this agreement.

Student's Signature: _____ Date _____

Parent/Legal Guardian Signature: _____ Date _____