

SOUTH CONWAY COUNTY SCHOOL DISTRICT

MORRILTON HIGH SCHOOL HANDBOOK

**FOR
STUDENT CONDUCT AND DISCIPLINE**

BOARD OF EDUCATION

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Superintendent of Schools

Mr. Shawn Halbrook

South Conway County School District

100 Baramore Street
Morrilton, AR 72110
Telephone (501) 354-9400

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Morrilton High School
701 East Harding Street
Morrilton, AR 72110
(501) 354-9430

APPROVED JUNE 8, 2020

IS IT BULLYING?

When someone says or does something unintentionally hurtful and they do it once,

that's RUDE!

When someone says or does something intentionally hurtful and they do it once,

that's MEAN!

When someone says or does something intentionally hurtful and they keep doing it even when you tell them to stop or show them that you're upset...

that's BULLYING!



IF

(your hopes and dreams here)

**COUNTS
THEN SCHOOL
COUNTS.**





FOREWORD

The South Conway County School District works hard to provide a safe and orderly environment that supports all aspects of learning through communication and high expectations of appropriate behavior. The essential component of effective, positive discipline is that it preserves the time needed for meaningful instruction necessary for student learning and achievement.

The 2020-2021 Parent/Student Handbook for Student Conduct and Discipline is designed for students, parents, guardians, principals and teachers. Its main purpose is to set forth clearly the standards and limits for behavior established by state law and the Board of Education. It also describes the administrative actions taken when standards of behavior are violated. The handbook is annually reviewed and revised as needed by parents, students and District personnel.

We sincerely hope that all who use this handbook do so realizing the importance of the student's responsibility for his/her own acceptable behavior and the protection of the student's personal rights to due process and fair treatment.

Mr. Shawn Halbrook
Superintendent of Schools

For Your Information

The handbook is available for review at www.sccsd.org



**South Conway County School District
Morrilton, Arkansas**

Dear Parents/Guardians and Students:

Welcome to Morrilton High School! We are very proud of our schools and know that your experience here will be productive and rewarding.

The purpose of this handbook is to inform you about applicable philosophy, policies and procedures. We are sure you realize that this must be a cooperative endeavor and that we can succeed only to the extent that each of you cooperates with us in this vital activity.

In this handbook, you will find the discipline policies of all South Conway County School District Secondary Schools. A.C.A. § 6-18-502 (d) (e) requires school districts to advise and provide written notification to parents and students of the District's student discipline policies.

Act 104 also requires your documentation of the receipt of these policies. ***Please sign and return to your child's teacher immediately. Your signatures do not indicate your agreement with the policies – only that you have received them.***

Thank you for your assistance in helping Morrilton High School comply with A.C.A. § 6-18-502 (d) (e).

Please take the time needed to thoroughly review this handbook. All students are expected to comply with the policies and procedures found herein.

We look forward to the opportunity of working with your child.

Danny Ketcherside, Ed.S.
Principal, Morrilton High School

**Morrilton High School
2020-2021 Student Handbook Committee**

Danny Ketcherside, Principal
Todd Sparks, Dean of Students
Anita Grendell, Teacher
Leeann Mobley, Parent

Craig Pinion, Asst. Principal
Carolyn Bailey, Counselor
Patti Hill, Teacher
Evan Mobley, Student



What is a Devil Dog?

A Devil Dog is a maroon and gray figure with horns and teeth for fighting with all his might. The Devil Dog wears a gruff yet determined expression that radiates confidence and enthusiasm. He is strong and kind, he is stern and determined, yet he is friendly and considerate. A Devil Dog can be a ferocious opponent or a friend for all time. The Devil Dog is a spirit that lives in the heart and mind of every past and present student of Morrilton High School. He is in the classroom and walks in the halls. The Devil Dog is filled with energy and the will to improve and a willingness to work. He knows the thrill of victory and the agony of defeat and in each finds a lesson. The Devil Dog is that abstract spirit that lives in every student of M.H.S. and makes them proud and envied.

(From 1972-73 Student Handbook)

**THE MISSION OF
MORRILTON HIGH SCHOOL:**

In collaboration with teachers, parents, and students, we will engage and inspire students by providing high standards of learning empowering all to be productive, responsible citizens in a global society.





NOTICE TO PARENTS/GUARDIANS

To: All Parents/Guardians

From: South Conway County School District

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

- Whether the Arkansas Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches
- Whether the Arkansas Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances
- The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of degrees
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call (501) 354-9453.

**Morrilton High School Parent and Community Involvement
Parent Involvement Plan Committee**

Danny Ketcherside, Principal
Patricia Hopkins, Teacher
Marissa Parks, Parent

Anita Grendell, Parent Facilitator
Darla Rankin, Parent
Lucy Williams, Resource Teacher

Morrilton High School recognizes that a child's education is a responsibility shared by the school and family during the entire time the child spends in school. To support the goal of the schools and to educate all students effectively, the schools and parents must work as knowledgeable partners. Parents are an integral component of a school's ability to provide for the educational success of their children. Morrilton High School acknowledges that engaging parents is essential to improve student achievement and that schools should foster and support active parental involvement.

In response to this commitment to active parental involvement, and in compliance with the legal requirements of Act 307 of 2007 and the Elementary and Secondary Education Act, Morrilton High School establishes the following parent involvement plan.

1. The school will involve parents in the review, improvement and printing of the school's parental involvement policy annually;
2. Explain to parents and the community the State's content and achievement standards, State and local student assessments and how the school's curriculum is aligned with the assessments and how parents can work with the school to improve their child's academic achievement;
3. Provide parents with the materials and training they need to be better able to help their child achieve. The school may use parent resource centers or other community based organizations to foster parental involvement and provide literacy and technology training to parents.
4. Educate school staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents;
5. Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;
6. Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include providing transportation and child care to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;
7. Find and modify other successful parent and community involvement programs to suit the needs of our school;
8. Train parents to enhance and promote the involvement of other parents;
9. Provide, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child.

The Parent Involvement Plan involves parents of students of all grade levels in a variety of roles. The plan recognizes that communication between home and school should be regular, two-way, and meaningful.

To encourage communication with parents, Morrilton High School schedules two parent-teacher conferences per year. These conferences are scheduled near the midpoint of each semester of the school year.

To promote and support responsible parenting, Morrilton High School will purchase books, magazines, and other informative material regarding responsible parenting through the school library. These materials will be advertised and parents will have an opportunity to borrow the materials for review.

To welcome parents to Morrilton High School, there is no policy or procedure that would discourage a parent from visiting the school, specifically including:

1. Policies requiring parents to pick up their child outside the school building each day and
2. Policies prohibiting parents from visiting a child's classroom during school events.

Morrilton High School will publish a volunteer resource book, listing the interests and availability of volunteers for school staff members' use. The resource book will help match school needs with volunteer interests. To develop the volunteer resource book, the school will survey parents regarding their interests, so volunteer work will be meaningful.

Morrilton High School will support the development, implementation, and regular evaluation of the program to involve parents in the decisions and practices of the School District, using, to the degree possible, the following components:

1. The principal will designate one certified staff member that is willing to serve as a parent facilitator to organize meaningful training for staff and promote and encourage a welcoming atmosphere to parental involvement in the school. The parent facilitator will also undertake efforts to ensure that parental participation is recognized as an asset to the school.
2. The certified staff serving as a parent facilitator will receive supplemental pay for the assigned duties as required by law.

Staff development opportunities as required by the State Board of Education's Standards of Accreditation of Arkansas Public Schools will be offered each year. Two (2) hours of continuing education opportunities for teachers and administrators will be offered each fourth year. The professional development will be designed to enhance understanding of effective parental involvement strategies. The two (2) hours may be included in the required sixty (60) hours of staff development.

Morrilton High School will involve parents in their child's learning process in the following ways:

- Materials and supplies will be utilized to enhance parent involvement by advertising, informing, and encouraging parent attendance at the high school level.
- An Orientation Night will be held each year in the fall in H.B. White Auditorium to inform parents about school policies and procedures.
- The school will schedule two parent-teacher conferences per year. These conferences are scheduled near the midpoint of each semester of the school year.
- Teachers and administrators will receive a minimum of two (2) hours of professional development every fourth year to enhance their understanding of effective parental involvement strategies as evidenced by the PD schedule.
- Handbooks will be available online and will include the parent involvement plan, a school calendar, information about the school's website, school personnel contact information, the school process for resolving parent concerns, and information on volunteering.
- A volunteer resource book will be created and made available with opportunities for parent volunteers.
- A Parent Center will be established in the Media Center to provide parents opportunities to become involved in their child's educational process. The center will contain materials regarding general child development, parenting skills, information specific to the curriculum and instructional policies and will be maintained by the Parent Facilitator.

A Parent Center has been created to provide informative materials for the use of the parents/guardians of our students. The Parent Center is located in the library media center and is open during school hours. If you have any questions, contact Anita Grendell, Parent Facilitator at (501) 354-9470.

The District Parent Center is located on the Morrilton Intermediate School Campus at 1907 Poor Farm Road, Morrilton, AR 72110.

The Morrilton High School's web address is: <http://mhs.sccsd.org/>

You can find valuable information on the website such as the HAC (Home Access Center for checking grades), School Calendar, Daily Announcements, Lunch Menu, and Teacher Contact Information.

**Morrilton High School Parent Volunteer Survey
2020-2021 School Year**

Parents are very important to the success of their students and our school. Please fill out the information below and return it to the school office.

Name: _____

Address: _____

City/Town: _____

ZIP/ Postal Code: _____

Place of Employment: _____

Name and grade of MHS student(s):

Name(s): _____

Grade(s): _____

The best way to contact me is (answer all that applies):

Home phone: _____

Work Phone: _____

Cell Phone: _____

E-mail: _____

It is okay to call in non-emergency situations to my place of employment: (circle one)

Yes No

The best time of the day to contact me is:

- | | |
|-------------------------------------|-----------------------------------|
| <input type="radio"/> early morning | <input type="radio"/> mid-morning |
| <input type="radio"/> afternoon | <input type="radio"/> evening |

I would be willing to volunteer:

- Planning/ Chaperoning Project Graduation
- Providing refreshments
- Helping out during Teacher Appreciation Week
- Volunteering in Athletic Booster Clubs
- Book Fair
- Donating materials for classroom projects
- Decorating for Prom/ Homecoming
- Share about your career or hobby to a group or class
- Other _____

Thank you for completing this form. Do you have any questions or comments that would help us better serve the needs of parents?

Morrilton High School Program Components

1. Parent Involvement Activities include:
 - ACSIP Committee Members
 - Parent Teacher Committee (PTC)
 - Club Volunteers
 - Field Trips
 - Book Fair
 - Annual Financial Aid Workshop at UACCM
 - Booster Clubs
2. Communication
 - Parent Surveys
 - School Website: <http://mhs.sccsd.org/>
 - District Website: www.sccsd.org
 - TAC/HAC
 - School Messenger phone service
 - Letters
 - Conferences
 - KVOM
 - Community Channel 6
 - Facebook @ www.facebook.com/SouthConwayCountySchoolDistrict
 - Twitter @ twitter.com/SCCSDDevilDogs
 - Twitter @ [mhsdevildogs](https://twitter.com/mhsdevildogs)

For more information or to participate in a Parent Involvement Activity contact the Media Center Specialist at 501-354-9470 or the school office at 501-354-9430.

NONDISCRIMINATION POLICY

It is the policy of this educational institution to provide equal opportunity without regard to race, color, national origin, sex, age or qualified disability in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid and employment.

This educational institution will disseminate nondiscriminatory policies to students, parents, employees and the general public prior to the beginning of each school year.

Committees will be selected in a fair and equitable manner and will reflect the diversity of the District in terms of sex, race, socio-economic level, disability, national origin and other population.

Inquiries regarding SPECIAL EDUCATION and SECTION 504 issues should be directed to: Mr. Ken Holmes, Special Education Supervisor, 1206 N. St. Joseph, Morrilton, AR 72110, phone (501) 354-9454.

Inquiries regarding ENGLISH AS A SECOND LANGUAGE issues should be directed to: Mrs. Lora Hendrix, 100 Baramore Street, Morrilton, AR 72110, phone (501) 354-9451.

Inquiries regarding EQUITY, TITLE VI and TITLE IX issues should be directed to: Mrs. Lora Hendrix, 100 Baramore Street, Morrilton, AR 72110, phone (501) 354-9451.

MHS ADMINISTRATIVE STAFF DIRECTORY

Morrilton High School Administrators

Danny Ketcherside, Principal 354-9430 ketchersided@sccsd.k12.ar.us

Craig Pinion, Assistant Principal 354-9430 pinionc@sccsd.k12.ar.us

Todd Sparks, Dean of Students 354-9430 sparkst@sccsd.k12.ar.us

Casey Squires, Counselor 354-9431 squiresc@sccsd.k12.ar.us

Carolyn Bailey, Counselor 354-9431 baileyc@sccsd.k12.ar.us

Marilyn Dailey, Registrar 354-9467 mdailey@sccsd.k12.ar.us

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Student and Parent Handbook

4.01—RESIDENCE REQUIREMENTS

Effective: July 1, 2019

Definitions

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

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

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

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

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

- A. The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty-one (21) years whose parents, legal guardians, persons having lawful control of the student, or person standing in loco parentis reside within the District¹ and to all persons between those ages who have been legally transferred to the District for educational purposes.
- B. Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parent, legal guardian, person having lawful control of the student, or a person standing in loco parentis for school attendance purposes.
- C. In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District’s schools separate and apart from his or her 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.

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

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

History BOE: Revised: 7/11/05, 6/8/09, 4/9/12, 7/1/2019

4.02—ENTRANCE REQUIREMENTS

Effective: July 1, 2019

- A. To enroll in a school in the District, the child must be a resident of the District as defined in District policy (4.01—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 4.04, or participate under a school choice option and submit the required paperwork as required by the choice option under Policy 4.05.
- B. Students may enter kindergarten if they will attain the age of five (5) on or before August 1 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, will become five (5) years old during the year in which he/she is enrolled in kindergarten, and meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District. Any student who was enrolled in a state-accredited or state-approved kindergarten program in another state or in a kindergarten program equivalent in another country, becomes a resident of this state as a direct result of active military orders or a court-ordered change of custody, will become five (5) years of age during the year in which he or she is enrolled in

kindergarten, and meets the basic residency requirement for school attendance may be enrolled in kindergarten upon a written request to the District.

- C. Any child who will be six (6) years of age on or before October 1 of the school year of enrollment and who has not completed a state-accredited kindergarten program shall be evaluated by the District and may be placed in the first grade if the results of the evaluation justify placement in the first grade and the child's parent or legal guardian agrees with placement in the first grade; otherwise the child shall be placed in kindergarten.
- D. Any child may enter first grade in a District school if the child will attain the age of six (6) years during the school year in which the child is seeking enrollment and the child has successfully completed a kindergarten program in a public school in Arkansas.
- E. Any child who has been enrolled in the first grade in a state-accredited or state-approved elementary school in another state for a period of at least sixty (60) days, who will become age six (6) years during the school year in which he/she is enrolled in grade one (1), and who meets the basic residency requirements for school attendance may be enrolled in the first grade.
- F. Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. 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 4.06—HOMESCHOOLING.
- G. The District shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment.
- H. Prior to the child's admission to a District school:
 - 1. The parent, 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 4.58—IMMUNIZATIONS, the child shall be age appropriately immunized or have an exemption issued by the Arkansas Department of Health.

I Uniformed Services Member's Children

1. For the purposes of this policy:
 - a. **“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.
 - b. **“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 and 1211.
 - c. **“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.
 - d. **“Eligible child”** means the children of:
 - 1) Active duty members of the uniformed services;
 - 2) Members of the active and activated reserve components of the uniformed services;
 - 3) 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
 - 4) 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.
 - e. **“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.

- f. **“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.
 - g. **“District Military Education Coordinator”** 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
2. An eligible child as defined in this policy shall:
- a. Be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;
 - b. Be eligible for enrollment in the next highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;
 - c. Enter the District's school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;
 - d. Be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to 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;
 - e. Be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
 - f. Make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
 - g. Be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;
 - h. Be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the District by a custodial parent on active military duty.

Legal References: A.C.A. § 6-4-302, A.C.A. § 6-4-309, 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. § 9-28-11. *Plyler v Doe* 457 US 202,221 (1982)

History BOE: Revised: 7/11/05, 6/9/08, 6/8/09, 4/12/10, 3/14/11, 4/9/12, 6/11/12, 8/5/13, 4/13/15, 7/1/2017, 7/1/2019, 4/13/20

4.02A LEGAL CUSTODY

- A. Act 660 of 1993 indicates that in order to avoid continuing child custody controversies involving public school personnel and to avoid disruptions to the educational atmosphere in the school, the transfer of a child between the child’s custodial parent and noncustodial parent...when both parents are present...is prohibited from taking place on the real property of an elementary school on normal school days during normal hours of school operation. The provisions of this policy shall not prohibit one parent (custodial or noncustodial) from transporting the child to school and the other parent (custodial or noncustodial) from picking the child up from school at prearranged times on prearranged days if prior approval had been made with the school’s principal.
- B. When the non-custodial parent is to be denied access to the student, the custodial parent must provide the principal with:
 - 1. A copy of the court order giving custodial rights to the parent.
 - 2. A written statement to the principal that such denial is approved by the custodial parent.

4.02B LEGAL NAMES

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

4.03 COMPULSORY ATTENDANCE REQUIREMENTS

Effective: July 1, 2019

- A. 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 (4.01 – 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 homeschooled and the conditions of the homeschool policy (4.06 - HOMESCHOOLING) 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 regulations 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 Reference: A.C.A. §6-18-201, A.C.A §6-18-207

History BOE: Adopted: 6/14/04, Revised 6/8/09, 4/12/10, 3/14/11, 7/1/19

4.04 STUDENT TRANSFERS

Effective: July 1, 2019

- A. The South Conway County School District shall review and accept or reject requests for transfers, both into and out of the District, on a case by case basis.
- B. The District may reject a 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.
- C. Any student transferring from a school accredited by the Arkansas 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.
- D. Any student transferring from homeschool or 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. The District specifically reserves the right to utilize various assessment techniques to determine appropriate grade placement.
- E. 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.

- F. 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 and/or from the District.

Legal References: A.C.A. §6-18-316, A.C.A. §6-18-510, A.C.A. §6-15-504 (f), A.C.A. §9-28-113(b) (4), A.C.A. §9-28-205, State Board of Education Standards of Accreditation 12.05

4.05 SCHOOL CHOICE

Effective: July 1, 2020

I. Standard School Choice

- A. Exemption: The District is under an enforceable desegregation court order/court-approved desegregation plan regarding the effects of past racial segregation in student assignment and has submitted the appropriate documentation to the Division of Elementary and Secondary Education (DESE). As a result of the desegregation order/desegregation plan, the District is exempt from the provisions of the Public School Choice Act of 2015 (Standard School Choice) and the Arkansas Opportunity Public School Choice Act (Opportunity School Choice). The District shall notify the superintendents of each of its geographically contiguous school districts of its exemption. The exemption prohibits the District from accepting any school choice applications from students wishing to transfer into or out of the District through standard School Choice or Opportunity School Choice.
- B. Definition: For the purpose of this policy, "sibling" means each of two (2) or more children having a parent in common by blood, adoption, marriage, or foster care.

Transfers Into the District

- A. **Capacity Determination and Public Pronouncement:** The Board of Education will adopt a resolution containing the capacity standards for the District. The resolution will contain the acceptance determination criteria identified by academic program, class, grade level, and individual school. The school is not obligated to add any teachers, other staff, or classrooms to accommodate choice applications. The District may only deny a Standard School Choice application if the District has a lack of capacity by the District having reached ninety percent (90%) of the maximum student population in a program, class, grade level, or school building authorized by the Standards or other State/Federal law.
- B. The District shall advertise in appropriate broadcast media and either print media or on the Internet to inform students and parents in adjoining districts of the range of possible

openings available under the School Choice program. The public pronouncements shall state the application deadline; and include contact information for the primary point of contact at the District for school choice questions and the requirements and procedures for participation in the program. Such pronouncements shall be made in the spring but in no case later than March 1.

Application Process

- A. The student's parent shall submit a school choice application on a form approved by (DESE) to this District along with a copy to the student's resident district. Except for students who have a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base, the transfer application must be postmarked or hand delivered on or before May 1 of the year preceding the fall semester the applicant would begin school in the District. The District shall date and time stamp all applications the District receives as both the resident and nonresident district as they are received in the District's central office. Except for applications from students who have a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base, applications postmarked or hand delivered on or after May 2 will not be accepted. Statutorily, preference is required to be given to siblings of students who are already enrolled in the District. Therefore, siblings whose applications fit the capacity standards approved by the Board of Education may be approved ahead of an otherwise qualified non-sibling applicant who submitted an earlier application as identified by the application's date and time stamp.

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

1. Is filed with the nonresident school within fifteen (15) days of the parent's or guardian's arrival on the military base;
 2. Includes the parent's or guardian's military transfer orders; and
 3. Includes the parent's or guardian's proof of residency on the military base.
- B. The approval of any application for a choice transfer into the District is potentially limited by the applicant's resident district's statutory limitation of losing no more than three percent (3%) of its past year's student enrollment due to Standard School Choice. As such, any District approval of a choice application prior to July 1 is provisional pending a determination that the resident district's three percent (3%) cap has not been reached. The

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

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

Accepted Applications

- A. Applications which fit within the District's stated capacity standards shall be provisionally accepted, in writing, with the notification letter stating a reasonable timeline by which the student shall enroll in the District by taking the steps detailed in the letter, including submission of all required documents. If the student fails to enroll within the stated timeline, or if all necessary steps to complete the enrollment are not taken, or examination of the documentation indicates the applicant does not meet the District's stated capacity standards, the acceptance shall be null and void.
- B. A student, whose application has been accepted and who has enrolled in the District, is eligible to continue enrollment until completing his/her secondary education. Continued enrollment is conditioned upon the student meeting applicable statutory and District policy requirements. Any student who has been accepted under choice and who either fails to initially enroll under the timelines and provisions provided in this policy or who chooses to return to his/her resident district voids the transfer and must reapply if, in the future, the student seeks another school choice transfer. A subsequent transfer application will be subject to the capacity standards applicable to the year in which the application is considered by the District.
- C. A present or future sibling of a student who continues enrollment in this District may enroll in the District by submitting a Standard School Choice application. Applications of siblings of presently enrolled choice students are subject to the provisions of this policy including the capacity standards applicable to the year in which the sibling's application is considered by the District. A sibling who enrolls in the District through Standard School choice is eligible to remain in the District until completing his/her secondary education.
- D. Students whose applications have been accepted and who have enrolled in the District shall not be discriminated against on the basis of gender, national origin, race, ethnicity, religion, or disability.

Rejected Applications

- A. The District may reject an application for a transfer into the District under Standard School Choice due to a lack of capacity. However, the decision to accept or reject an application may not be based on the student's previous academic achievement, athletic or other extracurricular ability, English proficiency level, or previous disciplinary proceedings other than a current expulsion.
- B. An application may be provisionally rejected if it is for an opening that was included in the District's capacity resolution, but was provisionally filled by an earlier applicant. If the provisionally approved applicant subsequently does not enroll in the District, the provisionally rejected applicant could be provisionally approved and would have to meet the acceptance requirements to be eligible to enroll in the District.

An application may be provisionally rejected if the student's application was beyond the student district's three percent (3%) cap. The student's resident district is responsible for notifying this District that it is no longer at its three percent (3%) cap. If a student's application was provisionally rejected due to the student's resident district having reached its three percent (3%) cap and the student's resident district notifies this District that it has dropped below its three percent (3%) cap prior to July 1, then the provisional rejection may be changed to a provisional acceptance and the student would have to meet the acceptance requirements to be eligible to enroll in the District.

- C. Rejection of applications shall be in writing and shall state the reason(s) for the rejection. A student whose application was rejected may request a hearing before the State Board of Education to reconsider the application, the request for a hearing must be submitted in writing to the State Board within ten (10) days of receiving the rejection letter from the District.
- D. Any applications that are denied due to the student's resident district reaching the three percent (3%) limitation cap shall be given priority for a choice transfer the following year in the order that the District received the original applications.

Transfers Out of the District

- A. All Standard School Choice applications shall be granted unless the approval would cause the District to have a net enrollment loss (students transferring out minus those transferring in) of more than three percent (3%) of the average daily membership on October 1 of the immediately preceding year. By December 15 of each year, (DESE) shall determine and notify the District of the net number of allowable choice transfers. For the purpose of

determining the three percent (3%) cap, siblings are counted as one student, and students are not counted if the student transfers:

1. Through Opportunity School Choice due to the school receiving a rating of “F” or a district classified as in need of Level 5 Intensive Support under A.C.A § 6-18-227;
 2. Due to the district’s identification of Facilities Distress under A.C.A § 6-21-812; or
 3. Through the Foster Child School Choice under A.C.A § 6-18-233.
- B. If, prior to July 1, the District receives sufficient copies of requests from other districts for its students to transfer to other districts to trigger the three percent (3%) cap, it shall notify each district the District received Standard School Choice applications from that it has tentatively reached the limitation cap. The District will use confirmations of approved choice applications from receiving districts to make a final determination of which applications it received that exceeded the limitation cap and notify each district that was the recipient of an application to that effect. The District shall immediately notify all receiving districts if it should drop back below its three percent (3%) cap prior to July 1.

Facilities Distress School Choice Applications

- A. There are a few exceptions from the provisions of the rest of this policy that govern choice transfers triggered by facilities distress. Any student attending a school district that has been identified as being in facilities distress may transfer under the provisions of this policy, but with the following four (4) differences.
1. The receiving district cannot be in facilities distress;
 2. The transfer is only available for the duration of the time the student's resident district remains in facilities distress;
 3. The student is not required to meet the May1 application deadline; and
 4. The student's resident district is responsible for the cost of transporting the student to this District's school.

II. Opportunity School Choice

Transfers into or Within the District

- A. For the purposes of this section of the policy, a “lack of capacity” is defined as when the receiving school has reached the maximum student-to-teacher ratio allowed under federal or state law, the DESE Rules for the Standards for Accreditation, or other applicable rules. There is a lack of capacity if, as of the date of the application for Opportunity School Choice, ninety-five percent (95%) or more of the seats at the grade level at the nonresident school are filled.
- B. Unless there is a lack of capacity at the District’s school or the transfer conflicts with the provisions of a federal desegregation order applicable to the District, a student may transfer

from the student's assigned school to another school in the District or from the student's resident district into the District if:

1. Either:
 - a. The student's resident district has been classified by the state board as in need of Level 5 — intensive support; or
 - b. The student's assigned school has a rating of "F"; and
 2. By May 1 of the year before the student intends to transfer, the student's parent, guardian, or the student if the student is over eighteen (18) years of age has submitted an application of the student's request to transfer to the:
 - a. DESE;
 - b. Sending school district; and
 - c. Receiving school district.
- C. A student is not required to meet the May 1 application deadline if the student has a parent or guardian who is an active-duty member of the military and who has been transferred to and resides on a military base. The student may transfer at any time if the student's application:
1. Is filed with the nonresident school district within fifteen (15) days of the parent's or guardian's arrival on the military base;
 2. Includes the parent's or guardian's military transfer orders; and
 3. Includes the parent's or guardian's proof of residency on the military base.
- D. Within thirty (30) days from receipt of an application from a student seeking admission under this section of the policy, the Superintendent shall notify in writing the parent or guardian, or the student if the student is over eighteen (18) years of age, whether the Opportunity School Choice application has been accepted or rejected. The notification shall be sent via First-Class Mail to the address on the application.
- E. If the application is accepted, the notification letter shall state the deadline by which the student must enroll in the receiving school or the transfer will be null and void.
- F. If the District rejects the application, the District shall state in the notification letter the specific reason(s) for the rejection. A parent or guardian, or the student if the student is over eighteen (18) years of age may appeal the District's decision to deny the application to the State Board of Education. The appeal must be in writing to the State Board of Education via certified mail, return receipt requested, no later than ten (10) calendar days, excluding weekends and legal holidays, after the notice of rejection was received from the District.
- G. A student's transfer under Opportunity School choice is effective at the beginning of the next school year and the student's enrollment is irrevocable for the duration of the school

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

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

Transfers out of, or within, the District

- A. If a District school receives a rating of “F” or the District has been classified by the State Board as in need of Level 5 Intensive Support, the District shall timely notify parents, guardians, or students, if over eighteen (18) years of age, as soon as practicable after the school or district designation is made of all options available under Opportunity School Choice. The District shall offer the parent or guardian, or the student if the student is over eighteen (18) years of age, an opportunity to submit an application to enroll the student in a school district that has not been classified by the State Board as in need of Level 5 Intensive Support or in a public school that does not have a rating of “F”.
- B. Additionally, the District shall request public service announcements to be made over the broadcast media and in the print media at such times and in such a manner as to inform parents or guardians of students in adjoining districts of the availability of the program, the application deadline, and the requirements and procedure for nonresident students to participate in the program.

Legal References: A.C.A. § 6-1-106, A.C.A. § 6-13-113, A.C.A. § 6-15-430(b), A.C.A. § 6-18-227, A.C.A. § 6-18-510, A.C.A. § 6-18-1901 et seq., A.C.A. § 6-21-812, *Arkansas Opportunity Public School Choice Act of 2015 DESE Rules Governing Public School Choice*

History BOE: Adopted: 6/14/04, Revised 6/12/06, 6/11/07, 4/9/12, 6/11/12, 3/11/13, 8/5/13, 4/13/15, 7/1/17, 7/1/19, 4/13/20

4.06 HOMESCHOOLING

Effective: June 11, 2017

Enrollment in Home School

- A. Parents or legal guardians desiring to provide a home school for their children shall give written notice to the Superintendent of their intent to homeschool. The notice shall be given:
 - 1. At the beginning of each school year, but no later than August 15;
 - 1. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter; or

3. Within thirty (30) calendar days of the parent or legal guardian establishing residency within the District during the school year.
- B. Written notice of the parent or legal guardian's intent to homeschool shall be delivered to the Superintendent through any of the following methods:
1. Electronically, including without limitation by:
 - a. Use of the Division of Elementary and Secondary Education's (DESE) online system;
 - b. Email; or
 - c. Facsimile;
 2. By mail, or
 3. In person.
- C. The notice shall include:
1. The name, sex, date of birth, grade level, and the name and address of the school last attended, if any,
 2. The mailing address and telephone number of the home school,
 3. The name of the parent or legal guardian providing the home school,
 4. Indicate if the home-schooled student intends to participate in extracurricular activities during the school year,
 5. A statement of whether the home-schooled student plans to seek a high school equivalency diploma during the current school year,
 6. A statement that the parent or legal guardian agrees that the parent or legal guardian is responsible for the education of their children during the time the parents or legal guardians choose to homeschool, and
 7. A signature of the parent or legal guardian.
- D. To aid the District in providing a free and appropriate public education to students in need of special education service, the parents or legal guardians homeschooling their children shall provide information that might indicate the need for special education services.

Enrollment or Re-Enrollment in Public School

- A. A home-schooled student who wishes to enroll or re-enroll in a District school shall submit:
1. A transcript listing all courses taken and semester grades from the home school;
 2. Score of at least the thirtieth percentile on a nationally recognized norm-referenced assessment taken in the past year; and
 3. A portfolio of indicators of the home-schooled student's academic progress, including without limitation:
 - a. Curricula used in the home school,
 - b. Tests taken and lessons completed by the home-schooled student, and
 - c. Other indicators of the home-schooled student's academic progress.
- B. If a home-schooled student is unable to provide a nationally recognized norm-referenced score, the District may either assess the student using a nationally recognized norm-referenced assessment or waive the requirement for a nationally recognized norm-referenced assessment score.

- C. A home-schooled student who enrolls or re-enrolls in the District will be placed at a grade level and academic course level equivalent to or higher than the home-schooled student's grade level and academic course level in the home school:
1. As indicated by the documentation submitted by the home-schooled student,
 2. By mutual agreement between the public school and the home-schooled student's parent or legal guardian, or
 3. If the home-schooled student fails to provide the documentation required by this policy, with the exception of the nationally recognized norm-referenced assessment score, the District may have sole authority to determine the home-schooled student's grade placement and course credits. The District will determine the home-schooled student's grade placement, course credits in the same manner the District uses when determining grade placement, and course credits for students enrolling or re-enrolling in the District who attended another public or private school.
- D. The District shall afford a home-schooled student who enrolls or re-enrolls in a public school the same rights and privileges enjoyed by the Districts' other students. The District shall not deny a home-schooled student who enrolls or re-enrolls in the District any of the following on the basis of the student having attended a home school:
1. Award of course credits earned in the home school,
 2. Placement in the proper grade level and promotion to the next grade level,
 3. Participation in any academic or extracurricular activity,
 4. Membership in school-sponsored clubs, associations, or organizations,
 5. A diploma or graduation, so long as the student has enrolled or re-enrolled in the District to attend classes for at least the nine (9) months immediately prior to graduation, or
 6. Scholarships.

Legal References: A.C.A. § 6-15-503, A.C.A. § 6-15-504, A.C.A. § 6-41-103, DESE Rules Governing Home Schools

History: 6/14/04, 6/11/12, 7/10/17, 7/8/20

4.07 ABSENCES

Effective: July 1, 2019

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.

The ADE defines a "state-reported" absence as:

"A student is absent if he or she is not participating in instruction on school grounds unless the student is participating in a District approved activity at an off-grounds location for the school day."

Excused Absences

- A. Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement to the principal or designee upon his/her returns to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will **not** be accepted.
1. The student's illness or when attendance could jeopardize the health of other students. A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
 2. Death or serious illness in their immediate family;
 3. Observance of recognized holidays observed by the student's faith;
 4. Attendance at an appointment with a government agency;
 5. Attendance at a medical appointment;
 6. Exceptional circumstances with prior approval of the principal; or
 7. Participation in an FFA, FHA, or 4-H sanctioned activity;
 8. Participation in the election poll workers program for high school students.
 9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the Superintendent or designee.

10. Absences granted, at the Superintendent's discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades eleven (11) and (12).
 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.
- B. Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.

Unexcused Absences

- A. 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 more than ten (10) 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.
- B. When a student has five (5) unexcused absences, the prosecuting authority, 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.
- C. Whenever a student exceeds ten (10) 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.
- D. At any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, 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.

- E. 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.

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. § 6-18-23, A.C.A. § 6-27-113(f), A.C.A. § 7-4-116, A.C.A. § 6-18-507(g), A.C.A. § 6-18-702, A.C.A. § 27-16-701,
Division of Elementary and Secondary Rules
Governing Distance and Digital Learning

History BOE: Approved 7/11/05 Revised 6/9/08, 6/8/09, 4/12/10, 6/11/12, 8/5/13, 4/13/15, 6/8/15, 5-23-18, 7/1/19

4.07A APPOINTMENTS AND EARLY CHECKOUT

- A. Students are encouraged to make health-related appointments after school hours. The success of the student is dependent on their being in class. We discourage any early checkout from a class.

4.08 MAKE-UP WORK

Effective: July 1, 2020

- A. Students who miss school shall be allowed to make up the work they missed during their absence. Upon return to school, a student will have one (1) day for each day missed to make up and turn in class assignments. It is the responsibility of the student to arrange for all make-up work with his/her teacher(s). Students will be allowed to make up work they miss for the first ten (10) unexcused absences. Work may not be made up for credit for unexcused absences exceeding the allotted ten (10) unless the unexcused absences are part of a signed agreement as permitted by policy 4.07 - ABSENCES
- B. Work for students serving an out-of-school suspension or expulsion shall be in accordance with the District's programs, measures, or alternative means and methods to continue student engagement and access to education during the student's period of suspension or expulsion, including offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to credit the expelled student may have received from the District if the student had not been expelled.
- C. In lieu of the timeline above, assignments for students who are excluded from school by the Arkansas Department of Health during a disease outbreak are to be made up as set forth in Policy 4.58-IMMUNIZATIONS.
- D. Assignments, including semester tests, prior to days missed, will be due upon returning to class or approval of the classroom teacher.

4.09 TARDIES

Effective: July 1, 2020

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

- B. A student is tardy if he or she is not physically inside of the class after the tardy bell rings. Tardiness to class is disruptive and repeated tardiness cannot be tolerated. If a student misses more than 25 min. in any class period, it is considered an absence.

- C. The consequences for tardies in a nine weeks' period are as follows:
 - 1. Three (3) tardies - 1 day Lunch detention
 - 2. Four (4) tardies- 2 days Lunch detention
 - 3. Five (5) tardies- 3 days Lunch detention
 - 4. Six (6) tardies- 1 day After-School detention
 - 5. Seven (7) tardies- 1 day Saturday School
 - 6. Eight (8) tardies- 1 day In-School Suspension
 - 7. Nine (9) tardies- 2 days In-School Suspension
 - 8. Ten (10) tardies- 3 days In-School Suspension

4.10 CLOSED CAMPUS

- A. All schools in the District shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day, unless given permission to leave the campus by a school official. Students must sign out in the office upon their departure, regardless of age. Failure to follow this policy may result in a student being considered truant.

4.10A STUDENTS LEAVING SCHOOL GROUNDS DURING THE SCHOOL DAY

- A. Parents/guardians must call from a number listed in the student permanent records before a student will be permitted to leave the school campus either by themselves or with someone other than the parent/guardian. Blocked calls are unacceptable. Photo identification will be required by the adult.

4.11 EQUAL EDUCATIONAL OPPORTUNITY

Effective: July 1, 2016

- A. No student in the South Conway County School District shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District. The District has a limited open forum granting equal access to the Boy Scouts of America and other youth groups.

- B. Inquiries on non-discrimination may be directed to the Associate Superintendent, who may be reached at (501) 354-9451. Any person may report sex discrimination, including sexual harassment, to the Title IX Coordinator in person or by using the mailing address, telephone number, or email address provided above. A report may be made at any time, including during non-business hours, and may be on the individual's own behalf or on behalf of another individual who is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment. For further information on notice of non-discrimination or to file a complaint, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm>; for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Legal References: 28 C.F.R. § 35.106, 34 C.F.R. § 100.6, 34 C.F.R. § 104.8, 34 C.F.R. § 106.8, C.F.R. § 106.9, 34 C.F.R. § 108.9, 34 C.F.R. § 110.25

History BOE: Adopted 6/14/04, 4/13/15, 7/1/16

4.11A SUPPLIES AND BOOKS

- A. The SCCSD will provide most needed school supplies. Parents/guardians should check with their student's teacher periodically to determine if additional supplies are needed.

- B. Textbooks and/or textbook CD's are provided for student use free of charge. Students are responsible for lost or damaged books and will be expected to pay for replacements.

- C. Students are permitted access to library print and multimedia materials. Students are expected to return loaned items in a timely manner. Students are responsible for late, lost, or damaged library materials and will be expected to pay fines or prorated replacement costs for those items.

- D. In order to walk at the graduation ceremony, all fines must be paid and all textbooks and library print materials must be returned to the appropriate staff member(s).

4.12 STUDENT ORGANIZATIONS / EQUAL ACCESS

Effective: July 1, 2015

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

Legal References: A.C.A. §6-5-201 et seq., A.C.A. §6-21-201 et seq., 20 U.S.C. 4071 Equal Access Act, Board of Education of the Westside Community Schools v. Mergens, 496 U.S. 226 (1990), A.C.A. § 6-18-601 et seq.
History BOE: Adopted 6/14/04, Revised 4/12/10, 4/9/12, 5/11/15

4.13 PRIVACY OF STUDENTS' RECORDS / DIRECTORY INFORMATION

*Effective: **April 13, 2015***

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

- B. The District shall receive written permission before releasing education records to any agency or individual not authorized by law to receive and/or view the education records without prior parental permission. The District shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of, personally identifiable information (hereinafter “PII”) from the education records of each student. Disclosure of education records is authorized by law to school officials with legitimate educational interests. A personal record kept by a school staff member is **not** considered an education record if it meets the following tests.
1. It is in the sole possession of the individual who made it;
 2. It is used only as a personal memory aid; and
 3. Information contained in it has never been revealed or made available to any other person, except the maker’s temporary substitute.
- C. For the purposes of this policy a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- D. For the purposes of this policy a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility, contracted duty, or duty of elected office.
- E. 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:
1. The student must be in foster care;
 2. The individual to whom the PII will be released must have legal access to the student’s case plan; and
 3. 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.
- F. 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.

- G. 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.
- H. For purposes of this policy, the South Conway County 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/her child's records.
- I. If there exists a court order which directs that a parent not have access to a student or his/her records, the parent or guardian, person acting in loco parentis, or an agent of the Department of Human Services must present a file-marked copy of such order to the building principal and the Superintendent. The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys and the court which issued the order.
- J. 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.
- K. Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, "directory information" about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, his/her placement on the honor 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 written permission from the student's parent or student if over the age of 18.

- L. 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.
- M. 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.
- N. Parents and students over the age of 18 who believe the District has failed to comply with the requirements for the lawful release of student records may file a complaint with the U.S. Department of Education at: *Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202*

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

History BOE: Adopted 6/14/04, Revised 6/12/06, 5/11/09, 4/9/12, 6/11/12, 4/13/15, 4/13/20

4.14 STUDENT MEDIA AND DISTRIBUTION OF LITERATURE

Effective: July 1, 2020

- A. The Superintendent and the student media advisors(s) shall jointly develop administrative regulations for the implementation of this policy. The regulations shall include definitions

of terms and the time(s), place(s), and manner(s) of the dissemination of student media, which shall include timelines for the review of materials.

B. Definitions

1. "School-sponsored media" means all student media that are:
 - 1) Supported financially by the school;
 - 2) Supported by the use of school facilities; or
 - 3) Produced in conjunction with a class.
2. "Student journalist" means a student who gathers, writes, edits, photographs, records, video tapes, or prepares information for dissemination in student media.
3. "Student media" means any means of communication that are:
 - 1) Prepared, substantially written, published, or broadcasted by a student;
 - 2) Distributed or generally made available, either free of charge or for a fee, to members of the student body; and
 - 3) Prepared under the direction of a student media advisor.
2. "Student media" does not include media that is intended for distribution or transmission solely in the classroom in which it is produced.
5. "Student media advisor" means an individual who is employed, appointed, or designated by the District to supervise or provide instruction with respect to student media.

C. **Student Media** -- While the District recognizes a student's right of expression under the First Amendment of the Constitution of the United States, school sponsored media do not provide an open forum for public expression. Student media as well as the content of student expression in school-sponsored activities, shall be subject to the editorial review of the District's administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations.

1. Advertising may be accepted for media that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorse such things as tobacco, alcohol, or drugs.
2. Media may be regulated to prohibit communications determined by the appropriate teacher student media advisory and/or administrator; to be ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
3. Media may be regulated to prohibit the dissemination of material that may reasonably be perceived to advocate drug or alcohol use, irresponsible sex, conduct that is otherwise inconsistent with the shared values of a civilized social order, or to associate the school with any position other than neutrality on matters of political controversy.
4. Prohibited-media includes those that:
 - a. Are obscene as to minors;
 - b. Are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, and made with knowledge of their falsity or a reckless disregard of the truth;
 - c. Constitute an unwarranted invasion of privacy as defined by state law,
 - d. Suggest or urge the commission of unlawful acts on the school premises;

- e. Suggest or urge the violation of lawful school regulations;
- f. Attacks ethnic, religious, or racial group; or
- g. Harass, threaten, or intimidate a student.

D. **Student Media on School Web Pages** -- Student media displayed on school web pages shall follow the same guidelines as listed above and shall also:

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

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

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

The regulations shall:

- 1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
- 2. Be uniformly applied to all forms of non-school sponsored materials;
- 3. Allow no interference with classes or school activities;
- 4. Specify times, places, and manner where distribution may and may not occur;
- 5. Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.
- 6. Students shall be responsible for the removal of excess literature that is left at the distribution point for more than three (3) days and are responsible for picking up any materials thrown on school grounds.

Legal References: A.C.A. §6-18-514 A.C.A. §6-18-1201 et seq., Tinker v. Des Moines ISD, 393 U.S. 503 (1969), Bethel School District No. 403 v. Fraser, 478 U.S. 675 (1986), Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)

History BOE: Adopted 6/14/04, Revised 6/11/07, 6/9/08,7/1/19, 4/13/20

4.15 CONTACT WITH STUDENTS WHILE AT SCHOOL

Effective: July 1, 2019

- A. **Contact by Parents** - Parents wishing to speak to their children during the school day shall register first with the office.

- B. **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 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 or principal's designee. Such contact is subject to the limitations outlined in Policy 4.16, Policy 6.5, and any other policies that may apply. Arkansas law provides that, in order to avoid continuing child custody controversies from involving school personnel and to avoid disruptions to the educational atmosphere in the District's school, the transfer of a child between his/her custodial parent and noncustodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation. The custodial or non-custodial parent may send to/drop off the student at school to be sent to/picked up by the other parent on predetermined days in accordance with any court order provided by the custodial parent or by a signed agreement between both the custodial and non-custodial parents that was witnessed by the student's building principal. 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.

- C. **Contact by Law Enforcement, Social Services, or by Court Order** - State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with

permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

- D. 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 person having lawful control of the student or person standing in loco parentis. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, custodian, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services.
- E. In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian, or other person having lawful control of the student, or person standing in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-hours telephone number.
- F. 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 Reference: A.C.A. §6-18-513, A.C.A. §9-13-104, Attorney General's Opinion 2005-077, A.C.A. §12-18-609,610,613, A.C.A. 12-18-1001, 1005

History BOE: Revised 8/08/05, 4/9/12, 4/13/15, 7/1/17, 7/1/19, 4/13/20

4.16 VISITS AND CONFERENCES

Effective: August 8, 2005

- A. ***Parents/Guardians wishing to visit their children during the school day shall register first with the office.*** Student visitors in the classroom can be disruptive to the educational process. Any visitation to the classroom shall be allowed only with the permission of the school principal. Visitation will not be permitted by anyone other than a parent or guardian.

- B. If there is any question concerning the legal custody of the student, the parent shall present documentation to the principal or his/her designee establishing the parent's custody of the student or legal right of visitation. It shall be the responsibility of the custodial parent to make any visitation restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Estranged parents may visit their child during school hours with the consent of the custodial parent.
- C. The Board strongly believes that the purpose of school is for learning. Social visitors, generally, disrupt the classroom and interfere with learning that should be taking place. Therefore, visiting with students at school is strongly discouraged, unless approved by the principal and scheduled in advance. This includes visits made by former students, friends, and/or relatives of teachers or students. Any visitation to the classroom shall be allowed only with the permission of the school principal and all visitors must first register at the office.

History BOE: Revised 8/08/05

4.17 STUDENT DISCIPLINE

Effective: July 1, 2019

- A. The South Conway County School Board of Education has a responsibility to protect the health, safety, and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs:
 - 1. at any time on the school grounds;
 - 2. off school grounds at a school sponsored function, activity, or event;
 - 3. going to and from school or a school activity.
 - 4. during "off-site" learning environments
- B. The District's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and including expulsion. Such acts could include, but are not limited to a felony or an act that would be considered a felony if committed by

an adult, an assault or battery, drug law violations, or sexual misconduct of a serious nature. Any disciplinary action pursued by the District shall be in accordance with the student's appropriate due process rights.

- C. The District's personnel policy 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 South Conway County School Board of Education. The Board has the responsibility of determining whether to approve any recommended changes to student discipline policies.
- D. The District's student discipline policies can be found online at https://mhs.sccsd.org/208509_2 A hard copy of the student handbook is available upon request from the high school office. 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 are aware of where the policies can be located electronically.
- E. 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.
- F. The Superintendent or designee(s) is authorized to modify the penalties set forth in the District's student discipline policies on a case-by-case basis.
- G. 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 Education of any such report made to law enforcement.
- H. The minimum penalty for student misconduct will be a verbal warning and the maximum penalty will be expulsion by the Board or legal action dependent upon the severity and frequency of the misconduct.
- I. The Superintendent shall make a report annually to the Board of Education 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.

History BOE: Adopted 6/14/04, Revised 6/11/12, 3/11/13, 11/10/14, 7/1/19

4.17A SATURDAY SCHOOL

- A. Students will be given notice prior to the Saturday School, and must return the signed form.
- B. Upon checking in, each student must have his/her own study materials (books, paper, pencil, etc.)
- C. Student's will be required to attend the Saturday School Session when assigned and study quietly under the direction of the Saturday School supervisor. Students will receive breaks at the discretion of the supervisor. Other than breaks periods, students are required to work and study as directed by the supervisor for the entire four-hour session. **If a student does not conform to the study requirements from 8:00 a.m. through 12:00 p.m., that student will be dismissed from Saturday School and will serve In- School Suspension for the next two (2) regular school days. Exceptions will be at the discretion of the Building Principal. Students assigned to Saturday School must arrive before 8:00 am or they will not be admitted.**
- D. Students assigned to Saturday School will comply with the Morrilton High School handbook in matters of dress and conduct.
- E. Productive and meaningful work activities are expected throughout the session.
- F. The exact interpretation and enforcement of Saturday School Rules will be the responsibility of the building principal.
- G. No Sleeping will be allowed. If the student cannot stay awake they will be asked to leave and will be placed in In-School Suspension.
- H. ***Failure to attend Saturday School will result in two days of in-school suspension.***

4.18 PROHIBITED CONDUCT - RULES FOR BEHAVIOR

Effective: April 13, 2015

- A. Students and staff require a safe and orderly learning environment (including AMI/Virtual Classroom Environments) that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the Board. Prohibited behaviors include, but shall not be limited to the following.

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any cell phone, paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection;
11. Cheating, copying, or claiming another person's work to be his/her own (including AMI/virtual learning assignments);
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 a hard copy form.
19. Hazing, or aiding in the hazing of another student;
20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
21. Sexual harassment; sexual intercourse or other sexual activity; and
22. Bullying.
23. Operating a vehicle on school grounds while using a wireless communication device.

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

- C. 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. Consequences for an office referral may range from a handbook warning to expulsion. We agree to access and become familiar with the SCCSD Handbook for Student Conduct and Discipline which can be found online at https://www.sccsd.org/364139_3 Although we may not agree with all the regulations, we understand that the student must adhere to them while he is at school or in attendance at school-sponsored activities.
- D. Prohibited behaviors include, but shall not be limited to the following rules (in order of offense and consequence):
1. **School Bus Rules and Regulations:** All students shall conduct themselves in accordance with the conduct code governing student behavior in school and in accordance with school bus regulations when on the bus or at the bus stop area (**see policy 2.30 and 4.19**).
 2. **Bus Line:** Only students riding a bus should be on the bus line. Students who do not ride a bus cannot be on the bus lines.
Consequence: Handbook Warning to Suspension
 3. **Violation of Parking and Driving Regulations:** A student using any type of vehicle (bicycle, motorcycle, automobile, truck) as a means of transportation to and from school will not violate the rules and regulations set forth by the principal of the school. Students with a valid driver's license may drive cars and trucks to school and these vehicles must be parked in the assigned area on the campus, be registered with the school and display a current decal. Students are prohibited from sitting in parked vehicles during school hours.
Consequence: Parking fine/loss of parking privilege – Suspension
 4. **Gambling:** Students shall not gamble while on school property, school buses or at school-sponsored events (A.C.A. §5-66-101, et seq; A.C.A. §5-66-112, card games; A.C.A. §5-66-113, games of hazard or skill – betting).
Consequence: Handbook Warning – Suspension
 5. **Refusal to Follow School and/or Classroom Rules:** Students shall comply with reasonable instructions from administrators, teachers, instructional assistants, school bus drivers or any other authorized school District employee.
Consequence: Handbook Warning and corporal punishment – Suspension
 6. **Public Display of Affection:** Public display of affection includes, but is not limited to, kissing, hugging, holding hands and inappropriate touching. Public display of affection is inappropriate school behavior. Failure to comply with reasonable expectations of school staff will lead to disciplinary action.
Consequence: Handbook Warning – Expulsion
 7. **Food and Drink Regulations:** No food or drink will be allowed in the building with the exception of the cafeteria at breakfast and lunch time. Any and all food/drink items delivered to the campus for student consumption during lunch must be brought to the office for the student to pick-up.
Consequence: Handbook Warning to Suspension
 8. **Cafeteria Conduct:** Cutting line will result in students being moved to the end of the line. Students are to remain seated at all times while in the cafeteria – violators

will be told to go outside (weather permitting). Students are responsible for cleaning up after themselves and disposing of trays and trash properly. Food fights will result in automatic suspension.

Consequence: Handbook Warning to Suspension

9. **Student Dress and Grooming:** See section 4.25
Consequence: Handbook Warning – Suspension
10. **Disorderly Conduct:** No student shall engage in inappropriate behavior that substantially disrupts or interferes with, or is likely to disrupt or interfere with, any school function, activity or school program. Such behavior includes, but is not limited to, fighting, threats, excessive noise, abusive language, obscene gestures, exposing private parts, disrupting lawful assembly of persons (A.C.A. §5-71-207), disorderly conduct – “C” Misdemeanor).
Consequence: Handbook Warning – Expulsion
11. **Academic Dishonesty:** A student will not cheat on tests/assignments, nor will a student aid other students in cheating on tests. (For plagiarism see section 5.04A)
Consequence: Handbook Warning – Suspension
12. **Bullying:**
 - a. Students who bully another person shall be held accountable for their actions, whether it occurs on the school grounds; off the school grounds at a school sponsored function, activity or event; or going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.
 - b. “**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:
 - i. Physical harm to a public school employee or student or damage to the public school employee's or student's property;
 - ii. Substantial interference with a student's education or with a public school employee's role in education;
 - iii. 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
 - iv. Substantial disruption of the orderly operation of the school or educational environment.**Consequence: Handbook Warning – Expulsion**
13. **Persistent Disregard for School or Classroom Rules:** A student who persists in acts of misconduct after the school has made and documented reasonable efforts to secure his adherence to established rules will be recommended for expulsion. Efforts toward behavior modification will be made prior to recommendation for

expulsion except when the student has committed an offense so serious in nature that immediate expulsion is necessary.

Consequence: Handbook Warning - Expulsion

14. **Possession of Paging Devices, Lasers and/or Other Electronic Communication Devices:** Students are forbidden from having any paging device, beeper, or similar electronic communication devices, cameras, as well as MP3 players, iPods, and other portable music devices during class time. (See cell phone policy 4.40). Exceptions may be made by the building principal or his/her designee for health or other compelling reasons. (A.C.A. §5-71-227; A.C.A. §6-60-122).

Consequence: Handbook Warning - Suspension

15. **Extortion/Bribery:** No student will obtain or attempt to obtain something of value from another person either by physical force or by threat (illegal acts).

Consequence: Handbook Warning- Expulsion

16. **Leaving Campus or Designated Area without Permission:** After arrival on the school campus, a student will not leave the campus or designated area without permission from school authorities.

Consequence: Handbook Warning - Loss of Driving Privileges

17. **Defiant Behavior:** Open defiance or blatant refusal to follow the reasonable directives of any authorized school district employee.

Consequence: Handbook Warning - Expulsion

18. **Profanity, Verbal Harassment, Obscene Gestures:** A student will not use in verbal or written form profane, violent, vulgar, abusive, insulting, sexual or disrespectful language at any time. A student will not use physical gestures that convey a connotation of obscene or disrespectful acts, infringe upon the rights of others or cause or begin an overt and immediate disruption of the educational process (A.C.A. §5-60-113, school bus drivers; A.C.A. §5-17-207, disorderly conduct; A.C.A. §5-71-208, harassment; A.C.A. §6-17-106, insult/abuse of teachers; A.C.A. §6-18-506).

Consequence: Handbook Warning – Expulsion

19. **Forgery or Falsification of Information or Failure to Provide Identification:** No student shall falsify signatures or information on official school records, refuse to give identification or give false identification when identity is requested by a staff member.

Consequence: Handbook Warning– Suspension

20. **Possession of Fireworks:** No student shall possess, use or threaten to use any fireworks.

Consequence: Handbook Warning – expulsion

21. **Sexual Harassment:** Sexual harassment is unwanted verbal, written or physical behavior of a sexual nature. Such behavior is illegal if it creates an environment that is hostile or intimidating. Typical examples of sexual harassment include sexually oriented gestures, jokes or remarks that are unwelcome; repeated and unwanted sexual advances; touching or other unwelcome bodily contact; physical intimidation and mockery or scorn based on perceived sexual orientation. Students shall not possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in a hard copy form.

- Consequence: Handbook Warning – expulsion**
22. **Loitering on an Unassigned Campus:** No student from another campus is allowed on another school’s campus during school hours without permission of school officials (A.C.A. §6-21-606; A.C.A. §6-21-607).
- Consequence: Handbook Warning– expulsion**
23. **Loitering by Suspended or Expelled Student:** No suspended or expelled student shall linger on school grounds or within 100 feet of the school without permission of the school administrator, nor shall they go on School District property for any purpose while serving suspension/expulsion. The parent may be notified and the student may be referred to legal authorities (A.C.A. §6-21-606; A.C.A. §6-21-607).
- Consequence: Parental notification- Referral to legal authorities**
24. **Unauthorized Accessing or Attempting to Access Computer Files:** A student shall not modify or erase software without authorization, introduce any viral agent, access another individual’s electronic documents or create, reproduce or distribute documents containing vulgar language or obscene materials on any school computer, printer, copier or other equipment. A student may lose use of network resources.
- Consequence: Handbook Warning – expulsion**
25. **Truancy:** (Skipping School or Class)
- a. A student will not be absent from school without parent or school authorities’ prior knowledge and consent.
 - b. A student absent from his classroom or other assigned learning station without permission from school authorities will be considered as truant. Students found to be truant will not be allowed to make up major tests and assignments (A.C.A. §6-18-17, A.C.A. §6-18-222).
 - c. The Board of Education does not approve of skip days, and students who participate in skip days will be charged with truancy.
- Consequence: Handbook Warning to Expulsion**
26. **Misdemeanor Theft:** Students shall not take or possess property that does not belong to them (A.C.A. §5-36-103; A.C.A. §5-36-106; less than \$500). The parent must make restitution.
- Consequence: Handbook Warning – Expulsion**
27. **False Emergency Alarm/Calling 911:** A student shall not circulate a story of a fire, bombing, bomb threat or other catastrophe when that student knows the story to be untrue. If injury results to any person as a result of the false alarm, the student will be reported to law enforcement agencies (A.C.A §5-71-210, see Rule 39).
- Consequence: Handbook Warning – Expulsion**
28. **Smoking and Smokeless Tobacco:** See Section 4.23
- Consequence: Handbook Warning to Expulsion**
29. **Criminal Mischief/Vandalism – Relatively Minor Damage:** No student shall destroy or damage any property of another or that belonging to the school district. The parent/guardian shall be responsible for all damages to property caused by his/her child (A.C.A. §5-38-203; A.C.A. §5-38-204; A.C.A. §5-71-26; A.C.A. §6-21-604; A.C.A. §6-21-605).
- Consequence: Handbook Warning – Expulsion**

30. **Misdemeanor Battery – Minor Physical Injury:** A student will not threaten or attempt to cause injury or physical harm to another student, nor will a student strike or beat another student (A.C.A. §5-13-203, Batt. 3rd; A.C.A. §5-1-102(14); A.C.A. §5-13-206, Assault 2nd; A.C.A. §5-13-207, Assault 3rd).
***Consequence:** Handbook Warning – Expulsion*
31. **Simple Assault or Simple Terroristic Threat:** A student shall not engage in conduct which creates a substantial risk of physical injury to another student or threaten another student, making that student fear imminent physical harm (A.C.A. §5-13-205, assault 2nd; 5-13-206, assault 3rd; A.C.A. §5-13-301, misdemeanor terroristic threat; A.C.A. §6-17-113, duty to report all threats and acts of violence).
Note: Threats conveyed with a weapon or with the use of a weapon shall be reported to the police immediately by the administrator. Also, threats to cause death or serious physical injury or threats to cause physical injury to teachers or employees are a “D” Felony.
***Consequence:** Handbook Warning - Expulsion*
32. **Fighting:**
- a. When students fight, it may be difficult to determine who is at fault. When a cooling off period is needed, both students may be immediately suspended until an effort to determine fault is made. If a student is found to have not initiated the fight, he/she may or may not be suspended. Alternate punishment may be applied with regard to actual involvement (A.C.A. §5-71-207). In an attempt to be proactive, a no contact contract may be used in an effort to discourage any confrontations. Instigating or encouraging fights will result in disciplinary action.
 - b. *The act of recording/videoing a fight between other students is not permitted. If a student is caught recording a fight with their cell phones, the video will be deleted from the device and the student who photographs or videos a fight will be subject to the same punishment as those involved in the fight. Any student caught forwarding the video to other students/persons will also be subject to similar discipline.*
***Consequence:** Handbook Warning - Expulsion*
33. **Membership in Fraternities, Sororities, Secret Clubs, Gang Activities or Associations:**
- a. The Board is authorized to suspend or expel any student of the District who joins or promises to join or who solicits other persons to join or pledge to become a member of a public school fraternity, sorority, secret society or gang activity or association or to wear or display any insignia of such fraternity, sorority, secret society or gang activity or association while in and attending District schools.
 - b. Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or property on school grounds or school-sponsored activity or which disrupt the school environment and/or school activity are harmful to the education process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or

any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur (A.C.A. §6-18-601; A.C.A. §6-18-603; A.C.A. §6-18-605; A.C.A. §6-18-606).

Consequence: Handbook Warning - Expulsion

34. **Possessing, Using or Being under the Influence of Alcohol:**

- a. Students shall not possess, use or be under the influence of alcohol at school or school-related activities. Students breaking this rule for the first time will be suspended for ten (10) days and placed on probation. The student/family must show proof that they are enrolled with a counseling agency recognized by the District or the student will be recommended for expulsion. The District will provide a list of recognized agencies to the principal.
- b. If the student breaks the rule a second time, he/she will immediately be recommended for expulsion. The student may be reported to legal authorities.

Consequence: Handbook Warning - Expulsion

35. **Possessing, Using or Being under the Influence of Illegal, Prescription, or Over-the-Counter Drugs:**

- a. Students shall not possess, use or be under the influence of illegal drugs at school or school-related activities. Students breaking this rule for the first time will be suspended for ten (10) days and placed on probation. **The student/family must show proof that they are enrolled with a counseling agency recognized by the District or the student will be recommended for expulsion**
- b. The District will provide a list of recognized agencies to the principal.
- c. If the student breaks the rule a second time, he will immediately be recommended for expulsion. The student may be reported to legal authorities.

Consequence: Handbook Warning – Expulsion

36. **Possessing or Using Drug Paraphernalia:** Students may not possess, use or transmit any objects which could reasonably be considered drug paraphernalia (pipes, clips, papers).

Consequence: Handbook Warning - Expulsion

37. **Selling, Attempting to Sell/Distribute or Purchase Drugs/Alcohol:**

- a. A student who sells or attempts to sell, distribute or purchase illegal drugs (or any substance he claims to be a controlled substance) or alcohol, shall be reported to legal authorities (A.C.A. §5-64-401).
- b. Sentences for sale of controlled substances within 1,000 feet of public or private schools shall be enhanced by two (2) years and a fine of no less than \$1,000 (A.C.A. §5-64-401). Prohibited substances shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance or beverage containing alcohol or intoxicant of any kind.
- c. Students of South Conway County School District should be aware that School District officials have access to a registered drug dog. The dog,

while gentle, has been specially trained to locate marijuana, alcohol and other illegal drugs. Periodic, unannounced visits to all District schools and school-sponsored activities will be made by the dog and its handler. Lockers, automobiles and other areas of the building will be searched. Students will be held responsible for any prohibited items found in their lockers, automobile or belongings at school. Should prohibited items be found, the violators will be disciplined under District policies and may be prosecuted under local, state or federal laws.

Consequence: Handbook Warning - Expulsion

38. **Robbery:** Students shall not take property belonging to another person or the school by force, threat of forces or with the use of a deadly weapon (A.C.A. §5-12-102; A.C.A. §5-12-103).

Consequence: Handbook Warning- Expulsion

39. **Sexual Indecency:** Students shall not commit sexual indecency on school property, in school vehicles or on school related trips. Sexual indecency is defined in A.C.A §5-14-101 and A.C.A. § 5-14-111. Copies of these laws are available upon request.

Consequence: Handbook Warning - Expulsion

40. **Indecent Exposure:** Students shall not expose their private parts in a public place or in public view or under circumstances knowing the conduct is likely to cause affront or alarm (A.C.A. §5-14-112, indecent exposure, “A” Misdemeanor) NOTE: Exposing private parts is disorderly conduct. (See Rule 26).

Consequence: Handbook Warning - Expulsion

41. **Felony Theft – Personal Property:** Students shall not take the property of another person or be in possession of property belonging to another without that person’s permission. If a student steals or is in possession of property belonging to another person worth \$500 or more, that student has committed a more serious crime (A.C.A. §5-36-103; A.C.A. §5-36-106).

Consequence Handbook Warning - Expulsion

42. **Felony Theft - School Property:** A student shall not take possession of property that belongs to the school without permission. If a student takes or is in possession of school property worth \$500 or more without permission, (A.C.A. §5-36-103; A.C.A. §5-36-106) parents must make restitution.

Consequence: Handbook Warning - Expulsion

43. **Possession or Use of Prohibited Weapon:** No student shall, without permission from a school official, possess, use or threaten to use any weapon upon any school property, in or upon any school bus, at designated bus stops, or at school-related events. Students will not possess objects or devices of no reasonable use at school and which may cause physical injury.

Consequence: Handbook Warning – expulsion

44. **Terroristic Threatening – Threats of Serious Physical Injury or Property Damage/Threats to Teachers/Staff:** Students shall not, with the purpose of terrorizing another person, threaten to cause death or serious physical injury or substantial property damage to another person or threaten physical injury to teachers or school employees (A.C.A. §6-17-113, duty to report all threats and acts of violence).

Consequence: Handbook Warning - Expulsion

45. **False Bomb, Fire Alarm/Threat:** A student shall not activate a fire alarm or cause an evacuation (A.C.A. §5-71-211).
Consequence: Handbook Warning - Expulsion
46. **Assault/Battery with Substantial Risk of Death or Serious Physical Injury:** A student shall not engage in conduct which creates a substantial danger of death or serious physical injury to another person (A.C.A. §5-13-201, Batt; I; A.C.A. §5-13-202, Batt. II; A.C.A. §5-13-204, Agg. Assault; A.C.A. §5-13-205, 1st Deg. Assault; A.C.A. §5-1-102(19)).
Consequence: Handbook Warning - Expulsion
47. **Assault/Battery on Staff:** No student shall strike or attempt to strike a teacher or other school personnel (A.C.A. §5-13-201, Battery I; A.C.A. §5-13-202 – “serious physical injury,” Battery II which also includes intentionally causing “physical injury” to teacher or employee).
Consequence: Handbook Warning – Expulsion
48. **Criminal Mischief/Vandalism – Major Damage:** No student shall purposely and without legal justification destroy or damage any property of another or that belonging to the school district. The parent/guardian shall be responsible for all damages to property caused by the student (A.C.A. §6-21-604) (A.C.A. §5-38-203; A.C.A. §9-27-330; A.C.A. §9-27-331).
Consequence: Handbook Warning – expulsion
49. **Arson:** No student shall deliberately burn or attempt to burn school property (A.C.A. §5-38-301).
Consequence: Handbook Warning - Expulsion
50. **Possession or Use of Firearm, Weapon or Facsimile Weapon:** See Section 4.22 **WARNING!! Illegal possession or use of prohibited weapons on school property or upon a school bus by a student shall result in suspension of driver’s license (A.C.A. 5-73-128.)**
Consequence: Reported to Legal Authorities and Suspension - Expulsion
51. **Sexual Abuse or Rape:** Students shall not engage in sexual conduct with another person by forcible compulsion or engage in sexual contact with another person who is incapable of consent because he/she is physically/mentally helpless; nor shall students engage in sexual intercourse or deviant sexual activity with another person by forcible compulsion or with another person who is incapable of consent because he/she is physically/mentally helpless (A.C.A. §5-14-108 Sexual abuse – 1st degree-C felony’ A.C.A. §5-14-103 Rape –Y felony).
Consequence: Suspension – Expulsion

E. **Behavior Not Covered:** South Conway County School District reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in the schools even though such behavior is not specified in written rules.

Legal References: A.C.A. §6-18-502, A.C.A. §6-18-707, A.C.A. § 6-15-1005, A.C.A. §6-21-609, A.C.A. §6-18-506, A.C.A. §6-18-222, A.C.A. §6-5-201, A.C.A. §6-18-514, A.C.A. §27-51-1602, A.C.A. §27-51-1603, A.C.A. §27-51-1609

History BOE: Revised 7/11/05, 6/12/06, 5/11/09, 6/11/12, 4/13/15

4.19 CONDUCT TO AND FROM SCHOOL AND TRANSPORTATION ELIGIBILITY

Effective: June 12, 2006

SOUTH CONWAY COUNTY SCHOOL DISTRICT

SCHOOL BUS RULES AND PROCEDURES

Riding the school bus to and from school in the South Conway County School District is a privilege, NOT a right. The District's Student Handbook Policies apply to students traveling to and from school or to and from a school activity to the same extent as if the students were on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate the District's Student Handbook Policies.

The transportation to and from school of students who have lost their bus transportation privileges is the responsibility of the student's parent or guardian.

Students:

1. Sit down, on your bottom, until the bus has reached your destination.
2. Respect yourself and others: Keep your hands and feet to yourself, don't argue or use profanity, get along.
3. Respect and obey the bus driver: Do what the driver asks you to do.

Driver:

1. Driver will decide where students will sit while on the bus.
2. Driver will determine whether or not students may eat while on the bus.

Transportation Director:

1. Will determine if a student is allowed or not allowed to ride the bus.
2. Will determine what a student can or cannot bring on the bus.

Parent:

1. If you want or need your student to ride the school bus to and/or from school, they will be expected to follow the bus rules, please help us by making sure that they understand the importance of following the rules. **Safety** is the goal for **all** of us.

Brian Bunch, Transportation Director

Legal Reference: A.C.A. §5-60-122, A.C.A. §6-19-119 (b), Ark. Division of Academic Facilities and Transportation Rules Governing Maintenance and Operations of Ark. Public School Buses and Physical Examinations of School Bus Drivers 4.0

4.20 DISRUPTION OF SCHOOL

Effective: June 14, 2004

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

Revised Legal Reference: A.C.A. §6-18-511

History BOE: Adopted 6/14/04

4.21 STUDENT ASSAULT OR BATTERY

Effective: June 14, 2004

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

- C. Students guilty of such an offense may be subject to legal proceedings in addition to any student disciplinary measures.

Legal Reference: A.C.A. §6-17-106 (a)

History BOE: Adopted 6/14/04, revised 7/1/19

4.22 WEAPONS AND DANGEROUS INSTRUMENTS

Effective: July 1, 2019

- A. No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon before or after school while in school, on or about school property, in attendance at school or any school sponsored activity, en route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event. Military personnel, such as ROTC cadets, acting in the course of their official duties are accepted.
- B. A weapon is defined as any firearm, knife, razor, ice pick, dirk, box cutter, nun chucks, 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. For the purposes of this policy, “firearm” means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.
- C. If, prior to any questioning or search by any school personnel, a student discovers that he/she has accidentally brought a weapon, other than a firearm, to school, that is in a vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon unless it is a firearm. The weapon shall be confiscated and held in the office until such time as the student’s parent/legal guardian shall pick up the weapon from the school’s office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.
- D. Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of one year. The School Board and Superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental

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

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

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

Penalty: Reported to legal authorities and suspension - expulsion

WARNING!! Illegal possession or use of prohibited weapons on school property or upon a school bus by a student shall result in suspension of driver's license (A.C.A. 5-73-128.)

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 § 5-73-133A.C.A. §6-18-502 (c) (2) (A) (B), A.C.A. §6-18-507 (e) (1) (2), A.C.A. §6-21-608, A.C.A. §5-4-201, A.C.A §5-4-401, A.C.A §5-27-210, A.C.A. §5-73-119(b)(e)(8)(9) (10), 20 USCS 7961 A.C.A. § 5-27-206

History BOE: Revised 4/11/05, 6/9/08, 5/11/09, 4/12/10, 3/11/13, 8/5/13, 4/13/15, 7/1/19

4.23 TOBACCO, ELECTRONIC NICOTINE DELIVERY SYSTEMS AND RELATED PRODUCTS

Effective: July 1, 2020

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

- B. Possession of tobacco or products containing tobacco in any form in or on any property owned or leased by a District school, including school buses owned or leased by the District, subjects the student to disciplinary measures. Items will be confiscated and destroyed.
- C. With the exception of recognized tobacco cessation products, this policy’s prohibition includes any tobacco, nicotine delivery system, product or, a facsimile of a smoking device. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipe, and vapor devices or under any other name or descriptor.

Legal Reference: A.C.A. § 6-21-609

History BOE: Adopted 6/14/04, Revised 3/14/11, 8/5/13, 3/10/14, 7/1/19, /13/20

4.24 DRUGS AND ALCOHOL

Effective: July 1, 2019

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

4.24A EXTRACURRICULAR DRUG TESTING FOR STUDENTS IN GRADES 7-12

Effective: July 1, 2015

MISSION STATEMENT

The South Conway County School District (SCCSD) recognizes that drug abuse is a significant health problem for students, detrimentally affecting overall health, behavior, learning ability, reflexes, and the total development of each individual. The South Conway County School District Board of Education is determined to help students by providing another option for them to say “No”. Drug abuse includes, but is not limited to, the use of illegal drugs, alcohol, and the misuse of legal drugs and medications.

A. Purpose of a Chemical Abuse Policy:

1. To allow the students in the SCCSD to know that the school is concerned about their total well-being;
2. To assist students of the SCCSD in resisting the peer pressure that directs them toward drug use/misuse;
3. To establish high standards of conduct for students of the SCCSD;
4. To emphasize concern for the health and safety of students while they are participating in activities and to emphasize the long-term physical and emotional effects of drug and alcohol use/misuse on their health;
5. To confirm and support laws which restrict the use/misuse of drugs;
6. To work cooperatively with custodial parent/legal guardian in keeping their children free from drug abuse/misuse;
7. To assist student by referring them for counseling or rehabilitation regarding their use/misuse of drugs;
8. To deter drug and alcohol use/misuse by all students through the use of random drug testing.

B. The provisions of this policy apply to students enrolled in SCCSD schools in grades seven through twelve (7-12). No student will be allowed to participate in any activity outside the regular curriculum until a consent form for random drug testing has been completed and signed by both the student and custodial parent/legal guardian and returned to the principal of the school. Positive screening results are cumulative, meaning a third positive test at any point during the student's enrollment will result in loss of eligibility in the programs and/or loss of driving privileges for one calendar year (365 days) from the third positive test.

C. DEFINITIONS

1. For the purposes of this policy, **prohibited substances** are those drugs which could be abused or misused under Arkansas Statutes or which are controlled by the Food and Drug Administration unless prescribed by a licensed physician.
2. **Extra-curricular activities** are defined for the purpose of this policy to be participation in competitions, campus parking, school trips, presentations, and other activities.

The following list of activities listed below is an example of activities:

Art Club	FFA	Volleyball
Band	Football	Yearbook
Baseball	Golf	
Basketball	History Club	
Beta Club	Library/Media Club	
Cheerleading	Newspaper	
Chess Club	Puppies to Dogs (9-12 students)	
Choir	Quiz Bowl	
Cross Country	Soccer	
DECA	Softball	
Devil Dog Helping Hands	Spanish Club	
ESports		
Drill Team (Dance)	Student Council	
FBLA	Tennis	
FCA	Thespian Troupe	
FCCLA	Track	

- *May include others not yet formed or not listed*

- D. **Prescription Medication:** The detection of lawfully prescribed medication in the student's drug test is not a violation of this policy when taken in accordance with a licensed physician's recommendation or prescription to that specific student. Students who test positive but refuse to provide a current and valid prescription will be subject to the actions specified in this policy for a positive test.
- E. **Consent Form:** Students and custodial parents/legal guardians will be required to sign a consent form at the beginning of each year for random drug testing. No student shall be allowed to participate in any extra-curricular activity or purchase a parking permit until the consent form has been signed by both the student and custodial parent/legal guardian and returned to the principal. Students moving into the District during the school year must sign the consent form during the first two weeks of enrollment.

- F. **Random Testing Selection Process:** While students are in school, they will be subject to random selection for testing. If a student is selected for testing, but is absent on that day, he/she will be tested upon returning to school. The number of names drawn will be no less than 2% or greater than 15% of the students enrolled in grades seven through twelve (7-12) at the time of the test. Urinalysis will be the method utilized to test for the presence of abuse/misuse of drugs in the body. All students selected must report to the designated testing site at the school immediately upon notification.
- G. **Testing Agency:** The District will choose a qualified agency for the purpose of collecting and processing samples and maintaining privacy with respect to test results and related matters. The testing agency will provide a Medical Review Officer (MRO) for the purpose of interpreting the results. Upon notification by the School District, the testing company will randomly select students by computer. Testing dates will be selected by the School District.
- H. **Cost:** The cost of the test to be given during random selection will be paid by the District. Tests administered to regain eligibility after the first positive test will be at the expense of the student.
- I. **Refusal to Submit to Testing:** Any student selected who refuses to submit to random drug testing and/or re-testing will be subject to the provisions of a positive test.
- J. **Testing Procedure:** All urine specimens will be taken at a designated collection site. Any student who is requested to provide a urine specimen will be directed to the collection site where the student will complete the necessary forms and will conform to all collection site procedures. All test results and Medical Review Officer (MRO) communications will be sent to the Superintendent or Superintendent's designee.
- K. **Analysis Process:** Testing protocol involves on-site collection and testing of urine samples. If a sample initially tests non-negative for any substance, that sample will be immediately retested. In the event that the second test reports negative, the sample will be considered negative for reporting purposes. A second non-negative test will result in the sample's being immediately delivered to the District's test vendor for GC/MS confirmation with results provided directly to the MRO.
- L. **Results and Notification:** All test results, including those verified by the designated MRO, will be reported to the Superintendent or Superintendent's designee. All reports will be in writing.

- M. **Records:** The principal or principal's designee will maintain all records concerning drug/alcohol testing and the school's designated MRO in a separate locked file. The records will not be kept in a student's regular file. Only the Superintendent or Superintendent's designee will have access to the files. The files on each student will be destroyed upon graduation or two years after termination of enrollment. A student and the student's custodial parent/legal guardians may obtain a copy of his/her drug/alcohol testing records upon written request.
- O. **SCOPE OF TESTS:** The drug screen tests for one or more illegal drugs. The Superintendent or his/her designee shall decide from week to week which illegal drugs shall be screened, but in no event shall that determination be made after selection of students for testing. Student samples will not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug intoxication. As a quality control measure, the school reserves the right to send any urine sample that appears unusual in color and/or consistency to a laboratory for testing and confirmation or nonconfirmation.
- P. **LIMITED ACCESS TO RESULTS:** The results will be reported only to the Principal or his/her designee.
- Q. **PROCEDURES IN THE EVENT OF A POSITIVE RESULT:** Whenever a student's test result indicates the presence of illegal drugs ("positive test"), the following will occur: If the sample tests positive, a custodial parent or legal guardian will be notified and a meeting will be scheduled with the Principal or his/her designee, the student, the custodial parent or legal guardian, and the head coach or sponsor.
- R. **FIRST POSITIVE TEST RESULT:** Upon verification of a positive test result for any donor, the custodial parent/legal guardian will be notified and a meeting will be scheduled with the principal or principal's designee, the student, the custodial parent/legal guardian, and the student's head coach or sponsor. Counseling and/or rehabilitation will be strongly recommended for the student who tests positive. A referral/resource list will be made available to the student and custodial parent/legal guardian. Any counseling/rehabilitation service costs will be the responsibility of the student and/or custodial parent/legal guardian. The student will be suspended from all extracurricular activities and/or the privilege of parking on campus for twenty (20) school days. The student will be allowed to participate and/or park on campus after the twenty (20) school day suspension period pending the student providing a negative test result at the student's expense from the District's test vendor. A written copy of the results will be given to the Superintendent or Superintendent's designee.

Note: A positive test result taken for reinstatement purposes after the first positive test will not be regarded as a second positive.

A student testing positive may be required to practice or participate in off-season activities at the head coach's or sponsor's discretion. He/she cannot compete or dress out for any competition.

S. **ALTERNATIVE FIRST OFFENSE:** With the consent of the student and his or her parents/guardians, the Superintendent or designee may reduce the suspension so that the student is only prohibited for participating in covered activities and parking on a campus in the District for a total of ten (10) school days as long as the student meets the following requirements:

1. Within one (1) week of the conference, the student must receive or be enrolled in substance abuse counseling from an alcohol and drug abuse agency that is certified by the Arkansas Department of Mental Health, Division of Alcohol and Drug Abuse. The parents/guardians are responsible for all costs associated with the counseling. The parent/guardian must provide written verification that the student has been seen by the alcohol and drug abuse agency at least once before the student is allowed to begin participation again. If the student does not attend counseling as promised, the District will immediately implement the original consequences.

On day eleven, eligibility will be restored provided the student submits to a school test with negative results (**at the expense of parent-guardian**).

2. The student will be required to submit to drug tests for the rest of the school year at the expense of the parent/guardian at least monthly.

T. **SECOND POSITIVE RESULT:** For the second positive result in the same year or any two consecutive calendar years, the student will be suspended from participating in activities and/or parking on a campus in the District ninety (90) school days.

U. **ALTERNATIVE SECOND OFFENSE:** With the consent of the student and his or her parents/guardians, the Superintendent or designee may reduce the suspension so that the student is only prohibited from participating in parking and District sponsored activities for a total of seventy-five (75) school days as long as the student meets the following requirements:

1. Within one (1) week of the conference, the student must receive or be enrolled in substance abuse counseling from an alcohol and drug abuse agency that is certified by the Arkansas Department of Mental Health, Division of Alcohol and Drug Abuse. The parents/guardians are responsible for all costs associated with the counseling. The parent/guardian must provide written verification that the student has been seen by the alcohol and drug abuse agency at least once before the student

is allowed to begin participation again. If the student does not attend counseling as promised, the District will immediately implement the original consequences.

2. The student will be required to submit to a monthly drug test for the rest of the school year at the expense of the parent/guardian.
- V. **THIRD POSITIVE RESULT:** For the third positive result, the student will be suspended from participating in activities and parking on a campus in the District for one calendar year (365 days) from the third positive test. A third positive screen could be a positive test from the random pool, the follow up program, or the test at the end of the second positive test suspension period.
- W. **NON-PUNITIVE NATURE OF POLICY:** No student shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the District shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified as soon as possible by the District.
- X. **OTHER DISCIPLINARY MEASURES:** The District by accepting this policy is not precluded from utilizing other disciplinary measures set forth in the Student Discipline Policy and this policy does not preclude the District from taking disciplinary procedure and resulting action when founded upon reasonable belief and suspicion that a student has participated in drug related activities.

History BOE: Adopted 5/11/15

4.25 STUDENT DRESS AND GROOMING

Effective: July 1, 2012

- A. The South Conway County School Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the District has a responsibility to promote an environment conducive to student learning. This requires limitations to student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, and unsafe, could cause property damage, or are offensive to common standards of decency.
1. Shorts and skirts are permitted; however, the bottom seam of the garment shall reach or exceed the student's fingertip length in a relaxed stance. ***Shirts worn with leggings must cover the entire buttocks area.***
 2. Hats and hoods are only allowed in the parking lot, outside corridors, or outside lunch area. No covering (including sweat bands, combs, skull cap/stocking caps, or

do-rag/wave caps) is allowed on the head inside of the building at any time for females or males. Bills should face front and center.

3. Clothing that displays messages or illustrations of a profane or crude nature, or advertisements for drugs, alcohol, or any illegal substance shall not be allowed.
4. Holes located above students' fingertip length in a relaxed stance must not reveal skin or articles designed to be underwear. Absolutely no holes allowed in the groin, buttocks, or hip area.
5. Pajamas are not allowed without permission.
6. Girls are allowed to wear sleeveless shirts as long as 3 ½ inches of the shoulder is covered and no bras are visible. Guys must wear shirts that cover their armpits.
7. Blouses and shirts must be long enough to keep the midriff, back and stomach covered on a **consistent** basis (even while seated). Students shall not expose skin on the back that is more than 3 ½ inches below the neckline.
8. Clothing that reveals "cleavage" is not allowed.
9. Sagging is not allowed. Pants are to be worn above the hips.

Any clothing, jewelry, accessory, or hairstyle that the administration deems as inappropriate in an educational setting, presenting a safety concern, or that causes a disruption in the educational process will be prohibited. **The final decision on dress code matters rests with the building principal or designee of the principal.**

- B. Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female. This prohibition does not apply, however to a costume or uniform worn by a student while participating in a school-sponsored activity or event
- C. The Superintendent shall establish student dress codes for the District's schools, to be included in the student handbook, and are consistent with the above criteria.
- D. Nothing in this policy shall be construed as requiring the Board of Education of the school District to adopt a uniform dress code or to hold an election on the issue.

Legal References: *A.C.A. § 6-18-502(c)(1), A.C.A. § 6-18-503(c)*

History BOE: *Revised 4/11/05, 4/9/12*

4.25A SCHOOL DANCES

- A. To reduce the risk of students having access to alcohol through social hosts 21 or older, any guest who is not a current full-time member of MHS must be under the age of 21. The law refers to incidences that would occur on private property, but any alcoholic consumption by students would generally take place before or after school dances on private property. Furthermore, guest passes will be required for any student who is not a current full-time student of MHS.

- B. Suspensions and In-School Suspensions will disqualify students from attending any Morrilton High School sponsored dance.
- C. No Junior High Student will be allowed to attend any Morrilton High School sponsored dance.

4.26 GANGS AND GANG ACTIVITIES

Effective: April 12, 2011

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

Legal References: A.C.A § 5-74-201 et seq A.C.A. §6-15-1005(b)(2),

History BOE: Adopted 6/14/04, 4/12/11,7/1/19

Effective: August 10, 2020

4.27 STUDENT SEXUAL HARASSMENT

- A. The South Conway County School District is committed to providing an academic environment that treats all students with respect and dignity. Student achievement is best attained in an atmosphere of equal educational opportunity that is free of discrimination.

Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated.

- B. The District believes the best policy to create an educational environment free from sexual harassment is prevention; therefore, the District shall provide informational materials and training to students, parents/legal guardians/other responsible adults, and employees on sexual harassment. The informational materials and training on sexual harassment shall be age appropriate and, when necessary, provided in a language other than English or in an accessible format. The informational materials and training shall include, but are not limited to:
1. the nature of sexual harassment;
 2. The District's written procedures governing the formal complaint grievance process;
 3. The process for submitting a formal complaint of sexual harassment;
 4. That the District does not tolerate sexual harassment;
 5. That students can report inappropriate behavior of a sexual nature without fear of adverse consequences;
 6. The supports that are available to individuals suffering sexual harassment; and
 7. The potential discipline for perpetrating sexual harassment.

C. Definitions

1. "Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
2. "Education program or activity" includes locations, events, or circumstances where the District exercised substantial control over both the respondent and the context in which the sexual harassment occurs.
3. "Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting an investigation of the allegation of sexual harassment.
4. "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
5. "Sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:
 - a. A District employee:
 - 1) Conditions the provision of an aid, benefit, or service of the District on an individual's participation in sexual conduct; or
 - 2) Uses the rejection of sexual conduct as the basis for academic decisions affecting that individual;
 - b. The conduct is:
 - 1) Unwelcome; and
 - 2) Determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
 - 3) Constitutes:
 - 4) Sexual assault;
 - 5) Dating violence

- 6) Domestic violence; or
 - 7) Stalking.
6. “Supportive measures” means individualized services that are offered to the complainant or the respondent designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party. The supportive measures must be non-disciplinary and non-punitive in nature; offered before or after the filing of a formal complaint or where no formal complaint has been filed; and offered to either party as appropriate, as reasonably available, and without fee or charge. Examples of supportive measures include, but are not limited to: measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment; counseling; extensions of deadlines or other course-related adjustments; modifications of work or class schedules; campus escort services; mutual restrictions on contact between the parties; changes in work or class locations; leaves of absence; and increased security and monitoring of certain areas of the campus.

D. Within the educational environment, sexual harassment is prohibited between any of the following: students; employees and students; and non-employees and students.

E. 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 and may occur regardless of the sex(es) of the individuals involved. Depending upon such circumstances, examples of sexual harassment include, but are not limited to:

1. Making sexual propositions or pressuring for sexual activities;
2. Unwelcome touching;
3. Writing graffiti of a sexual nature;
4. Displaying or distributing sexually explicit drawings, pictures, or written materials;
5. Performing sexual gestures or touching oneself sexually in front of others;
6. Telling sexual or crude jokes;
7. Spreading rumors related to a person’s alleged sexual activities;
8. Discussions of sexual experiences;
9. Rating other students as to sexual activity or performance;
10. Circulating or showing emails or Web sites of a sexual nature;
11. Intimidation by words, actions, insults, or name calling; and
12. 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 or not the student self-identifies as homosexual or transgender.

F. Students who believe they have been subjected to sexual harassment, or the parent/legal guardian/other responsible adult of a student who believes their student has been subjected to sexual harassment, are encouraged to bring their concerns to **any** District staff member, including a counselor, teacher, Title IX coordinator, or administrator. If the District staff member who received a report of alleged sexual harassment is not the Title IX Coordinator, then the District staff person shall inform the Title IX Coordinator of the alleged sexual

harassment. As soon as reasonably possible after receiving a report of alleged sexual harassment from another District staff member or after receiving a report directly through any means, the Title IX Coordinator shall contact the complainant to:

1. Discuss the availability of supportive measures;
2. Consider the complainant's wishes with respect to supportive measures;
3. Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
4. explain to the complainant the process for filing a formal complaint.

G. Supportive Measures: The District shall offer supportive measures to both the complainant and respondent that are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party before or after the filing of a formal complaint or where no formal complaint has been filed. The District shall provide the individualized supportive measures to the complainant unless declined in writing by the complainant and shall provide individualized supportive measures that are non-disciplinary and non-punitive to the respondent. A complainant who initially declined the District's offer of supportive measures may request supportive measures at a later time and the District shall provide individualized supportive measures based on the circumstances when the subsequent request is received.

H. Formal Complaint: A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by email. Upon receipt of a formal complaint, a District shall simultaneously provide the following written notice to the parties who are known:

1. Notice of the District's grievance process and a copy of the procedures governing the grievance process;
2. Notice of the allegations of sexual harassment including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include:
 - a. The identities of the parties involved in the incident, if known;
 - b. The conduct allegedly constituting sexual harassment; and
 - c. The date and location of the alleged incident, if known;
3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
4. That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
5. That the parties may inspect and review evidence relevant to the complaint of sexual harassment; and
6. That the District's code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

I. If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the previous notice, the District shall simultaneously provide notice of the additional allegations to the parties whose identities are known.

- J. The District may consolidate formal complaints of allegations of sexual harassment where the allegations of sexual harassment arise out of the same facts or circumstances and the formal complaints are against more than one respondent; or by more than one complainant against one or more respondents; or by one party against the other party. When the District has consolidated formal complaints so that the grievance process involves more than one complainant or more than one respondent, references to the singular “party”, “complainant”, or “respondent” include the plural, as applicable.
- K. When investigating a formal complaint and throughout the grievance process, a District shall:
1. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the District and not on the parties;
 2. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege or access, consider, disclose, or otherwise use a party’s records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional’s or paraprofessional’s capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party unless the District obtains the parent, legal guardian, or other responsible adult of that party’s voluntary, written consent or that party’s voluntary, written consent if the party is over the age of eighteen (18) to do so for the grievance process;
 3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
 4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
 5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding;
 6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
 7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation ; this includes evidence:
 - a. Whether obtained from a party or other source,;
 - b. The District does not intend to rely upon in reaching a determination regarding responsibility; and
 - c. That is either Inculpatory or exculpatory; and
 8. Create an investigative report that fairly summarizes relevant evidence.

- L. At least ten (10) days prior to completion of the investigative report, the District shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties shall have at least ten (10) days to submit a written response to the evidence. The investigator will consider the written responses prior to completion of the investigative report. All evidence subject to inspection and review shall be available for the parties' inspection and review at any meeting to give each party equal opportunity to refer to such evidence during the meeting.
- M. After the investigative report is sent to the parties, the decision-maker shall:
1. Provide each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness;
 2. Provide each party with the answers;
 3. Allow for additional, limited follow-up questions from each party; and
 4. Provide an explanation to the party proposing the questions any decision to exclude a question as not relevant. Specifically, questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
- N. Following the completion of the investigation period, the decision-maker, who cannot be the same person as the Title IX Coordinator or the investigator, shall issue a written determination regarding responsibility. The written determination shall include
1. Identification of the allegations potentially constituting sexual harassment;
 2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including:
 - a. Any notifications to the parties;
 - b. Interviews with parties and witnesses;
 - c. site visits;
 - d. Methods used to gather other evidence,; and
 - e. Hearings held;
 3. Findings of fact supporting the determination;
 4. Conclusions regarding the application of the District's code of conduct to the facts;
 5. A statement of, and rationale for, the result as to each allegation, including:
 - a. A determination regarding responsibility;
 - b. Any disciplinary sanctions imposed on the respondent; and
 - c. Whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and
 6. The procedures and permissible bases for the complainant and respondent to appeal.
- O. The written determination shall be provided to the parties simultaneously. The determination regarding responsibility shall become final on the earlier of:

1. If an appeal is not filed, the day after the period for an appeal to be filed expires; or
 2. If an appeal is filed, the date the written determination of the result of the appeal is provided to the parties.
- P. The District shall investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this policy even if proved; did not occur in the District's education program or activity; or did not occur against a person in the United States, then the District shall dismiss the complaint as not meeting the definition of sexual harassment under this policy. A dismissal for these reasons does not preclude action under another provision of the District's code of conduct.
- Q. The District may dismiss the formal complaint or any allegations therein, if at any time during the grievance process:
1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
 2. The respondent is no longer enrolled at the District; or
 3. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- R. Upon the dismissal of a formal complaint for any reason, the District shall promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties.
- S. The District may hire an individual or individuals to conduct the investigation or to act as the determination-maker when necessary.
- T. **Appeals:** Either party may appeal a determination regarding responsibility or from a dismissal of a formal complaint or any allegations therein, on the following bases:
1. The existence of a procedural irregularity that affected the outcome of the matter;
 2. Discovery of new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
 3. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; or
 4. An appeal of the disciplinary sanctions from the initial determination.
- U. For all appeals, the District shall:
1. Notify the other party in writing when an appeal is filed;
 2. Simultaneously Provide all parties a written copy of the District's procedures governing the appeal process;
 3. Implement appeal procedures equally for both parties;
 4. Ensure that the decision-maker⁵ for the appeal is not the same person as the decision-maker that reached the original determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator;
 5. Provide all parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

6. Issue a written decision describing the result of the appeal and the rationale for the result; and
 7. Provide the written decision simultaneously to both parties.
- V. **Confidentiality:** Reports of sexual harassment, both informal reports and formal complaints, will be treated in a confidential manner to the extent possible. Limited disclosure may be provided to:
1. individuals who are responsible for handling the District's investigation and determination of responsibility to the extent necessary to complete the District's grievance process;
 2. Submit a report to the child maltreatment hotline;
 3. Submit a report to the Professional Licensure Standards Board for reports alleging sexual harassment by an employee towards a student; or
 4. The extent necessary to provide either party due process during the grievance process.
- W. Except as listed above, the District shall keep confidential the identity of:
1. Any individual who has made a report or complaint of sex discrimination;
 2. Any individual who has made a report or filed a formal complaint of sexual harassment;
 3. Any complainant;
 4. Any individual who has been reported to be the perpetrator of sex discrimination;
 5. Any respondent; and
 6. Any witness.
- X. Any supportive measures provided to the complainant or respondent shall be kept confidential to the extent that maintaining such confidentiality does not impair the ability of the District to provide the supportive measures.
- Y. **Emergency removal:** The District may remove a respondent from the District's education program or activity on an emergency basis only after the completion of an individualized safety and risk analysis that determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. A removed student will be provided with notice and an opportunity to challenge the removal decision immediately following the removal.
- Z. **Retaliation Prohibited:** Students, or the parents/legal guardians/ other responsible adult of a student, who submit a report or file a formal complaint of sexual harassment,; testified; assisted; or participate or refused to participate in any manner in an investigation, proceeding, or hearing on sexual harassment shall not be subjected to retaliation or reprisal in any form, including threats; intimidation; coercion; discrimination; or charges for code of conduct violations that do not involve sex discrimination or sexual harassment, arise out of the same facts or circumstances as a report or formal complaint of sex discrimination, and are made for the purpose of interfering with any right or privilege under this policy. The District shall take steps to prevent retaliation and shall take immediate action if any

form of retaliation occurs regardless of whether the retaliatory acts are by District officials, students, or third parties.

AA. Disciplinary Sanctions: It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment. Following the completion of the District's grievance process, any student who is found by the evidence to more likely than not have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion. No disciplinary sanction or other action that is not a supportive measure may be taken against a respondent until the conclusion of the grievance process.

AB. Students who knowingly fabricate allegations of sexual harassment or purposely provide inaccurate facts shall be subject to disciplinary action up to and including expulsion. A determination that the allegations do not rise to the level of sexual harassment alone is not sufficient to conclude that any party made a false allegation or materially false statement in bad faith.

AC. Records: The District shall maintain the following records for a minimum of seven (7) years:

1. Each sexual harassment investigation including:
2. Any determination regarding responsibility;
3. any disciplinary sanctions imposed on the respondent;
4. Any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;
5. Any appeal and the result therefrom;
6. All materials used to train Title IX Coordinators, investigators, and decision-makers;
7. Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, which must include:
 - a. The basis for the District's conclusion that its response was not deliberately indifferent; and
 - b. Document:
 - 1) If supportive measures were provided to the complainant, the supportive measures taken designed to restore or preserve equal access to the District's education program or activity; or
 - 2) If no supportive measures were provided to a complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

Cross References: 3.26—LICENSED PERSONNEL SEXUAL HARASSMENT, 4.11—EQUAL EDUCATIONAL OPPORTUNITY, 5.20—DISTRICT WEBSITE, 7.15—RECORD RETENTION AND DESTRUCTION, 8.20—CLASSIFIED PERSONNEL SEXUAL HARASSMENT

Legal References: 20 USC 1681 et seq., 34 C.F.R. Part 106, A.C.A. § 6-15-1005, A.C.A. § 6-18-502, A.C.A. § 12-18-102

History: 6/14/04, 3/14/11, 3/12/18, 7/10/20

Effective: August 10, 2020

4.28 LASER POINTERS

Effective: June 14, 2004

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

Legal References: A.C.A. § 6-18-512

History BOE: Adopted 6/14/04

4.29 INTERNET SAFETY AN ELECTRONIC DEVICE USE POLICY

Effective: July 1, 2014

- A. **Definition:** For the purposes of this policy, "electronic device" means anything that can be used to transmit or capture images, sound, or data.
- B. The District makes electronic device(s) and/or electronic device Internet access available to students, to permit students to perform research and to allow students to learn how to use electronic device technology. Use of District electronic devices is for educational and/or instructional purposes only. Student use of electronic device(s) shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their electronic device use, including email, and that monitoring of student electronic device use is continuous.
- C. No student will be granted Internet access until and unless an Internet and electronic device use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18] is on file. The current version of the Internet and electronic device use agreement is incorporated by reference into Board policy and is considered part of the student handbook.
- D. **Technology Protection Measures:** The District is dedicated to protecting students from materials on the Internet or world wide web that are inappropriate, obscene, or otherwise harmful to minors; therefore, it is the policy of the District to protect each electronic device with Internet filtering software that is designed to prevent students from accessing such

materials. For purposes of this policy, “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

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

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

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

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

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

Legal References: *Children’s Internet Protection Act; PL 106-554, FCC Final Rules 11-125 August 1, 2011, 20 USC 6777, 47 USC 254(h)(1), 47 CFR 54.520, 47 CFR 520(c)(4), A.C.A. § 6-21-107, A.C.A. § 6-21-111*

4.29A SOUTH CONWAY COUNTY SCHOOL DISTRICT TECHNOLOGY DIGITAL DEVICE POLICY

Effective: July 1, 2018

The South Conway County School District participates in a 1:1 initiative. Students in grades 7-12 will be issued a school-owned Digital Device. All parents/guardians and students will be required to read and abide by the rules set forth in the technology policy. A Digital Device Use permission form with parent/guardian and student signatures will be required before taking possession of a school-owned Digital Device.

DAMAGE AND INVENTORY CONTROL

Students/Guardians/Teachers are **NOT** authorized to attempt repairs themselves or contract with any other individual or business for the repair of the Chromebook. Intentional damage will be considered vandalism. In this case, full repair or replacement cost of the Chromebook will be charged and further disciplinary action may be taken. Insurance will not cover damage caused by removing the battery or opening the device in attempt to repair it.

The Digital Device will be checked out in much the same fashion as a library book using scanned barcodes according to the Digital Device's serial number. The student is responsible for all equipment checked out in his/her name. Therefore, students are not to exchange Digital Device batteries, or power adapters. At the conclusion of each school year, students will be required to check in their Digital Device and they will be inspected by the technology department at this time. Students will be expected to check in the same serial numbered equipment as originally checked out unless replacement equipment has been issued by the technology department.

DAMAGED, LOST, OR STOLEN DEVICES

Loss, theft or damage beyond repair of the property must be reported to the Library Media Specialist by the next school day after the occurrence. In case of theft, vandalism or other criminal acts, **a police report MUST be filed by the student or parent within 48 hours** of the occurrence and a copy of the police report must be brought to the school by the next school day. Students/Parents are reminded that the act of filing a false police report is a felony. If a Digital Device is stolen and the student reports the theft (by the next school day) and a police report is filed, then the student will follow the procedures to receive a replacement Digital Device. If a Digital Device is damaged, report it to the Library Media Specialist and follow the procedures to receive a replacement Digital Device.

STUDENT PROMISE

You will comply at all times with the South Conway County School District's Digital Device Handbook and Acceptable Use Policy as well as Board policies incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession immediately and the District may repossess the property.

The user, or the parent(s) or guardian(s) of a minor student, agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its Digital

Device and the internet, whether that use is on a school network or on another computer network outside the School District's network.

OWNERSHIP

Legal ownership of the property belongs to the South Conway County School District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this agreement.

Repossession: If you do not fully comply with all terms of this agreement and the Digital Device Handbook, Board policies, 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.

Terms of Agreement: Your right to use and possession of the property terminates no later than the last day of the school year, unless terminated earlier by the District, or upon the user's withdrawal from the District.

Appropriation: Your failure to return the property in a timely manner and/or continuing its use for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property.

UPDATES

Users, and if appropriate, their parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If, at any time, account information changes, the user must notify the school's designee immediately.

GENERAL USE AND CARE OF THE DIGITAL DEVICE

- Students are expected to treat their Digital Device with care/respect.
- The Digital Device should be kept clean and free of marks at all times. Stickers, writing, drawing, engraving, decorations, or otherwise defacing the Digital Device, power cords, battery, or otherwise defacing the school property will not be allowed and will result in loss of privileges.
- Students should protect their Digital Device from extreme heat or cold. The Digital Device should be protected from the weather, water or other liquid, food, and pets.
- Heavy objects should never be placed or stacked on top of the Digital Device (this includes books, musical instruments, sports equipment, etc.)
- Students should not use their Digital Device while walking. Always use Digital Device on a stable surface.

- Students are responsible for saving and backing up their data to their school provided Google Drive. The South Conway County Public Schools will not be held responsible for lost data.
- The Digital Device should never be left unsupervised. Students and parents/guardians are responsible if a Digital Device is stolen.
- The Digital Device and battery are subject to inspection at any time without notice.

DIGITAL DEVICE USE AT SCHOOL/HOME

- Students should never swap or share their Digital Device with another student.
- Passwords should be kept confidential, and students should not allow others to use their Digital Device.
- **Students are responsible for bringing Digital Device, fully charged, to school each day.** Failure to have your assigned device in class is the same as not having your assigned textbook or homework. Students will be responsible for completing all work at home when they fail to complete it at school due to not having their device. If a student continually leaves his/her device at home, disciplinary action may be taken.
- Students will not be allowed to take their Digital Device home unless/until their parent/guardians have signed the Acceptable Use Contract and Digital Device contract.
- Students who leave the District must return their Digital Device to the District before leaving or they will be charged replacement costs.
- Digital Device not returned will be reported to the Morrilton Police Department as stolen and charges may be filed.

OTHER POLICIES

This policy functions in conjunction with all existing board policies and specifically Internet Safety and Electronic Device Use Policy and Student Electronic Device and Internet Use Agreement.

As a result of a violation of South Conway County School District's Digital Device policy, one or more of the following disciplinary actions may be taken at the administrator's discretion:

1. Removal of Digital Device
2. Parent contact
3. Loss of Digital Device rights
4. In-school suspension
5. Out-of-school suspension
6. Notification of outside authority/police (charges filed if appropriate)
7. Expulsion

4.29B SOUTH CONWAY COUNTY SCHOOL DISTRICT’S DIGITAL DEVICE PERMISSION FORM.

Parents/guardians and students who sign this form are agreeing to the technology policies stated in STUDENT HANDBOOK POLICY 4.29A, as well as:

- The student takes full responsibility for a school device or personal device and keeps it with himself or herself at all times. The school is not responsible for the security of devices.
- Violations of any Board policies, administrative procedures, or school rules involving a student owned personal device or school issued device may result in the loss of use of the device and/or disciplinary action.
- The student may not use the devices to record, transmit, or post photos or video of a person or persons on campus with the express permission of a teacher.
- Cyber-bullying will not be permitted in any form. If cyber-bullying occurs, school disciplinary policy will be followed.
- Other Board and handbook policies relating to Internet and device usage.

Please Print:

Student’s Name _____

Parent’s Name _____

I understand and will abide by the technology policies and guidelines. I further understand that any violation of these policies may result in the loss of network and/or device privileges as well as other disciplinary action.

Student’s Signature

Date

As a parent/guardian, I understand that my child will be responsible for abiding by the technology policies and guidelines. I have read and discussed them with him/her and they understand the responsibility they have in the use of devices.

Parent/Guardian Signature

Date

4.30 SUSPENSION FROM SCHOOL

Effective: July 1, 2019

A. Students not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period not to exceed ten (10) school days, including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school-sponsored function, activity, or event; going to and from school or a school activity. A student may be suspended for behavior including, but not limited to, that:

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

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

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

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

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

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

- E. It is the responsibility of a student’s parents, legal guardians, person having lawful control of the student, or person standing in loco parentis to provide current contact information to the District which the school shall use to immediately notify the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis upon the suspension of a student. The notification shall be by one of the following means, listed in order of priority:
1. A primary call number
 2. The contact may be by voice, voice mail, or text message
 3. An email address
 4. A regular first class letter to the last known mailing address
- F. The District shall keep a log of contacts attempted and made to the parent or legal guardian person having lawful control of a student, or person standing in loco parentis.
- G. During the period of their suspension, students serving OSS shall not be permitted on campus except to attend a student/parent/administrator conference, or when necessary as part of the District’s engagement or access to education program.
- H. During the period of their suspension, students serving in-school suspension shall not attend any school-sponsored activities during the imposed suspension nor shall the student participate in any school-sponsored activities.
- I. Out-of-School suspensions initiated by the principal or his/her designee may be appealed to the Superintendent, but not to the Board of Education. In-School suspensions initiated by the principal or his/her designee may NOT be appealed to the Superintendent or the Board of Education.
- J. Out-of-School suspensions initiated by the Superintendent may be appealed to the Board.

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

History BOE: Adopted 6/14/04, Revised 6/11/07, 6/11/12, 6/13/16, 7/10/17, 7/1/19

4.31 EXPULSION

Effective: July 1, 2017

- A. The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District’s written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct deemed to be of such gravity that suspension would be inappropriate, or where the student’s continued

attendance at school would disrupt the orderly learning environment or would pose an unreasonable danger to the welfare of other students or staff.

- B. The Superintendent or his/her designee shall give written notice to the parents, legal guardians, person having lawful control of a student, or person standing in loco parentis (mailed to the address reflected on the District's records) that he/she will recommend to the Board of Education that the student be expelled for the specified length of time and state the reasons for the recommendation to expel. The notice shall give the date, hour, and place where the Board of Education will consider and dispose of the recommendation.
- C. The hearing shall be conducted not later than ten (10) school days following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation.
- D. The President of the Board, Board attorney, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. Both the District administration and School Board also may be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis or student if age 18 or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.
- E. During the hearing, the Superintendent, or designee, or representative will present evidence, including the calling of witnesses that gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted. However, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.
- F. Except as permitted by policy 4.22, the Superintendent shall recommend the expulsion of any student for a period of one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents, legal guardians, person having lawful control of a student, or person standing in loco parentis of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents, legal guardians, person having lawful control of a student, or person standing in loco parentis shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.
- F. The Superintendent and the Board of Education shall complete the expulsion process of any student that was initiated because the student possessed a firearm or other prohibited weapon on school property regardless of the enrollment status of the student.

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

Legal Reference: A.C.A. § 6-15-1406, A.C.A. §6-18-502, A.C.A. § 6-18-507,

History BOE: Adopted 6/14/04 Revised 6/9/08, 5/11/09, 7/1/17, 7/1/19

4.32 SEARCH, SEIZURE AND INTERROGATIONS

Effective: July 1, 2019

- A. The District respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the District in order to promote an environment conducive to student learning. The Superintendent, principals, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable and individualized suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.
- B. School property shall include, but not be limited to, lockers, desks, and parking lots, as well as personal effects left there by students. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness, however, searches may be done at any time with or without notice or the student's consent. A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.
- C. The Superintendent, principals, and their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs.

- D. A school official of the same sex shall conduct personal searches with an adult witness of the same sex present.
- E. State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes against Children Division of the Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a “72-hour hold” without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.
- F. If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal’s designee shall make a good faith effort to contact the student’s parent, legal guardian, person having lawful control of the student, or person standing in loco parentis. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, 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 Arkansas State Police, or an investigator or employee of the Department of Human Services.
- G. In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student’s parent, legal guardian, 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/she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-hours’ telephone number.

Legal Reference: A.C.A. § 6-18-513, A.C.A. § 9-13-104, A.C.A. §12-18-608,609,610,613, A.C.A. §12-18-1001, 1005

History BOE: Adopted 6/14/04, Revised 6/12/06, 4/9/12, 4/13/15, 7/1/19

4.33 STUDENT VEHICLES (Grades 9-12)

*Effective: **June 12, 2012***

- A. Students who have presented a valid driver's license and proof of insurance to the appropriate office personnel may drive their vehicle to school. Vehicles driven to school shall be parked in the area designated for student parking.
- B. Students are not permitted to loiter in parking areas and are not to return to their vehicles for any reason unless given permission to do so by a school administrator. Students going to their car without permission are subject to a search of property.
- C. It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other items prohibited by District policy found in their vehicle.
- D. Rental for a parking space is \$5.00 per year. Hang tag will be required to park on campus.
- E. Vehicles parked anywhere but in their appropriate spot without prior permission from an administrator will be subject to a parking fine or loss of parking privileges.
- F. Only students enrolled in grades 9th through 12th shall be able to purchase a parking space.
- G. Morrilton High School and the South Conway County School District are not responsible for damage or theft while vehicles are parked on South County School District Property.
- H. A Drug Testing consent form must be signed by student and parent/guardian before the parking pass can be purchased.

No one shall move their vehicles from the front parking lot to the rear upper parking lot during regular school hours without permission from the principal.

History BOE: Adopted 6/14/04, Revised 6/9/08, 6/11/12, 7/1/19

4.34 COMMUNICABLE DISEASES AND PARASITES

*Effective: **July 1, 2016***

- A. Students with communicable diseases or with human host parasites that are transmittable in the school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the

school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parents 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 healthcare provider may be required prior to the student being readmitted to the school.

- B. To help control the possible spread of communicable diseases, school personnel shall follow the District's exposure control plan when dealing with any blood-borne, food-borne, and airborne pathogens exposures. Standard precautions shall be followed relating to the handling, disposal, and cleanup of blood and other potentially infectious materials such as all body fluids, secretions and excretions (except sweat).
- C. In accordance with 4.57 – IMMUNIZATIONS the District shall maintain a copy of each student's immunization record and a list of individuals with exemptions from immunization which shall be education records as defined in policy 4.13. That policy provides that an education record may be disclosed to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- D. A student enrolled in the District who has an immunization exemption may be removed from school at the discretion of the Arkansas Department of Health during an outbreak of the disease for which the student is not vaccinated. The student may not return to the school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health.
- E. The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment will be asked to pick their child up at the end of the school day. The parents or legal guardians will be given information concerning the eradication and control of human host parasites. A student may be readmitted after the school nurse or designee has determined the student no longer has live human host parasites that are transmittable in a school environment.
- F. Each school may conduct screenings of students for human host parasites that are transmittable in a school environment as needed. The screenings shall be conducted in a manner that respects the privacy and confidentiality of each student.

*Legal References: A.C.A. § 6-18-702, Arkansas State Board of Health Rules and Regulations Pertaining To Immunization Requirements, Arkansas Department of Education Rules Governing Kindergarten through 12th Grade Immunization Requirements
History BOE: Adopted 6/14/04, 6/11/12, 3/11/13, 3/11/16*

4.35 STUDENT MEDICATIONS

Effective: July 1, 2019

- A. Prior to the administration of any medication, including any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse.
- B. Unless authorized to self-administer or otherwise authorized by this policy, students are not allowed to carry any medications, including over-the-counter (OTC) medications, any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent or legal guardian shall bring the student's medication to the school nurse. Parents are required to meet with the nurse to develop a healthcare and emergency plan for their child. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity and type of the medication(s). If the medications are brought by a student, the school nurse shall ask another school employee to verify, in the presence of the student, the quantity of the medication(s). Each person present shall sign a form verifying the quantity and type of the medication(s).
- C. Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering healthcare provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double-locked cabinet.
- D. Students with an individualized health plan (IHP) may be given OTC medications to the extent giving such medications are included in the student's IHP.
- E. The District's supervising registered nurse is responsible for creating procedures for the administration of medications on and off campus while the student is engaged in a school activity.

Schedule II Medications

- F. The only Schedule II medications that shall be allowed to be brought to the school are methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse).
- G. For the student's safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication than permitted by this policy. Students who are taking Schedule II medications, which are not allowed to be brought to school, shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

Self-Administration of Medication

- H. Students who have written permission from their parent or guardian and a licensed healthcare 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.
- I. Students who have a current consent form on file shall be allowed to carry and self-administer such medication while:
 - 1. In school;
 - 2. At an on-site school sponsored activity;
 - 3. While traveling to or from school; or
 - 4. At an off-site school sponsored activity.
- J. 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.
- K. 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 Administration of Glucagon and Insulin

- L. Students may be administered Glucagon in emergency situations by the school nurse or, in the absence of the school nurse, a trained volunteer school employee designated as a care provider, provided the student has:
 - 1. an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of Glucagon in emergency situations; and
 - 2. a current, valid consent form on file from their parent or guardian.

- M. When the nurse is unavailable, the trained volunteer school employee who is responsible for a student shall be released from other duties during:
 - 1. The time scheduled for a dose of insulin in the student's IHP; and
 - 2. Glucagon or non-scheduled insulin administration, once other staff has relieved him/her from other duties until a parent, guardian, another responsible adult, or medical personnel has arrived.

Emergency Administration of Epinephrine

- N. The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to students who have an IHP that provides for the administration of an epinephrine auto-injector in emergency situations.

- O. 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 auto-injector epinephrine to administer auto-injector epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction.

- P. Students with an order from and a licensed healthcare 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.

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

Emergency Administration of Albuterol

- R. 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.
- S. 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.
- T. 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.

Legal Reference: Ark. State Board of Nursing: School Nurse Roles & Responsibilities; DESE & Arkansas State Board of Nursing; Rules Governing the Administration of Insulin and Glucagon to Arkansas Public School Students with Diabetes; A.C.A. § 6-18-707, A.C.A. § 6-18-1005(a)(6), A.C.A. § 17-87-103 (11), A.C.A. § 20-13-405

History BOE: Revised 7/11/05, 6/11/12, 3/11/13, 8/5/13, 4/13/15, 6/13/16, 3/12/18, 7/1/19

4.36 STUDENT ILLNESS / ACCIDENT

Effective: June 12, 2006

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

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

4.37 EMERGENCY DRILLS

Effective: July 1, 2015

- A. All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than three (3) times per year with at least one each in the months of September, January, and February. Students, who ride school buses, shall also participate in emergency evacuation drills at least twice each school year.
- B. The District shall annually conduct an active shooter drill and school safety assessment for all District schools in collaboration, with local law enforcement and emergency management personnel. The training will include a lockdown exercise with panic button alert system training (if funding for the Panic Button Alert System from the State of Arkansas becomes available to the District). Students will be included in the drills to the extent that is developmentally appropriate to the age of both the students and grade configuration of the school.
- C. Drills may be conducted during the instructional day or during non-instructional time periods.
- D. Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event of violence, or terrorist attack natural disaster, other emergency, or the District's Panic Button Alert System (if funding for the Panic Button Alert System from the State of Arkansas becomes available to the District). Students shall be included in the drills to the extent practicable.

Legal Reference: A.C.A. §12-13-109, A.C.A. § 6-10-110, A.C.A. §6-10-121, A.C.A §6-15-1302, A.C.A. § 6-15-1303, Ark. Division of Academic Facilities and Transportation Rules Governing Maintenance and Operations of Ark. Public School Buses and Physical Examinations of School Bus Drivers 4.03.1
History BOE: Adopted 6/14/04, Revised 6/12/06, 6/11/07, 8/5/13, 5/12/14, 5/11/15

4.38 PERMANENT RECORDS

Effective: June 9, 2008

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

Legal Reference: A.C.A. §6-18-901, DESE Rules Governing Student Permanent Records
History BOE: Adopted 6/14/04, Revised 6/9/08,7/1/19

4.39 CORPORAL PUNISHMENT

Effective: July 1, 2012

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

Legal Reference: A.C.A. §6-18-503(b)

4.40 HOMELESS STUDENTS

Effective: July 1, 2018

- A. The South Conway County School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational agency (LEA) liaison for homeless children and youth whose responsibilities shall include, but are not limited to:
1. Receive appropriate time and training in order to carry out the duties required by law and this policy;
 2. Coordinate and collaborate with the State Coordinator, community, and school personnel responsible for education and related services to homeless children and youths;
 3. Ensure that school personnel receive professional development and other support regarding their duties and responsibilities for homeless youths;
 4. Ensure that unaccompanied homeless youths:
 - a. is enrolled in school;
 - b. has opportunities to meet the same challenging State academic standards as other children and youths; and
 - c. is informed of their status as independent students under the Higher Education Act of 1965 and that they may obtain assistance from the LEA liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid;
 5. Ensure that public notice of the educational rights of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youth, and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.
- B. To the extent possible, the LEA liaison and the building principal shall work together to ensure no homeless child or youth is harmed due to conflicts with District policies solely because of the homeless child or youth's living situation; this is especially true for District policies governing fees, fines, and absences.
- C. Notwithstanding Policy 4.1, homeless students living in the District are entitled to enroll in the District's school that non-homeless students who live in the same attendance area are eligible to attend. If there is a question concerning the enrollment of a homeless child due to a conflict with Policy 4.1 or 4.2, the child shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute, including all

appeals. It is the responsibility of the District's LEA liaison for homeless children and youth to carry out the dispute resolution process.

- D. For the purposes of this policy "school of origin" means:
1. The school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool; and
 2. The designated receiving school at the next grade level for all feeder schools when the child completes the final grade provided by the school of origin.
- E. The District shall do one of the following according to what is in the best interests of the homeless child: Continue the child or youth's education in the school of origin for the duration of homelessness:
1. In any case in which a family becomes homeless between academic years or during an academic year; and
 2. For the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or
 3. Enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.
- F. In determining the best interest of the child or youth, the District shall:
1. Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth;
 2. Consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied youth) the youth.
- G. If the District determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, the District shall provide the child's or youth's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal. For an unaccompanied youth, the District shall ensure that the LEA liaison assists in placement or enrollment decisions, gives priority to the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

- H. The homeless child or youth must be immediately enrolled in the selected school regardless of whether application or enrollment deadlines were missed during the period of homelessness.
- I. The District shall be responsible for providing transportation for a homeless child, at the request of the parent or guardian (or in the case of an unaccompanied youth, the LEA Liaison), to and from the child's school.
- J. For the purposes of this policy, students shall be considered homeless if they lack a fixed, regular, and adequate nighttime residence and
 - 1. are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
 - 2. have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 - 3. are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and includes
 - 4. are migratory children who are living in circumstances described in clauses (a) - (c).
- K. In accordance with Federal law, information on a homeless child or youth's living situation is part of the student's education record and shall not be considered, or added, to the list of directory information in Policy 4.13

Legal References: 42 U.S.C. §11431 et seq., 42 U.S.C. §11431 (2), 42 U.S.C. §11432(g)(1)(H)(I), 42 U.S.C. §11432 (g)(1)(J)(i), (ii), (iii), (iii)(I), (iii)(II), 42 U.S.C. §11432 (g)(3)(A), (A)(i), (A)(i)(I), (A)(i)(II), (A)(ii), 42 U.S.C. §11432 (g)(3)(B)(i), (ii), (iii), 42 U.S.C. §11432 (g)(3)(C)(i), (ii), (iii), 42 U.S.C. § 11432 (g)(3)(E)(i), (ii), (iii), 42 U.S.C. §11432 (g)(3)(G), 42 U.S.C. §11432 (g)(4) (A), (B), (C), (D), (E), 42 U.S.C. § 11434a, Commissioner's Memo COM-18-044

History BOE: Adopted 6/14/04, Revised 6/11/12, 6/13/16, 3/12/18

4.41 PHYSICAL EXAMINATIONS OR SCREENINGS

Effective: May 11, 2009

- A. The District conducts routine health screenings such as hearing, vision, and scoliosis due to the importance these health factors play in the ability of a student to succeed in school. The intent of the exams or screenings is to detect defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve his/her full potential.

- B. The rights provided to parents under this policy transfer to the student when he/she turns 18 years old.
- C. Except in instances where a student is suspected of having a contagious or infectious disease, parents shall have the right to opt their student out of the exams or screenings by using form 4.41F or by providing certification from a physician that he/she has recently examined the student.
- D. A student may be required to pass a physical exam before being allowed to participate in certain extracurricular activities to help ensure they are physically capable of withstanding the rigors of the activity. It is understood that students who refuse to take such an exam will not be allowed to participate in the desired activity.

Legal Reference: A.C.A. §6-18-701 (b), (c), (e)
History BOE: Adopted 6/14/04, Revised 5/11/09

4.42 STUDENT HANDBOOK

*Effective: **March 12, 2013***

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

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

4.42A LOST AND FOUND

- A. The school cannot assume responsibility for loss of personal items. However, if it is reported immediately, every effort will be made to help locate the lost item. All personal

items should be clearly marked for identification. Items not needed for school work should be left at home. **WE WILL NOT INVESTIGATE MISSING CELL PHONES.**

4.42B SCHOOL PROPERTY

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

4.42C SCHOOL TELEPHONE

- A. The telephone is a business phone. Students are not to use it for making social arrangements or unnecessary calls. Messages will be delivered to students in case of emergencies. Students are not taken out of class to talk on the phone unless it is an extreme emergency.
NOTE: Only the phone in the office shall be used to call home.
- B. Parents/guardians and students are asked to make necessary arrangements for after school transportation while at home each morning before coming to school.
- C. Remember to plan ahead for emergencies, because plans often must change.

4.43 BULLYING

Effective: July 1, 2019

Definitions

- A. **“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;
- B. **“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:
 - i. Physical harm to a public school employee or student or damage to the public school employee's or student's property;
 - ii. Substantial interference with a student's education or with a public school employee's role in education;
 - iii. 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

- iv. Substantial disruption of the orderly operation of the school or educational environment;
- C. Examples of "Bullying" include, but are not limited to, a pattern of behavior involving one more of the following:
- i. Cyberbullying;
 - ii. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
 - iii. Pointed questions intended to embarrass or humiliate,
 - iv. Mocking, taunting or belittling,
 - v. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
 - vi. Demeaning humor relating to a student's actual or perceived attributes,
 - vii. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
 - viii. Blocking access to school property or facilities,
 - ix. Deliberate physical contact or injury to person or property,
 - x. Stealing or hiding books or belongings,
 - xi. Threats of harm to student(s), possessions, or others,
 - xii. Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
 - xiii. 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").
- D. "Cyberbullying" means any form of communication by electronic act that is sent with the purpose to:
- i. Harass, intimidate, humiliate, ridicule, defame, or threaten a student, school employee, or person with whom the other student or school employee is associated; or
 - ii. Incite violence towards a student, school employee, or person with whom the other student or school employee is associated.
- E. Cyberbullying of School Employees includes, but is not limited to:
- i. Building a fake profile or website of the employee;
 - ii. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
 - iii. Posting an original or edited image of the school employee on the Internet;
 - iv. 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;
 - v. Making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
 - vi. 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;
- vii. Signing up a school employee for a pornographic Internet site; or
 - viii. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.
- F. 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.
- G. “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
- H. “Substantial disruption” means without limitation that any one or more of the following occur as a result of the bullying:
- i. Necessary cessation of instruction or educational activities;
 - ii. Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
 - iii. Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
 - iv. Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.
- I. 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 Education. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.
- J. 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.
- K. The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

- L. A building principal, or designee, who receives a credible report or complaint of bullying shall:
 - a. 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:
 - i. 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
 - ii. Prepare a written report of the alleged incident of bullying;
 - b. 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.
 - c. 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.
 - d. 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:
 - i. That a credible report or complaint of bullying against their student exists;
 - ii. Whether the investigation found the credible report or complaint of bullying to be true;
 - iii. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and
 - iv. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;
 - e. Make a written record of the investigation, which shall include:
 - i. 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;
 - ii. Any action taken as a result of the investigation; and
 - f. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.
- M. 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.
- N. 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, persons having lawful control of a student, persons standing in loco parentis, students, school volunteers, and employees shall be given copies of the notice annually.

- O. The Superintendent shall make a report annually to the Board of Education 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.
- P. Copies of this policy shall be available upon request.

*Legal References: A.C.A. § 5-71-217, A.C.A. § 6-18-514
History BOE: Revised 7/11/05, 6/12/06, 6/11/07, 3/14/11, 4/9/12, 8/5/13, 3/12/18, 4/13/19*

4.44 ATTENDANCE REQUIREMENTS (Grades 9-12)

Effective: August 9, 2004

- A. Students in grades nine through twelve (9-12) are required to schedule and attend at least 360 minutes of regularly scheduled class time daily. Part of this requirement may be met by students taking post-secondary courses. Eligible students' enrollment and attendance at a postsecondary institution shall count toward the required weekly time of school attendance. Each credit hour shall count as three (3) hours of attendance time. This means a three (3) hour course shall count as nine (9) hours of the weekly required time of attendance.
- B. Student Enrichment classes - Students may be assigned to no more than one (1) class period each day for a study hall that the student shall be required to attend and participate in for the full period. Such student enrichment classes are to be used for the purposes of self-study or for organized tutoring which is to take place in the school building.
- C. Extracurricular Classes - Extracurricular classes related to a seasonal activity shall meet for an entire semester whether or not the season ends prior to the end of the semester. Students must attend and participate in the class for the entire semester in order to receive credit for the course. For the purpose of this policy, extracurricular classes are defined as school sponsored activities which are not an Arkansas Department of Education approved course counting toward graduation requirements or classes that have not been approved by the Arkansas Department of Education for academic credit. Such classes may include special interest, fine arts, technical, scholastic, intramural, and interscholastic opportunities.
- D. Course Enrollment Outside of District - Enrollment and attendance in vocational-educational training courses, college courses, school work programs, and other department-sanctioned educational programs may be used to satisfy the student attendance requirement even if the programs are not located at the public schools. Attendance in such alternative programs must be pre-approved by the school's administration. The District

shall strive to assign students who have been dropped from a course of study or removed from a school work program job during the semester into another placement or course of study. In the instances where a subsequent placement is unable to be made, the District may grant a waiver for the student for the duration of the semester in which the placement is unable to be made.

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

Legal References: A.C.A. §6-18-210, 211, Arkansas Department of Education Rules Governing the Mandatory Attendance Requirements for Students in Grades Nine through Twelve

History BOE: Adopted 8/09/04

4.44A DAILY SCHEDULE

- A. Buildings will be opened for the entrance of students at 7:30 a.m. The school building will not be opened to the students without a teacher in charge. Students will not be permitted to go to their lockers until the 7:55 bell. This schedule is subject to change under extenuating circumstances.

Instruction for Periods 1- 9 Begins	8:00 a.m.
School Dismisses	3:25 p.m.

History BOE: Adopted: 6/14/04, Revised 6/11/07, 4/9/12, 4/13/15,7/1/19

4.45 SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2021 and THEREAFTER

Effective: July 1, 2019

- A. All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a *Smart Core Waiver Form* to not participate. While Smart Core is the default option, both a *Smart Core Informed Consent Form* and a *Smart Core Waiver Form* will be sent home with students prior to their enrolling in seventh (7th) grade, or when a seventh (7th) through twelfth (12th) grade student enrolls in the District for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the 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 (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

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

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

- D. Sufficient information relating to Smart Core and the District's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means:

- a. Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
 - b. 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;
 - c. Discussions held by the school's counselors with students and their parents; and/or
 - d. Distribution of a newsletter(s) to parents or guardians of the District's students.
- E. Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.
- F. 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 4.02—ENTRANCE REQUIREMENTS including the waving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

G. GRADUATION REQUIREMENTS

- a. The number of units students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Division of Elementary and Secondary Education (DESE), the District requires an additional four (4) units to graduate for a total of twenty-six (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.
 - b. All students must receive a passing score on the Arkansas Civics Exam in order to graduate.
 - c. Students shall receive training in quality psychomotor skill bases in cardiopulmonary resuscitation and the use of automated external defibrillators in order to graduate.
- H. 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.

- I. Personal and Family Finance: All students shall receive credit in a course covering the Personal and Family Finance Standards in order to graduate.
- J. **SMART CORE:** Sixteen (16) units
- a. English: four (4) units – 9th, 10th, 11th, and 12th
 - b. Oral Communications: one-half (½) unit
 - c. Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)
 - i. Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9;
 - ii. Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10;
*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the graduation requirement, but only serve as one unit each toward fulfilling the Smart Core requirement.
 - iii. Algebra II; and
 - iv. The fourth unit may be either:
 1. A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or
 2. A computer science flex credit may be taken in the place of a fourth math credit.
 - d. Natural Science: three (3) units
 - i. DESE approved biology – 1 credit;
 - ii. DESE approved physical science – 1 credit; and
 - iii. A third unit that is either:
 - 1) An additional science credit approved by DESE; or
 - 2) A computer science flex credit may be taken in the place of a third science credit.

- e. Social Studies: three (3) units
 - i. Civics one-half ($\frac{1}{2}$) unit
 - ii. World History - one unit
 - iii. American History - one unit
 - iv. Other Social Studies – one-half ($\frac{1}{2}$) unit
- f. 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.
- g. Health and Safety: one-half ($\frac{1}{2}$) unit
- h. 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.
- i. Fine Arts: one-half ($\frac{1}{2}$) unit

K. CAREER FOCUS: - Six (6) units

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

L. CORE: Sixteen (16) units

- a. English: four (4) units – 9th 10th 11th and 12th
- b. Oral Communications: one-half ($\frac{1}{2}$) unit
- c. Mathematics: four (4) units
 - i. Algebra or its equivalent* - 1 unit
 - ii. Geometry or its equivalent* - 1 unit
 - iii. math units must build on the base of algebra and geometry knowledge and skills.
 - iv. (Comparable concurrent credit college courses may be substituted where applicable)
 - v. 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.
- d. Science: three (3) units
 - i. DESE approved biology – 1 credit;
 - ii. DESE approved physical science – 1 credit; and

- iii. A third unit that is either:
 - 1) An additional science credit approved by DESE; or
 - 2) A computer science flex credit may be taken in the place of a third science credit.
 - e. Social Studies: three (3) units
 - i. Civics one-half (½) unit
 - ii. World History, one (1) unit
 - iii. American History, one (1) unit
 - iv. Other Social Studies - one-half (½) unit
 - f. 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.
 - g. Health and Safety: one-half (½) unit
 - h. 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.
 - i. Fine Arts: one-half (½) unit
- M. CAREER FOCUS: - Six (6) units**
- a. All career focus unit requirements shall be established through guidance and counseling based on the student’s contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.
 - b. 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, 5.11—DIGITAL LEARNING COURSES, 5.12—COMPUTER SCIENCE INTERNSHIPS AND INDEPENDENT STUDIES, 5.16—COMPUTER SCIENCE COURSE PREREQUISITES AND PROGRESSION

*Legal References: Standards for Accreditation 9.03 – 9.03.1.9, 14.02, DESE Guidelines for the Development of Smart Core Curriculum Policy, DESE Rules Governing Distance and Digital Learning, Smart Core Informed Consent Form, Smart Core Waiver Form 2017, 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
 History BOE: Adopted 4/14/14, 6/8/15, 3/11/16, 7/1/17*

4.45A GRADUATION

- A. Walking in the graduation processional is a privilege not a right. Graduating seniors will not be allowed to participate in commencement activities if any of the following hold true:
 - 1. Students have not paid all fines or have not returned school property.
 - 2. Students have more than ten unexcused absences for spring semester.

3. To have the honor of walking, graduates must complete all requirements by the Monday proceeding the graduation ceremony.

4.46 PLEDGE OF ALLEGIANCE

Effective: April 11, 2005

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

Legal Reference: A.C.A. § 6-16-108

History BOE: Adopted 4/11/05

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

Effective: July 1, 2020

- A. **Cell Phone use at Morrilton High School is prohibited during the instructional day. Instructional day is defined as once you enter the building in the morning until 3:25 pm.**
- B. Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether District or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.
- C. To protect the security of state originated tests, no electronic device as defined in this policy shall be accessible by a student at any time during test administration unless specifically permitted by a student's IEP or individual health plan. This means that when a student is taking a standardized assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions. The prohibition in the policy does not extend to the electronic device the District provides the student for the student's use during assessment administration to the extent the student is using the District provided device to complete the assessment.
- D. As used in this policy, "electronic devices" means anything that can be used to transmit or capture images, sound, or data.

- E. Misuse of electronic devices includes, but is not limited to:
1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
 2. Permitting any audible sound to come from the device when not being used for reason #1 above;
 3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
 4. Using the device to record audio or video or to take photographs in areas where a general expectation of personal privacy exists, including but not limited to locker rooms or bathrooms;
 5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.
- F. Use of an electronic device is permitted to the extent it is approved in a student's individualized education program (IEP) or it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- G. Before and after normal school hours, possession of electronic devices is permitted on the school campus. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.
- H. The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians. Repeat offenders for misuse of electronic devices may result in a revocation of permission to possess or use any electronic device. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated.
- I. Students who use a school issued cell phones and/or computers for non-school purposes, except as permitted by the District's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. Students are forbidden from using school issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including expulsion.
- J. No student shall use any wireless communication device for the purpose of browsing the internet, composing or reading emails and text messages, or making or answering phone calls while driving a motor vehicle that is in motion and on school property. Violation may result in disciplinary action up to and including suspension.

MHS CONSEQUENCES:

1st Offense: Device confiscated and parents pick up the device

2nd Offense: Lunch Detention and parents pick up the device

3rd Offense: Saturday School and parents pick up the device

4th Offense: In School Suspension (3 days) and parents pick up the device

*Legal Reference: A.C.A. § 6-18-502 (b)(3)(D)(ii) A.C.A. § 6-18-515, A.C.A. § 27-51-1603, A.C.A. § 27-51-1609
History BOE: Adopted 7/11/05, Revised 6/12/06, 3/12/07, 6/11/07, 9/10/07, 5/11/09, 6/11/12, 3/11/13, 4/13/15, 7/1/17, 7/1/19*

4.48 VIDEO SURVEILLANCE

Effective: July 1, 2011

- A. The Board of Education has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding District facilities, vehicles, and equipment. As part of fulfilling this responsibility, the Board authorizes the use of video/audio surveillance cameras, automatic identification technology, data compilation devices, and technology capable of tracking the physical location of district equipment, students, and/or personnel.
- B. The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as restrooms or dressing areas where an expectation of bodily privacy is reasonable and customary.
- C. Signs shall be posted on campus buildings and in district vehicles to notify students, staff, and visitors that video cameras may be in use. Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras and other technologies authorized in this policy.
- D. The District shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording. Other than video recordings being retained under the provisions of this policy's following paragraph, the District's video recordings may be erased any time greater than forty-eight (48) hours after they were created.
- E. Videos, automatic identification, or data compilations containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by Board policy or student handbook; any release or viewing of such records shall be in accordance with current law.
- F. Students who vandalize, damage, disable, or render inoperable (temporarily or permanently) surveillance cameras and equipment, automatic identification, or data compilation devices shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

Legal References: 20 USC 1232, 20 USC 7115, 34 CFR 99.3, 4, 5, 7, 8, 10, 12, 31

4.49 SPECIAL EDUCATION

Effective: July 1, 2020

- A. In accordance with the Individuals with Disability Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and Arkansas Statutes, the South Conway County School District shall provide a free appropriate public education and necessary related services to all children with disabilities who reside
1. within the District boundaries; or
 2. outside the District boundaries but are enrolled in the District.
- B. It is the intent of the South Conway County School District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.
- C. For students eligible for services under IDEA, the South Conway County School District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in state and federal statutes which govern special education. Implementation of an Individualized Education Program (IEP) in accordance with the IDEA satisfies the district's obligation to provide a free and appropriate education under Section 504.
- D. The Board directs the Superintendent to ensure procedures are in place for the implementation of special education services and that programs are developed to conform to the requirements of state and federal legislation. The Superintendent is responsible for appointing a District coordinator for overseeing district fulfillment of its responsibilities regarding students with disabilities. Among the coordinator's responsibilities shall be ensuring District enforcement of the due process rights of students with disabilities and their parents.

Note:¹ The Office of Civil Rights prefers that the name of the coordinator, or at least a contact person or phone number to call to get the name of the coordinator, is made readily available to the public. 34CFR104.32 stipulates that as part of "child find" responsibilities, districts take appropriate steps to notify handicapped persons and their parents or guardians of the district's child find duty.

*Legal References: 34 C.F.R. part 300 20 U.S.C. §1400 et seq., P.L. 108-446
29 U.S.C §794, 42 U.D.C §12101 et. seq. A.C.A. § 6-41-201 et seq.***History BOE: Adopted 7/14/08, revised 7/1/17, 4/13/20**

4.49A SPECIAL SERVICES

- A. Many special services are available to assist your child. Some of the services available include:
1. Media center personnel
 2. Guidance counselor
 3. Talented and gifted personnel
 4. Physical education
 5. Special education services
 6. School nurse
 7. Food services

4.50 SCHOOL LUNCH SUBSTITUTIONS

Effective: July 1, 2017

- A. The District only provides MODIFIED meal components on menus to accommodate students with a disability. A parent/guardian wishing to request dietary accommodations for their student with a disability, must submit to the district's Child Nutrition Supervisor a medical statement completed by a State licensed healthcare professional, which includes:
1. Physicians, including those licensed by:
 - a. The Arkansas State Medical Board,
 - b. The Arkansas State Board of Chiropractic Examiners (Chiropractors),
 - c. The Arkansas Board of Podiatric Medicine (Podiatrists),
 2. Nurse Practitioners (APRNs in family or pediatric practice with prescriptive authority),
 3. Physician Assistants (PAs who work in collaborative practice with a physician), and
 4. Dentists.
- B. The medical statement should include:
1. A description of the student's disability that is sufficient to understand how the disability restricts the student's diet,
 2. An explanation of what must be done to accommodate the disability, which may include:
 - a. Food(s) to avoid or restrict,
 - b. Food(s) to substitute,
 - c. Caloric modifications, or
 - d. The substitution of a liquid nutritive formula.
- C. If the information provided in the medical statement is unclear, or lacks sufficient detail, the District's Director of Child Nutrition shall request additional information so that a proper and safe meal can be provided.

- D. When choosing an appropriate approach to accommodate a student's disability, the District will consider the expense and efficiency of the requested accommodations. The District will offer a reasonable modification that effectively accommodates the child's disability and provides equal opportunity to participate in or benefit from the program, which may include a generic version of a product.
- E. Parents may file a grievance regarding the request for accommodations with the District's 504 Coordinator, who will schedule a hearing on the grievance to be held as soon as possible. The 504 coordinator shall provide a copy of the procedures governing the hearing, including that the parent has the right to be accompanied by counsel, and the appeal process upon request.
- F. The District will not prepare meals outside the normal menu to accommodate a family's religious or personal health beliefs.

Legal References: Commissioner Memo's FIN-09-044, FIN-15-122, CNU-17-051, CNU-18-008, CNU 18-023, CNU-18-025, 7 CFR 210.10(g)

History BOE: Adopted 5/11/09, 7/10/17

4.51 FOOD SERVICE PREPAYMENT

Effective: July 1, 2017

- A. The District participates in USDA's Community Eligibility Provision (CEP) and provides meals to all students at no charge. The District does not provide credit for students to charge for a la carte or other food and beverage items available for purchase in the school food service areas. A la carte or other food and beverage items may be purchased by either providing payment for the items at the time of receipt. Parents, or students choosing to do so, may pay in advance for a la carte or other food and beverage items through any of the following method:

1. Submitting cash or check payment to the school's food service.

Cross reference 7.17

Legal References: Commissioner's Memo CNU-17-003, Commissioner's Memo CNU-17-024

History BOE: 2/13/17

4.52 STUDENTS WHO ARE FOSTER CHILDREN

Effective: July 1, 2017

- A. The District will afford the same services and educational opportunities to foster children that are afforded other children and youth. The District shall work with the Department of Human Services (“DHS”), the Division of Elementary and Secondary Education (ADE) DESE, and individuals involved with each foster child to ensure that he/she is able to maintain his/her continuity of educational services to the fullest extent that is practical and reasonable.
- B. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for foster children and youth whose responsibilities shall include ensuring the timely school enrollment of each foster child and assisting foster children who transfer between schools by expediting the transfer of relevant educational records.¹
- C. The District, working with other individuals and agencies shall, unless the presiding court rules otherwise, ensure that the foster child remains in his/her school of origin, even if a change in the foster child’s placement results in a residency that is outside the District. In such a situation, the District will work with DHS to arrange for transportation to and from school for the foster child to the extent it is reasonable and practical.²
- D. Upon notification to the District’s foster care liaison by a foster child’s case worker that a foster child’s school enrollment is being changed to one of the District’s schools, the school receiving the child must immediately enroll him/her. Immediate enrollment is required even if a child lacks the required clothing, academic or medical records, or proof of residency.³
- E. A foster child’s grades shall not be lowered due to absence from school that is caused by a change in the child’s school enrollment, the child’s attendance at dependency-neglect court proceedings, or other court-ordered counseling or treatment.
- F. Any course work completed by the foster child prior to a school enrollment change shall be accepted as academic credit so long as the child has satisfactorily completed the appropriate academic placement assessment.⁴
- G. If a foster child was enrolled in a District school immediately prior to completing his/her graduation requirements while detained in a juvenile detention facility or while committed to the Division of Youth Services of DHS, the District shall issue the child a diploma.

Foster Child School Choice

- H. If DHS approves a request from a foster parent, or the foster child if the foster child is eighteen (18) years of age, to transfer to another school in the District or into the District as being in the best interest of the foster child, the District shall allow the foster child to transfer to another school in the District or into the District if the foster parent, or the foster

child if the foster child is eighteen (18) years of age, submits a request to transfer on a form approved by DESE that is postmarked by no later than May 1 of the year the student seeks to begin the fall semester in the District.

I. By July 1 of the school year in which the student seeks to transfer under this section, the Superintendent shall notify the foster parent, or the foster child if the foster child is eighteen (18) years of age, in writing whether the application has been accepted or rejected. If the application is accepted, the Superintendent shall state in the notification letter a reasonable deadline for the foster child to enroll in the new school or the District and that failure to enroll by the date shall void the school choice acceptance. If the application is rejected, the Superintendent shall state in the notification letter the reason for the rejection and that the foster parent, or the foster child if the foster child is eighteen (18) years of age, may submit a written appeal of the rejection to the State board within ten (10) days of receiving the notification letter.

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

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

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

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

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

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

M. When a foster child transfers from the foster child's school of origin to another school in the District or into the District, the foster child or the foster parent is responsible for the foster child's transportation to and from the school the foster child transferred to. The

District and the foster parent, or the foster child if the foster child is eighteen (18) years of age, may enter into a written agreement for the District to provide the transportation to and from the school the foster child transferred to.

Notes: The name and contact information of the liaison must be sent to the Special Education Section of the ADE at the beginning of each school year. A.C.A. § 9-28-113(c)(d) specify additional requirements/duties of the liaison.² While 9-28-113(b)(4) encourages Districts' to "arrange for transportation," there is no explanation of costs or methods.³ A.C.A. § 9-28-113 does not address a District's right to refuse enrollment for a student that has been expelled from another school, but we believe that right is retained even in this circumstance.⁴ This language is from A.C.A. § 9-28-113(g). You may add a sentence defining how you interpret its meaning or you may make it a procedural issue which would leave you more latitude for case-by-case implementation.

Cross References: Policies 4.1—RESIDENCE REQUIREMENTS, 4.2—ENTRANCE REQUIREMENTS, 4.5- SCHOOL CHOICE, 4.7—ABSENCES

Legal References: A.C.A §6-18-233, A.C.A. §9-28-113

History BOE: Adopted 4/9/12, 5/11/15, revised 7/10/17, 4/13/20

4.53 PLACEMENT OF MULTIPLE BIRTH SIBLINGS

Effective: July 1, 2012

- A. The parent, guardian or other person having charge or custody of multiple birth siblings in grades pre-K through 6 may request that the multiple birth siblings be placed in either the same or separate classrooms. The request shall be in writing not later than the 14th calendar day prior to the first day of classes at the beginning of the academic year. The school shall honor the request unless it would require the school to add an additional class to the sibling's grade level. If one parent of multiple birth siblings requests a placement that differs from that of the other parent of the same multiple birth siblings, the school shall determine the appropriate placement of the siblings.
- B. The school may change the classroom placement of one or more of the multiple birth siblings if:
1. There have been a minimum of 30 instructional days since the start of the school year; **and**
 2. After consulting with each classroom teacher in which the siblings were placed, the school determines the parent's classroom placement request is:
 - Detrimental to the educational achievement of one or more of the siblings;
 - Disruptive to the siblings' assigned classroom learning environment; or
 - Disruptive to the school's educational or disciplinary environment.

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

Legal Reference: A.C.A. § 6-18-106

History BOE: Adopted, 4/9/12

4.54 STUDENT ACCELERATION

Effective: July 1, 2020

- A. The Board believes that acceleration is an effective and research-based intervention for the academic growth of students who are ready for an advanced or faster-paced curriculum. Acceleration can allow a student to move through the traditional educational setting more rapidly, based on assessed readiness, capability and motivation. At the same time, the Board understands that acceleration is not a replacement for gifted education services or programs.
- B. Generally, acceleration can occur through one of two broad categories: content based and grade based. Grade based acceleration shortens the number of years a student would otherwise spend in K-12 education, while content based acceleration occurs within the normal K-12 time span. Either form of acceleration can be triggered by a parent/guardian, student, or community member's request or by the referral of school personnel. In either case, the process of determining the appropriateness of the request shall be under the direction of the district/school¹ Director of Curriculum and Assessment. The Director of Curriculum and Assessment shall convene the Acceleration Placement Committee and communicate with the individuals necessary for the Acceleration Placement Committee to make an informed decision which shall include the student's parents or guardians.
- C. While the needs of the student should dictate when acceleration decisions are considered, the Board believes the optimal time for referrals is in the spring which gives adequate time for working through the determination process and for preparing those concerned for a smooth transition to the acceleration beginning in the following school-year.
- D. The District's Gifted and Talented Program Coordinator will create a written format to govern the referral and determination process which shall be made available to any parent or staff member upon request.

- E. The parents/guardians of any student whose request for acceleration has been denied may appeal the decision, in writing to the District's GT Coordinator. The District's GT Coordinator and the Acceleration Placement Committee will again thoroughly review the case study that was completed on the student. Upon completion of the review, the committee will either request additional new testing be conducted to help the committee make its determination, or it will uphold the initial decision. The committee's decision may not be further appealed.

Legal Reference: DESE Gifted and Talented Rules

History BOE: 3/11/13, 4/13/20

4.55 STUDENT PROMOTION AND RETENTION

Effective: July 1, 2019

- A. A disservice is done to students through social promotion and is prohibited by state law. The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Parents legal guardians, persons having lawful control of the student, or persons acting in loco parentis shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.
- B. 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.
- C. Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria.
 - 1. On-time Credits
 - i. Grade 9 completed \geq 5.5 credits
 - ii. Grade 10 completed \geq 11.0 credits
 - iii. Grade 11 completed \geq 16.5 credits
 - 2. A candidate must have completed 26 credits to be considered for graduation.

If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference shall be held before a final decision is made that includes the following individuals:

- 1. The building principal or designee
- 2. The student's teacher(s)
- 3. School counselor
- 4. A 504/special education representative (if applicable); and

5. The student's parent(s) legal guardians, persons having lawful control of the student, or persons acting in loco parentis
-
- D. The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement or receipt of course credit, the final decision shall rest with the principal or the principal's designee.
 - E. Each student shall have a student success plan (SSP) developed by school personnel in collaboration with the student's parents and the student that is reviewed and updated annually. A student's SSP shall use multiple academic measures to personalize learning in order for students to achieve their grade-level expectations and individual growth. The SSP will identify if the student is in need of additional support or acceleration. Academic measures to be used in creating and updating a student's SSP shall include, but are not limited to:
 1. Statewide student assessment results,
 2. Subject grades,
 3. Student work samples, and
 4. Local assessment scores.
 - F. By the end of grade eight (8), the student's SSP shall:
 1. Guide the student along pathways to graduation,
 2. Address accelerated learning opportunities,
 3. Address academic deficits and interventions, and
 4. Include college and career planning components.
 - G. Based on a student's score on the college and career assessment:
 1. The student's SSP will be updated in order to assist the student with college and career readiness skills, course selection in high school, and improved academic achievement, and
 2. Provide a basis for counseling concerning postsecondary preparatory programs.
 - H. An SSP shall be created:
 1. By no later than the end of the school year for a student in grade eight (8) or below who enrolls in the District during the school year, or
 2. As soon as reasonably possible for a student in grade nine (9) or above who enrolls in the District at the beginning or during the school year.
 - I. A student's individualized education program (IEP) may act in the place of the student's SSP if the IEP addresses academic deficits and interventions for the student's failure to meet standards-based academic goals at an expected rate or level and includes a transition plan that addresses college and career planning components. Promotion or retention of

students with an IEP shall be based on their successful attainment of the goals set forth in their IEP or completion of the Alternate Pathway to Graduation when applicable.

- J. Students who either refuse to sit for a statewide assessment or attempt to boycott a statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are originally administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity, including school dances, prom, homecoming, senior events, and may be prevented from walking or participating in graduation exercises. The student shall remain ineligible to participate until the student takes the same or a following statewide assessment, as applicable. The Superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

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

Legal References: A.C.A. § 6-15-2001, A.C.A. § 6-15-2005, A.C.A §6-15-206, A.C.A. § 6-15-2007, A.C.A. §6-15-2911, A.C.A. § 9-28-205, DESE Rules Governing the Educational Support and Accountability Act, Murphy v. State of Ark., 852 F.2d 1039 (8th Cir. 1988)

History BOE: 4/14/14, 4/13/15, 5/11/15, 6/13/16, 7/10/17,7/1/19, 4/13/20

4.56 EXTRA CURRICULAR ACTIVITY-SECONDARY SCHOOLS

Effective: July 1, 2019

A. **Definitions:**

1. “**Academic Courses**” are those courses for which class time is scheduled, which can be credited to meet the minimum requirements for graduation, which is taught by a teacher required to have State licensure in the course or is otherwise qualified under Arkansas statute, and has a course content guide which has been approved by the Division of Elementary and Secondary Education (DESE) Any of the courses for which concurrent high school credit is earned may be from an institution of higher education recognized by ADE. If a student passes an academic course offered on a block schedule, the course can be counted twice toward meeting the requirement for students to pass four (4) academic courses per semester as required by this policy.
2. “**Extracurricular activities**” are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition.

Examples include, but are not limited to, intra/interscholastic athletics, cheerleading, band, choral, math, or science competitions, field trips, and club activities.

3. **“Field Trips”** are when individual students or groups of students are invited to programs or events when there is no competition and the students are not interacting with each other for the purpose of planning, qualifying, or arranging for future programs or for the purpose of receiving recognition.
4. **“Interscholastic Activities”** means athletic or non-athletic/academic activities where students compete on a school vs. school basis.
5. **“Intrascholastic” Activities** means athletic or non-athletic/academic activities where students compete with students from within the same school.
6. **“Supplemental Improvement Program (SIP)”** is an additional instructional opportunity for identified students outside of their regular classroom and meets the criteria outlined in the current Arkansas Activities Association (AAA) Handbook.

B. **Extracurricular Eligibility**

1. The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student’s educational experience. At the same time, the Board believes that a student’s participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities with the expectation not exceed one per week per extracurricular activity (tournaments are an exception). Additionally, a student’s participation in, and the District’s operation of, extracurricular activities shall be subject to the following policy. All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.
2. Any student who refuses to sit for a State assessment or attempts to boycott a State assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The principal or designee may waive this paragraph’s provisions when the student’s failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.
3. A student and the parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity.
4. No student shall be required to pay for individual or group instruction in order to participate in an extracurricular activity.

C. **Interscholastic Activities:** Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least

one semester in advance of those activities. A hard copy of the schedule shall be available upon request.

D. ACADEMIC REQUIREMENTS: Junior High

1. A student promoted from the sixth to the seventh grade automatically meets scholarship requirements. A student promoted from the seventh to the eighth grade automatically meets scholarship requirements for the first semester.
2. The second semester eighth-grade student and the first semester ninth grade student meet the academic eligibility requirements for junior high if he/she has successfully passed four (4) academic courses the previous semester as specified by the Arkansas Department of Education's Standards for Accreditation of Arkansas Public Schools.
3. First semester ninth-grade students must pass four academic classes to be eligible for the second semester of the ninth grade.
4. Ninth-grade students must meet the senior high academic eligibility by the end of the second semester in order to be eligible to participate in the fall of their tenth grade year.
5. Students who have finished two semesters of the ninth grade must follow all senior high (10-12) academic requirements.

D. ACADEMIC REQUIREMENTS: Senior High

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

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

F. ARKANSAS ACTIVITIES ASSOCIATION: In addition to the foregoing rules, the District shall abide by the rules of AAA governing interscholastic activities. AAA provides catastrophic insurance coverage for students participating in AAA governed extracurricular activities who are enrolled in school. As a matter of District policy, no student may participate in a AAA governed extracurricular activity unless he or she is enrolled in a District school, to ensure all students are eligible for AAA catastrophic insurance.

G. Intrascholastic Activities

1. **AAA Governed Activities:** Students participating in intrascholastic extracurricular activities that would be governed by AAA if they were to occur between students of different schools shall meet all interscholastic activity eligibility requirements to be eligible to participate in the comparable intrascholastic activity. The District will abide

by the AAA Handbook for such activities to ensure District students are not disqualified from participating in interscholastic activities.

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

Cross References: 4.55—STUDENT PROMOTION AND RETENTION, 4.56.1— EXTRACURRICULAR ACT – SECONDARY SCHOOLS

Legal References: A.C.A § 6-16-151, State Board of Education Standards for Accreditation 10.05 and 10.06, Arkansas Activities Association Handbook

History BOE: 4/14/14, revised 7/1/17, 7/1/19

4.56A EXTRACURRICULAR ACTIVITIES – HOMESCHOOL STUDENTS

Effective: July 1, 2019

- A. Homeschooled student means a student legally enrolled in an Arkansas homeschool and who meets or has met the criteria for being a homeschooled student, as established by A.C.A. § 6-15-503.
- B. Interscholastic activity means an activity between schools subject to rules of the Arkansas Activities Association that is outside the regular curriculum of the School District, such as an athletic activity, fine arts program, or a special interest group or club.
- C. Each school in the District shall post on its website its schedule of interscholastic activities, including sign-up, tryout, and participation deadlines, at least one semester in advance of those activities. A hard copy of the schedule shall be available upon request.
- D. Homeschooled students whose parents or guardians are legal residents of the School District will be permitted to pursue participation in an interscholastic activity in the student's resident school zone as permitted by this policy.
- E. Homeschooled students whose parent or legal guardian are not residents of the School District will be permitted to pursue participation in an interscholastic activity in the District if the superintendent of the student's resident district and the Superintendent of the District both agree in writing to allow the student to participate in interscholastic activities at the District.
- F. Although not guaranteed participation in an interscholastic activity, homeschool students who meet the provisions of this policy, AAA Rules, and applicable Arkansas statutes shall

have an equal opportunity to try out and participate in interscholastic activities without discrimination. The District shall provide a reasonable alternative to any prerequisite for eligibility to participate in an interscholastic activity that the homeschooled student is unable to meet because of her or her enrollment in a home school.

- G. No student shall be required to pay for individual or group instruction in order to participate in an interscholastic activity.
- H. To be eligible to try out and participate in interscholastic activities, the student or the parent of a student shall mail or hand deliver the student's request to participate to the student's school's principal before the signup, tryout or participation deadline established for traditional students. Additionally, the student shall demonstrate academic eligibility by obtaining a minimum test score of the 30th percentile or better in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition; another nationally recognized norm-referenced test; or a minimum score on a test approved by the State Board of Education.
- I. A student who meets the requirements for eligibility to participate in an interscholastic activity is required to register for no more than one course in the District's school where the student is intending to participate in an interscholastic activity.
- J. The student shall regularly attend the class in which the student is registered beginning no later than the eleventh (11th) day of the semester in which the student's interscholastic activity participation is desired. The student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.\
- K. A student and the parent or legal guardian of the student shall sign and return an acknowledgement of receipt and review of an information sheet regarding signs and symptoms of sudden cardiac arrest before the student may participate in an athletic activity and before each school year the student participates in an athletic activity.
- L. A homeschooled student who has met the try out criteria; and who has been selected to participate in the interscholastic activity shall meet the following criteria that also apply to traditional students enrolled in the school:
 - 1. standards of behavior and codes of conduct,
 - 2. attend the practices for the interscholastic activity to the same extent as is required of traditional students,
 - 3. required drug testing,
 - 4. permission slips, waivers, physical exams, and
 - 5. participation or activity fees.
- M. A homeschooled student who is not a resident of the District may begin participating in interscholastic activities:

1. Immediately upon being approved for participation for all interscholastic activities other than athletic activities, and
 2. One (1) calendar year after being approved to participate in interscholastic activities that are athletic activities unless the approval is prior to July 1 of the school year the student would have been enrolled in seventh (7th) grade if the student were enrolled in public school.
- N. A homeschooled student who is not a resident of the District and is prohibited under this policy from participating in an interscholastic activity that is an athletic activity for one (1) calendar year may immediately participate in rehearsals, tryouts, practices, auditions, classes, or other endeavors associated with the interscholastic activity.
- O. Students who participate in extracurricular or athletic activities under this policy will be transported to and from the interscholastic activities on the same basis as other students are transported.
- P. A student who withdraws from an Arkansas Activities Association member school to be homeschooled shall not participate in an interscholastic activity in the resident school district for a minimum of three hundred sixty-five days after the student withdraws from the member school.

Legal References: *A.C.A. §6-16-151, A.C.A. § 6-15-509, A.C.A. §6-18-232, A.C.A. §6-18-712, Arkansas Activities Association Handbook*

History BOE: *4/14/14, 7/10/17, 7/1/19*

Legal Reference: *State Board of Education Standards for Accreditation 10.05 and 10.06, A.C.A. §6-4-302, History BOE: 4/14/14, revised 7/10/17, 7/1/19*

4.57 SEMESTER TEST EXEMPTION

- A. The semester test will equal 20% of the semester grade. **Students may be exempt from taking their SPRING semester tests only, provided they meet the following criteria:**
1. All students may be exempt provided they have a grade of:
 - A and no more than 5 absences per semester
 - B and no more than 4 absences per semester
 - C and no more than 3 absences per semester
 - D and no more than 2 absences per semester
 2. All absences except those coded as School Business will be counted toward exemptions.
 3. Have NO In-school or Out-of-School suspensions during the Spring semester. Students transferring into M.H.S. during the second semester must furnish necessary attendance information from their previous school to make this determination. Students transferring during the fourth quarter will NOT be exempt from exams.

- B. A student, who is exempt and chooses to take a semester test, should do so with the understanding that *the grade will not lower his/her semester grade.*

***Semester tests will not be given early. If a student has an approved absence during semester exams, they must complete exams upon return by appointment with the office.**

Revised 7/1/19

4.58 IMMUNIZATIONS

Effective: July 1, 2015

A. Definitions:

1. "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).
2. "Serologic testing" refers to a medical procedure used to determine an individual's immunity to Hepatitis B, Measles, Mumps, Rubella and Varicella.

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

1. Poliomyelitis;
2. Diphtheria;
3. Tetanus;
4. Pertussis;
5. Red (rubella) measles;
6. Rubella;
7. Mumps;
8. Hepatitis A;
9. Hepatitis B;
10. Meningococcal disease;
11. Varicella (chickenpox); and
12. Any other immunization required by the Arkansas Department of Health (ADH).

C. 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.

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

1. Licensed physician;
2. Health department;
3. Military service;
4. Official record from another educational institution in Arkansas; or
5. An immunization record printed off the statewide immunization registry with the Official Seal of the State of Arkansas.

- E. 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.
- F. 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.
- G. Students whose immunization records or serology results are lost or unavailable are required to receive all age appropriate vaccinations or submit number 4 above.
- H. **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 from section F.
- I. 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.
- J. 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.
- K. **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.

- L. 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:
 - 1. for the remainder of the week by the end of the initial school day of the student's exclusion; and
 - 2. by the end of each school's calendar week for the upcoming week until the student returns to school.

- M. It is the responsibility of the student or the student's parent/legal guardian to make sure that the student's assignments are collected.

- N. 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.

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

Cross References: 4.2—ENTRANCE REQUIREMENTS, 4.34 – COMMUNICABLE DISEASES AND PARASITES, 4.7—ABSENCES, 4.8—MAKE-UP WORK

Legal References: A.C.A. § 6-18-702, DESE Rules Governing Immunization Requirements in Arkansas Public Schools, ADH Rules Pertaining to Immunization Requirements

History BOE: 4/13/15

4.59 COLLEGE DAYS *this is 4.70 in district policy manual

- A. **Seniors are allowed two days to visit colleges during their senior year. Only two days will be considered school business.** All College days MUST be taken by April 15th. However, the student must arrange with his/her teachers and the principal before the visitation and must secure a letter from the Admissions Office of the college concerned stating that the student visited on a given date. The student will then present this statement to the administrator within five (5) school days after the visit for it to be considered school business. Failure to present the statement within five (5) school days after the visit causes it to be counted as an absence.
- B. At the discretion of school administration, an additional college day may be granted for seniors considering out of state colleges, or more than two colleges.
- C. Juniors will be allowed one day to visit colleges during their junior year. The procedure for requesting the day and recording the day as school business will be the same as for seniors.

4.60 COMPLAINTS AND GRIEVANCES

Effective: June 14, 2004

- A. The South Conway County School District's grievance procedure, including steps to be followed by students to resolve a grievance is as follows.
- B. The following procedures will be used for filing, processing and resolving alleged Title VI (race), Title IX (sex), Section 504 (handicap) and discrimination complaints of students.
- C. Every student of the South Conway County School District is guaranteed the right to present his/her grievance, in accordance with the provisions of this policy, free from interference, coercion, restraint, discrimination or reprisal.
- D. DEFINITIONS
 1. Discrimination Complaint: A complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, sex, qualified handicap or age.
 2. Student Grievant: A student of the South Conway County School District who submits a complaint alleging discrimination based on race, color, national origin, sex or qualified handicap.
 3. Equity Coordinator: The person(s) designated to coordinate efforts to comply with and carry out responsibilities under the Civil Rights Laws and other State and

Federal Laws addressing equal educational opportunity. The Coordinator is responsible for processing complaints.

4. Respondent: The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
5. Day: Means a working day. The calculation of days shall exclude Saturdays, Sundays and holidays.

E. Filing and Processing Discrimination Complaints

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

F. General Provisions

1. Extension of Time: Any time limits set by these procedures may be extended by mutual consent of parties involved. The total number of days from the date that complaint is filed until complaint is resolved shall be no more than 180 days.
2. Access to Records and Regulations: The South Conway County School District shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, qualified handicap or veteran upon request. All parties to the grievance procedure shall have the right to examine any and all records relating to the complaint. For the purpose of confidentiality, names may be omitted.
3. Confidentiality of Records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the permanent record file. Complaint records shall be maintained on file for three years after complaint resolution.

- G. All parties will be provided with an appropriate amount of time, as established by the governing board, for a general presentation of the situation;
- H. Each party will be provided with the opportunity to provide witnesses and evidence and the right to question opposing witnesses concerning the situation;
- I. Each party will have the right to be represented in whole or in part by a person of his/her own choosing;
- J. The grievant will have the right to a confidential or public grievance hearing.

History BOE: Revised 6/14/04

4.61 DAILY ATTENDANCE FOR PARTICIPATION

Effective: June 14, 2014

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

History BOE: 4/14/14

4.62 STUDENT HEALTH SERVICE

Effective: June 14, 2004

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

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

History BOE: Revised 6/14/04

4.63 BOMB THREATS-STUDENTS

Effective: June 14, 2004

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

and will be recommended for expulsion.

History BOE: Revised 6/14/04

4.64 SCHOOL SPONSORED TRIPS

Effective: October 15, 2013

- A. School trips will be supervised by a teacher, coach, school official, approved parent or adult sponsor. Students will be required to ride the bus to the trip destination.
- B. Students shall be permitted to return for school-sponsored events with parents/guardians or grandparents upon request of the parents. The parents/guardian or grandparent will sign out the student at the school event.
- C. A student may lose the right to go on school sponsored trips due to discipline.

4.65 FOOD SERVICES

Effective: July 1, 2014

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

- A. Free or reduced price lunches shall be provided for children whose parents meet eligibility requirements as set by the Arkansas Department of Education and the U.S. Department of Agriculture. Parents must fill out forms provided by the school to determine eligibility before free and reduced lunches can be served.
- B. Student Lunch Charges - Students who need to charge meals for any reason will be allowed to do so up to a maximum of five (5) times.
 - 1. When a student has five (5) unpaid charges, he/she will no longer be able to charge a meal.
 - 2. When a student has three (3) charges, the student and the parent shall be notified of the number of charges the student has, along with an account history, and that after two more charges the student will no longer be served lunch in the school cafeterias until such time as the lunch room charges are paid in full.

4. Parents who wish, may request that their child be served an alternative meal after the maximum five charges and until such time as the lunch room charges are paid in full. Normally this will be an entree and milk. A glass of water will be available to the student if he/she desires.
- C. Student lunch charges will not be permitted after May 1.
- D. If schools in the district are a Community Eligibility Provision (CEP) school, paragraphs A, B, and C of this policy are void.

History BOE: 8/11/14

4.65A FOOD SHARING AND ITS REMOVAL FROM SERVICE AREA

Effective: July 1, 2015

Food Sharing Table

- A. The District has no food sharing system for food items other than milk and juice. Students who do not intend to drink milk or juice received as part of a meal may place the milk/juice in a designated ice-filled cooler located at the end of the service line where another student may retrieve it at no charge. Milk and juice may not be taken by another student unless the carton is unopened and was completely covered by ice while in the cooler. A student may not return to the cooler to place for sharing or retrieve an item after the student has left the service line.
- B. At all times, the cooler will be under the supervision of the food service staff. Remaining items should be discarded at the end of the meal period, and no item is to remain in the cooler for longer than four (4) hours.

Removing Food Items from the Food Service Area

- C. No student shall remove school provided food items from the food service area at the end of the meal period, especially milk, juice, and other items requiring temperature controlled environments.
- D. Except for food service workers as required by their job duties, District employees may only remove school provided food items from the food service area when required by a 504 plan or a student's IEP.

Legal References: *Commissioner's Memo FIN 08-076, Commissioner's Memo FIN 15-052*

4.66 USE OF STUDENTS BY COMMUNITY ORGANIZATIONS

Effective: June 14, 2004

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

History BOE: Revised 6/14/04

4.67 SOLICITATIONS-STUDENTS

Effective: June 14, 2004

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

The following policies are applicable:

- D. SOLICITATION-Prohibited
 - 1. Commercial solicitation of school employees or pupils during school hours by agents, solicitors or salesmen is prohibited. However, individual teachers may confer with them on business at times when they are not engaged in school duties, provided they have the approval of their principals.
 - 2. No employee of the School District is permitted to use his position in soliciting children or parents in projects which involve the expenditure of money for goods, services, summer camp attendance and the like.

- E. Activities Requiring Written Approval by the Superintendent of Schools
 - 1. Taking pictures of school buildings or pupils for commercial purposes.
 - 2. Soliciting for any purpose, which includes exhibiting and selling of any book, paper, map, globe, or other article.
 - 3. Receiving contributions in any school building or on the school premises.

- F. ADVERTISING IN THE SCHOOLS
 - 1. Commercial advertising, as such, shall in no way be allowed in the schools.
 - 2. Lists of names and addresses of teachers, pupils and/or parents shall not be given to any commercial firms for advertising purposes except by direction from the Superintendent of Schools.

- G. DISTRIBUTION OF MATERIALS AND LITERATURE THROUGH SCHOOLS
 - 1. Materials submitted by outside agencies are not to be distributed to the pupils or sent to the homes unless authorization of such distribution has come from the Superintendent.

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

History BOE: Revised 6/14/04

4.68 TRUANCY

Effective: July 1, 2015

- A. Truancy is unexcused and defined as a student that is not present at school without the prior consent of parents and/or without permission from the office of the principal.

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

History BOE: Revised 6/14/04, 4/13/15

4.69 FOREIGN EXCHANGE STUDENT PROGRAM

Effective: July 1, 2017

- A. Morrilton High School will operate its Foreign Student Exchange Program under the following guidelines:
1. All students from foreign student exchange programs accepted by the South Conway County School District must be from a program accredited by the Council on Standards for International Educational Travel.
 2. There shall be no more than two students from the same home country.
 3. There shall be no more than four students from the same accredited organization during any one school year.
 4. There shall be no more than three students allowed per grade level. No more than six total.
 5. Students and/or the foreign student exchange program shall furnish a transcript written in the English language upon entering the school. The transcript shall include the following information:
 - a. Course titles for each subject taken.
 - b. The school year each class was taken.
 - c. Number of class meetings for each subject per week.
 - d. Number of minutes in each class meeting.
 - e. Grade earned for each class (the grade will be converted to the South Conway County School District system).
 6. Credit will not be awarded to students not proficient in the English language. Students affected by this situation will be considered to have a cultural experience only.
 7. Students must be permanently placed in an American host family prior to enrollment, and the host family will be domiciled in the South Conway County School District.
 8. All students must be enrolled in one (1) year study programs.

History BOE: Revised 6/14/04, 4/14/14, 2/13/17

4.70 ACADEMIC COURSE ATTENDANCE BY PRIVATE SCHOOL AND HOMESCHOOL STUDENTS

Effective: July 1, 2017

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

courses that a private school or home school student may request to attend on its website by:

1. June 1 for courses to be offered during the Fall semester, and
 2. November 1 for courses to be offered during the Spring semester.
- B. A private school or homeschool student who desires to attend one or more of the available academic courses shall submit a written request to attend the academic course(s) to the Superintendent, or designee, no later than:
1. August 1 for Fall semester courses, or
 2. December 1 for Spring semester courses.
- C. The District may reject a private school or homeschool student's request for attendance if the District's acceptance would:
1. Require the addition of staff or classrooms,
 2. Exceed the capacity of a program, class, grade level, or school building,
 3. Cause the District to provide educational services the District does not currently provide, or
 4. Cause the District to be out of compliance with applicable laws and regulations regarding desegregation.
- D. Requests to attend an academic course will be granted in the order the requests are received. Upon the receipt of a private or homeschool student's request to attend academic course(s), the District will date and time stamp the request for attendance. If a private school or home school student is denied attendance based on a lack of capacity and an opening in the requested course occurs prior to the start of the course, the District will use the date and time stamp on the request for attendance to determine the private school or homeschool student who will be notified of an opening in the requested course.
- E. As part of the request to attend academic courses in the District, a private school or homeschool student shall:
1. Indicate the course(s) the private school or homeschool student is interested in attending,
 2. If the course(s) the private school or homeschool student is interested in attending is being offered by the District in both a physical and a digital format, whether the private school or homeschool student intends to attend the physical course or the digital course;
 3. Agree to follow the District's discipline policies, and
 4. Submit immunization documentation required by Policy 4.57—IMMUNIZATIONS. In addition to the documentation methods provided in Policy 4.57, a homeschool student may submit a letter to the Superintendent, or designee, stating an objection to immunizations and listing the immunizations the student has received, if any.

- F. A private school or homeschool student who fails to attend an academic course by the eleventh (11) day of class shall be dropped from the course.
- G. The responsibility for transportation of any private school or homeschool student attending academic courses in the District shall be borne by the student or the student’s parents.
- H. The opportunity provided to homeschool students under this policy is in addition to the opportunity provided in Policy 4.56A—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOMESCHOOLED STUDENTS.

Cross References: 4.6—HOMESCHOOLING, 4.56.2—EXTRACURRICULAR ACTIVITY, ELIGIBILITY FOR HOME SCHOOLED STUDENTS, 4.57-- IMMUNIZATIONS

Legal References: A.C.A. § 6-15-509, A.C.A. § 6-18-232, A.C.A. § 6-18-702, A.C.A. § 6-47-401 et seq., ADE Rules Governing Distance and Digital Learning, ADE Rules Governing Kindergarten Through 12th Grade Immunization Requirements in Arkansas Public Schools *History BOE: 7/10/17*

SECTION 5 – CURRICULUM & INSTRUCTION:

5.00 PLANNING FOR EDUCATIONAL IMPROVEMENT

- A. Each school in the District, in collaboration with administrators, teachers, other school staff, parents, the community, and students, shall develop a school-level improvement plan (SLIP) to:
 1. Establish goals or anticipated outcomes based on an analysis of students’ needs;
 2. Identify student supports and evidence-based interventions and practices to be implemented;
 3. Describe the professional learning necessary for adults to deliver the supports or interventions;
 4. Describe the implementation timeline for monitoring of the interventions and practices for effectiveness;
 5. Describe the timeline and procedures for evaluation of the interventions and practices for effectiveness; and
 6. Evaluate and modify a parent, family, and community engagement plan.

- B. Each SLIP shall include a literacy plan that includes a curriculum program and a professional development program that is aligned with the District's literacy needs and is based on the science of reading.
- C. Some of the data that shall be considered when developing the SLIP includes, but is not limited to:
1. Statewide assessment results;
 2. Interim assessment results;
 3. Similarly situated school's SLIPs; and
 4. Evaluation(s), including staff, student, and community feedback, of the existing SLIP.
- D. The SLIP is to be reviewed on an ongoing basis with reports to the Board on the implementation progress of the SLIP throughout the year of implementation. By May 1 of each year, the SLIP to be implemented in the upcoming school year shall be presented to the District Board of Education for review and approval. The District will post the District's SLIP(s) to the District's website under State-Required Information by August 1 of each year.
- E. The District shall develop, with appropriate staff; School Board members; and community input, a School District support plan (SDSP). The SDSP, in coordination with the District's SLIPs, shall
1. Specify the support the District will provide to the District's schools;
 2. Collaboratively establish priorities regarding goals or anticipated outcomes with the District's schools, including feeder schools;
 3. Identify resources to support the established priorities;
 4. Describe the time and pace of providing support and monitoring for the established priorities;
 5. Describe the measures for analyzing and evaluating that the District support was effective in improving the school performance; and
 6. Establish, evaluate, and update a parent, family, and community engagement plan.
 7. Direct the use of Enhanced Student Achievement funding for strategies to close gaps in academic achievement.
- F. If the District's data reflects a disproportionality in equitable access to qualified and effective teachers and administrators, the District shall develop and implement strategies to provide equitable access as part of the SDSP.
- G. If forty percent (40%) or more of the District's students scored "in need of support" on the prior year's statewide assessment for reading, the District shall develop a literacy plan as part of the SDSP that includes:
1. Goals for improving reading achievement throughout the District; and
 2. Information regarding the prioritization of funding, including without limitation, Enhanced Student Achievement funding, for strategies to improve reading achievement throughout the District.

- H. The District shall post the District's SDSP to the District's website under State-Required Information, including any updates to the District's SDSP.
- I. The District's Board of Education shall hold a meeting annually to provide a report that systematically explains the District's policies, programs, and goals to the community. The District's report shall detail the progress of the District and the District's schools toward accomplishing program goals, accreditation standards, and proposals to correct any deficiencies. The report shall be made available to the public, including by posting a copy on the District's website under State-Required Information no later than ten (10) days following the meeting. The meeting shall provide parents and other members of the community the opportunity to ask questions and make suggestions concerning the District's program.

Legal References: A.C.A. § 6-15-2914, DESE Rules Governing the Arkansas Educational Support and Accountability Act, DESE Rules Governing Parental Involvement Plans and Family and Community Engagement, Standards for Accreditation 1-B.4, 3-B.1, 3-B.2, 3-B.2.1, 5-A.1, Commissioner's Memo COM-20-021

History: 7/11/04, 6/12/06, 3/11/16, 7/25/18, 6/10/19, 4/13/20

5.01 CURRICULUM DEVELOPMENT

Effective: July 1, 2017

- A. Sequential curricula should be developed for each subject area. Curricula are to be aligned with the curriculum frameworks and used to plan instruction leading to student proficiency on Arkansas' content standards. Curricula should be in alignment with the District's vision, mission, goals, and educational philosophy. Student achievement is increased through an integrated curriculum that promotes continuity and a growth in skills and knowledge from grade to grade and from school to school. Therefore, the Board desires that unnecessary duplication of work among the various grades and schools be eliminated and that course of study and their corresponding content guides be coordinated effectively.
- B. The Board of Education is responsible for reviewing and approving all instructional programs offered by the District as well as approving significant changes to courses or course materials before they are implemented. The Superintendent is responsible for making curriculum recommendations.
- C. Each school shall review and update each curriculum area at minimum annually to address the continued relevance, adequacy, and cost effectiveness of individual courses and instructional programs and to ensure each area is aligned with the current curriculum frameworks and course content standards approved by the State Board of Education. Each school's administration shall implement a monitoring process to ensure that the instructional content of each course offered is consistent with the content standards and curriculum frameworks approved by the State Board of Education.

- D. Starting with the 2020-2021 school year, the District shall not purchase curriculum for the District’s reading program that is not from the list of curricula approved by the Division of Elementary and Secondary Education.

*Legal References: Standards for Accreditation 9.01.2, 7.04.2, DESE Rules Governing the ACTAAP and the Academic Distress Program 4.05, A.C.A. § 6-15-101, A.C.A. § 6-15-1505(a), A.C.A. § 6-17-429
History BOE: 6/14/2004, Revised 7/12/04, 4/9/12, 2/13/17*

5.02 USE OF COPYRIGHTED MATERIALS

Use of Copyrighted Work in Face-to-Face Classroom

- A. The Board of Education encourages the enrichment of the instructional program through the proper use of supplementary materials. To help ensure the appropriate use of copyrighted materials, the Superintendent, or his/her designee, will provide District personnel with information regarding the “fair use” doctrine of the U.S. Copyright Code as detailed in the “Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions with Respect to Books and Periodicals” and “Guidelines for Educational Uses of Music.”

Use of Copyrighted Works in Digital Transmissions

B. Definitions:

1. “**Class session**” means the length of time provided for students to access the materials necessary for the completion of course assignments and tests. Depending on the copyrighted work’s overall importance to the course, which can vary from a single assignment to an entire course focusing on the copyrighted work, the class session will end on:
 2. The date set by the teacher for an assignment to be submitted; or
 3. The date on the school calendar for the end of classes.
 4. “**Course packs**” are pre-made compilations of book excerpts; newspaper, magazine, and journal articles; and instructor-authored materials.
 5. “**Mediated Instructional activities**” includes textbooks, workbooks, and course packs.
 6. “**Transmission**” is the remote accessing, whether on or off campus, by students of a copyrighted work by means of a closed circuit television, an educational television channel, or in a digital format on a password protected secure webpage.
- C. The District recognizes that advances in technology have resulted in the need for guidelines for the use of copyrighted materials that are transmitted to students through a digital network. While the requirements to use a copyrighted work in a digital transmission have many similarities to those required to use a copyrighted work in a face-to-face classroom, Federal law places several additional requirements on the District’s teachers, IT staff, and librarians for the use of a digitally transmitted copyrighted work. The District is dedicated to providing the tools necessary for teachers, IT staff, and librarians to meet these additional Federal requirements.

- D. The District shall make sure the server where materials are stored is secured, whether the server is located locally or remotely.
- E. The District's Informational Technologies staff shall develop the proper protocols and train teachers on their use in order to ensure:
1. The transmission of the copyrighted work is limited to only the students enrolled in the course;
 - a. Each student shall have a unique ID and password for accessing digital courses/materials; or
 - b. Each course shall have a unique password to access course materials; and
 - c. The password to access the course materials shall be changed immediately following the close of the course.
 2. To prevent students from retaining or further disseminating the copyrighted work for more than one class session;
 - a. The print function will be disabled;
 - b. A transparency shall be placed over any literary work, sheet music, or photograph;
 - c. Audio and video transmissions will be set to be streamed; and
 - d. The link to the webpage with a copyrighted work shall be deactivated at the end of the applicable class session.
- F. Teachers who wish to provide copyrighted works to students through a digital transmission as part of a digital course as well as teachers wishing to supplement a face-to-face classroom course with a digital transmission must meet applicable copyright statutes and policy 5.11—***DIGITAL LEARNING COURSES*** as well as the following requirements in order to use a copyrighted work:
1. The use of the copyrighted work(s), whether in whole or in part, must be a part of regular classroom instruction and must be directly related and of material assistance to the course content;
 2. The extent of a copyrighted work that is used must comply with one or more of the following criteria:
 - a. The entirety of a nondramatic literary or musical work may be used. A nondramatic literary work includes poems and short stories. A nondramatic musical work covers all music that is not part of an opera or musical and does not cover the use of the music video format of a song.
 - b. Dramatic literary and musical works as well as videos may only be used in limited portions. Dramatic literary and musical works may only be used in the same amount as set forth in the requirements for a face-to-face classroom while videos, including music videos, may only have the portion used that is directly related to the subject of the class session and may not be transmitted in their entirety.
 - c. Still images or slides that a teacher would have used in the ordinary course of a face-to-face classroom session on a projector or a transparency may be used in a transmission.
 - d. Works primarily produced or marketed for use in the digital education market may not be transmitted.

- e. Works the teacher had knowledge or reasonably believes to be unlawfully made or acquired may not be used.
 - f. Mediated Instructional activities may not be transmitted.
3. A statement that works may be subject to copyright shall be placed in at least one of the following areas to provide notice to students of copyright status:
- a. Course syllabus;
 - b. Home web page for the course;
 - c. Webpage for the particular class session; and/or
 - d. Webpage with the copyrighted work.
- G. The teacher and the District librarian shall work together when making digital copies of copyrighted work from physical or analog versions and shall fulfill the following requirements:
- 1. The amount converted is only the amount allowed by law; **and**
 - 2. The District has no digital copy of the copyrighted work available; **or**
 - 3. The District's digital copy of the copyrighted work that is available has technological protections that prevent the use of the copyrighted work in the manner prescribed by law.
- H. The District will not be responsible for any employee violations of the use of copyrighted materials.

Revised: 4/14/14

5.03 DIGITAL LEARNING COURSES

- A. **Definitions**, For the purposes of this policy
- 1. "Blended Learning" is education in which instruction and content are delivered through supervised instruction in a classroom and online delivery of instruction with some element of student control over time, place, path, or pace.
 - 2. "Digital Learning" means a digital technology or internet-based educational delivery model that does not rely exclusively on compressed interactive video (CIV). Digital learning includes online and blended learning.
 - 3. "Instructional Materials" means:
 - a. Traditional books, textbooks, and trade books in printed and bound form;
 - b. Activity-oriented programs that may include:
 - Manipulatives;
 - Hand-held calculators;
 - Other hands-on materials; and
 - c. Technology-based materials that require the use of electronic equipment in order to be used in the learning process.
 - 4. "Online Learning" is education in which instruction and content are delivered primarily over the Internet. The term does not include print-based correspondence education, broadcast television or radio, videocassettes, compact disks and stand-alone educational software programs that do not have a significant Internet-based instructional component.

5. "Public School Student Accessing Courses at a Distance" means a student who is scheduled for a full course load through the District and attends all classes virtually.

Digital Course Offerings

- B. The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format and shall be tailored to meet the needs of each student.
- C. All digitally offered courses shall meet or exceed the State Board of Education's curriculum standards and requirements and be capable of being assessed and measured through standardized or local assessments. Additionally, the District shall ensure there is sufficient infrastructure to handle and facilitate a quality digital learning environment.
- D. As an approved digital learning provider, the District shall annually determine what District created digital learning courses it will provide to our students. The District may also choose to provide digital learning courses by contracting with outside providers of such courses, who have been pre-approved by the Arkansas Department of Education (ADE). The School Board shall determine the provider method or combination of methods for the District. The Superintendent shall ensure that all digital learning courses provided to District students, regardless of the source of the course, have been approved by ADE.
- E. District created digital courses and any digital courses the District purchases from outside providers shall adhere to the guidelines for the use of digitally transmitted copyrighted materials set forth in Policy 5.8-USE OF COPYRIGHTED MATERIALS as well as applicable statutory requirements.
- F. The District shall require all outside providers to incorporate Policy 5.8 as a condition of the service contract. Failure of the outside provider to abide by Policy 5.8 shall constitute a breach of contract and the outside provider shall be responsible for any costs resulting from such breach.
- G. A student may elect to take any or all of his/her scheduled courses digitally. The student's attendance in his/her digital course(s) 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.
- H. The District is responsible for providing all instructional materials for each student who enrolls in a District approved digital learning course.
- I. Regardless of any other provisions of this policy, the District may restrict a student's access to digital courses when the student's school principal determines the student's participation in such a course would not be academically appropriate based on the student's past performance in digital courses. Furthermore, the student's school principal may revoke a student's eligibility to continue taking a digital learning course if the student's performance during the semester indicates the student is not succeeding in the course.

- J. Students graduating in the class of 2018 and thereafter shall be required to complete at least one digital learning course to complete graduation requirements in the South Conway County School District.

Cross References: 4.7-ABSENCES, 4.45.1—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2018 AND THEREAFTER, 4.45 SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASSES OF 2017, 5.8—USE OF COPYRIGHTED MATERIALS

Legal References: A.C.A. § 6-16-1401 et seq., ADE RULES GOVERNING DISTANCE AND DIGITAL LEARNING

History BOE: 4/14/14, 3/11/16

5.04 HOMEWORK

- A. Assignments shall be an extension of the teaching/learning experience that promotes the student's educational development. As an extension of the classroom, homework must be planned and organized and should be viewed by the students as **purposeful**.
- B. Obtaining the homework assignment, completing it, and turning in to the teacher in a timely manner (as designated by the teacher) is the responsibility of the student.
- C. Parents shall be notified of this policy at the beginning of each school year.

5.04A PLAGIARISM

- A. Plagiarism is a form of dishonesty that occurs when a person passes off someone else's work as his or her own. Plagiarism is an act that will have serious academic consequences in high school and in college.
- B. Forms of plagiarism range from failing to cite an author for ideas incorporated into a student's paper to cutting and pasting paragraphs from different websites to handing in a paper downloaded from the internet. All are plagiarism.
- C. There are two main things all school students should know about plagiarism:
1. **Plagiarism in most instances is easy to identify and expose.** The very force that makes plagiarism easy and tempting to some students--the internet--makes its detection easy. Most teachers can locate the source of suspected plagiarism within a few minutes of searching the web. In this context, plagiarism is as much ignorance

as it is dishonesty. Students should be aware that all teachers have access to online tools that are very effective resources for detecting plagiarism. Further, the experienced teacher will always be able to distinguish the fluency of sentences and word choice of adolescent writers when compared to university students or professional writers. It is this latter that uncovers most plagiarism in high school.

2. **All parties to plagiarism are considered equally guilty.** If you share your coursework with another student and he or she plagiarizes it, you are considered as guilty as the one who has plagiarized your work, since you enabled the plagiarism to take place. Under no circumstances should a student make his or her coursework available to another student unless the teacher gives explicit permission for this to happen.

D. Students who plagiarize are likely to be caught, and the consequences will be severe and will include anyone who enabled the plagiarism to take place. All student work produced for school will be subject to an electronic database to determine plagiarism.

E. Consequences for plagiarizing work will lead to zero credit for a first time offense. If plagiarism is detected in any of that student's school work a second time within the same class, the student will receive further disciplinary action.

5.05 GRADING POLICY

A. The following grading scale shall be used at Morrilton High School:

90 – 100 A = 4 points

80 – 89 B = 3 points

70 – 79 C = 2 points

60 – 69 D = 1 point

59 and below F = 0 points

A. Progress reports will be sent according to the District calendar to parents/guardians of those students who are failing or are not working up to capacity.

B. Grades assigned to students reflect only educational objectives and are consistent with laws and regulations.

C. The semester grade is determined by calculating the two-nine week grades and semester test grade. Each semester grade is independent of the other.

D. If a student is having difficulty in class, the teacher(s) will call the parent/guardian for assistance in helping the student.

5.05A REPORTS TO PARENTS / GUARDIANS

A. Report cards will go home at the end of each 9-week grading period. Progress reports will be sent home at the midpoint in each grading period.

- B. Non-custodial parents with visitation rights may request current scholastic records.

5.06 HONORS PROGRAM PARTICIPATION

- A. Participants must be enrolled at Morrilton High School for the full two semesters of their senior year for Highest Honor status. Transfer students will be allowed to graduate in the Honors Program and receive an Honors Diploma if all program requirements have been met.
- B. Students must complete all requirements for graduation of the Arkansas Department of Education and the South Conway County School District.
- C. Participants must earn credit for twelve (12) of the twenty-seven (27) honors courses.
- D. For Highest Honors Graduate status, students must have a cumulative 4.0 or above GPA after eight semesters. Beginning with the Class of 2017, students must have earned a minimum of two (2) AP credits.
- E. For Honors Graduate status, a participant must have a cumulative 3.50 GPA after eight (8) semesters.
- F. For Honors Diploma, a participant must have a cumulative 3.0 GPA after eight (8) semesters.
- G. Advanced Placement (AP) and Honors Courses that call for prerequisite requirements must be met.
- H. The following twenty-seven (27) courses will be Honors Courses. Each will be counted only one (1) time for Honors credit.

1. Pre AP English 9	15. AP Calculus AB
2. AP English Language	16. Pre AP Biology
3. AP English/Literature/Composition	17. AP Biology
4. Pre AP English 10	18. Art III
5. Honors Physical Science	19. Art IV
6. Honors Civics	20. Pre AP US History
7. Honors Economics	21. AP US History
8. Pre AP World History	22. Pre AP Chemistry I
9. AP World History	23. AP Chemistry
10. Honors Algebra II	24. Spanish II
11. Honors Algebra III	25. Spanish III

- | | |
|---------------------|----------------|
| 12. AP Physics | 26. Spanish IV |
| 13. Pre AP Calculus | 27. E.A.S.T. 3 |
| 14. AP Calculus BC | 28. E.A.S.T. 4 |

- I. College classes must be pre-approved for Honors Concurrent Credit to be applied. Remediation college classes will not be given Honors Credit.
- J. The GPA shall be derived from courses taken in public schools in grades nine (9) through twelve (12), concurrent credit grades as approved and 8th grade Algebra I. GPA is calculated by including all courses except athletics and service learning. Of note, students must have a minimum cumulative GPA of 3.0 to be considered for service learning.

5.07 WEBSITE PRIVACY POLICY

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

5.08 ADVANCED PLACEMENT

- A. Students who take advanced placement(AP) courses, International Baccalaureate courses, or honors courses approved for weighted credit by the Division of Elementary and Secondary Education (DESE) shall be graded according to the following schedule:
 - 90 – 100 A = 5 points
 - 80 – 89 B = 4 points
 - 70 – 79 C = 3 points
 - 60 –69 D = 2 point
 - 59 and below F = 0 points

- B. Students who transfer into the District will be given weighted credit for the Advanced Placement courses (including College Board approved online AP courses), honors courses approved by the Arkansas Department of Education, and concurrent college courses taken for weighted credit at his/her previous school(s) according to the preceding scale.
- C. Students taking AP courses or International Baccalaureate courses shall receive weighted credit as described in this policy. Credit shall be given for each grading period during the course of the year, but shall be retroactively removed from a student's grade for any course in which the student fails to take the applicable AP exam. Students who do not take the AP exam shall receive the same numeric value for the grade he/she received in the course as if it were a non-AP course.
- D. Students will have ten days from the start of either semester to drop an AP or International Baccalaureate course. After ten days, a student must finish the entire semester. For those who request to drop before the end of the ten-day grace period, they will only be allowed to move if space is available in other classes or if their credit status will allow them to drop the class.

5.09 CONCURRENT CREDIT

Effective: July 1, 2019

- A. A ninth (9th) through twelfth (12th) grade student who successfully completes a college course(s) from an institution approved by the Division of Elementary and Secondary Education (DESE), shall be given credit toward high school grades and graduation at the rate of one (1) high school credit for each three (3) semester hours of college credit. Unless approved by the school's principal, prior to enrolling for the course, the concurrent credit shall be applied toward the student's graduation requirements as an elective.
- B. As permitted by the DESE Rules Governing Grading and Course Credit, a student who takes a three-semester hour remedial/developmental education course shall receive a half (1/2) credit for a high school career focus elective. The remedial/developmental education course cannot be used to meet core subject area/unit requirements.
- C. Participation in the concurrent high school and college credit program must be documented by a written agreement between:
 - 1. The student,
 - 2. The student's parent(s) or legal guardian(s) if the student is under the age of eighteen (18),
 - 3. The District, and
 - 4. The publicly supported community college, technical college, four-year College or university, or private institution of higher education the student attends to take the concurrent credit course.

- D. Students will retain credit applied toward a course required for high school graduation from a previously attended, accredited, public school.
- E. Any and all costs of higher education courses taken for concurrent credit are the student's responsibility, if courses are taken outside of existing programs and partnerships between the District and area universities (:UACCM, UALR and ATU) students can access information about current programs, partnerships, and eligibility through their high school counselor.
- F. Students are responsible for having the transcript for the concurrent credit course(s) they have taken sent to Morrilton High School in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received at all or in a timely manner; this may jeopardize students' eligibility for extracurricular activities, or graduation.
- G. Students will retain credit earned through the concurrent credit program that was applied toward a course required for high school graduation from a previously attended, accredited, public school.
- H. A student eligible to receive free or reduced price meals shall not be responsible for any of the costs for the student's first six (6) concurrent credit hours so long as the concurrent credit courses are taught on the District grounds and by a teacher employed by the District. Any and all costs of concurrent credit courses beyond the six (6) hours permitted, that are not taught on the District's campus, or are not taught by a teacher employed by the District are the responsibility of the student unless the District has funds available to assist with tuition cost. Students who are not eligible to receive free or reduced price meals are responsible for any and all costs associated with concurrent credit courses.

Cross-Reference: 4.59-ACADEMIC COURSE ATTENDANCE BY PRIVATE SCHOOL AND HOME SCHOOLED STUDENTS

Legal Reference: A.C.A. § 6-15-902(c) (2), A.C.A. §6-16-1201 et seq., A.C.A. §6-18-232, Division of Elementary and Secondary Education Rules: Governing Grading and Course Credit
History: 4/11/2005, 3/12/07, 3/11/13, 7/10/17, 6/10/19

5.10 VALEDICTORIAN-HIGHEST HONORS

- A. All Highest Honors Graduates (GPA of 4.0 or higher with a minimum of 2 AP credits) who have been enrolled in Morrilton High School for his/her entire senior year shall serve as the valedictorian of his/her graduating class. The three speakers at graduation will be determined by the following criteria:

1. Student with the most honors courses successfully completed
2. Student earning the most credits (units)

5.11 SCHOOL WELLNESS POLICY

Effective: July 1, 2017

- A. The health and physical well-being of students directly affects their ability to learn. Childhood obesity increases the incidence of adult diseases occurring in children and adolescents such as heart disease, high blood pressure and diabetes. The increased risk carries forward into their adulthood. Research indicates that a healthy diet and regular physical activity can help prevent obesity and the diseases resulting from it. It is understood that the eating habits and exercise patterns of students cannot be changed overnight, but at the same time, the Board of Education believes it is necessary to strive to create a culture in our schools that consistently promotes good nutrition and physical activity.
- B. The problem of obesity and inactivity is a public health issue. The Board of Education is keenly aware that it has taken years for this problem to reach its present level and will similarly take years to correct. The responsibility for addressing the problem lies not only with the schools and the Division of Elementary and Secondary Education (DESE), but with the community and its residents, organizations and agencies. Therefore, the District will enlist the support of the larger community to find solutions that improve the health and physical activity of our students.
- C. Wellness Committee: To enhance the District's efforts to improve the health of our students, a School Nutrition and Physical Activity Advisory Committee (SNPAAC) shall be formed. It shall be structured in a way to ensure age-appropriate recommendations are made that correlate to the District's grade configurations. The SNPAAC shall have the powers and responsibilities delegated to it by statute and Rule and are incorporated into this policy by reference. The overarching goal of the committee shall be to promote student wellness by monitoring how well the District is doing at implementing this policy. The SNPAAC shall use modules 1, 2, 3, 4, 10 and 11 of the Centers for Disease Control (CDC) School Health Index as a basis for annually assessing each school's progress toward meeting the requirements of this policy. The results of the annual assessment shall be included in the District's support plan (SDSP), provided to each school's principal, and reported to the Board. Goals and objectives for nutrition and physical activity shall also be included in the (SDSP).
1. The SNPAAC shall be made up of individuals from the following groups to the extent interested persons from each group desire to be included in the development, implementation, and periodic review of the District's wellness policy:
 - a. Members of the District's Board of Education;
 - b. School administrators;
 - c. School nutrition personnel;
 - d. Teacher organizations;
 - e. Teachers of physical education;
 - f. Parents;

- g. Students;
 - h. Professional groups (such as nurses);
 - i. School health professionals (such as school nurses, school counselors, and social workers); and
 - j. Community members.
2. The SNPAAC will provide written recommendations to the District's Child Nutrition Director concerning menus and other foods sold in the school cafeteria. Such recommendations shall be based, at least in part, on the information the committee receives from the District on the requirements and standards of the National School Lunch Program and from menus for the National School Lunch Program and other food sold in the school cafeteria on a quarterly basis.
 3. The SNPAAC will meet at least quarterly. Meeting dates for the SNPAAC will be placed on the District's calendar.
- D. School Health Coordinator: To assist the SNPAAC in ensuring that the District fulfills the requirements of this policy, a District level School Health Coordinator (Designated District Official) shall be appointed. In addition, a school level School Health Coordinator shall be appointed who shall be responsible for assisting the District level School Health Coordinator in ensuring that each school fulfills the requirements of this policy.
- E. Goals: In its efforts to improve the school nutrition environment, promote student health, and reduce childhood obesity, the District will adhere to the (DESE) Rules Governing Nutrition and Physical Activity Standards and Body Mass Index for Age Assessment Protocols. To promote nutrition, physical activity, and other school based activities that will improve student wellness, the District, working with the SNPAAC, has established the following goals:
1. Implement a grade appropriate nutrition education program that will develop an awareness of and appreciation for nutrition and physical activity throughout the curriculum;
 2. Enforce existing physical education requirements and engage students in healthy levels of vigorous physical activity;
 3. Strive to improve the quality of physical education curricula and increase the training of physical education teachers;
 4. Follow the Arkansas Physical Education and Health Education Frameworks in grades K-12;
 5. Not use food or beverages as rewards for academic, classroom, or sports performances;
 6. Establish class schedules and bus routes that do not directly or indirectly restrict meal access;
 7. Provide students with ample time to eat their meals in pleasant cafeteria and dining areas;
 8. Abide by the current allowable food and beverage portion standards;

9. Meet or exceed the more stringent of Arkansas' or the U.S. Department of Agriculture's (USDA) Nutrition Standards for reimbursable meals and a la' carte foods served in the cafeteria;
10. Restrict access to competitive foods as required by law and Rule;
11. Conform new and/or renewed vending contracts to the content restrictions contained in the Rules and reduce District dependence on profits from the sale of competitive foods.
12. Provide continuing education to all District staff on the topics of nutrition and/or physical activity;
13. Utilize the School Health Index available from the CDC to assess how well the District is doing at implementing this wellness policy and at promoting a healthy environment for its students.

F. Food and Beverages Outside of the District's Food Service Programs:

1. The District will ensure that drinking water is available without charge to all students throughout the school including, but not limited to, in the District's food service areas.
2. All food and beverages sold to students on school campus during the school day by school administrators or school non-licensed or licensed staff (principals, coaches, teachers, club sponsors, etc.); students or student groups; parents or parent groups; or another person, company, or organization associated with the school shall meet the Federal Smart Snacks requirements and Arkansas Nutrition Standards at a minimum. These restrictions include, but are not limited to, food and beverages sold in vending venues (machines, ice chests, cabinets) in school stores or as part of school fundraisers.
3. All food and beverages provided, but not sold, to students on the school campus during the school day by school administrators or school non-licensed or licensed staff (principals, coaches, teachers, club sponsors, etc.); students or student groups; parents or parent groups; or another person, company, or organization associated with the school shall meet the Federal Smart Snacks requirements and Arkansas Nutrition Standards at a minimum. These restrictions include, but are not limited to, food and beverages provided in vending venues (machines, ice chests, cabinets) in school stores or as part of school fundraisers.
4. Up to a maximum of nine (9) times per school year, school administration may schedule school wide events where food and beverages provided to students are not required to meet the Federal Smart Snacks standards during the scheduled time. The schedule of the events shall be by school, approved by the principal, and shall be part of the annual school calendar.
5. Food and beverages outside of the District's food service programs may not be sold, served, or provided to students in the District's food service areas during meal times.
6. Elementary students shall not have in-school access to vending machines.
7. The District does not place nutrition restrictions on food or beverages brought from home that are intended for personal consumption only.

G. Advertising: In accordance with the USDA regulations, oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product that are made by the producer, manufacturer, seller, or any other entity with a commercial interest in the product shall only be permitted on school campus during the school day if they meet or exceed the Federal Smart Snacks standards. This restriction does not apply to:

1. Materials used for educational purposes in the classroom, including, but not limited to:
 - a. The use of advertisements as a media education tool; or
 - b. Designing and implementing the health or nutrition curriculum;
2. Clothing, apparel, or other personal items used by students and staff;
3. The packaging of products brought from home for personal consumption; and
4. Currently existing advertisements on school property, including but not limited to, the exterior of vending machines, posters, menu boards, coolers, trash cans, cups used for beverage dispensing, and other food service equipment; however, all future contracts and replacement items shall meet the Federal Smart Snacks standards.

H. Community Engagement:

1. The District will work with the SNPAAC to:
 - a. Encourage participation in extracurricular programs that support physical activity, such as walk-to-school programs, biking clubs, after-school walking etc.;
 - b. Encourage the implementation of developmentally appropriate physical activity in after-school childcare programs for participating children;
 - c. Promote the reduction of time youth spend engaged in sedentary activities such as watching television and playing video games; and
 - d. Encourage the development of and participation in family-oriented community-based physical activity programs.
2. The District will annually inform the public:
 - a. Of the web address where the policy is located;
 - b. Of any changes made to this policy since the previous year;
 - c. Of the health and wellness priority goals in the District's school improvement plan;
 - d. That a printed copy of the policy may be picked up at the District's central office; and
 - e. The amounts and specific sources of funds received and expenditures made from competitive food and beverage contracts.

I. Assessment of District's Wellness Policy:

1. At least once every three years, with input from the SNPACC, the District shall assess both the District as a whole and individual schools' status in regards to the implementation and compliance of the goals of this policy, including the health and wellness goals in the District's SDSP. The assessment shall be based, at least in part, on:

- a. The extent to which District schools are in compliance with this policy;
 - b. The extent to which this policy compares to other model local school wellness policies;
 - c. The annual reviews of this policy based on modules 1, 2, 3, 4, 10 and 11 of the CDC's School Health Index; and
 - d. A description of the progress made in attaining the goals of this policy.
2. On the years the assessment occurs, the assessment results shall be reported to the public, including parents, students, and other members of the community as part of the District's annual report to the public.
 3. The District will update the wellness policy based on the results from the three (3) year assessment.

J. District Website: The District will place on its website:

1. The name, District phone number, and District email address for the District Level School Health Coordinator;
2. The names, district phone numbers, and district email addresses for the School Level School Health Coordinators;
3. The names of the members of the SNPAAC;
4. Meeting dates for the SNPAAC;
5. Information on how community members may get involved with the SNPAAC;
6. A copy of this policy;
7. A copy of the annual review of this policy based on modules 1, 2, 3, 4, and 8 of the CDC's School Health Index; and
8. A copy of the most recent three (3) year assessment of this policy.

Legal Reference: Richard B. Russell National School Lunch Act 42 U.S.C. § 1751 et seq. as amended by PL 111-296 (Section 204) of 2010. (Section 204 is codified at 42 U.S.C. § 1758(b)), Child Nutrition Act of 1966 42 U.S.C. § 1771 et seq., 7 C.F.R. § 210.18, 7 C.F.R. § 210.31, A.C.A. § 6-20-709, A.C.A. §§ 20-7-133, 134, and 135, DESE Rules Governing Nutrition and Physical Activity Standards And Body Mass Index For Age Assessment Protocols, Allowable Competitive Foods/Beverages - Maximum Portion Size List for Middle, Junior High, and High School, Commissioner's Memo CNU-17-010, Commissioner's Memo CNU-17-013, Commissioner's Memo CNU-17-016, Nutrition Standards for Arkansas Public Schools

History BOE: 6/14/2004, Revised 5/8/06, 3/12/07, 6/11/09, 6/13/16, 2/13/17

5.12 ATHLETICS FOR PHYSICAL EDUCATION CREDIT

- A. To receive physical education credit for participation in athletics, a student must be enrolled in a program that receives credit in physical education, subject to course approvals.
- B. The student will receive credit only if he/she participated in a given sport in lieu of participation in his/her normal physical education class and would receive credit for that semester, subject to course approvals.
- C. Physical education can only count as one-half (1/2) unit towards state graduation requirements. Additional P.E. credits will be counted as District electives.

Revised

F5.01 RECEIPT VERIFICATION

**SOUTH CONWAY COUNTY SCHOOL DISTRICT
PARENT-STUDENT
STATEMENT OF RESPONSIBILITY**

Student Name _____

The statement below must be signed and returned to the High School Office within one (1) week after the student receives it. If, after one (1) week, the student has not returned the form, he/she will not be permitted to attend class until he/she does comply.

We agree to access and become familiar with the SCCSD Handbook for Student Conduct and Discipline which can be found online at https://www.sccsd.org/364139_3 Although we may not agree with all the regulations, we understand that the student must adhere to them while he/she is at school or in attendance at school-sponsored activities.

We acknowledge that we have received the South Conway County School District's policy regarding Smart Core curriculum as a course of study for graduation.

Student Signature _____ Date _____

Parent/Guardian _____ Date _____

State law (A.C.A. §6-18-502, A.C.A. §6-18-505) requires documentation of student and parent receipt of student discipline policies.

F5.02 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 disclosure or publication by the South Conway County School District of directory information, as defined in Policy No. 4.13 (Privacy of Students' Records), concerning the student named below.

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

I understand that this form must be filed with the office of the appropriate building principal within ten (10) school days from the beginning of the current school year 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 to:

- Deny disclosure to military recruiters _____
- Deny disclosure to Institutions of postsecondary education _____
- Deny disclosure to Potential employers _____
- Deny disclosure to all public and school source _____

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.

Student Name (printed)_____

Signature of Parent (or student, if 18 or older) _____

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

F5.03 SCHOOL TRIPS

This signature gives permission for my child to attend any school trip planned for the students in the South Conway County School District secondary schools. I understand this will enable my child to be transported by the bus to and from any event approved by the school.

I will receive notification as to when and where planned school trips will be scheduled. This document will enable my child to attend such field trips without signature on any other paper.

Student Name (printed)_____ Date_____

Parent/Guardian Signature _____ Date_____

F5.04 CORPORAL PUNISHMENT

_____ I object to the use of corporal punishment as a disciplinary measure for my child. I understand the alternative consequence may be a three-day out of school suspension.

_____ I accept corporal punishment as a disciplinary measure for my child.

Student Name (printed)_____ Date_____

Parent/Guardian Signature _____ Date_____

F5.05 TRANSPORTATION POLICY SIGNATURE PAGE

AS A PARENT AND/OR GUARDIAN, I DO HEREBY ACKNOWLEDGE HAVING RECEIVED THE SCCSD TRANSPORTATION POLICY LOCATED IN THE STUDENT HANDBOOK

Signature of Parent/Guardian _____ Date _____

Student Name _____

Address _____

City _____ State _____ Zip _____

Bus Number Grade School Now Attending ()

F5.06 SCCSD WEBSITE PRIVACY POLICY SIGNATURE PAGE

I hereby grant permission to the South Conway County School District to display the photograph or video clip of me/my student (if a student is under the age of eighteen {18}) on the District's website, including any page on the site, or in other District publications without further notice. I also grant the South Conway County School District the right to edit the photograph or video clip at its discretion.

The student's name may be used in conjunction with the photograph or video clip. It is understood, however, that once the photograph or video clip is displayed on a web site, the District has no control over how the photograph or video clip is used or misused by persons with computers accessing the District's website.

Name of student (Printed) _____

Signature of student (required if student is under 18) _____ Date _____

Signature of parent (required if student is under 18) _____ Date _____

5.07 MEDICATION ADMINISTRATION CONSENT FORM

Student's Name

Date

(Please Print)

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

Medications, including those for self-administration, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

I hereby authorize the school nurse, or designee, to administer the following medications to my student.

Name of medication _____

Name of physician or dentist (if applicable) _____

Dosage _____

Instructions for administering the medication _____

Other instructions

I hereby authorize _____ to administer the above medication to my student in the unavailability of the school nurse at school in accordance with the above medication administration instructions.

I authorize the school nurse to take a photograph of my student to be used to verify my student's identification before the school nurse or an authorized individual administers medications to my student.

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

Parent/ legal
Guardian signature

Date

History BOE: 6/14/04, 8/5/13

F5.08 MEDICATION SELF-ADMINISTRATION CONSENT FORM

Student's Name
(Please Print)

Date

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

The following must be provided for the student to be eligible to self-administer rescue inhalers and/or auto-injectable epinephrine. Eligibility is **only** valid for this school for the current academic year.

1. a written statement from a licensed healthcare provider who has prescriptive privileges that he/she has prescribed the rescue inhaler and/or auto-injectable epinephrine for the student and that the student needs to carry the medication on his/her person due to a medical condition;
2. the specific medications prescribed for the student;
3. an individualized healthcare plan developed by the prescribing healthcare provider containing the treatment plan for managing asthma and/or anaphylaxis episodes of the student and for medication use by the student during school hours; and
4. a statement from the prescribing healthcare provider that the student possesses the skill and responsibility necessary to use and administer the rescue inhaler and/or auto-injectable epinephrine.

If the school nurse is available, the student shall demonstrate his/her skill level in using the rescue inhalers and/or auto-injectable epinephrine to the nurse.

Rescue inhalers and/or auto-injectable epinephrine for a student's self-administration shall be supplied by the student's parent or guardian and be in the original container properly labeled with the student's name the ordering provider's name, the name of the medication, the dosage frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

Students who self-carry a rescue inhaler or an epinephrine auto-injector shall also provide the school nurse with a rescue inhaler or an epinephrine auto-injector to be used in emergency situations.

I understand this form authorizes my student to possess and use the medication(s) included on this form while on school grounds and at school sponsored events but that distribution of the medication(s) included on this form to other students may lead to disciplinary action against my student.

My signature below is an acknowledgment that I understand that the District, its Board of Education, and its employees shall be immune from civil liability for injury resulting from the self-administration of medications by the student named above.

Parent/ legal
Guardian signature

Date

F5.09 GLUCAGON AND/OR INSULIN ADMINISTRATION CONSENT FORM

Student's Name

Date

(Please Print)

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

The school has developed an individual health plan (IHP) acknowledging that my child has been diagnosed as suffering from diabetes. The (IHP) authorizes the school nurse to administer Glucagon or insulin to my child in an emergency situation.

In the absence of the nurse, trained volunteer District personnel may administer to my child in an emergency situation:

Glucagon

Insulin

I hereby authorize the school nurse to administer Glucagon and insulin to my child, or, in the absence of the nurse, trained volunteer District personnel designated as care providers, to administer the medication(s) I selected above to my child in an emergency situation. I will supply the medication(s) I selected above to the school nurse in the original container properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

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

Parent/ legal
Guardian signature

Date

History BOE: 3/11/13, 8/5/13, 5/11/15

F5.10 EPINEPHRINE EMERGENCY ADMINISTRATION CONSENT FORM

Student's Name

Date

(Please Print)

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

My child has an IHP that provides for the administration of epinephrine in emergency situations. I hereby authorize the school nurse or other school employee certified to administer auto-injectable epinephrine in emergency situations when he/she believes my child is having a life-threatening anaphylactic reaction.

The medication must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

Date of physician's order

Circumstances under which Epinephrine may be administered

Other instructions

I acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of auto-injector epinephrine in accordance with this consent form, District policy, and Arkansas law.

Parent/ legal
Guardian signature

Date

History BOE: 8/5/13

F5.11 ALBUTEROL EMERGENCY ADMINISTRATION CONSENT FORM

Student's Name (Please Print) _____

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

My child has an IHP that provides for the administration of albuterol in emergency situations. I hereby authorize the school nurse or other school employee certified to administer albuterol to administer albuterol in emergency situations when he/she believes my child is in perceived respiratory distress.

The medication must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

Date of physician's order _____

Circumstances under which albuterol may be administered:

Other instructions:

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

Parent/ legal
Guardian signature

Date

History BOE: 8/1/19