

**Clarendon Holly Grove School District Handbook**  
**TABLE OF CONTENTS**

**Section 1: General Information**

Welcome	page 4
School Listings	page 5
School Calendar	page 6
Mission Statement	page 7
Alma Mater	page 7
Emergency Information Form	page 8
Student Visitors	page 8
Telephone Regulations	page 8
Contact with Students at School	page 8
Students Who Are Foster Children	page 9
Classroom Disruptions	page 11
Non-discrimination and Section 504	page 12
Picture Publications	page 13
School Meal Modifications	page 13
District Website	page 14
Service Animals in District Facilities	page 16
Therapy Animals	page 17

**Section 2: Student Policies and Procedures**

Residence Requirements	page 25
School Choice	page 26
Entrance Requirements	page 31
Enrollment from Home School or Non-accredited School	page 34
Student Transfers	page 35
Home Schooling	page 35
Academic Course Attendance By Private & Home School Students	page 37
Extracurricular Activity Eligibility For Home School Students	page 39
Enrollment or Re-Enrollment in Public Schools	page 41
Operation Stay in School	page 42
Absences	page 43
Make-Up Work	page 45
Student Discipline	page 46
Corporal Punishment	page 47
Consequences	page 48
Suspension from School	page 48
Expulsion	page 50
Loitering by Suspended or Expelled Students	page 51
In-School Suspension	page 51

Discipline for Handicapped	page 52
Tardies	page 52
Closed Campus	page 53
Equal Education Opportunity	page 53
Student Organizations/Equal Access	page 53
Student Publications & the Distribution of Literature	page 54
Student Dress & Grooming	page 56
Student Vehicles	page 58
Disruption of School	page 59
Prohibited Conduct	page 59
Forgery of Passes and/or Falsification of any Information	page 60
On and Off Campus Events	page 61
Possession & Use of Cell Phones and Other Electronics Devices	page 61
Laser Pointers	page 63
Fighting, Assault, or Other Acts of Violence	page 63
Criminal Acts	page 65
Student Sexual Harassment	page 66
Bullying	page 75
Student Assault or Battery	page 78
Assault or battery, verbal abuse or harassment by a student on an employee	page 79
Weapons & Dangerous Instruments	page 79
Tobacco & Tobacco Products	page 81
Drugs & Alcohol	page 81
Conduct to & From School & Transportation	page 82
Bus Policy	page 83
Athletic & School Trips	page 84
Gangs & Gang Activities	page 84
Computer Use Policy	page 85
Damaging, Destroying or Stealing School Property	page 86
Theft and Extortion	page 86
Search, Seizure & Interrogations	page 86
Behavior Not Covered Above	page 87
 <b>Section 3: Safety, Health &amp; Wellness Policies &amp; Procedures</b>	
Video Surveillance	page 91
Weather Related or Any Important Announcements	page 91
Snacks & Treats at School	page 91
Communicable Diseases & Parasites	page 92
Immunizations	page 93
Student Medications	page 96
Student Illness/Accident	page 100
Emergency Drills	page 100

#### **Section 4: Academic Policies & Procedures**

Student Handbook	page 102
Academic Improvement	page 102
Grading	page 103
Parent/Teacher Conferences	page 104
Concurrent Credit	page 105
Homework	page 105
Student Promotion and Retention	page 108
Digital Learning Courses	page 106
Computer Science Internships & Independent Studies	page 110
Computer Science Course Prerequisites & Progression	page 112
Special Education	page 112
Permanent Records	page 113
Privacy of Student's Records & Directory Information	page 113
Honor Roll and Honor Graduates	page 116
Extracurricular Activities-Secondary Schools	page 118
Extracurricular Activities- Elementary	page 121
Notification of Rights Under the Family Education Rights & Privacy Act	page 122
Smart Core Curriculum & Graduation Requirements	page 123

<b>Section 5: High School Only</b>	page 129
------------------------------------	----------

<b>Section 6: Elementary Only</b>	page 143
-----------------------------------	----------



**CLARENDON-HOLLY GROVE SCHOOL DISTRICT**

**Dr. Ruby Ellis**, Federal Programs  
**Cheryl Smith**, CES Principal  
**Nellis Caldwell**, CHS Principal

**Lee R. Vent**, *Superintendent*  
P.O. Box 248  
Clarendon, AR 72029  
Phone: (870)747-3351  
Fax: (870)747-5963

**Board Members:**  
SaShunna Tyler, President  
John Nunn, Vice President  
Debbie Cruthis, Secretary  
Marco Middleton, David Brown  
LaRon Johnson, Nikki Skinner

Dear Parents and Students:

Welcome to Clarendon School District for the 2021-2022 school year.

It is our goal for every child to receive a well-rounded education in the safest and securest environment possible. Clarendon School District follows the Arkansas Department of Education's guidelines, regulations, and state laws to provide the necessary curriculum for all students to achieve their utmost potential.

Your child's regular attendance plays a major role in his/her succeeding academically as well as socially. Be sure to read the Clarendon School District attendance policies. Make sure that you and your student understand these policies to avoid any consequences or problems that may arise due to nonattendance.

The 2021-2022 Student-Parent Handbook has been revised to better explain our programs and policies to you and your student. Please read the handbook carefully! If you should have any questions, please contact me at (870) 747-3351 or your building principals, Elementary, Cheryl Smith (870)747-3383, or High School, Nellis Caldwell (870) 7474-3326.

The Clarendon School Board, school administration, faculty, staff and I feel good communication between parents and school will help eliminate any misunderstandings. Our main goal is for every student to experience success and enjoy the school year.

Sincerely,

Lee Vent  
Superintendent

**SCHOOL LISTINGS**

**Central Office (Superintendent's Office)**

316 North 6<sup>th</sup> Street  
Clarendon, AR 72029

**870-747-3351**  
fax: 870-747-5963

Superintendent:	Lee Vent
Federal Coordinator:	Dr. Ruby Ellis
District Treasurer:	Lisa Prince
District Bookkeeper:	Becky Coleman
Food Service & Title I Secretary:	Linda Skipper
Secretary:	Cari Prine
Director of Professional Development	Cameron Welch

**Clarendon Elementary**

1117 Eason Lane  
Clarendon, AR 72029

**870-747-3383**  
fax: 870-747-1370

Principal:	Cheryl Smith
Secretary:	Chassidy James
Counselor:	Bertha Bones

**Clarendon High School:**

320 North 7<sup>th</sup> Street  
Clarendon, AR 72029

**870-747-3326**  
fax: 870-747-1527

Principal:	Nellis Caldwell
Secretary:	Beverly Skinner
Counselor:	Bertha Bones

\*\*Mailing address for all of the above: P.O. Box 248  
Clarendon, AR 72029

\*\*Shipping address for all of the above: 316 North 6<sup>th</sup>  
Clarendon, AR 72029

**CLARENDON SCHOOL DISTRICT  
2021-2022 SCHOOL YEAR**

June/July	2 Days PD on own	PD #1, #2
August 9-12	Professional Development	PD #3,4,5,6 days
August 16	First Day of School	
September 6	Labor Day Holiday	
September 23	CSD Parent/Teacher Conference	2 days
October 13	End Quarter #1	42 days
November 22-26	Thanksgiving Break	
December 17	End Quarter #2	42 days
December 20-December 31	Christmas Break	
January 3	Professional Development	PD #7
January 4	School Resumes	
January 17	Martin L. King, Jr. Holiday	
February 17	CSD Parent/Teacher Conference	2 days
February 18	Professional Development	PD #8
February 21	President's Day Holiday	
March 14	End Quarter #3	47 days
March 21-25	Spring Break	
May 13	Graduation	
May 25	End Quarter #4 (Last Day)	47 days
May 26-27	Professional Development	PD #9-10
May 30	Memorial Day	

Student Days:	
August	12 Days
September	21 Days
October	21 Days
November	17 Days
December	13 Days
January	19 Days
February	18 Days
March	18 Days
April	21 Days
May	18 Days
<b>Total</b>	<b>178 Days</b>

Days per Quarter	
1 <sup>st</sup>	42
2 <sup>nd</sup>	42
3 <sup>rd</sup>	47
4 <sup>th</sup>	47
<b>Total</b>	<b>178</b>

Staff Development/In-Service = 10 Days	
June/July	2 Days
August 9-12	4 Days
January 3	1 Day
February 18	1 Day
May 26-27	2 Days
Parent/Teacher Conference	2 Days

## **Clarendon School District Mission Statement**

To create a student-centered environment in which a variety of methods are used to improve student achievement in collaboration with schools, families, and community members.

## **Clarendon School District Vision**

To provide an innovative learning environment where all students achieve.

### **Alma Mater**

Hail, Alma Mater, we honor thee,  
And true to Red and White,  
We will always be.  
Sturdy Sons of Clarendon High  
Proudly sing thy name,  
And, when our victory's won.  
We will rise to fame.

### **School Colors**

Red and White

### **School Mascot**

Lion

## **Emergency Information Form**

The Emergency Information Form that parents/guardians are requested to complete each year is the single most important document in the case of emergencies. Student's safety and wellbeing often hinges on the accuracy of the information on this form. During emergency situations, precious moments are lost when information is not accurate and up-to-date. PLEASE NOTIFY THE SCHOOL during the year when telephone numbers, addresses, place of employment and any other essential emergency contact information changes.

## **Student Visitors (4.16)**

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 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.

To ensure the safety of the Clarendon Student Body, all school functions (pep assemblies, school plays, etc.) held during school hours are closed to the public.

## **Telephone Regulations**

Students are not to use any phone in any building other than the school office.

## **CONTACT WITH STUDENTS WHILE AT SCHOOL (4.15)**

### **CONTACT BY PARENTS**

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

### **CONTACT BY NON-CUSTODIAL PARENTS**

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

Arkansas law provides that, In order to avoid continuing child custody controversies from involving school personnel and to avoid disruptions to the educational atmosphere in the District's schools the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation. The custodial or non-custodial parent may send to/drop off the



student at school to be sent to/picked up by the other parent on predetermined days in accordance with any court order provided by the custodial parent or by a signed agreement between both the custodial and non-custodial parents that was witnessed by the student's building principal. Unless a valid no-contact order has been filed with the student's principal or the principal's designee, district employees shall not become involved in disputes concerning whether or not that parent was supposed to pick up the student on any given day.

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

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

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

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

#### **Contact by Professional Licensure Standards Board Investigators**

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

#### **STUDENTS WHO ARE FOSTER CHILDREN (4.52)**

The District will afford the same services and educational opportunities to foster children that are afforded other children and youth. The District shall work with the Department of Human Services ("DHS"), the Division of Elementary and Secondary Education (DESE), and individuals involved with each foster child to ensure that the foster child is able to maintain his/her

continuity of educational services to the fullest extent that is practical and reasonable.

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

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

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

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

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

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

### **Foster Child School Choice**

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

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

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

The District shall only reject a Foster Child School Choice application if:<sup>5</sup>

1. The public school or District has reached the maximum student-to-teacher ratio allowed under federal law; state law; 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.

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

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

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

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

## **Classroom Disruptions**

### **(Appointments, Early check-outs, Balloons, etc.)**

Clarendon School District places a high priority on classroom instruction time. Every effort is made to eliminate unnecessary and unscheduled disruptions. The following are some ways parents can help:

- Parents/Guardians must provide a list of people authorized to check their child out. Authorized persons must come in person to check their child out and show their photo ID.

- Schedule appointments so students are not checked out of school or returned to school during a class. Students must be checked out during the 1<sup>st</sup> five (5) minutes or the last five (5) minutes of class **only**. (See bell schedule)
- Do not check students out of school during the last fifteen (15) minutes of the day except in emergency situations and for medical appointments.
- Any student checked out can only return that day if they have a note from doctor appointment court documentation or funeral program, etc. for that same day.
- Arrange transportation with your child before sending him/her to school. Calling the school office to have a message sent to your child is very disruptive. The office personnel will try their best to get the message delivered, but are not responsible for the message. Parents should notify their child's school office in writing if the child is being transported home in a way other than the usual way.
- Students who check in after the tardy bell or later than five (5) minutes and anytime thereafter during the school day must be accompanied by a parent.
- Students who have been absent should drop off their excuse to the office between 7:45 A.M. and 7:50 A.M. (parent note, doctor's note, funeral program, court documentation, etc.) **High School only**.
- Students are not to leave campus without first checking out with the principal. No phone calls will be accepted to check out students. Parents/guardian must come to the office in person to check out their child out
- Three (3) days prior notice of appointment with documentation is required for students to check out without parents present. **High School only**.
- **Do not** bring or send your child to school before 7:30 A.M. There is no one on duty to supervise your child before this time. **Elementary only**.
- Due to safety and security reasons, as well as school liability, we must insist that you check out your child prior to 2:30 P.M. if he/she needs to leave early. Otherwise, you must wait in the car rider line until 3:15 P.M. There can be no exceptions to this rule. **Elementary only**.
- Balloons will not be allowed on the buses for safety reasons.

### **Non-Discrimination and Section 504**

No student shall be discriminated against because of age, color, disability, parental status, race, national origin, religion, gender or veteran status. Parents who have a temporary or permanent disability may request the District to provide appropriate accommodations necessary for them to participate in essential instructional activities of their students. Students who are at least eighteen (18) years of age may submit their own requests.

It is the policy of the Clarendon School District to provide to free appropriate public education to each qualified student with a disability within its jurisdiction, regardless of the nature of severity of the disability. It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services.

Under Section 504, due process rights of qualified students with disabilities and their parents are guaranteed in the Clarendon School District. The High School Counselor serves as the

Coordinator of Section 504 and other equity issues for the Clarendon School District. She may be contacted at the high school, 320 North 7<sup>th</sup>, Clarendon, Arkansas, 72029, or by phone at 870-747-5930, between the hours of 8:00 a.m. and 3:30 p.m., Monday through Friday.

### **Picture Publication**

From time to time the school may wish to publish individual or group accomplishments on school or district web pages, on school calendars or other school publications. In these circumstances, published images of a student or reference to his/her work may include the use of student's first name or use of the student's initials. The student's last name, address and/or phone number will not be published on the internet or the school or district web [ages at any time. Parents desiring that their child's picture and first name not be used on a website or other publications should notify their child's principal using the form available in the back of the handbook in the forms section.

### **SCHOOL MEAL MODIFICATIONS (4.50)**

The district only provides MODIFIED meal components on menus to accommodate students with a disability. A parent/guardian wishing to request such a dietary accommodations for their student with a disability must submit to the district's Director of Child Nutrition a medical statement completed by a State licensed healthcare professional which includes:

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

The medical statement should include:

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

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

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

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

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

## **5.20—DISTRICT WEBSITE**

The Clarendon-Holly Grove School District shall maintain a web page to provide information about its schools, students, and activities to the community. This policy is adopted to promote continuity between the different pages on the district website by establishing guidelines for their construction and operation.

The Clarendon-Holly Grove School District website shall be used for educational purposes only. It shall not create either a public or a limited public forum. Any link from any page on the District's site may only be to another educational site. The website shall not use "cookies" to collect or retain identifying information about visitors to its website nor shall any such information be given to "third parties." Any data collected shall be used solely for the purpose of monitoring site activity to help the district improve the usefulness of the site to its visitors.

Each school's web page shall be under the supervision of the school's Web Master and the District's website shall be under the supervision of the District's Web Master. They shall have the responsibility for ensuring that web pages meet appropriate levels of academic standards and are in compliance with these guidelines and any additional administrative regulations. To this end, the District and School Web Masters shall have the authority to review and edit any proposed changes to web pages to ensure their compliance with this policy. All such editing shall be viewpoint neutral.

District and school web pages shall also conform to the following guidelines:

1. All pages on the District's website may contain advertising and links only to educational sources.
2. The District's home page shall contain links to existing individual school's web pages and the school home pages shall link back to the District's home page. The District's home page may also include links to educational extracurricular organization's web pages, which shall also link back to the District's home page.
3. Photos along with the student's name shall only be posted on web pages after receiving written permission from the student's parents or the student if the student is over the age of eighteen (18).
4. The District's web server shall host the Clarendon-Holly Grove District's website.
5. No web page on the District website may contain public message boards or chat rooms.
6. All web pages on the District website shall be constructed to download in a reasonable length of time.
7. The District's home page shall contain a link to a privacy policy notice, which must be placed in a clear and prominent place and manner.
8. With the exception of students who may retain the copyright of material they have created that is displayed on a District web page, all materials displayed on the District web

site are owned by Clarendon-Holly Grove School District.

9. The District shall include the following information on its website through a link located on the District's homepage titled "State Required Information"
  - a. Local and state revenue sources;
  - b. Administrator and teacher salary and benefit expenditure data;
  - c. District balances, including legal balances and building fund balances;
  - d. Minutes of regular and special meetings of the school board;
  - e. The district's budget for the ensuing year;
  - f. A financial breakdown of monthly expenditures of the district;
  - g. The salary schedule for all employees including extended contract and supplementary pay amounts;
  - h. Current contract information (not including social security numbers, telephone numbers, personal addresses or signatures) for all district employees;
  - i. The district's annual budget;
  - j. The annual statistical report of the district;
  - k. The district's personnel policies;
  - l. The annual School Performance Report;
  - m. School-Level Improvement Plans; and
  - n. The School District Support Plan;
  - o. Student discipline policies;
  - p. Comprehensive School Counseling Plan;
  - q. The District financial policies
  - r. Student handbooks
  - s. The Annual Report to the Public;
  - t. The parent, family, and community engagement plan;
  - u. The Immunization waiver report from Policy 4.57 – IMMUNIZATIONS;
  - v. School District Calendar
  - w. List of statutory, rule, or Standards for Accreditation waivers the District has received under A.C.A. § 6-15-103;

The information and data required for items A through K in 9 above shall be the actual data for the previous two (2) school-years and the projected data for the current school-year.

Before July 15 of each year, the District shall post on its website the following information:

- The dyslexia intervention programs used during the previous school year that were specifically responsive to assisting students with dyslexia;
- The number of students during the previous school year who received dyslexia intervention; and
- The total number of students identified with dyslexia during the previous school year.

The District shall include the following information on its website that may be accessed through a link located on the District's homepage titled "Title IX/Sex Discrimination":<sup>11</sup>

- Contact information for the District's Title IX Coordinator;
- A statement that 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. 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;

- Copies of the District’s sexual harassment policies;
- Copies of the District’s Procedures governing the grievance and appeal process;
- The process for filing a formal complaint of sexual harassment; and
- Direct links to or copies of the materials used to train the District’s Title IX Coordinators, investigators, and decision-makers.

The District and school webmasters are responsible for ensuring all District webpages meet required standards to be accessible to individuals with disabilities.

## **7.19—SERVICE ANIMALS IN DISTRICT FACILITIES**

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

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

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

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

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

The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do **not** constitute work or tasks for the purposes of this policy; no animal brought solely for any of these reasons shall be permitted on school grounds.

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

A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the



service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control by means of voice control, signals, or other effective means.

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

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

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

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

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

The District shall not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets.

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

### **7.19.1—THERAPY ANIMALS**

#### **Definitions**

"Therapy animal" means an animal that is a graduate of a program through an assistance dog organization that is a member of Therapy Dogs International or a similar nonprofit organization that attempts to select the highest standard of training for animals for the purpose of emotional support, well-being, comfort, or companionship to school district students. Therapy animals are the personal property of a school district employee or volunteer and are not owned by the school district. Therapy animals do not meet the definition of "service animals" under the Americans with Disabilities Act.

"Therapy animal handler" means an employee of the school district or volunteer who has received training and passed an evaluation from Therapy Dogs International or a similar nonprofit organization for handling a specific therapy animal and who will be handling and overseeing care

of that specific therapy animal for the entire time the animal is on a District campus.

The District recognizes that specially trained therapy animals can provide educational benefits for District students. District staff who wish to have therapy animals made available to students shall submit a plan to the building principal. The proposal shall address all of the following areas:

1. The location for the therapy animal to be kept when the therapy animal is on campus, which must meet all of the following conditions:
  - a. Direct access to the outdoors to permit the therapy animal to enter and exit the building without using the building's interior hallways;
  - b. Free of an intake for the building ventilation system or an independent ventilation system;
  - c. Non-porous surfaces, including carpet-free floors, for easy hair removal, cleaning, and sanitation;
2. The proposed therapy animal or the therapy animal service provider:
  - a. The certification the proposed therapy animal has received, including the training required to receive the certification;
  - b. the credentials of the certification providers ;
  - c. Copy(ies) of the temperance evaluation (s) of the proposed therapy animal;
  - d. The credentials of the temperance evaluator(s);
  - e. Proof Demonstrating the therapy animal is current on all vaccinations;
3. Students:
  - a. The set(s) of students whom the therapy animal is intended to serve;
  - b. Proposed training to be provided to students on the appropriate behavior and treatment of the therapy animal;
  - c. Consequences for inappropriate treatment of the therapy animal;
  - d. The anticipated goals for and intended uses of the therapy animal;
4. The therapy animal's handler must provide:
  - a. The individual(s) who will be responsible for handling the therapy animal;
  - b. Training obtained by the proposed handler(s);
  - c. The credentials of the providers of the handler's training;
  - d. Proposed schedule for the handler(s) to provide necessary care for the therapy animal, including exercise, feeding, watering, bodily functions, and any cleanup resulting from caring for the animal; and
  - e. Proof of an insurance policy that provides liability coverage for the therapy animal while on District property.

The building principal may reject the proposal if:

- The proposal does not meet the requirements of this policy;
- The principal does not perceive any educational benefit to be achieved based on the information contained in the proposal;
- The building principal believes that the time required to meet the needs of the therapy animal is inconsistent with the assigned duties of the school employee(s) proposed as the therapy animal's handler(s); or
- The proposal is otherwise inconsistent with the needs of the school or school building.

The building principal shall submit any proposal the principal desires to be approved to the superintendent, or designee, for final review and approval. If the superintendent, or designee, approves the proposal, the superintendent, or designee, shall submit written approval for an

individual documented therapy animal or for a therapy animal service before the individual animal or an animal provided by the therapy animal service may be present on a District campus.

Any approved therapy animal program may have its approval suspended or curtailed, at any time, for any reason. District employees shall not receive any additional pay, stipend, or compensation for providing the therapy animal or for being the handler and/or the owner of the therapy animal. The supervision and care of the approved therapy animal is solely the responsibility of the therapy animal handler(s) when the therapy animal is on a District campus. The therapy animal handler will assume full responsibility and liability for any damage to school district property or injury to district staff, students, or others while the therapy animal is on a District campus. The therapy animal handler must maintain an insurance policy that provides liability coverage for the therapy animal while on District property.

Approved therapy animals must be clean, well groomed, in good health, house broken, and be current on all vaccinations and immunizations. An approved therapy animal shall have appropriate identification identifying it as a therapy animal at all times while on District property. The therapy animal shall be under the control of the therapy animal's handler(s) at all times, which requires the therapy animal be attached to the therapy animal's handler by means of a leash or harness whenever the therapy animal is on District property and outside of its designated room.

The building principal is to receive a verbal report within fifteen (15) minutes of any act of aggression or defensive behavior by the therapy animal towards a human, which includes vocalizations such as growling, or any aggressive or inappropriate behavior by a student directed toward a therapy animal. A full written incident report shall be submitted to both the building principal and the superintendent, or designee, before the close of the following school day. An act of aggression or defensive behavior by a therapy animal shall result in:

- An immediate end of the current student's session with the therapy animal;
- The prohibition of any further interactions between the therapy animal and students for the remainder of the school day; and
- Exclusion of the therapy animal from campus until the superintendent, or designee, completes an investigation and authorizes the therapy animal's return to campus.

At no time will a therapy animal be taken through a District building to meet with a student. Students who have time scheduled with a therapy animal shall go to the room where the therapy animal is located. A student shall not schedule or attend a session with the therapy animal until the student's parents, or the student if over eighteen (18) years of age, provides written authorization for the student to use the services of a therapy animal.

If a student demonstrates symptoms of an allergic reaction during or after a session with the therapy animal, the student's parents shall receive written notification of the possibility of their student's allergy and that the student shall not have any future sessions with the therapy animal. If other student's in the same classroom demonstrate symptoms of an allergic reaction following a student's return to class after a session with the therapy animal, no further sessions with the therapy animal shall be scheduled for students in that classroom and the parents of a student who demonstrated symptoms of an allergic reaction shall receive written notification of their student's possible allergy.

This policy is not intended to, and does not, allow students, parents, or staff to bring emotional

support animals onto any District campus. Individuals who bring an animal onto a District campus that does not meet the definition of a service animal under policy 7.19—SERVICE ANIMALS or that has not been approved under this policy shall be asked to leave campus. Repeated violations may result in disciplinary or legal action.

# ***Section 2***

## ***Student Policies and Procedures***

## **RESIDENCE REQUIREMENTS (4.1)**

### **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.

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

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

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

otherwise.

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

Children whose parent or legal guardian relocates within the state due to 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.

## **4.5—SCHOOL CHOICE**

### **Standard School Choice**

#### **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.

#### **Definition**

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

#### **Transfers Into the District**

#### **Capacity Determination and Public Pronouncement**

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

The District shall advertise in appropriate broadcast media and either print media or on the Internet to inform students and parents in adjoining districts of the range of possible openings available under the School Choice program. The public pronouncements shall state the application deadline; the requirements and procedures for participation in the program; and include contact information for the primary point of contact at the District for school choice questions. Such pronouncements shall be made in the spring, but in no case later than March 1.

### **Application Process**

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

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

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

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

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

### **Accepted Applications**

Applications which fit within the District's stated capacity standards shall be provisionally



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

A student, whose application has been accepted and who has enrolled in the District, is eligible to continue enrollment until completing his/her secondary education. Continued enrollment is conditioned upon the student meeting applicable statutory and District policy requirements. Any student who has been accepted under choice and who fails to initially enroll under the timelines and provisions provided in this policy; chooses to return to his/her resident district; or enrolls in a home school or private school voids the transfer and must reapply if, in the future, the student seeks another school choice transfer. A subsequent transfer application will be subject to the capacity standards applicable to the year in which the application is considered by the District.

A present or future sibling of a student who continues enrollment in this District may enroll in the District by submitting a Standard School Choice application. Applications of siblings of presently enrolled choice students are subject to the provisions of this policy including the capacity standards applicable to the year in which the sibling's application is considered by the District. A sibling who enrolls in the District through Standard School choice is eligible to remain in the District until completing his/her secondary education.

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

### **Rejected Applications**

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

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

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

Rejection of applications shall be in writing and shall state the reason(s) for the rejection. A student whose application was rejected may request a hearing before the State Board of Education to reconsider the application. 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.

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

### **Transfers Out of the District**

All Standard School Choice applications shall be granted unless the approval would cause the District to have a net enrollment loss (students transferring out minus those transferring in) of more than three percent (3%) of the average daily membership on October 1 of the immediately preceding year. By December 15 of each year, DESE shall determine and notify the District of the net number of allowable choice transfers. Students are not counted for the purpose of determining the three percent (3%) cap if the student transfers

- Through Opportunity School Choice due to the school receiving a rating of "F" or a district classified as in need of Level 5 Intensive Support under A.C.A. § 6-18-227;
- Due to the district's identification of Facilities Distress under A.C.A. § 6-21-812; or
- Through the Foster Child School Choice under A.C.A. § 6-18-233.

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

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

### **Facilities Distress School Choice Applications**

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

- The receiving district cannot be in facilities distress;
- The transfer is only available for the duration of the time the student's resident district

- remains in facilities distress;
- The student is not required to meet the May 1 application deadline; and
- The student's resident district is responsible for the cost of transporting the student to this District's school.

## **Opportunity School Choice**

### **Transfers Into or Within the District**

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

Unless there is a lack of capacity 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:

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

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

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

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

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

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

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

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

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

If a District 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, over eighteen (18) years of age, as soon as practicable after school or district designation is made of all options available under Opportunity School Choice. The District shall offer the parent or guardian, or the student if the student is over eighteen (18) years of age, an opportunity to submit an application to enroll the student in a school district that has not been classified by the State Board as in need of Level 5 Intensive Support or in a public school that does not have a rating of "F".

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

#### **Unsafe School Choice Program**

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

#### **ENTRANCE REQUIREMENTS 4.2**

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

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

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

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

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

Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Private school students shall be evaluated by the District to determine their appropriate grade placement. Home school students enrolling or re-enrolling as a public school student shall be placed in accordance with policy 4.6-HOME SCHOOLING.

The district shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment.

Prior to the child's admission to a District school:

1. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the Division of Elementary and Secondary education.
2. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall provide the district with one (1) of the following documents indicating the child's age:
  - a. A birth certificate;
  - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
  - c. An attested baptismal certificate;

- d. A passport;
  - e. An affidavit of the date and place of birth by the child’s parent, legal guardian, person having lawful control of the student, or person standing in loco parentis;
  - f. United States military identification; or
  - g. Previous school records.
3. The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the District. The Board reserves the right to not allow the enrollment of such students until the time of the person's expulsion has expired following the hearing before the Board.
4. In accordance with Policy 4.57—IMMUNIZATIONS, the child shall be age appropriately immunized or have an exemption issued by the Arkansas Department of Health.

**Uniformed Services Member's Children**

For the purposes of this policy:

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

“Active duty” means full-time duty status in the active, uniformed services of the United States, including without limitation members of The National Guard and Reserve on active duty orders under 10 U.S.C. §§ 1209, 1210, and 1211.

“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.

“Eligible child” means the children of:

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

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

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

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

An eligible child as defined in this policy shall:

1. be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;
2. be eligible for enrollment in the next highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;
3. enter the District's school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;
4. be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to the extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses/and/or programs;
5. be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
6. make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
7. be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;
8. be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

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

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

#### **Enrollment From Home School or Non-Accredited School**

If a student was required by the state law to take standardized test, a copy of the results must be made available to the school.

The maximum credits that will be accepted for each year in attendance in home school cannot exceed the number of credits earned by a student enrolled in the Clarendon School District during the regular school year. Students who receive home instruction will not have letter grades entered on their permanent record cards. When students enroll, "Home Schooling" will be written in the attendance and grade section of the permanent record card. At the secondary level, courses will be listed and credits will be recorded by marking "cr" in the space provided for a grade.

#### **STUDENT TRANSFERS 4.4**

The Clarendon School District shall review and accept or reject requests for transfers, both into and out of the district, on a case by case basis at the July and December regularly scheduled board meetings.

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

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

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

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

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

#### **Home Schooling (4.6)**

##### **Enrollment in Home School**

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



1. At the beginning of each school year, but no later than August 15;
2. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive absences) and at the beginning of each school year thereafter; or
3. Within thirty (30) calendar days of the parent or legal guardian establishing residency within the district during the school year.

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

- Electronically, including without limitation by:
  - Use of the Division of Elementary and Secondary Education's (DESE) online system;
  - Email; or
  - Facsimile;
- By mail; or
- In person.

The notice shall include:

- a. The name, sex, date of birth, grade level, and the name and address of the school last attended, if any;
- b. The mailing address and telephone number of the home school;
- c. The name of the parent or legal guardian providing the home school;
- d. Indicate if the home-schooled student intends to participate in extracurricular activities during the school year;
- e. A statement of whether the home-schooled student plans to seek a high school equivalency diploma during the current school year;
- f. A statement that the parent or legal guardian agrees that the parent or legal guardian is responsible for the education of their children during the time the parents or legal guardians choose to home school; and
- g. A signature of the parent or legal guardian.

To aid the District in providing a free and appropriate public education to students in need of special education services, the parents or legal guardians home-schooling their children shall provide information that might indicate the need for special education services.

### **Enrollment or Re-Enrollment in Public School**

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

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

- O Curricula used in the home school;
- O Tests taken and lessons completed by the home-schooled student; and
- O Other indicators of the home-schooled student's academic progress.

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

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

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

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

- a. Award of course credits earned in the home school;
- b. Placement in the proper grade level and promotion to the next grade level;
- c. Participation in any academic or extracurricular activity;
- d. Membership in school-sponsored clubs, associations, or organizations;
- e. A diploma or graduation, so long as the student has enrolled or re-enrolled in the District to attend classes for at least the nine (9) months immediately prior to graduation; or
- f. Scholarships.

### **ACADEMIC COURSE ATTENDANCE BY PRIVATE SCHOOL AND HOME SCHOOLED STUDENTS- (4.59)**

The District allows private school and home schooled students whose parents, legal guardians, or other responsible adult with whom the student resides are residents of the District to attend

academic courses offered by the District. The District will place a list of courses that a private school or home schooled student may request to attend on its website by:

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

A private school or home schooled 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:

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

The superintendent, or designee, is authorized to waive the application deadline on a case by case basis.

The District permits a private school or home schooled student to attend a maximum of six (6) courses per semester.

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

- Require the addition of staff or classrooms;
- Exceed the capacity of a program, class, grade level, or school building;
- Cost the District more for the student to attend the academic course than the District receives for the student's attendance;
- Cause the District to provide educational services the District does not currently provide at a financial burden to the District; or
- Cause the District to be out of compliance with applicable laws and regulations

regarding desegregation.

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

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

- Indicate the course(s) the private school or home schooled student is interested in attending;
- If the course(s) the private school or home schooled student is interested in attending is being offered by the District in both a physical and a digital format, whether the private school or home schooled student intends to attend the physical course or the digital course;
  - o Submit, along with the student's application, a copy of the student's transcript

indicating that the student has received credit for the course(s), or equivalent course(s), that are a prerequisite to the course(s) the student desires to attend at the District;

- Agree to follow the District’s discipline policies; and
- Submit immunization documentation required by Policy 4.57—IMMUNIZATIONS.

A private school or home schooled student who fails to attend an academic course by the eleventh (11) day of class or who is absent without excuse for eleven (11) consecutive days during the semester shall be dropped from the course; however, a private school or home schooled student shall not be considered truant for unexcused absences from the course(s) the student is attending at the District.

Private school or home schooled students shall receive a final grade and transcript for each academic course the student completes.

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

The opportunity provided to home schooled students under this policy is in addition to the opportunity provided in Policy 4.56.2—EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS.

## **EXTRACURRICULAR ACTIVITY ELIGIBILITY FOR HOME SCHOOLED STUDENTS**

### **(4.56.2)**

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

Interscholastic activity means an activity between schools subject to 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.

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

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

Home-schooled students whose parent or legal guardian are not residents of the school district will be permitted to pursue participation in an interscholastic activity in the District if the

superintendent of the student's resident district and the superintendent of the District both agree in writing to allow the student to participate in interscholastic activities at the District.

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

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

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 sign-up, 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.

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.

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.

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

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

- standards of behavior and codes of conduct;
- attend the practices for the interscholastic activity to the same extent as is required of traditional students;
- required drug testing;

- permission slips, waivers, physical exams; and
- participation or activity fees.

A home-schooled student who is not a resident of the District may begin participating in interscholastic activities:

- Immediately upon being approved for participation for all interscholastic activities other than athletic activities; and
- 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.

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

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

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

### **Enrollment or Re-Enrollment in Public School**

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

1. A transcript listing all courses taken and semester grades from 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 the indicators of the home-schooled student's academic progress, including without limitation;
  - o Curricula used in the home school;
  - o Tests taken and lessons completed by the home-schooled student; and
  - o Other indicators of the home-schooled student's academic progress.

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

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

and academic course level in the home school;

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

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

- a. Award of course credits earned in the home school;
- b. Placement in the proper grade level and promotion to the next grade level;
- c. Participation in any academic or extracurricular activity;
- d. Membership in school-sponsored clubs, associations, or organizations;
- e. A diploma or graduation, so long as the student has enrolled or re-enrolled in the District to attend classes for at least the nine (9) months immediately prior to graduation; or
- f. Scholarships.

### **Operation Stay in School**

The Clarendon and Holly Grove Police Department and the Clarendon School District will enforce the following criteria:

1. Law enforcement personnel will attempt to locate school age students who are off campus or school premises during school hours (7:50 a.m. until 3:20 p.m.) without valid documentation excusing their presence.
2. Any certified law enforcement officer may stop and detain any unsupervised school-age student located off school premises during school hours.
3. Upon the student's failure to produce sufficient documentation, the officer may take the student into custody and return them to school or transport them to their parents.
4. The Clarendon School District will provide the Clarendon/Holly Grove Police Department with the names of the students that are currently suspended or expelled from school listing the dates the suspension or expulsion begins and ends.

**Policy Name: Closed**

**Campus Policy Code:**

**902.07**

**Date Adopted:**

**6/16/97 Date**

**Revised: 7/17/12**

5. Each school with the Clarendon School District has a closed campus. This policy affects both the student of school and visitors on the campus.
6. Students will not be permitted to leave campus from arrival until dismissal at the end of the regular school day unless given permission by the building principal. Parents must check their child out in person by signing them out in the office. Students who check out must have proper documentation to check back in to school on the same day. Intent to check back in must be approved by the principal or his/her designee before student may check out.
7. Any person not currently enrolled in the Clarendon School District or employed by the school district must obtain permission from the principal before visiting any student or teacher on the campus during school hours. Anyone violating this policy will be turned over to the city authorities and prosecuted under Act 75 of 1971. This Act makes it a misdemeanor to loiter on or near a public or private school and prescribes a minimum fine of \$50.00 and a maximum of \$250.00.

Once the student arrives on campus, he/she must not leave without permission. Failure to follow this policy will be regarded as truancy.

**Policy Name: Parent**

**Visits Policy Code:**

**902.09**

**Date Adopted:**

**4/28/05 Date**

**Revised:**

**7/18/11**

Parents are welcome to visit the classrooms and to join students for lunch.

**AT ALL TIMES**, parents, volunteers, and visitors **MUST** clear through the office before entering the classroom. A register of all visitors will be kept in the office.

### **ABSENCES (4.7)**

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

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

Absences for students enrolled in digital courses shall be determined by the online attendance and time the student is working on the course rather than the student's physical presence at school.



Students who are scheduled to have a dedicated period for a digital class shall not be considered absent if the student logs the correct amount of time and completes any required assignments; however, a student who fails to be physically present for an assigned period may be disciplined in accordance with the District's truancy policy.

### **Excused Absences**

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

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

Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.

### **Unexcused Absences**

Absences not defined above or not having an accompanying note from the parent; legal guardian; person having lawful control of the student; or person standing in loco parentis, presented in the timeline required by this policy, shall be considered as unexcused absences. Students with 6 unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has 3 unexcused absences, his/her parents, legal guardians, persons with lawful control of the student, or persons standing in loco parentis shall be notified. Notification shall be

by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student exceeds 6 unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, legal guardian, person having lawful control of the student, or persons standing in loco parentis shall be subject to a civil penalty as prescribed by law.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, legal guardian, person with lawful control of the student, or person standing in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent; legal guardian, person having lawful control of the student; or person standing in loco parentis, and the school or district administrator or designee.

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

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

The District shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and

Administration is required to suspend the former student's operator's license unless he/she meets certain requirements specified in the statute.

### **MAKE-UP WORK (4.8)**

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

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

8. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
9. As required/permitted by the student's Individual Education Program or 504 Plan.

Work may not be made up for credit for unexcused absences unless the unexcused absences are part of a signed agreement as permitted by policy 4.7—ABSENCES. Out-of-school suspensions are unexcused absences.

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

In lieu of the timeline above, assignments for students who are excluded from school by the Arkansas Department of Health during a disease outbreak are to be made up as set forth in Policy 4.57—IMMUNIZATIONS.

### **STUDENT DISCIPLINE (4.17)**

The Clarendon 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:

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

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

The District's personnel policy committees shall annually review the District's student discipline policies, including State and District student discipline data, and may recommend changes in the policies to the Clarendon School Board. The Board shall approve any changes to student discipline policies.

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

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

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

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

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

### **CORPORAL PUNISHMENT (4.39)**

The Clarendon School Board authorizes the use of corporal punishment to be administered in accordance with this policy by the Superintendent the superintendent's designated staff members who are required to have a state-issued certificate as a condition of their employment or who are an administrator or teacher employed under a waiver from licensure.

The Board directs that corporal punishment, when deemed necessary, may be administered by the principal, the principal's designee, or certified staff provided that such punishment will be administered according to the following requirements:

- This method may be used only after other alternatives have failed or in unusual circumstances.
- It will be administered only to the lower posterior.
- Refusal to take corporal punishment will result in ISS or suspension.
- The principal will be notified when it is administered.
- When a female is paddled, a woman will be present.

- The appropriate form will be filled out on each incident and given to the principal.

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

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

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

### **Consequences**

The Clarendon School District uses a variety of consequences to address inappropriate student behavior. The range of consequences is as follows:

**Minimum-** Conference with the Student

**Maximum-** Expulsion from school

### **SUSPENSION FROM SCHOOL (4.30)**

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

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

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

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

Out-of-school suspension (OSS) shall not be used to discipline a student in kindergarten through fifth (5<sup>th</sup>) grade unless the student's behavior:

- a. Poses a physical risk to himself or herself or to others;
- b. Causes a serious disruption that cannot be addressed through other means; or

- c. Is the act of bringing a firearm on school campus.

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

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

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

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

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

It is the responsibility of a student's parents, 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:

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

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

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

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

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

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

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

### **EXPULSION (4.31)**

The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct:

- Deemed to be of such gravity that suspension would be inappropriate;
- Where the student's continued attendance at school would disrupt the orderly learning environment; or
- Would pose an unreasonable danger to the welfare of other students or staff.

Expulsion shall not be used to discipline a student in kindergarten through fifth (5<sup>th</sup>) grade unless the student's behavior:

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

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

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

The President of the Board, Board attorney, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. Both the district administration and School Board also may be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, legal guardian, person having lawful control of the student, person standing in loco parentis, or student if age eighteen (18) or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session. During the hearing, the Superintendent, or designee, or representative will present evidence, including the calling of witnesses that gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted. However, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the

student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

Except as permitted by policy 4.22, the Superintendent shall recommend the expulsion of any student for a period of 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, persons having lawful control of a student, or persons standing in loco parentis of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents, legal guardians, persons having lawful control of a student, or persons standing in loco parentis shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The Superintendent and the Board of Education shall complete the expulsion process of any student that was initiated because the student possessed a firearm or other prohibited weapon on school property regardless of the enrollment status of the student.

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

### **Loitering by Suspended or Expelled Students**

**(Ark. Stat. 41-2914, 80-1906,80-1915)**

A student provided written notification that because of an act of misbehavior he/she is prohibited from being in a school building or on a school campus for a specified period of time shall not enter any school building, attend any school sponsored activity, or be present on any school grounds.

**Consequences:**                   **Minimum: Student Conference**  
**Maximum: Expulsion**

### **In-School Suspension**

In order to provide an additional alternative discipline, a program has been developed which should eliminate most out-of-school suspensions. Instead of reporting to regular classes, students so assigned will report to the ISS Center for a period of time designated by the Administration.



While assigned to ISS Center, the student will work on class assignments prepared and graded by his/her regular classroom teacher and other assignments as directed by ISS Supervisor. Days assigned to the ISS Center will not count as absences from school. One day in ISS will be computed as one entire school day (8a.m.-3:30 p.m.) for all students. **Students who have been assigned ISS 10 days in one semester may face OSS or possible expulsion for further ISS offenses.**

Students assigned to ISS are not permitted to participate in school activities or to attend any school activity. Participation in all school activities will resume after the student has completed his/her ISS obligation.

Failure to comply with ISS rules and regulations are:

**Consequences:            Minimum: Student Conference**  
**Maximum: Expulsion**

### **Discipline For Handicapped**

Handicapped students who engage in misbehavior are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right of free, appropriate public education.

The individualized education plan (IEP) team for a handicapped student should consider whether particular discipline procedures should be adopted for the student and included in the IEP. The building principal shall deal with any grievance relating to handicapped students. Any action and procedure shall be in accordance with Public Law 94-142 and Act 102 of 1973 as amended.

### **TARDIES (4.9)**

**High School Only:** Tardiness is not allowed at Clarendon High School. A student is tardy when it is time for the class to start and the student is not in his/her seat and ready for work. If a student must return to his/her locker for materials, he/she will be considered tardy. The punishment for unexcused tardiness is as follows:

- 1<sup>st</sup> offense-reprimand/warning
- 2<sup>nd</sup> offense-lunch detention
- 3<sup>rd</sup>-2 days lunch detention and a parent conference
- 4<sup>th</sup> offense-1 day after school detention
- 5<sup>th</sup> offense-1 day in ISS

An additional day in ISS will be given for each additional tardy above the fifth. Persistent tardiness may result in the student being considered for placement in our Alternative Education Program. The number of total tardies will start over every six weeks.

### **Elementary Only:**

- 3<sup>rd</sup> tardy-Parent/Guardian will receive a phone call informing them of the tardiness.

- 4<sup>th</sup> tardy-A conference will be scheduled with the principal, teacher, and parent/guardian
- Continued tardiness will result in further action.

### **CLOSED CAMPUS (4.10)**

All schools in the District shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day. Students may be given permission to leave the campus by a school official and must sign out in the office upon their departure.

### **EQUAL EDUCATIONAL OPPORTUNITY (4.11)**

No student in the Clarendon 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. Inquiries on non-discrimination may be directed to Superintendent, who may be reached at (870)-747-3351 or 316 North 6th Street.

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

### **STUDENT ORGANIZATIONS/EQUAL ACCESS (4.12)**

Non-curriculum-related secondary school student organizations wishing to conduct meetings on school premises during non-instructional time shall not be denied equal access on the basis of the religious, political, philosophical, or other content of the speech at such meetings. Such meetings must meet the following criteria.

1. The meeting is to be voluntary and student initiated;
2. There is no sponsorship of the meeting by the school, the government, or its agents or employees;
3. The meeting must occur during non-instructional time;
4. Employees or agents of the school are present at religious meetings only in a non-participatory capacity;
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
6. Non-school persons may not direct, conduct, control, or regularly attend activities of student groups.

All meetings held on school premises must be scheduled and approved by the principal. The school, its agents, and employees retain the authority to maintain order and discipline, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

Fraternalities, sororities, 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.

### **STUDENT MEDIA AND THE DISTRIBUTION OF LITERATURE (4.14)**

The Superintendent and the student media advisors(s)<sup>1</sup> 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.

#### **Definitions**

"School-sponsored media" means all student media that are:

- Supported financially by the school;
- Supported by the use of school facilities; or
- Produced in conjunction with a class.

"Student journalist" means a student who gathers, writes, edits, photographs, records, video tapes, or prepares information for dissemination in student media.

"Student media" means any means of communication that are:<sup>2</sup>

- Prepared, substantially written, published, or broadcasted by a student;
- Distributed or generally made available, either free of charge or for a fee, to members of the student body; and
- Prepared under the direction of a student media advisor.

"Student media" does not include media that is intended for distribution or transmission solely in the classroom in which it is produced.

"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.

#### **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 does not provide an open public forum for public expression. Student media, as well as the content of student expression in

school-sponsored activities, shall be subject to the editorial review of the District's administration whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations:

1. Advertising may be accepted for media that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorses such things as tobacco, alcohol, or drugs.
2. Media may be regulated to prohibit communications determined by the appropriate teacher, student media advisor, and/or administrator to be ungrammatical; poorly written; inadequately researched; biased or prejudiced; vulgar or profane; or unsuitable for immature audiences.
2. 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.
3. Prohibited media includes those that:
  - a. Are obscene as to minors;
  - b. Are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, and made with knowledge of their falsity or a reckless disregard of the truth;
  - c. Constitute an unwarranted invasion of privacy as defined by state law;
  - d. Suggest or urge the commission of unlawful acts on the school premises;
  - e. Suggest or urge the violation of lawful school regulations;
  - f. Attacks ethnic, religious, or racial groups; or
  - g. Harass, threaten, or intimidate a student.

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

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

### **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 education 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-sponsored 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, whose decision shall be final.

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

### **STUDENT DRESS AND GROOMING (4.25)**

The Clarendon Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the District has a responsibility to promote an environment conducive to student learning. This requires limitations to student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, unsafe, could cause property damage, or are offensive to common standards of decency.

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.

**Students will be asked to use the following principles to guide them in choosing apparel:**

- Student clothing or appearance must not disrupt the educational process of the classroom or school.
- Student clothing must not be personally hazardous in activities such as shop, lab work, physical education, art and on the job training activities.
- Students must not wear immodest or profane clothing that shocks the conscience or wear clothing in an immodest fashion.
- Clothing must cover skin, belly buttons and underwear.

**Student dress, grooming, and appearance should be the responsibility of the individual and his/her parents/guardian under the following guidelines:**

- Dress and grooming should be clean and in keeping with healthy and sanitary practices.

- Dress and grooming must not substantially disrupt the educational process of the school.
- Students may not wear clothing or hairstyles that can be hazardous to them in their educational activities such as shop, lab work, physical education, art or on the job training.
- Student should not wear or use emblems, insignia, badges, or other symbols, which cause substantial disruption or interfere with the operations of the school. This includes clothing with written or pictorial messages pertaining to drugs, tobacco, alcohol, obscenities, sex, messages with double meanings, or pant legs that are rolled up.
- Any body piercing that upsets the educational process shall be removed or covered when requested.
- Shirts must have a sleeve; sleeveless shirts are not permitted.
- Shirts that are low cut, see through, have lace or holes must have a tank top underneath that covers bra straps. Shirts, dresses, blouses, etc. showing cleavage or bra straps are not permitted.
- Shirts must be long enough so that when sitting or when the arms are raised, no skin or undergarments show.
- Sweat pants are permitted if they are worn with the appropriate **FIT**, not so tight that the lines of undergarments show and not so loose that the waist of undergarments shows.
- Pants or jeans with holes are NOT permitted.
- Halter tops, spaghetti straps, sagging pants, miniskirts, fish net, midriff, tube or tank tops with straps, muscle shirts, strapless or bareback shirts are not permitted.
- The following head coverings are prohibited: do rags, head rags, towels, and bandanas (worn or displayed).
- No hats, caps, or head gear with a bill may be worn during the school day. Only correctly worn caps or hats may be worn to home or away ballgames. No do rags will be allowed at any time. Headbands cannot be tied together to make a headband.
- Sunglasses are not permitted to be worn inside any school building.
- Students are not to have hair picks or combs in their hair.
- Students cannot wear house shoes or pajama bottoms to school.
- Dresses, shorts, skirts, and skorts must conform to the following standard. When the student is standing straight, the length of the clothing cannot be shorter than the width of a dollar bill from the knee cap up.
- If palazzo pants, rompers, leggings, jeggings, or any kind of pants made from stretch material are worn, shirt/skirt must come to the mid-thigh **FRONT AND BACK** and cover buttocks area while walking or sitting.
- No wheelies or skates.
- Sagging pants are not allowed on school campus. Pants are to be worn at the waistline. If sagging becomes a problem, the principal reserves the right to correct the problem.
- **NO** blankets or pillows allowed during the school day.

**The School Board assigns the school principal the responsibility for determining what**

constitutes proper dress, whenever a debatable issue is raised. Further, he/she has the authority to require that students correct unacceptable modes of dress or personal appearance.

**Consequences:**

**Minimum- Student Conference & attire to be corrected**

**Maximum- Expulsion**

### **STUDENTS' VEHICLES (4.33)**

A student, who has presented a valid driver's license and proof of insurance to the appropriate office personnel, may drive his/her vehicle to school. Vehicles driven to school shall be parked in the area designated for student parking.

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 school personnel.

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

### **Parking Areas and Automobiles (High School)**

High School students have the privilege of driving cars to school as long as the following requirements are met:

- Register car and secure a parking permit.
- Parking permit must be displayed as instructed by the principal. Parking permit may be obtained in the high school office and are \$5.00 each payable in advance. Replacements are \$5.00 each.
- Parking permits will be issued by class order with seniors being issued permits first.
- Cars are not to be removed from the parking area at any time during the school hours without the permission of the principal.
- Have a valid driver's license
- Observe safe driving rules
- Park in assigned area
- Students are to leave the parking areas upon arrival and return to the parking areas only at departure time. No loitering will be permitted in the parking areas.
- Do not park in handicapped area unless qualified.
- Students must avoid overloading vehicles.
- School may tow vehicles at owner's expense.
- Jr. High students cannot park vehicles on school property without prior approval from the building principal.
- Student must turn in parking permits at the end of the school year.

The violation of school driving and parking regulations will result in disciplinary action.

**Consequences:        Minimum- Student Conference**  
**Maximum- Loss of driving/parking privileges and/or legal referral**

**DISRUPTION OF SCHOOL    (4.20)**

No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing disruption or obstruction of any lawful mission, process, or function. Nor shall any student encourage any other student to engage in such activities.

Disorderly activities by any student or group of students that adversely affect the school’s orderly educational environment shall not be tolerated at any time on school grounds.

A teacher may remove a student from class whose behavior the teacher has documented to be repeatedly interfering with the teacher’s ability to teach the students in the class or whose behavior is so unruly, disruptive or abusive that it interferes with the ability of the student’s other classmates to learn. Students who have been removed from their classroom by a teacher shall be sent to the principal’s or principal’s designee office for appropriate discipline.

The teacher’s principal or the principal’s designee may:

- Place the student into another appropriate classroom;
- Place the student into in-school suspension;
- Place the student into the district’s Alternative Learning Environment Program (ALE)

**Consequences:        Minimum- Student Conference**  
**Maximum- Expulsion**

**PROHIBITED CONDUCT    (4.18)**

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

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



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

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.

**Consequences:**  
**Minimum- Student Conference**  
**Maximum- Expulsion**

### **Forgery of Passes and/or Falsification of Any Information**

A student shall not forge another person's name nor falsify telephone numbers, parent/guardian signature, or addresses on general information.

**Consequences:**           **Minimum- Student Conference**  
   **Maximum- Expulsion**

## **On and Off Campus Events**

Elementary students should not be dropped off to attend school related activities, such as ballgames, without adult supervision.

Students at school sponsored events, both on and off campus, shall be governed by school regulations and are subject to the authority of school personnel. Any student who misbehaves at a school related activity, including failure to identify himself/herself or failure to follow reasonable instruction of school personnel, is subject to losing the privilege of attending all school-related activities for the remainder of the year, as well as being subject to all applicable discipline policies.

## **POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES (4.47)**

### **High School Only:**

#### **Contingent Cell Phone Policy (based upon student compliance)**

Students will be allowed to have cell phones on campus, provided they follow all guidelines set forth by the administration and the classroom teachers.

- Students will be allowed to use their cell phone before school, during the 5 minute passing periods, at lunch, and after school.
- Students will have to use ear buds or headphones to listen to music before school, between classes, lunch, and after school. Students will not be allowed to listen to music/watch videos/gaming during the instructional period. Headphones/ear buds are not allowed during the instructional class periods.
- Cell phone usage during Advisory period is prohibited. Students will be engaged in remediation, silent sustained reading, and activities.

#### **Cell Phone Policy**

Consequences for violating the contingent cell phone policy

- 1<sup>st</sup> Offense: Lunch Detention & student is placed on Cell Phone Probation (has to turn it in before school and pick it up after school for 10 consecutive school days, absences will add days until they've brought it 10 days). The student may pick up phone on the day of cell phone misuse after 1<sup>st</sup> offense only.
- 2<sup>nd</sup> Offense: 1 Day of ISS and 10 days of cell phone probation.

The parent must come to school and pick up phone only on day of cell phone misuse

- 3<sup>rd</sup> Offense: Three days of ISS and 10 days of cell phone probation. Parent pick-up of cell phone.
- 4<sup>th</sup> Offense: Student has 3 days of OSS and may no longer bring cell phone to school for the remainder of the year. If they are found to have brought a cell phone, they will be given, but are not limited to 5 days of out of school suspension. Parent must pick-up cell phone.

Students on cell phone probation (up to the 4<sup>th</sup> offense) who are caught possessing (holding, taking pictures, borrowing, using, etc.) any cell phone whether it is theirs or not, will receive 1 day of OSS for the 1<sup>st</sup> offense, 2 days of OSS for each offense after the 1<sup>st</sup> offense, and their cell phone

probation will be extended an additional 10 days for all offences.

Continued violation of the above rules may result in this Contingent Cell Phone Policy to be void at the discretion of the administration and can be changed or altered at any time by the administration.

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.

To protect the security of statewide assessments, no electronic device, as defined in this policy, shall be accessible by a student at any time during assessment administration unless specifically permitted by a student's individualized education program (IEP) or individual health plan;<sup>1</sup> this means that when a student is taking an AESAA assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions.

As used in this policy, "electronic devices" means anything that can be used to transmit or capture images, sound, or data.

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 and bathrooms;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.
6. Photographing or recording another person (student and/or school personnel) without permission.
7. Posting on social media inappropriate material disrespecting the school will result in disciplinary action and must be deleted from social media.
8. Using a recording device to record activity such as a fight to any other activity that is detrimental to the learning environment. These acts will be treated and disciplined according to the Bullying Policy.

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.

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.

A parent shall obtain approval from the student's building principal before operating a student-tracking safety device at school or at a school-sponsored event if the device has recording or listen-in capability. The District requires the device's recording and listen-in technology to be disabled while the device is on the campus or at the school-sponsored event because of student privacy concerns. The District prohibits unauthorized audio or visual recordings or transmission of audio or images of other students. The student's parent shall agree in writing to the requirement for the device's recording and listening-in technology to be disabled and that the District may prohibit future use of the device on campus or at a school-sponsored activity if it is determined that the device's recording or listening-in capabilities were used in violation of this policy before the student safety tracking device may be on campus or at a school-sponsored event.

No student shall use any wireless communication device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle which is in motion and on school property. Violation may result in disciplinary action up to and including suspension.

The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated. A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy 4.32 – SEARCH, SEIZURE, AND INTERROGATIONS.

Students who use school issued cell phones and/or computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. Students are forbidden from using school issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including expulsion.

***Elementary Only:*** Student and/or the student's parents or guardian expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated.

### **LASER POINTERS (4.28)**

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.

**Consequences:**           **Minimum- Student conference**  
                                  **Maximum- Expulsion**

### **Fighting, Assault or Other Acts of Violence**

#### **Definitions:**

- **Fight-** physical combat between two or more students
- **Assault-** a threat or attempt to inflict physical contact or bodily harm on another person
- **Bullying-** any pattern of behavior by a student or a group of students that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another child or group of children
- **Act of Violence-** action whereby physical force is exerted so as to injure or abuse another person
- **Vulgar-** offensive or profanely indecent
- **Taunt-** challenge in a mocking or insulting manner
- **Harass-** uninvited and unwelcomed persistent annoying behavior to create a violent or hostile situation
- **Intimidate-** to frighten into submission; inducing fear or a sense of inferiority into another person
- **Threat-** expressing an intention to inflict evil, injury or damage on another
- **Ridicule-** to deride or belittle another person through the use of scornful or contemptuous words or actions
- **Humiliate-** to reduce to a lower position in one's own eyes or the eyes of others
- **Instill Fear-** making someone afraid or apprehensive
- **Initiate-** to cause or begin

The Clarendon School District **has zero tolerance** for bullying, fighting, and other acts of violence that may cause students and/or their parents to feel unsure about the physical and emotional welfare of students at school. Disciplinary records are not permanent and students will begin each year with a clean disciplinary slate. **The exception to this “clean slate” position is when the unacceptable behaviors fall into the area of fighting, assault, bullying, acts of violence, or threats of violence.**

A student who intentionally harasses, threatens, taunts, or exhibits other behaviors towards another student will be held responsible for initiating any conflict that results from such behavior.

A student who initiates more than one violent act will be subject to increasingly stronger disciplinary action for each offense. Two or more acts of violence initiated by a student in

his/her secondary school years in the Clarendon School District will result in a minimum punishment of a one semester placement in alternative school and a maximum punishment of a one year expulsion from the district plus in legal charges that may result.

Students who willingly participate in a fight will receive the same punishment if both parties were equally responsible for initiating the violent act. When a student participates in act of violence in reaction to being taunted, harassed, threatened, humiliated, or ridiculed, the punishment assigned may be significantly less than the punishment assigned the student who initiated the conflict.

**Consequences:            Minimum- Student conference**  
**Maximum- Expulsion**

**Digitally recording/photographing of any fight or inappropriate activity may also result in the punishment listed below.**

**Consequences:            Minimum-Suspension**  
**Maximum- Expulsion**

### **Criminal Acts**

The commission of or participation in criminal acts in school buildings on school property or at school- sponsored events by students is prohibited by school regulations. Disciplinary action will be taken by school authorities against students involved in criminal acts regardless of whether or not criminal charges are filed.

The following activities are among those defined as “criminal” under the laws of the State of Arkansas; however, criminal activities considered under this regulation are not limited to this list:

1. Theft-stealing of school or personal property.
2. Possession of explosives-firecrackers, smoke bombs, or any other kind of fireworks.
3. Extortion, blackmail, or coercion-obtaining money or property by violence or threat of violence or forcing someone to do something against his/her will by force or threat of force.
4. Robbery-taking property from an individual by force or threat of force.
5. Assault and Abuse of Students and Staff Members (Act 706 of 1997 and Act 207 of 1997)
  - a. By violent, abusive, obscene or profane language addressed to a teacher or student.
  - b. By threatening to fight, or challenging to fight, or fight a teacher or student.
  - c. By the use of abusive, violent, obscene or profane language whether addressed to a specific party or to the public generally.
6. Communicating a Death Threat to a School Employee or Student-(Act 1046). A person commits a Class D felony for communicating a death threat concerning a school employee or student if:
  - a. The person communicates to any other person a threat to cause the death of

- a school employee or student; or
- b. A threat involves the use of a firearm or other deadly weapon; or
- c. A reasonable person would believe the person making the threat intends to carry out the threat; or
- d. The person making the threat purposely engaged in conduct that shows the intention of carrying out the threat with a close relationship to the threatened act and the conduct of intention.

The superintendent or his designee shall promptly report the incident to the proper law enforcement authorities for investigation as stated in Act 1243 of 1997.

***Act 1565-Attack of School Employee on Duty***

It is unlawful, during regular school hours, or 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 profane, violent, vulgar, abusive or insulting language which will cause a breach of peace, interfere with the operation of the school or arouse the person to whom it is addressed to anger that might cause imminent retaliation.

***Act 567 of 2001 Communicating a False Alarm to an Educational Institution***

A person who commits the offense of communicating a false alarm if the person purposely initiates or circulates a report of a present, past or impending bombing, fire, offense, catastrophe, or other emergency knowing that the report is false or baseless and knowing that it is likely:

1. to cause action of any sort by an official or volunteer agency organized to deal with emergencies.
2. to place a person in fear of physical injury to himself or herself or another person or of damage to his or her property or that of another person.
3. to cause total or partial evacuation of any structure, vehicle, or vital public facility.

Communicating a false alarm is a class D felony if physical injury to a person results or if the false alarm communicates a present or impending bombing and is made to or about a public or private educational institution.

The superintendent or his designee shall promptly report the incident to the proper authorities for investigation.

**STUDENT SEXUAL HARASSMENT (4.27)**

The Clarendon Holly Grove 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.

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:

- o the nature of sexual harassment;
- o The District's written procedures governing the formal complaint grievance process;<sup>1</sup>
- o The process for submitting a formal complaint of sexual harassment;
- o That the district does not tolerate sexual harassment;
- o That students can report inappropriate behavior of a sexual nature without fear of adverse consequences;
- o The supports that are available to individuals suffering sexual harassment; and
- o The potential discipline for perpetrating sexual harassment.

### **Definitions**

"Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

"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.

"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.

"Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

"Sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee:
  - a. Conditions the provision of an aid, benefit, or service of the District on an individual's participation in sexual conduct;<sup>2</sup> or
  - b. Uses the rejection of sexual conduct as the basis for academic decisions affecting that individual;<sup>2</sup>
2. The conduct is:
  - a. Unwelcome; and
  - b. 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
  - c. Constitutes:



- d. Sexual assault;
- e. Dating violence
- f. Domestic violence; or
- g. Stalking.

“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.

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

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:

- Making sexual propositions or pressuring for sexual activities;
- Unwelcome touching;
- Writing graffiti of a sexual nature;
- Displaying or distributing sexually explicit drawings, pictures, or written materials;
- Performing sexual gestures or touching oneself sexually in front of others;
- Telling sexual or crude jokes;
- Spreading rumors related to a person’s alleged sexual activities;
- Discussions of sexual experiences;
- Rating other students as to sexual activity or performance;
- Circulating or showing e-mails or Web sites of a sexual nature;
- Intimidation by words, actions, insults, or name calling; and
- 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.

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:

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

#### **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.

#### **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:

- o Notice of the District's grievance process and a copy of the procedures governing the grievance process;
- o 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:
  - The identities of the parties involved in the incident, if known;
  - The conduct allegedly constituting sexual harassment; and
  - The date and location of the alleged incident, if known;
- o 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;
- o That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
- o That the parties may inspect and review evidence relevant to the complaint of sexual harassment; and
- o That the District's code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

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.

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.

When investigating a formal complaint and throughout the grievance process, a District shall:

- 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;
- 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;
- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 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;
- 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;
- 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:
  - Whether obtained from a party or other source,;
  - The District does not intend to rely upon in reaching a determination regarding responsibility; and
  - That is either Inculpatory or exculpatory; and
- Create an investigative report that fairly summarizes relevant evidence.

At least ten (10)<sup>3</sup> 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)<sup>3</sup> 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.

After the investigative report is sent to the parties, the decision-maker shall:

- o Provide each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness;
- o Provide each party with the answers;
- o Allow for additional, limited follow-up questions from each party; and
- o 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.

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.

The written determination shall be provided to the parties simultaneously. The determination regarding responsibility shall become final on the earlier of:

- If an appeal is not filed, the day after the period for an appeal to be filed expires; or
- If an appeal is filed, the date the written determination of the result of the appeal is provided to the parties.

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.

The District may dismiss the formal complaint or any allegations therein, if at any time during the grievance process:

- o The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- o The respondent is no longer enrolled at the District; or
- o Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

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.

The District may hire an individual or individuals to conduct the investigation or to act as the determination-maker when necessary.

### **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:

- a. The existence of a procedural irregularity that affected the outcome of the matter;
- b. 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;
- c. 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
- d. An appeal of the disciplinary sanctions from the initial determination.<sup>4</sup>

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-maker<sup>5</sup> 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.

### **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:

- 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;
  - Submit a report to the child maltreatment hotline;
  - Submit a report to the Professional Licensure Standards Board for reports alleging sexual harassment by an employee towards a student; or
  - The extent necessary to provide either party due process during the grievance process.<sup>5</sup>
- Except as listed above, the District shall keep confidential the identity of:

- Any individual who has made a report or complaint of sex discrimination;
- Any individual who has made a report or filed a formal complaint of sexual harassment;
- Any complainant;
- Any individual who has been reported to be the perpetrator of sex discrimination;
- Any respondent; and
- Any witness.

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.

### **Emergency removal<sup>6</sup>**

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.

### **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.

### **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<sup>7</sup> 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.

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.

### **Records**

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

- Each sexual harassment investigation including:
- Any determination regarding responsibility;
- any disciplinary sanctions imposed on the respondent;
- Any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;
- Any appeal and the result therefrom;
- All materials used to train Title IX Coordinators, investigators, and decision-makers;
- Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, which must include:
  - o The basis for the District's conclusion that its response was not deliberately indifferent; and
  - o Document:
    - 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
    - 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.

## **BULLYING (4.43)**

### **Definitions**

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

“Bullying” means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

- Physical harm to a public school employee or student or damage to the public school employee's or student's property;
- Substantial interference with a student's education or with a public school employee's role in education;
- A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment;

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

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

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

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



- o Incite violence towards a student, school employee, or person with whom the other student or school employee is associated.

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

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

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

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

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

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

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

activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

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

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

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

1. As soon as reasonably practicable, but by no later than the end of the school day following the receipt of the credible report of bullying:
  - a. Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that their student is the victim in a credible report of bullying; and
  - b. Prepare a written report of the alleged incident of bullying;
2. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than the fifth (5<sup>th</sup>) school day following the completion of the written report.
3. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim in a credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counseling and other intervention services.
4. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of the student, or person acting in loco parentis of the student who is alleged to have been the perpetrator of the incident of bullying:
  - a. That a credible report or complaint of bullying against their student exists;
  - b. Whether the investigation found the credible report or complaint of bullying to be true;
  - c. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and
  - d. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;
5. Make a written record of the investigation, which shall include:
  - a. A detailed description of the alleged incident of bullying, including without limitation a detailed summary of the statements from all material witnesses to the alleged incident of bullying;
  - b. Any action taken as a result of the investigation; and
6. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

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

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

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

Copies of this policy shall be available upon request.

**Consequences:            Minimum- Student conference  
                                 Maximum- Expulsion**

### **STUDENT ASSAULT OR BATTERY    (4.21)**

A student shall not threaten, physically abuse, attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). Any gestures; vulgar, abusive, or insulting language; taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs.

Students who make death threats, of any kind, will be immediately suspended. After a thorough inquiry/investigation, in which administration and/or law enforcement personnel determines the student's potential for violence, school officials will decide what additional action is warranted, up to and including an expulsion recommendation and legal charges.

Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common acceptance, is calculated to:

- a. Cause a breach of the peace;
- b. Materially and substantially interfere with the operation of the school; or
- c. Arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation.

Students guilty of such an offense may be subject to legal proceedings in addition to any student disciplinary measures. It is required by law that the principal or the person-in-charge report to the

police any incidents where 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.

### **Assault or battery, verbal abuse, or harassment by a student on a school employee**

A student shall not threaten, physically abuse, or attempted to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (including school employee or school visitor). Any gestures, vulgar, abusive, or insulting language, taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs.

Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common understanding, is calculated to:

- a) cause a breach of the peace;
- b) materially and substantially interfere with the operation of the school;
- c) arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. Students guilty of such an offence may be subject to legal proceeding in addition to student disciplinary measures.

#### **Definitions:**

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

“Battery” is similar to assault, but requires unexcused physical touching or injury.

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

**\*To be determined by the principal that could include but not limited to ISS, OSS, Detention, or recommendation for expulsion.**

## **WEAPONS AND DANGEROUS INSTRUMENTS (4.22)**

### **Definitions**

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

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

“Weapon” means any:

- Firearm;

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

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

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

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

Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period one (1) year. The superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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

use in the approved activity.

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

### **TOBACCO, ELECTRONIC NICOTINE DELIVERY SYSTEMS, AND RELATED PRODUCTS (4.23)**

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

With the exception of recognized tobacco cessation products, this policy's prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-pipes, or under any other name or descriptor.

Students are not to have matches, rolling papers, and cigarette lighters at school. These items will be confiscated.

**Consequences:            Minimum- 3 days ISS**  
**Maximum- 3 days OSS**

### **DRUGS AND ALCOHOL      (4.24)**

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

Therefore, no student in the Clarendon 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.

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.

The sale, distribution, or attempted sale or distribution of over-the-counter (OTC) medications, dietary supplement or other perceived health remedy not regulated by the US Food and Drug

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

A violation of this policy for students in grade K-6 will be determined on a case by case basis in a conference with the parents/guardians, principal and superintendent or designee.

**Clarendon High School Drugs and Alcohol Policy:**

Students of Clarendon High School will not possess, use, or be under the influence of alcohol, illegal drugs or drug devices on school property, within 1000 feet of school property, or at school-sponsored activities, including trips. Drug devices will include, but not limited to, pipes, tubes, clips, spoons, or vials. Prohibitive substances will include, but not limited to, alcohol or alcoholic beverages, inhalants, marijuana, narcotic drugs, hallucinogens, stimulants, depressants, or any substance that the student represents or believes to be a substance prohibited by this policy, or any substance manufactured to look like a substance prohibited by this policy.

Students who appear to be under the influence of any prohibitive substance as determined by the school administration will be sent home with parent/guardian until proof is provided from local law enforcement agency or medical facility stating the student has tested negative for prohibitive substances. Home screening tests will not be accepted. If student has negative drug screen, student will have opportunity to make up all classwork missed during the screening. If student has positive drug screening, punishment will follow guidelines in student handbook. If prescription drugs are the reason for being under the influence, documentation for the prescribing doctor must be submitted to the school administration. All prescription drugs must be checked in at the nurse's office or the principal's office. Verification of student innocence must be submitted by the specific time given by the administration. Cost involved with screening will be the responsibility of the parent/guardian.

**Consequences: Minimum**-10 days out of school suspension or 5 days suspension with proof of rehabilitation and counseling. Rehabilitation and counseling services must be approved by administration.

**Maximum**-Expulsion

Students, who sell, distribute or attempt to sell or distribute illegal or prescription drugs will face an automatic recommendation for expulsion and charges will be filed as required by law.

**Consequences: Minimum**-10 days out of school suspension and recommendation for expulsion

**Maximum**-Expulsion

**CONDUCT TO AND FROM SCHOOL AND TRANSPORTATION ELIGIBILITY(4.19)**

The District's Student Code of conduct applies to students while traveling to and from school or to and from a school activity to the same extent as if the students were on school grounds.

Appropriate disciplinary actions may be taken against commuting students who violate the

District's Student Code of Conduct.

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

Transporting students to and from school who have lost their bus transportation privileges shall become the responsibility of the student's parent or legal guardian.

Behavior guidelines include, but are not limited to, the following:

1. Obey and be respectful of the bus driver at all times. This is our first and most important rule. The driver has the authority to temporarily suspend a student from riding the bus.
2. While loading or unloading, enter or leave the bus quickly and in an orderly fashion.
3. Students are not allowed to eat, drink, or chew gum on the school bus.
4. You are not to tamper with any of the safety devices such as door latches, fire extinguishers, etc.
5. Students must keep seated while the bus is in motion and must not move while it is stopped except as the driver direct.
6. Students are not to put their hands or bodies out of the window.
7. Do not yell at anyone outside of the bus.
8. Students are not to deface the bus or any school property. Do not write on the bus or damage seats, etc.
9. Keep aisle of the bus clear from books, lunches, coats, etc. Do not put your feet in the aisle.
10. The behavior of the students on school buses will determine who will be provided with transportation.

Every student in the Clarendon School District is eligible to ride a school bus, with the exception of those students living inside the city limits of Clarendon. However, a student with identified disabilities living within the city limits of Clarendon may be eligible after a special education conference stating the need for special transportation becomes part of the student's IEP.

Riding a school bus in the Clarendon School District is a privilege not a right.

**Consequences:            Minimum: Conference with student and parent**  
**Maximum: Expulsion**

### **Bus Policy**

Riding a school bus in the Clarendon School District is a privilege not a right.

Rules of the bus:

1. Remain seated until bus stops in your assigned seat at all times.



2. No food or drinks allowed on the bus.
3. Enter and exit the bus in an orderly manner.
4. Keep the aisle clear of legs, hands, backpacks, etc.
5. Use quiet voices.
6. Follow the directions of the bus driver the first time given.
7. No live animals, glass containers, large amounts of money allowed.
8. No electronic devices of any kind (i.e. phones, radios, CD players, MP3 players, cameras)
9. Keep hands, feet, head, and other personal items inside the bus and not hanging out the window.
10. Students are not allowed to ride a bus other their assigned bus route, or get on/off at a different house unless a written request is received from the parent or guardian and is approved or signed by the principal or designee.
11. Buses are expensive school property. Students will not damage any part of a bus. If a student is caught damaging a bus the parent/guardian will be responsible for paying restitution of the property owners.

**Consequences of Transportation Misbehavior:**

- 1<sup>st</sup> referral- Student and Parent conference
- 2<sup>nd</sup> referral-1 day bus suspension + Parent Conference
- 3<sup>rd</sup> referral-to be determined by Administration

**\*If a student is suspended from the bus it is the parent/guardians responsibility to get their student to school. If the student misses school during the time of suspension it will count as an absence.**

**Athletic and School Trips**

All students involved in extracurricular activities are required to ride the bus to and from event sponsored by the school (example: football game, basketball game, band trip, etc.)

**Parents /guardians only will personally be able to sign out their child with the sponsor of the event. No prior arrangements or notes will be accepted.**

**GANGS AND GANG ACTIVITY (4.26)**

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

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

1. Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang;
2. Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;
3. Recruiting, soliciting, or encouraging any person through duress or intimidation to

- become or remain a member of any gang; and/or
4. Extorting payment from any individual in return for protection from harm from any gang.

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

Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

### **COMPUTER USE POLICY (4.29)**

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

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

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

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

In an effort to help protect student welfare when they navigate the Internet, the district will work

to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

**Consequences:**           **Minimum: Student Conference**  
**Maximum: Expulsion**

### **Damaging, Destroying or Stealing School Property**

(AR State 50-109, 80-1903, 80-1904)

Any student, who vandalizes, destroys or steals school property shall be held liable for the cost of restitution, repair or replacement of that property. The student shall also be subject to school discipline and possible legal action.

**Consequences:**           **Minimum: Student Conference**  
**Maximum: Expulsion**

### **Theft and extortion**

A student shall not steal or attempt to steal property of another student or school employee. Students shall make restitution of any property stolen by them and shall be subject to other disciplinary measures. Students may be referred to legal authorities. (ASA 41-2203) (Act 1520 or 1999)

**Consequences: Minimum: OSS**  
**Maximum: Expulsion**

### **SEARCH, SEIZURE, AND INTERROGATIONS (4.32)**

The District respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the District in order to promote an environment conducive to student learning. The Superintendent, principals, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable 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.

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

The Superintendent, principals, and their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs.

A school official of the same sex shall conduct personal searches with an adult witness of the same sex present.

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

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

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency.

If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-hours telephone number.

### **Behavior Not Covered Above**

The Clarendon School System reserves the right to pursue disciplinary or legal action for behavior, which interrupts the educational process and to assign discipline although such behavior is not specified in the proceeding written rules. The principal has the authority to interpret any rules or regulations whether or not they are stated in these policies.

# ***Section 3***

***Safety, Health &  
Wellness Policies &  
Procedures***

## **VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING (4.48)**

The Board of Directors has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras, automatic identification technology, data compilation devices, and technology capable of tracking the physical location of district equipment, students and/or personnel.

The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of bodily privacy is reasonable and customary.

Signs shall be posted on campus buildings and in district vehicles to notify students, staff, and visitors that video cameras may be in use. Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras and other technologies authorized in this policy.

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording. Other than video recordings being retained under the provisions of this policy's following paragraph, the district's video recordings may be erased any time greater than 1 year after they were created.

Videos, automatic identification, or data compilations containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or student handbook; any release or viewing of such records shall be in accordance with current law.

Students who vandalize, damage, disable, or render inoperable (temporarily or permanently) surveillance cameras and equipment, automatic identification, or data compilation devices shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

### **Weather Related or Any Important Announcements**

SchoolCast is a phone notification service provided by Clarendon School District to call parents/guardian and update information on school closings, etc. Please notify your school if you have a phone number change so it can be updated in the system.

### **Snacks and Treats at School**

School Events/Parties- Students may be given any food and/or beverage items during the school day for up to nine different events each school year to be determined and approved by school

officials. These items may not be given during meal times in the areas where school meals are being served or consumed. Foods for such events must be sealed and packaged when brought to school and disseminated using precautions, such as plastic gloves. Homemade foods and snacks cannot be provided to students.

Any prepared foods must have been in an Arkansas Health Department inspected and approved kitchen and properly stored until being served.

**Snacks During the Declared School Day**- Snacks may be provided or distributed by the school as part of the planned instructional program, for example, afternoon snack for kindergarten students who eat early lunch. Snacks shall meet the United States Department of Agriculture Child and Adult Care Snack Patterns.

**Foods for Instructional Purposes**- Food integrated as a vital part of the instructional program are allowed at any time. Examples include edible manipulative such as a square of cheese to teach fractions, a nutrition food experience, food production in family and consumer science units, and food science units.

No food or beverage shall be used as rewards for academic, classroom or sport performances and/or activities with the exception of those occasions outlined previously in this policy.

## **COMMUNICABLE DISEASES AND PARASITES (4.34)**

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: chicken pox, measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant Staphylococcus aureus), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis A, B or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

To help control the possible spread of communicable diseases, school personnel shall follow the District's exposure control plan when dealing with any blood borne, foodborne, and airborne pathogens exposures. Standard precautions shall be followed relating to the handling, disposal, and cleanup of blood and other potentially infectious materials such as all body fluids, secretions and excretions (except sweat).

The District shall maintain a copy of each student's immunization record and a list of individuals with exemptions from immunization which shall be education records as defined in policy 4.13. That policy provides that an education record may be disclosed to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health



or safety of the student or other individuals.

A student enrolled in the District who has an immunization exemption may be removed from school at the discretion of the Arkansas Department of Health during an outbreak of the disease for which the student is not vaccinated. The student may not return to the school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health.

The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment will be asked to pick their child up at the end of the school day. The parents or legal guardians will be given information concerning the eradication and control of human host parasites. A student may be readmitted after the school nurse or designee has determined the student no longer has live human host parasites that are transmittable in a school environment.

Each school may conduct screenings of students for human host parasites that are transmittable in a school environment as needed. The screenings shall be conducted in a manner that respects the privacy and confidentiality of each student.

## **IMMUNIZATIONS (4.57)**

### **Definitions**

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

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

### **General Requirements**

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

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

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

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

- A. Licensed physician;
- B. Health department;
- C. Military service;
- D. Official record from another educational institution in Arkansas; or
- E. An immunization record printed off of the statewide immunization registry with the Official Seal of the State of Arkansas

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

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

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

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

### **Temporary Admittance**

While students who are not fully age appropriately immunized or have not yet submitted an immunization waiver may be enrolled to attend school, such students shall be allowed to attend school on a temporary basis only. Students admitted on a temporary basis may be admitted for a maximum of thirty (30) days (or until October 1st of the current school year for the tetanus, diphtheria, pertussis, and meningococcal vaccinations required at ages eleven (11) and sixteen (16) respectively if October 1st is later in the current school year than the thirty (30) days following

the student's admittance). No student shall be withdrawn and readmitted in order to extend the thirty (30) day period. Students may be allowed to continue attending beyond the thirty (30) day period if the student submits a copy of either number 2 or number 4 above.

Students who are in process shall be required to adhere to the submitted schedule. Failure of the student to submit written documentation from a public health nurse or private physician demonstrating the student received the vaccinations set forth in the schedule may lead to the revocation of the student's temporary admittance; such students shall be excluded from school until the documentation is provided.

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

#### **Exclusion From School**

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

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

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

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

Students excluded from school shall have five (5) school days from the day the student returns to school to submit any homework and to make up any examinations. State mandated assessments are not included in "examinations" and the District has no control over administering state

mandated make-up assessments outside of the state's schedule. Students shall receive a grade of zero for any assignment or examination not completed or submitted on time.

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:

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

### **Immunization Requirements**

Immunizations must be up-to-date as required by the Arkansas Department of Health. A copy of the required immunizations may be acquired from the school health nurse. If a student does not have the required immunizations, the school nurse, with input from the principal, will establish a deadline for the student to complete the immunizations. If the deadline is not met, the students will not be allowed to attend school.

### **STUDENT MEDICATIONS (4.35)**

Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse.

Unless authorized to self-administer or otherwise authorized by this policy, students are not allowed to carry any medications, including over-the-counter medications or any perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent or legal guardian shall bring the student's medication to the school nurse. The student may bring the medication if accompanied by a written authorization from the parent or legal guardian. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity of the medication(s). If the medications are brought by a student, the school nurse shall ask another school employee to verify, in the presence of the student the quantity of the medication(s). Each person present shall sign a form verifying the quantity of the medication(s).

Medications, including those for self-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. Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double locked cabinet.

Students with an individualized health plan (IHP) may be given over-the-counter medications to the extent giving such medications are included in the student's IHP.

The district's supervising registered nurse is responsible for creating procedures for the administration of medications on and off campus.

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be disposed of by the school nurse in accordance with current law and rules.

#### **Schedule II Medications**

Option 1: The only Schedule II medications that shall be allowed to be brought to the school are methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse).

For the student's safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication than permitted by this policy. Students who are taking Schedule II medications which are not allowed to be brought to school shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

Option 2: Students taking Schedule II medications not included in the previous sentence shall be allowed to bring them to school under the provisions of this policy and shall be permitted to attend and participate in classes only to the extent the student's doctor has specifically authorized such attendance and participation. A doctor's prescription for a student's Schedule II medication is not an authorization. Attendance authorization shall specifically state the degree and potential danger of physical exertion the student is permitted to undertake in the student's classes and extracurricular activities. Without a doctor's written authorization, a student taking Schedule II medications, other than those specifically authorized in this policy, shall not be eligible to attend classes, but shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

#### **Self-Administration of Medication**

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

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

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

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

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

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

### **Emergency Administration of Glucagon and Insulin**

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

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

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

- A. The time scheduled for a dose of insulin in the student's IHP; and
- B. Glucagon or non-scheduled insulin administration once other staff have relieved him/her

from other duties until a parent, guardian, other responsible adult, or medical personnel has arrived.

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

#### **Emergency Administration of Epinephrine**

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

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

Students with an order from and a licensed health care provider to self-administer auto-injectable epinephrine and who have written permission from their parent or guardian shall provide the school nurse an epinephrine auto-injector. This epinephrine will be used in the event the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes the student is having a life-threatening anaphylactic reaction and the student is either not self-carrying his/her /epinephrine auto-injector or the nurse is unable to locate it.

#### **Emergency Administration of Albuterol**

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

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee(s) certified to administer albuterol to administer albuterol to the student when the employee believes the student is in perceived respiratory distress.

The school nurse for each District school shall keep albuterol on hand. The school nurse or other school employee designated by the school nurse as a care provider who has been trained<sup>6</sup> and certified by a licensed physician, advanced practice registered nurse, or physician assistant may administer albuterol to those students who the school nurse, or other school employee certified to administer albuterol, in good faith professionally believes is in perceived respiratory distress.

#### **Emergency Administration of Anti-opioid**

The school nurse for each District school shall keep anti-opioid injectors on hand. The school nurse, other school employee, volunteer, or student may administer anti-opioid in accordance with the District's procedures to a student who the school nurse, or other observer, in good faith believes is having an opioid overdose.

### **STUDENT ILLNESS/ACCIDENT (4.36)**

If a student becomes too ill to remain in class and/or could be contagious to other students, the principal or designee will attempt to notify the student's parent or legal guardian. The student will remain in the school's health room or a place where he/she can be supervised until the end of the school day or until the parent/legal guardian can check the student out of school.

If a student becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical care facility. The school assumes no responsibility for treatment of the student. When available, current, and applicable, the student's emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date.

**The school does not carry liability insurance and is immune from liability and from suit for damages. (A.C.A. § 21-9-301) It is strongly recommended that parents purchase student insurance to cover their child while at school, particularly if no other health coverage is in force.**

### **EMERGENCY DRILLS (4.37)**

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted no fewer than three (3) times per year with at least one each in the months of September, January, and February. Students who ride school buses,<sup>1</sup> shall also participate in emergency evacuation drills at least twice each school year.

The District shall annually conduct an active shooter drill and school safety assessment for all District schools in collaboration with local law enforcement and emergency management personnel. The training will include a lockdown exercise with panic button alert system training.<sup>2,3</sup> Students will be included in the drills to the extent that is developmentally appropriate for the age of both the students and grade configuration of the school.<sup>4</sup>

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

Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event of violence, terrorist attack, natural disaster, other emergency, or the District's Panic Button Alert System<sup>2</sup>. Students shall be included in the drills to the extent practicable.<sup>4</sup>



# ***Section 4***

## ***Academic Policies & Procedures***

## **STUDENT HANDBOOK (4.42)**

It shall be the policy of the Clarendon school district that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this district. In the event that there is a conflict between the student handbook and a general board policy or policies, the more recently adopted language will be considered binding and controlling on the matter provided the parent(s) of the student, or the student if 18 years of age or older have acknowledged receipt of the controlling language.

Principals shall review all changes to student policies and ensure that such changes are provided to students and parents, either in the Handbook or, if changes are made after the handbook is printed, as an addendum to the handbook.

Principals and counselors shall also review Policies 4.45—SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS and the current ADE Standards for Accreditation Rules to ensure that there is no conflict. If a conflict exists, the Principal and/or Counselor shall notify the Superintendent and Curriculum Coordinator immediately, so that corrections may be made and notice of the requirements given to students and parents.

### **Academic Improvement Plans**

As per Act 35, a law enacted by the state of Arkansas by the 2003 Special Session of the Legislature, an AIP is a document required for any student in grades K-12 who have not reached district and/or state proficiency levels in literacy and/or mathematics. In grades 5, 7 and Biology, students who are not proficient in science must have an AIP in science for the next school year. AIPs must be monitored, adjusted, and completed. Each plan will be formulated to meet individual student needs.

**Student Placement-**All students who fall below the proficiency level in one or more areas are mandated by law to complete the requirements of their academic improvement plan.

Students who need an academic improvement plan are those that score:

1. Basic or below basic on the Arkansas Benchmark Exam-Grades 3-8 (Students moving from 3 and into grade 9 inclusive)
2. Basic or below basic on the End of Course Algebra Exam.
3. Basic or below basic on the End of Course Geometry Exam.
4. Basic or below basic on the End of Course Literacy Exam.
5. Basic or below basic on the End of Course Biology Exam.
6. Basic or below basic on any other state-mandated assessment.

### **Development and Implementation of the AIP**

The district will develop and implement an academic improvement plan for all students that do not score proficient or above. At the junior and senior high school, students will be assigned into

literacy, science and mathematics groups for remediation. Teachers will be assigned to assist students in their learning. Each teacher will be responsible for developing and implementing their assigned student's academic improvement plan.

#### **Assessments and Review**

State mandated assessments will be used to determine the effectiveness of the remediation program. Teacher-made and district-made assessments will be utilized to monitor a student's progress throughout the school year.

#### **Failure to Participate**

After development of the academic improvement plan, each student identified as not meeting satisfactory proficiency levels in the previous spring test shall participate in his or her activities outlined in his or her academic improvement plan. The district shall notify the student's parents of the parent's role and responsibilities as well as the consequences of the student's failure to participate in the plan.

#### **Consequences**

Students in grades 1 through 8 identified for an academic improvement plan but do not participate or complete the program, shall be retained.

#### **Our District Plan**

All students in grades 2-12 will be provided the opportunity for remediation during the school day. Classroom teachers will provide activities for students not meeting proficiency. This will meet the requirements of remediation. Any student who fails to attend these sessions and/or has more than the state approved excusable absences will be required to repeat the remediation procedures.

As per Act 35, parents will be informed of their child's achievement and asked to sign in the Academic Improvement Plan.

### **GRADING (5.15)**

Parents, legal guardians, persons having lawful control of a student, or persons standing in loco parentis shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, persons having lawful control of a student, persons standing in loco parentis, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation which may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue grades for each nine-week grading period to keep parents/guardians informed of their student's progress.

The evaluation of each student's performance on a regular basis serves to give the

parents/guardians, students, and the school necessary information to help effect academic improvement. Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

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

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

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

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69 - 60

F = 59 and below

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

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

The grade point values for Advanced Placement (AP), approved courses for weighted credit, International Baccalaureate (IB), and approved honor courses shall be one point greater than for regular courses with the exception that an F shall still be worth 0 points. Quality points for AP are contingent on teacher training. Quality points for AP are contingent on student testing.

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

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

### **Parent /Teacher Conferences**

We encourage every parent to use the conference time to discuss the progress of his or her child with the teacher and not to rely upon the progress report alone. Parent/Teacher conferences are scheduled on the 5 ½ week of the first and third nine-week periods.

If you wish to speak with a teacher, leave your name and number with the office personnel and the teacher will contact you at his/her earliest convenience.

### **CONCURRENT CREDIT (5.22)**

A ninth (9<sup>th</sup>) through twelfth (12<sup>th</sup>) 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.

As permitted by the DESE Rules Governing Grading and Course Credit, a student who takes three (3) semester hour remedial/developmental education course cannot be used to meet core subject area/unit requirements.

Participation in the concurrent high school and college credit program must be documented by a written agreement between:

- The student ;
- The student's parent(s) or legal guardian(s) if the student is under the age of eighteen (18);
- The District; and
- 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.

Students are responsible for having the transcript for the concurrent credit course(s) they've taken sent to their school in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. 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.

Student 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.

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. Students who are not eligible to receive free or reduced price meals are responsible for any costs associated with concurrent credit courses.

### **HOMEWORK (5.14)**

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

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

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

**Homework will count no more than 10% of a nine weeks grade.**

Homework assignments include:

- **Practice** exercises to follow classroom instruction
- **Preview** assignments to prepare for subsequent lessons
- **Extension** assignments to transfer new skills or concepts to new situations
- **Creative** activities to integrate many skills toward the production of a response or product

**Time:** Actual time required to complete assignments will vary with each student's grade level, study habits, academic skills, and selected course load. An average of no more than 10 minutes per class assignment is recommended for daily homework. All students are expected to read 20 to 30 minutes nightly.

**Late Work:** Students are expected to turn work in on time. Students who miss homework because of an excused absence will receive the opportunity to make up missed work. It is the students' responsibility to communicate with teachers to make up all missed assignments.

**Major Projects:** Major Projects include research papers, book reports, major essays, and other assignments teachers designate as major projects. Work on these projects will be for an extended period of time. Projects are not considered homework. Project scores will be equivalent to or may exceed a test score and will be graded by project specific rubrics.

**Responsibilities of Staff, Parents, and Students:** Refer to the building Title I Parent Compact to be signed by all parties and returned to the building principal annually.

## **5.11—DIGITAL LEARNING COURSES**

### **Definitions**

For the purposes of this policy:

“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.

“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.

“Instructional Materials” means:

1. Traditional books, textbooks, and trade books in printed and bound form;
2. Activity-oriented programs that may include:
  - a. Manipulatives;
  - b. Hand-held calculators;
  - c. Other hands-on materials; and
1. Technology-based materials that require the use of electronic equipment in order to be used in the learning process.

“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.

“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**

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.

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.

As an approved digital learning provider, the District shall annually determine what District created digital learning courses it will provide to our students.<sup>1</sup> 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 Division of Elementary and Secondary Education (DESE). 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 DESE.

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.

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.

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.<sup>2</sup>

The District is responsible for providing all instructional materials for each student who enrolls in a District approved digital learning course.<sup>3</sup>

Regardless of any other provisions of this policy, the District may restrict a student's access to digital courses when the student's building 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 building 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.<sup>4</sup>

#### **4.55—STUDENT PROMOTION AND RETENTION**

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

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

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

Promotion or retention of students, or their required retaking of a course shall be primarily based



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

The building principal or designee;

The student's teacher(s);

School counselor;

A 504/special education representative (if applicable); and

The student's parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis.

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

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

Statewide student assessment results;

Subject grades;

Student work samples; and

Local assessment scores.

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

Guide the student along pathways to graduation;

Address accelerated learning opportunities;

Address academic deficits and interventions; and

Include college and career planning components.

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

The student's SSP will be updated in order to assist the student with college and career readiness skills, course selection in high school, and improved academic achievement; and

Provide a basis for counseling concerning postsecondary preparatory programs.

An SSP shall be created:

By no later than the end of the school year for a student in grade eight (8) or below<sup>2</sup> who enrolls in the District during the school year; or

As soon as reasonably possible for a student in grade nine (9) or above who enrolls in the District at the beginning or during the school year.

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

Students who either refuse to sit for a Statewide assessment or attempt to boycott a Statewide assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are originally administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity, including school dances, prom, homecoming, senior events, and may be prevented from walking or participating in graduation exercises. The student shall remain ineligible to participate until the student takes the same or a following Statewide assessment, as applicable. The Superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances.<sup>4</sup> Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.<sup>5</sup>

## **COMPUTER SCIENCE INTERNSHIPS AND INDEPENDENT STUDIES (5.12)**

### **Internships**

The Board of Directors believes that students who intend to begin careers immediately upon high school graduation or intend to complete post-secondary training prior to starting a career can benefit from an internship experience. The desired outcomes of the District's internship program include students advancing computer science skills, sharpening soft-skills, and learning new skills while in a workplace environment. The internship program provides intense, competency-based worksite immersion in advanced computer science concepts while linking the internship participants to current resources, information, and guidance from computing professionals.

Students who wish to participate in the internship program shall submit an application to the principal. In order for a student to be eligible to participate in the internship program, the student must have:

1. Received enough credits to qualify as a junior;
2. Either:
  - Have at least one (1) credit from an ADE approved computer science course; or
  - Submit computer science work product that satisfactorily demonstrates the competencies expected within the Arkansas Department of Education (ADE) Computer Science Standards to the principal, and
3. At least a 3 GPA.

The student participating in an internship program is responsible for making sure the principal receives documentation authenticated by the student's supervisor of the hours worked by the student, proof of the student having completed projects, and regular evaluations of the student's work by the student's internship supervisor.

A student who completes a computer science internship shall receive credit for the internship as a Computer Science Flex Credit based on the amount of documented on-the-job work hours as follows:

- a. Half (1/2) credit for completing sixty (60) on-the-job work hours; or
- b. One (1) credit for completing one hundred twenty (120) on-the-job work hours.

### **Independent Studies**

A Computer Science Independent Study Program shall be designed to enrich the student's computer science educational experience. A student who desires to complete an independent study shall:

1. Either:
  - Have at least one (1) credit from an ADE approved computer science course; or
  - Submit computer science work product that satisfactorily demonstrates the competencies expected within the ADE Computer Science Standards to a local advisor;
2. Develop an educational plan that is tied directly to extending the computer science concepts found within:
  - The most current revision of the Arkansas High School Computer Science Standards;
  - College Board AP Computer Science Principles or A; and/or
  - IB Computer Science SL or HL;
3. Submit the study plan to a local advisor<sup>5</sup> for approval;
4. Have at least a 3 GPA; and
5. Produce a final product for presentation.

The advisor is responsible for reviewing, monitoring, and approving the student's study plan. The study plan should include anticipated objectives that allow the advisor to evaluate the student's study progress. The student is responsible for submitting regular written reports to the advisor concerning the student's progress towards the student's independent study goals.

The student's hours of study shall be documented by the most appropriate of the following methods:

- Being assigned a class period during the instructional day that is dedicated to the student's independent study;
- Using the District's system to track student time for digital courses if the student's attendance and assignments are through a digital classroom; and
- Using another hour tracking system approved by the district Superintendent that provides for accurate tracking of hours and provides safeguards against improper reporting by the student.

A student who completes a computer science independent study shall receive credit for the independent study as a Computer Science Flex Credit<sup>4</sup> based on the amount of documented study hours as follows:

- a. Half (1/2) credit for completing sixty (60) study hours; or
- b. One (1) credit for completing one hundred twenty (120) study hours.

## **COMPUTER SCIENCE COURSE PREREQUISITES AND PROGRESSION (5.16)**

### **Traditional Progression**

A student who has not previously received a computer science credit may elect to take an introductory level computer science course. A student who passes a computer science course level is eligible to take the next level computer science course in the same computer science course emphasis.

### **Alternative Progression**

A student who does not have credit for any computer science course, the introductory level computer science course for the particular computer science emphasis, or the preceding level course for the computer science emphasis may be placed in a computer science course based on any combination of the following factors:

- The student's grade point average;
- Recommendation from the student's teacher(s);
- Completion of computer science internships or independent studies;
- Demonstration of previous computer science work by the student; or
- Proficiency report from a computer science proficiency evaluation tool.

## **SPECIAL EDUCATION (4.49)**

In accordance with the Individuals With Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and Arkansas Statutes, the district shall provide a free appropriate public education and necessary related services to all children with disabilities who reside:

- Within the district boundaries; or
- Outside of the District boundaries but are enrolled in the District.

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

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

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

#### **ENGLISH LANGUAGE LEARNERS (5.27)**

The district shall utilize the special needs funding it receives for identified English Language Learners (ELL) on activities, and materials listed in the DESE Rules Governing Student Special Needs Funding.

The expenditures of ELL supplemental funding shall be evaluated at least annually to determine their overall effectiveness. The evaluation shall specifically address how the use of ELL funds is in alignment with the district's school district support plan in addressing identified achievement gaps and student performance deficiencies.

#### **ENHANCED STUDENT ACHIEVEMENT FUNDING EXPENDITURES (5.28)**

Funding received from the state based on the number of students eligible for free and reduced-priced meals under the National Student Lunch Account shall be expended in accordance with guidelines outlined in the Division of Elementary and Secondary Education Rule Governing Student Special Needs Funding.

The district shall at least annually evaluate programs supported by Enhanced Student Achievement funds to determine the effectiveness of the programs and to ensure they are providing intervention/prevention services designed to increase student achievement that are in alignment with the district's school support plan.

#### **PERMANENT RECORDS (4.38)**

Permanent school records, as required by the Arkansas Department of Education, shall be maintained for each student enrolled in the District until the student 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.

Students taking drivers test will be allowed 3 transcripts at no charge, after that they will be charge\$3.00. Each graduating senior will be allowed three final transcripts no charge. Any person requesting copies of school transcripts, shot records, etc. from their permanent record after that will be charged \$3.00.

#### **PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION (4.13)**

Except when a court order regarding a student has been presented to the district to the contrary,

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

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

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

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

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

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

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

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

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

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

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

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

Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, "directory information" about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. "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 role (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. "Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed

on a student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

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

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

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

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

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

## **HONOR ROLL AND HONOR GRADUATES (5.17)**

### **HONOR ROLL**

Students in grades K-6 who maintain a 3.0 grade point average (GPA) for the grading period will be recognized as honor roll students for that grading period. Semester grades will determine the honor roll at the end of each semester.

Students in grades 7-12 who participate in the Smart Core Curriculum maintaining a 3.00-4.00 GPA for the grading period will be recognized as honor roll students for that grading period. Semester grades will determine the honor roll/merit list at the end of each semester.

### **HONOR GRADUATES**

Students who have successfully completed the minimum core of courses recommended for preparation for college as defined by the Higher Education Coordinating Board and the State Board of Education and have a cumulative GPA of 3.00 will be designated as honor students. The GPA shall be derived from courses taken in public schools in grades nine (9) through twelve (12).



## **VALEDICTORIAN AND SALUTATORIAN**

### **High School:**

To be considered for valedictorian or salutatorian, a student must have been enrolled in Clarendon High School since the beginning of their junior year and must be enrolled in college bound courses.

Seniors graduating with a 3.0 grade point average or better will qualify to be recognized as honor graduates. A grade point average of 3.00-3.24 will earn the recognition of "honors". A grade point of

3.25-3.49 and three or more successfully completed AP classes are required for the recognition of "high honors". A grade point average of 3.50-4.00 and three or more successfully completed AP classes are required for the recognition of "highest honors", and the top two from this group will be designated as valedictorian and salutatorian from the senior class.

Determination of honors for graduation, such as valedictorian and salutatorian and honor graduates, will be based on seven (7) semesters and grades from the third nine weeks of the senior year. Final ranking and grade point averages will be determined after graduation.

Beginning with the 2022 graduating class, exceptional students based on grade point average (GPA) are distinguished as follows:

- Students with a 3.25-3.49 GPA will graduate with Honors
- Students with a 3.50-3.75 GPA will graduate Cum Laude
- Students with a 3.76-3.99 GPA will graduate Magna Cum Laude
- Students with a 4.0 and above GPA will graduate Summa Cum Laude

## **CUM LAUDE STUDENTS**

\*\*Students will graduate with honors as listed below as long as the following requirements of #1, #2, and #3 below are all met:

### **Cum Laude Diploma Requirements**

1. GPA of 3.50 or better and Honors will be attained by the following scale:  
Summa Cum Laude: 4.00 and above and an ACT score of 24 or above.  
  
Magna Cum Laude: 3.76-3.99 and an ACT score of 21 or above.  
  
Cum Laude: 3.50-3.75 and an ACT score of 19 or above.  
  
Commencement speeches will be given at graduation by the #1 and #2 ranked students.
2. In order to be classified as a Cum Laude Graduate, a student must have a cumulative grade point average of (eight semester) 3.50 or higher and must take

at least four of the following courses:

AP English Literature or Freshman Comp

Physics or Integrated Chemistry

Math course above Algebra II (including College Algebra or Pre Cal)

AP Biology

AP Calculus

College History

AP Environmental Science

AP US History

(Concurrent College Courses: 3 college hours = 1 High School credit)

3. Fulfill all graduation requirements

Clarendon Holly Grove School District shall attach the State Board of Education seal to transcripts and diplomas awarded to graduates who have completed the AR Academic Challenge Scholarship curriculum with a minimum grade point average (GPA) of 2.75.

Students transferring from another Arkansas Public School District with course work equal to or higher rigor (AP courses or college courses) on their transcript will be evaluated by the principal and counselor to determine if Honors requirements are met.

#### **Honors Diploma Requirements**

1. GPA of 3.25 or better and Honors will be attained by the following scale:

In order to be classified as a Honor Graduate, a student must have a cumulative grade point average of (eight semesters) of 3.25 and higher and must take at least two of the following courses:

AP English Literature or Freshman Comp

Physics or Integrated Chemistry

Math course above Algebra II (including College Algebra or Pre Cal)

AP Biology

AP Calculus

AP Environmental Science

AP Computer Science

AP US History

(Concurrent College Courses: 3 college hours = 1 High School credit)

### **EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS (4.56)**

#### **Definitions:**

“Academic Courses” are those courses for which class time is scheduled, which can be credited to meet the minimum requirements for graduation, which is taught by a teacher required to have State licensure in the course or is otherwise qualified under Arkansas statute, and has a course content guide which has been approved by the Division of Elementary and Secondary Education (DESE). Any of the courses for which concurrent high school credit is earned may be from an

institution of higher education recognized by DESE. If a student passes an academic course offered on a block schedule, the course can be counted twice toward meeting the requirement for students to pass four (4) academic courses per semester as required by this policy.

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

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

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

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

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

### **Extracurricular Eligibility**

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

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

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

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

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

### **Interscholastic Activities**

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

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

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

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

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

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

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

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

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

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

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

## **ARKANSAS ACTIVITIES ASSOCIATION**

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

### **Intrascholastic Activities**

#### **AAA Governed Activities**

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

#### **Non-AAA Governed Activities**

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

## **EXTRACURRICULAR ACTIVITIES – ELEMENTARY (4.56.1)**

### **Definitions**

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

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

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

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

### **Extracurricular Eligibility**

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

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

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

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

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

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

### **Notification of Rights Under the Family Education Rights & Privacy Act**

The Family Education Rights and Privacy Act (FERPA) became a federal law in November, 1974. The intent of this law is to protect the accuracy and privacy of students' educational records. FERPA affords parents and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's education records
2. The right to request the amendment of the student's education records that the parent of eligible students believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Upon request, the district discloses education records, without consent, to officials of another school district in which a student intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures of the district to comply with the requirements of FERPA.

A copy of the district's guidelines for compliance with the Family Educational Rights and Privacy Act is available from the school's offices.

### **SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS (4.45)**

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

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

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

Sufficient information relating to Smart Core and the district's graduation requirements shall be

communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means:

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

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

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

### **GRADUATION REQUIREMENTS**

The number of units' students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) units required for graduation by the Arkansas Department of Education, the district requires additional 2 units to graduate for a total of 24 units. The additional required units may be taken from any electives offered by the district. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

All students must pass the test approved by ADE that is similar to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services in order to graduate.

### **Digital Learning Courses**

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

### **Personal and Family Finance**

In tenth (10th), eleventh (11th), or twelfth (12th) grade, all students shall cover the Personal and Family Finance Standards by receiving credit for:

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

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



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

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

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

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

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

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

One unit of Biology; and either:

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

- Physical Science;
- Chemistry;
- Physics or Principles of Technology I & II or PIC Physics; or
- One unit from the three categories above and a computer science flex credit may be

taken in the place of a third science credit.

**Social Studies:** three (3) units

- Civics one-half ( $\frac{1}{2}$ ) unit
- World History - one unit
- American History - one unit

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

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

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

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

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

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

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

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

**CORE:** Sixteen (16) units

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

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

**Mathematics:** four (4) units

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

\*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

**Science:** three (3) units

- at least one (1) unit of biology or its equivalent; and

Two units chosen from the following three categories:

- Physical Science;
- Chemistry;
- Physics; or

One unit from the three categories above and a computer science flex credit may be taken in the place of a third science credit.

**Social Studies:** three (3) units

- Civics one-half ( $\frac{1}{2}$ ) unit
- World history, one (1) unit
- American History, one (1) unit

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

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

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

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

Focus elective credits.

**Fine Arts:** one-half (½) unit

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

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

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

# ***Section 5***

## ***HIGH SCHOOL ONLY SECTION***

### **Mission Statement:**

The CHS Community will empower each student to achieve their highest potential and enhance their quality of life.

### **Vision:**

Clarendon High School will equip all students with the academic and personal skills to proudly graduate and confidently face challenges in an ever-changing, competitive global society.

### **Motto:**

Providing Pathways to Success

## **EARLY GRADUATION**

In the event a student chooses early graduation, the following requirements must be met:

- The student must have completed the sophomore year of high school.
- The student must declare his/her intention for early graduation prior to the first day of school of his/her junior year of high school.
- The student must be able to successfully complete the number of units required for that graduating year.
- Freshman College English I and II may serve as a substitute for twelfth grade English if the student meets all other requirements for early graduation.
- Twelfth grade English taken by correspondence will be accepted if approved by the principal and the course is completed no later than two weeks before graduation of the early graduation school year.
- An early graduate may not apply for local scholarships and will not be ranked with the current senior class.

## **GRADUATION PRACTICE AND GRADUATION**

No senior will participate in the graduation exercises unless all graduation requirements are successfully completed. This includes any correspondence course or credit recovery necessary to complete graduation requirements. All grades for correspondence courses and credit recovery are due two weeks before graduation. All fines, fees, lunch charges, etc. must be cleared before participating in graduation practice.

Seniors are required to attend all practices in order to participate in graduation exercises. The administration may excuse a student from graduation practice because of extenuating circumstances.

A student at Clarendon High School of Innovation must meet all graduation requirements to participate in the commencement ceremony. A senior must have completed the required 24 units of credit to be eligible to graduate. Students must be in good standing with the school (no truancy/fees/fines).

Seniors may not check out beyond the total number of days allotted in the attendance policy for any of their classes without losing credit (including those classes that are not needed to graduate). Seniors will not be allowed to participate in Senior Celebration on walk in the graduation ceremony if the attendance policy is violated or abused.

## **SENIOR YEARBOOK AND COMPOSITE PORTRAIT**

In order for a senior's picture to be featured in the yearbook and in the senior composite, the senior must have his/her picture taken by the school photographer. If the senior does not wish to view proofs or buy any pictures from the school photographer, the sitting fee will be waived.

Anyone who refuses to have their senior picture taken by the school photographer (after the

sitting fee is waived) will not be featured in the yearbook or in the school composite.

## **SENIOR PRIVILEGES**

- Parking priorities
- Two (2) pre-arranged college visitation days (must be used two weeks prior to the end of each semester). These pre-arranged excused absences do not count in calculating absences for semester exemptions.
- Front row seats during high school assembly programs

## **HOMECOMING ELIGIBILITY**

Students must meet the following requirements to be eligible for the Homecoming Court:

1. 2.0 grade point for the spring semester and promotion to the next grade
2. Enrollment in Clarendon School District the previous year
3. The Queen and Maids of Honor will be selected by senior high football team from the three elected maids selected by the senior class
4. Two class maids (3 senior maids) are selected by their respective class (9, 10, 11, 12).
5. No student will be allowed to participate in Homecoming Court activities if he/she has been assigned to ISS or OSS as a violation of the student "STANDARDS OF CONDUCT" during the previous or current year.
6. First grade court attendants must have been enrolled in CES for the entire kindergarten year.
7. Participants in the Homecoming Ceremonies must attend all practices in order to participate in Homecoming ceremonies.
8. Homecoming participants must be on time for the Homecoming activities. Participants who are not in attendance at the designated time for each ceremony will be excluded from that ceremony.

## **PROM POLICY**

Being allowed to attend the Prom is a privilege. Only eligible CHS students and their registered guests may attend. A freshman may attend ONLY if he/she is invited by an eligible CHS sophomore, junior, or senior, and he/she meets the criteria set for the other students.

Sophomores, juniors and seniors are eligible to attend Prom if they meet the following criteria:

- They must not have received an out of school suspension during the current academic year;
- They must not have been removed from the previous year's Prom; and
- They must not owe any debts to the school. If an eligible Clarendon sophomore, junior, or senior would like to bring a date to the Prom who is a freshman, sophomore, junior or senior at another high school or is a graduate of Clarendon or another high school.
- Students who are ineligible to attend the prom will not be allowed to come and take pictures.

### **APPROPRIATE PROM ATTIRE:**

- Females should wear a formal or a “dressy” dress.
- Males should wear a sport or dress coat with appropriate shirt and tie and trousers, or a suit or tuxedo.
- No one will be admitted in gym shoes.
- Questionable dresses or formal wear should be approved by one of the Prom advisors.
- No canes will be allowed as part of a student’s formal wear.
- The changing of clothing to something more casual will not be permitted during Prom hours.

### **Prom Hours**

The Prom will begin at 7:00 p.m. and will conclude at the designated pre-announced time. Sometimes an earlier time is set for students who wish to come early to have pictures made by the professional photographer. Listen for announcements about this or ask the Prom adviser.

### **Prom conduct**

Everyone attending Prom (students and their guests) should exhibit their very best behavior. This is a formal occasion which means that all who attend should behave appropriately. Normal school conduct policies must be followed. Only eligible CHS students and their registered guests will be allowed to enter the Prom area at any time. ***DO NOT INVITE GUESTS TO HAVE PICTURES MADE BECAUSE ADMISSION WILL BE DENIED TO OUTSIDE INDIVIDUALS.***

### **Admission**

The date that Prom tickets will go on sale will be announced on the daily announcements. Tickets are \$10 per person, and may be purchased at school. Checks or cash will be accepted. Students coming only to take pictures will have to purchase a ticket. Parents/guardians will not be admitted into the Prom.

### **CLUBS, ORGANIZATIONS, CLASS OFFICERS, REPRESENTATIVES of CHS**

A variety of students’ clubs and organizations are available for students. Each club or organization is sponsored by a faculty or staff member. These clubs and organizations all have rules, or by-laws, governing membership requirements and responsibilities and are on file with the sponsor and the principal. They should be reviewed with students annually.

Class/club officers and representatives of CHS must maintain a minimum 2.0 grade point as set by AAA. As representatives of the student body, class/club officers and representatives are to adhere to all school policy and may be removed from honored positions if they are assigned OSS or ISS for prohibited conduct numbers 3, 4, 6, 8, 16, 17, 18, 19, 20, 24, 25 in Student Handbook, pages 30, 31.

The clubs and organizations available at Clarendon High School are listed below. Other clubs and organizations may be organized after the beginning of school as per student interest.



Art Club	Band
Beta Club (Sr/Jr)	Cheerleader (Sr/Jr)
Choir	FBLA
FCCLA	Flag/Majorettes
Quiz Bowl	Science Club
Student Council	Skills U.S.A.

## **SEMESTER TEST EXEMPTION POLICY**

### FALL

All students are required to take a comprehensive semester exam during the fall semester

### SPRING

Spring students who have not been absent more than six times in a semester in a given class and have at least a "C" may be exempt from that comprehensive semester test. Two tardies in an individual class count as one absence for purposes of exemptions. Student who leave class due to school function are not counted absent. Students who become exempt through the above criteria may choose to take their semester test to try to raise their letter grade. AP, online and concurrent credit course that have mandatory exams are excluded from this policy. Students who have been assigned ISS or OSS will not be exempt from semester exams. A student must have attended the entire semester to be eligible for semester exam exemption.

A student who is exempt from a final exam may take the final and his/her score will not lower the overall score.

Medical and judicial absences count against test exemption.

All fees and fines must be paid no later than 3 days prior to the first exam date.

Note: All career education students must take end of course exams as required.

\*\*At the discretion of their teachers, seniors may be required to take a second semester final exam; exemption policy applies.

## **SCHEDULE CHANGES DROPPING COURSES WITHDRAWL**

Any student who finds it necessary to change his/her schedule must schedule an appointment with the counselor and sign the schedule change sheet. The principal, counselor, must sign the schedule change form, and each teacher involved in the schedule change.

Unless extenuating circumstances exist, schedule changes will not be made after the first week of a semester.

Students who drop a class after the first week of the semester may receive a failing grade for that course.

**The changing or dropping of courses may result in a change of the graduation status for students.**

Students who find it necessary to withdraw or transfer from Clarendon High School should check with the principal and counselor. A student's records will not be released to another school until the student properly checks out and takes care of any fines and obligations to the school.

Checks out forms are available in the counselor's office.

**TEXTBOOKS**

Students in grades 7-12 will be furnished free textbooks by the state. Books will be issued to the student upon enrolling in each class. ***Students are responsible for proper care of these books.*** Books will be turned in at the end of each school year. Students will be charged for lost or damaged books. Books are not to be written in unless given permission by a teacher.

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

**CLASSROOM PARTIES**

Classroom parties are not allowed at CHS without prior approval from the principal.

**VALENTINE'S DAY DELIVERIES**

Deliveries for Valentine's Day will be accepted at Clarendon High School under the following guidelines:

- Businesses that deliver will be responsible for setting up in the designated area, having a responsible individual with the deliveries at all time, and distributing the Valentine deliveries to students at the designated time.
- Businesses must call the office twenty-four hours in advance if they need a table set up.
- Businesses must turn in a list of students receiving flowers, candy, etc. to the high school office by noon of delivery day.
- Parents may bring Valentine deliveries from 2:30 until 3:05 p.m. Parents are to check in at the high school upon arriving on campus. Parents will be directed to the designated area where they may wait to make their delivery.

**Due to safety concerns, balloons will not be allowed on school buses.**

**Check Out Rule**

Parents/guardians must provide a list of people authorized to check their child out. Authorized persons must come in person, with a ***photo ID*** to check their child out.

## **Class Dues/Student Assessment Policy**

Students will be required to pay \$10.00 per year, grades 7-11, for a total of \$50.00 for the purpose for financing the Junior/Senior prom. Students who do not pay their assessment fees will not be allowed to attend the prom during their junior and senior year.

The following guidelines should be followed when assessing class dues:

- Dues should be paid by the end of the first semester of their junior year.
- Any student who transfers in prior to or during the junior year will be required to pay the full \$50.00.
- Any student who transfers in during the senior year will be required to pay \$25.00.
- Any senior who does not pay the assessment fee during their junior year will be required to pay the full \$50.00 if he/she wants to attend the prom and banquet.
- Exchange students will be invited to the prom and banquet as guests of the junior class. No fee will be assessed.
- A student who checks out of school prior to his/her junior year will be refunded any dues he/she has paid. It will be option of the senior class to assess themselves to cover graduation expenses. Exchange students will be required to pay this assessment. This assessment will be due the end of the first semester of the school year.

## **Clarendon High School Chromebook Policy**

The Clarendon School District participates in a 1:1 Chromebook initiative. Students will be assigned a school owned Chromebook. All parents/guardians and students will be required to read and abide by the rules the Chromebook Policy dictates. A Chromebook Use Permission Form with parent/guardian and student signatures will be required before taking possession of this school owned device.

### Usage and Chromebook Case

Clarendon High School will provide students self-insurance for the Chromebook device. A non-refundable annual fee of \$30.00 covers the cost of replacement parts, repair for the device, (see below) and protective case. Should the self-insurance policy be declined, school administration shall determine the portion of repair expense to be absorbed by the student.

What the \$30.00 fee covers:

- Key replacement
- Keyboard, Palm Rest, Touchpad Assembly replacement
- Screen replacement – 1 per \$30 fee
- Protective case

A temporary replacement Chromebook will be issued, if available, while repairs are being made if the \$30 fee has been paid.

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, and will be addressed per school policy. In this case, full repair or replacement cost of the Chromebook may 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 definition of a “recurring event” as it applies to Chromebook damage or misuse by a student is determined by school staff. Any judgment or action levied upon a student concerning the wellness of school property is non-refundable.

Chromebooks checked out at the beginning of the school year and will be returned during breaks and at the end of the year. Each student is responsible for the possession, security, transportation, and well-being of the device. Failure to turn in Chromebook bag, strap, and charger will result in additional fees.

#### Student Promise

You will comply at all times with the Clarendon School District Chromebook Policy, 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.

#### Educational Purposes Only

The school district is providing access to its Chromebook networks and the Internet for educational purposes only. If the users has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decided if a use is appropriate.

#### Mobile Hotspots

Hot Spots will be available for checkout for students and parents who do not have internet at home. Lost or damaged hot spots will result in additional fees.

### **Discipline Policy for Students-Grades 7-12 Clarendon High School**

School discipline is the system of rules, punishments and behavioral strategies appropriate to the regulation of children and the maintenance of order in schools. Its aim is to create a safe and conducive learning environment in the classroom. Disciplinary infractions may range from a minimum of a warning to a maximum of recommendation for expulsion.

#### **Detention Hall**

Detention hall is a class that students are assigned to for infraction of rules. They will be required to study during this time. The teacher or principal will inform students of assignments to detention hall. He/she is responsible for attending.

Detention hall hours will during both lunches Monday through Friday in the Clarendon High School Auditorium. Promptness is necessary. The student will serve detention hall the day after being assigned unless the principal/assistant principal assigns detention hall to begin the day of the rule infraction.

1. Students are required to study.
2. Students are not allowed to sleep or have their head on a desk.
3. Students are not allowed to talk.
4. If a student misses school the day of an assigned detention hall the detention hall will be served the day the student returns to school.

#### **In-School Suspension**

**\*For CHS students in ISS:** It is the responsibility of the student to arrange for missed chapter tests and major projects with the teacher on the day they return from ISS. While in ISS, daily work will be the responsibility of the student to get before their day starts.

Based on the severity of the behavior, the principal or designee may skip sequential steps and consequences to a more severe degree.

**NOTE:** When a student is suspended from school, the child may be delivered to the parent/guardian's place of employment. With all offenses, school personnel will reinforce a school-counseling component of conflict resolution and refusal skills.

After School Detention is a supervised study period held after school in the Clarendon High School library. After School Detention will be from 3:30 pm until 5:00 pm. Students are assigned to After School Detention for infraction of rules. Attendance is mandatory. Failure to attend After School Detention will result in 1 day being added to After School Detention. Failure to attend another After School Detention will result in 1 day of ISS.

**After School Detention Guidelines** – The following rules must be followed while in After School Detention or the students will be subject to in school suspension.

1. Students will arrive on time. Students who arrive late will not be admitted and will be counted absent.
2. Students are required to have a textbook or appropriate material along with paper, pencil or pen.
3. Students are required to study.
4. Students are not allowed to sleep or have their head on a desk.
5. Students are not allowed to talk.
6. Transportation to and from After School will be the responsibility of the students and their parents. Exceptions may be made by the principal if circumstances warrant.
8. Students assigned to After School that have a conflict for attending the designated day must present a written note or other documentation to the Building Principal or designee for consideration prior to the day they are assigned After School.

#### **Student Behavior:**

#### **Offenses and Punishment Range**

1. **Vandalism:** Willfully or intentionally damaging, destroying or stealing school or student property by student or receiving stolen property.  
Punishment Range – Parental conference and paying for damages to a 10-day suspension with recommendation for expulsion. Police notified.
2. **Stealing** or receiving school or student property  
Punishment Range – Parental conference and paying for damages to a 10-day suspension with recommendation for expulsion. Police notified.
3. **General school disruption**, failure to follow directions and/or class rules, failure to sign in, sleeping in class, and interference with school procedures. Disruptive Behavior is a behavior which interferes with or disrupts the learning environment within the classroom or school setting.  
Punishment Range - Lunch Detention to out-of-school suspension and conference for

assignment to ALE

4. **Truancy** (skipping MLT/SLT or not being in designated area or assigned location)  
Punishment Range - After School Detention to in-school suspension  
1<sup>st</sup> Offense – 3 days lunch detention  
2<sup>nd</sup> Offense – ISS for the remainder of the day  
3<sup>rd</sup> Offense – ISS for the whole day

You are truant if you:

- a. Are absent without the consent of your parent.
- b. Leave school without properly checking out in the office at any time. (Note proper check-out procedure.) Once a student has come on school property they must check out before leaving.
- c. Leave class without receiving verbal or written consent of the teacher.
- d. Forging or using a forged document.
- e. Are on campus without checking in upon arrival when late to school.
- f. Have not received permission from the office to go to the parking lot.
- g. Failure to follow procedure for off campus transportation as designated by instructor or Administrator.
- h. If you are in an area of the campus that you are not authorized to be.

5. **Insubordination** (Uncooperative Behavior) – Unwilling to submit to authority; failure to follow directions or reasonable request of school personnel. Disrespect, rudeness, or verbal abuse to a staff member, or dismissal from class would fall under this category, failure to hand over electronic device. Uncooperative Behavior: any behavior that indicates a lack of willingness on the part of the student to comply with reasonable demands of the teacher or adult in authority.

Punishment

- 1<sup>st</sup> Offense – 1 day ISS  
2<sup>nd</sup> Offense – 3 days ISS  
3<sup>rd</sup> Offense – 3 days OSS with recommendation for ALE

**6. Lack of necessary materials in class**

Can be specified by teachers and policy. Some teachers require students to have Chromebooks and that they are charged Punishment -Detention Hall

7. **Out of area** or student on closed section of campus – (Behind Vocational Building and gym, student parking lot during school hours.)

Punishment

- 1<sup>st</sup> Offense – 1 day lunch detention  
2<sup>nd</sup> Offense – 3 days lunch detention  
3<sup>rd</sup> Offense – 3 days ISS

8. **Failure to report to detention hall** (student must serve original Detention Hall assigned) Every time you choose to miss a detention hall this is the process.

Punishment –

- 1st time missed: 1 additional day of detention
- 2nd time missed: 1 day After School Detention
- 3rd time missed: ½ day in-school suspension
- 4th time missed: 1 day in-school suspension
- 5th time missed: Suspension until parent conference

Example: If student chooses to skip lunch detention he/she will then receive an additional day of detention assigned. If student chooses to skip 2 detention halls, they will then be assigned a one

After School Detention. If student chooses to skip a 3rd detention hall the student will be assigned a ½ day of in- school suspension. If the student chooses to skip a 4th detention hall the student will then receive a full day of in-school suspension. If student chooses to skip a 5th detention the student will then be suspended until parent conference. (Detentions start over each semester. Students will not carry a detention from a previous semester)

9. **Use of profanity** or slang profanity, verbal abuse, or obscene gestures – explicit or verbal pornography

Punishment Range – Detention hall to out-of-school suspension

10. **Use of profanity** or slang profanity, verbal abuse, or obscene gestures toward staff member.

Punishment Range - Suspension until parent conference to out-of-school suspension

11. **Possession of tobacco**, nicotine products and any nicotine devices. Ex: E-cigs, vapors, etc. Punishment Range – In-school suspension to out-of-school suspension and parent notified. Police notified.

12. **Gambling** where money or other objects are taken. Punishment Range - 1 day in-school suspension to out-of-school suspension

13. **Electronic Device Infractions:** When cell phones, paging devices, beepers, headphones, electric cigarettes, cameras or other electronic devices are visible or heard in “no cell phone” areas the item will be confiscated and returned to parent or guardian and the following consequences will be in place:

Punishment

1<sup>st</sup> Offense – 1 day lunch detention

2<sup>nd</sup> Offense – 3 days lunch detention

3<sup>rd</sup> Offense – 1 day ISS

\*After one calendar year, all unclaimed devices will be discarded. The use of a camera, videotape, photo-optical, photoelectric, or any other image recording device for the purpose of filming, photographing or videotaping during the school day, on a school bus/vehicle or at school functions attended by students without the prior consent of all persons and the principal is prohibited. This is in violation of Arkansas State Statute 5-16-101 and will be handled with a minimum of in school suspension to a maximum of recommendation for expulsion.

14. **Violation of dress code**-Student sent home to change clothes and return to school (student will be sent to ISS for the day if parent or anyone listed on student information card is unavailable.)

15. **Coercion** – Compelling another person to engage in a conduct that he/she would not normally do usually by threat of physical injury or property damage. Inciting Violence – To urge on, or stimulate to violence through verbal, non-verbal or physical activity.

Punishment

1<sup>st</sup> Offense – 3 days OSS and police notified

2<sup>nd</sup> Offense – 5 days OSS, police notified, and recommendation for ALE

3<sup>rd</sup> Offense – 10 days OSS, police notified, and recommendation for expulsion

16. **Student Parking** – Any student who is guilty of misbehaving in a vehicle on school grounds may lose his/her parking privileges for a week for a period ranging from one week or the remainder of the year.

17. **Bullying and/or Cyberbullying** Punishment Range – Students found to be in violation of this policy shall be subject to disciplinary action After School Detention up to out-of-school suspension and including expulsion. Bullying may occur during school hours, bus, school function, and or social media during school hours.

**18. Public Display of Affection** – Holding hands, kissing, laying down, or found in a compromising position.

Punishment

1<sup>st</sup> Offense - Warning

2<sup>nd</sup> Offense - 1 day lunch detention

3<sup>rd</sup> Offense - 3 days lunch detention

4<sup>th</sup> Offense - 1 day of ISS

**19. Eating/Drinking** in hallway and classrooms -Drinks must be brought to school in sealed containers for lunch only. No drinks or food outside the cafeteria. No soliciting or selling of candy, food or drinks or other items without permission from Principal or designee.

Punishment

1<sup>st</sup> Offense – Warning

2<sup>nd</sup> Offense – 1 day lunch detention

3<sup>rd</sup> Offense – 3 days lunch detention

4<sup>th</sup> Offense – 1 day of ISS

5<sup>th</sup> Offense – 3 days of ISS

**20. Cheating** by students will be handled by each teacher. Teachers will make their own policy known to students at the beginning of the school year.

**21. Cafeteria Misconduct**-Punishment - Suspension from Cafeteria 3 days - student will eat in ISS room.

**22. Fighting:** a physical combat between two or more students

Punishment

1<sup>st</sup> Offense – 3 days OSS and police notified

2<sup>nd</sup> Offense – 5 days OSS, police notified, and recommendation for ALE

3<sup>rd</sup> Offense – 10 days OSS, police notified, and recommendation for expulsion

**23. Disorderly Conduct:** significantly disrupts all or portions of the campus activities, school sponsored events or school bus transportation – disruptive behavior that poses a serious threat to the learning environment, health, safety or welfare of others

Punishment

1<sup>st</sup> Offense – 3 days ISS

2<sup>nd</sup> Offense – 1 day OSS

3<sup>rd</sup> Offense – 3 days OSS with recommendation of ALE

**24. Littering**

Punishment

1<sup>st</sup> Offense – Warning

2<sup>nd</sup> Offense – 1 day lunch detention

3<sup>rd</sup> Offense – 3 days lunch detention

4<sup>th</sup> Offense – 1 day of ISS

5<sup>th</sup> Offense – 3 days of ISS

**25. Excessive Detentions**

Punishment

1<sup>st</sup> Offense – 1 Day ISS

2<sup>nd</sup> Offense – 3 Days ISS

3<sup>rd</sup> Offense – 3 Days OSS and possible referral to ALE

**26. Assaulting** a student, teacher, principal, superintendent, or other employee of Clarendon Holly Grove Public Schools



- Punishment – Up to 10 day suspension and could be recommended for expulsion depending on severity of assault. Police notified.
27. **Threatening** (verbally or physically) to assault or abuse any student, teacher, principal, superintendent, or other employee of Clarendon Holly Grove Public Schools.  
Punishment – Up to 10 day suspension and could be recommended probation for remainder of school year. Police notified.
28. **Possession of firearms**, weapons, or facsimile (any object used for a weapon).  
Punishment – Up to 10 day suspension and recommended for expulsion.  
Possession of a firearm is a minimum of one year expulsion. Police notified.
29. **Terroristic Threatening**  
Punishment Range – Up to 10 days out-of-school suspension and recommended expulsion. Police notified.
30. **Sexual Harassment**  
Punishment Range – up to 10 days out-of-school suspension and recommended for expulsion.
31. **Possession or shooting of fireworks** on school property  
Punishment Range – ISS to out-of-school suspension
32. **Sexual Misconduct**  
Punishment Range  
1<sup>st</sup> Infraction: 3 days out-of-school suspension  
2<sup>nd</sup> Infraction: 5 days out-of-school suspension  
3<sup>rd</sup> Infraction: 10 days suspension with possible ALE placement
33. **Indecent Exposure:**  
Punishment Range  
1<sup>st</sup> Infraction: 3 days out-of-school suspension  
2<sup>nd</sup> Infraction: 5 days out-of-school suspension  
3<sup>rd</sup> Infraction: 10 days suspension with possible ALE placement
34. **Pulling Fire Alarm**  
Punishment Range – Up to 10 day suspension from school with a recommendation for expulsion from school and referral made to the appropriate legal authorities
35. **Battery** or Battery involving more than two (2) students:  
Punishment Range – Up to 10 day suspension from school with a recommendation for expulsion from school and referral made to the appropriate legal authorities.
36. **Willfully and intentionally assaulting** or threatening to assault or abuse any teacher, principal, superintendent, or other employee of a school system  
Punishment range – Up to 10 day suspension from school with a recommendation for expulsion from school and referral made to the appropriate legal authorities

#### Behavior Not Covered Above

The Clarendon School System reserves the right to pursue disciplinary or legal action for behavior, which interrupts the educational process and to assign discipline although such behavior is not specified in the proceeding written rules. The principal has the authority to interpret any rules or regulations whether or not they are stated in these policies.

# ***Section 6***

# ***Elementary Section Only***

**Clarendon Elementary School**

## **-Mission Statement-**

At Clarendon Elementary we will excel by working hard and showing Pride in all we do.

## **-Vision-**

To excel in educating all students in an engaging educational community

## **-Motto-**

Just Can't Hide My Pride!

## **ARRIVAL**

Classes begin at 7:45 a.m. sharp. For those students who ride with parents, we ask that you arrive no earlier than 7:30 and no later than 7:45. Car riders who plan to eat breakfast should arrive at 7:30. Breakfast will be served from 7:30 to 8:00 for all students. Students will not be allowed to enter the building prior to 7:30 a.m. All students should be dropped off in West parking lot.

- Students not allowed in cafeteria without duty teacher
- School hours 7:45am- 3:20 pm....Cafeteria and building will open at 7:30 am for students.
- Breakfast duty: Students will stay seated at the tables during breakfast. Students will only get up out of seats to throw trash away when they are called on. Students will be dismissed by class.

## **DISMISSAL**

Bus: Students who ride the bus are dismissed at 3:25. Students will report to the area outside of the cafeteria under supervision of assigned teacher. Teachers will line up students and carry them outside in designated area.

Car: Students who are car riders will be dismissed at 3:20. Parents are to pick up students on the west end of the building. Single car riders will be escorted to the inner circle to be distributed to their cars. Multiple car riders will line up closest to the building in the designated area. PARENTS ARE NOT ALLOWED OUT OF CARS IN THE CAR RIDER PICKUP AREA. The main concern is the safety of our children. Parents are NOT allowed to park in the front circle and walk to pick up kids. Front circle is for walkers and special arranged pickup area.

Walk: Students who walk will be dismissed shortly before the buses have arrive. Unless special circumstances arise (i.e., dentist, doctor, illness) all students should remain at school for the duration of the day.

Students who are staying after school for various practices and other purposes must have a note from their parents granting permission for the child to remain on campus "after hours". The note should designate who will be responsible for supervising the child while he or she is on campus. If no arrangements can be made for adult supervision, the child will need to either ride the bus home or be picked up at school.

Parents **must** pick up students before 2:45 or they need to wait in the car rider line. **DO NOT COME TO FRONT ENTRANCE AFTER 2:45 TO PICK UP KIDS!**

## **EARLY DISMISSAL**

A request to have a student excused from class early should be sent with the student the morning of dismissal. The time and reason for leaving should be included. When possible, medical and dental appointments should be made outside school hours. The student will remain in the classroom until the teacher is notified by the office to release the student. The parent or authorized person, must report to the office and sign the child out.

## **EMERGENCY INFORMATION**

In case of emergency, each student is required to have on file at the school office the following information: **(Parent must update information as changes occur)**

1. Parent(s) or guardian(s) name(s)
2. Complete up-to-date physical address and mailing address
3. Home phone and parent(s) work phone (connected and working)
4. Emergency phone number of friend or relative (connected and working)
5. Physicians name and phone
6. Medical alert information
7. Authorized persons to pick up child

## **STUDENT DRESS AND APPEARANCE**

Student dress, grooming and appearance should be the responsibility of the individual and his/her parents, under the following guidelines:

1. Dress and grooming should be clean and in keeping with health and sanitary standards.
2. Students may not wear clothing or hairstyles that can be hazardous to them in their educational activities.
3. Dress and/or grooming should not disrupt the educational process.
4. Clothing with vulgar words or disruptive symbols is not to be worn. This includes any advertisements or pictures of anything illegal to a minor.
5. Shoes are to be worn at all times.
6. Hats or caps shall not be worn inside the school buildings.
7. Pajamas are not acceptable attire. This includes any type of flannel pants.
8. Students cannot wear any attire that has holes in them that may be revealing.
9. Students may not wear clothing that is too tight such as bicycle shorts or leggings.
10. Skirts or shorts should be no shorter than 3 inches above the knee.
11. Revealing clothing will not be permitted on the grounds of public school during the regular school day and at school sponsored activities or events. Such as, clothing that exposes a student's underwear, bare midriff, cleavage or buttocks. No bagging or sagging pants are permitted.
12. No tank tops or spaghetti strap tops are allowed.  
(ACT 35 of 2011)

***THE PRINCIPAL SHALL HAVE THE FINAL AUTHORITY AND RESPONSIBILITY TO REGULATE HAIR AND***

**DRESS CODE.**

**Expected Behaviors**

	Classroom	Cafeteria	Recess	Restrooms	Bus
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>Use Kind Words</li> <li>Listen to others</li> <li>Treat all property with care</li> <li>Be a team player</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words</li> <li>Talk only to friends close to you or at your table</li> <li>Use good manners, say please and thank you</li> <li>Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words</li> <li>Share play equipment</li> <li>Listen to others</li> <li>Play fair and include all who want to play</li> <li>Place all trash in trash cans</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words</li> <li>Respect privacy</li> <li>Use supplies properly</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words</li> <li>Follow all directions</li> <li>Talk only to friends close to your seat</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>Raise your hand for help</li> <li>Be on task</li> <li>Be on time</li> <li>Complete and turn in work</li> <li>Follow teacher directions and routines</li> </ul>	<ul style="list-style-type: none"> <li>Inside voices</li> <li>Raise your hand for help</li> <li>Walk to your assigned area</li> <li>Follow all directions</li> <li>Pick up all trash</li> </ul>	<ul style="list-style-type: none"> <li>Report situations <u>honestly</u> to adults</li> <li>Line up quickly and quietly</li> <li>Return all equipment</li> </ul>	<ul style="list-style-type: none"> <li>Report problems to an adult</li> <li>Throw trash in trash can</li> <li>Go, flush, wash</li> </ul>	<ul style="list-style-type: none"> <li>Walk to your bus</li> <li>Follow all directions and rules</li> </ul>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>Sit appropriately</li> <li>Walk during transitions</li> <li>Use supplies safely</li> <li>Keep hands/feet to self</li> </ul>	<ul style="list-style-type: none"> <li>Stay in your assigned space until dismissed</li> <li>Only eat your own food</li> <li>Keep hands/feet to self</li> <li>Report spills to an adult</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands/feet to self</li> <li>Use equipment properly</li> <li>Use kind words to resolve disagreements</li> <li>Only touch objects that belong to you</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands/feet to self</li> <li>Walk at all times</li> </ul>	<ul style="list-style-type: none"> <li>Stay seated, forward facing, and feet on the floor.</li> <li>Keep hands/feet to self</li> <li>Keep self/objects inside the bus</li> <li>Use indoor voice</li> </ul>

**PLAYGROUND RULES**

- Use equipment properly
- Do not throw rocks or other harmful objects
- Do not jump from equipment
- Follow instructions of supervising staff member
- General school-wide guidelines also apply on playground
- Follow posted playground rules
- No fighting

**CONSEQUENCES FOR PLAYGROUND MISBEHAVIOR:**

Minimum: Conference  
 Maximum: Suspension

**Hall Rules:**

1. Walk quietly down the hall.
2. Hands by your side
3. Walk in a single file line
4. Walk on the red line.

**Consequences:**

Teacher will have the right to decide consequences.

### **Assembly Rules:**

1. Enter the assembly quietly in a single line.
2. Teachers will direct students to section they are to sit in.
3. Do not jump off bleachers.
4. Show respect to program participants.
5. Keep feet still and stay seated.
6. Classes will be dismissed by person in charge of assembly.
7. Leave the assembly quietly and in a single line.

### ***Consequences:***

If you are disrupting the assembly you will be removed. The principal will decide on punishment.

### **CAFETERIA RULES**

- Students will enter cafeteria quietly and stay in single file line.
- Students are to behave in an orderly manner in the cafeteria.
- Each student who has finished eating should leave the area they used clean by removing trays, milk cartons, and trash.
- Students will be dismissed from tables by duty teacher and using cafeteria procedure.
- All students upon dismissal notification should remain quiet until they have vacated the cafeteria.
- Students need to stay in line and do not break, push, or run.
- Be polite to fellow students especially cafeteria personnel.
- Students should not mix, play with, or throw food in the cafeteria.

### ***CONSEQUENCES FOR CAFETERIA MISBEHAVIOR***

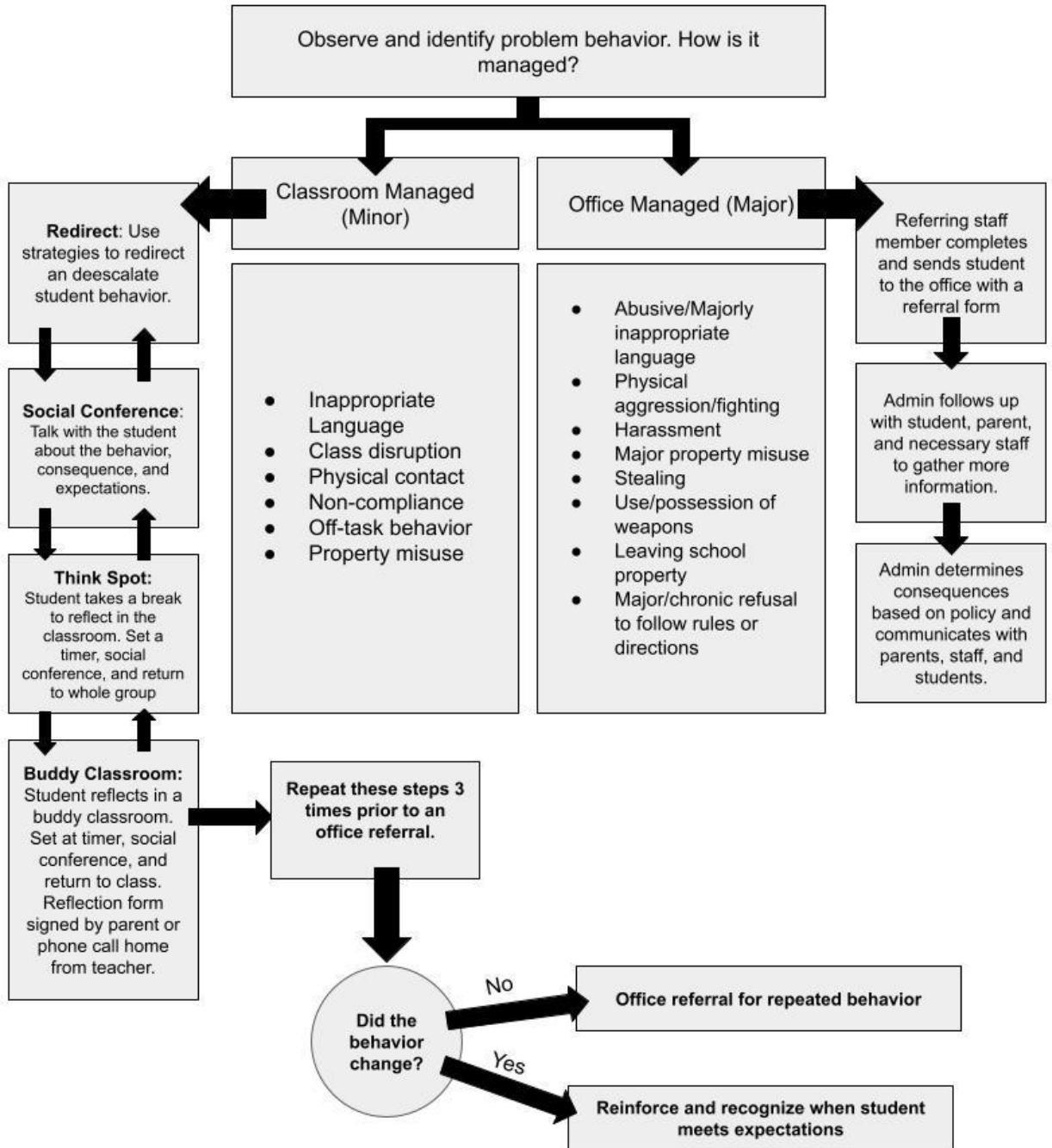
The following consequences will apply, however this list may be added to, deleted from, and amended as circumstances dictate:

1. Warnings given by Cafeteria monitors.
2. Students will be put at the back table for the rest of the lunch period for a silent lunch.
3. Students will be put at back table and a 5 minute loss of recess will be given.
4. Once these consequences have been exhausted without improvement, then those students' parents will be notified and a conference will be held.

# Behavior Management Flow Chart

## Creating a Culture: Classroom Environment (Adult Strategies)

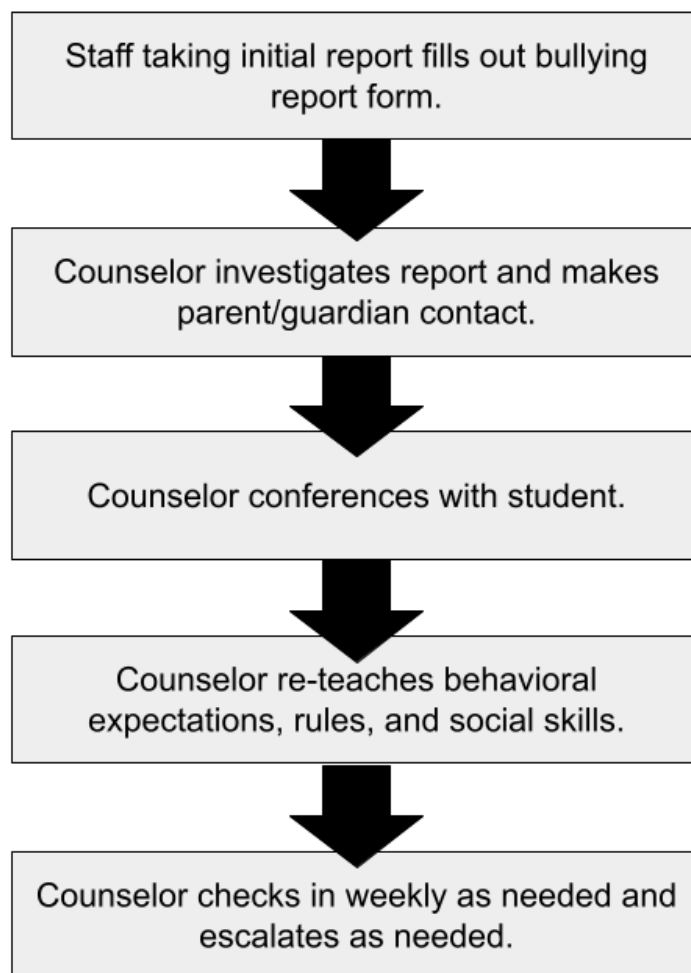
- Build a relationship with students
- Teach behavioral expectations
- Reinforce positive behaviors (4:1)
- Problem solve with student
- Elicit family support





# Bullying Procedure

Students are taught the definition of bullying and bullying prevention.



## **Kindergarten End of the Year Program**

Kindergarten teachers will be responsible for the end of the year program for students who have completed all coursework set by guidelines. Teachers will send home information on the program to parents.

## **6th Grade End of the Year Programs**

The program will be held at the end of the year to recognize the students promoting. Students who have not completed the course work will not be allowed to participate. Teachers will have guidelines that will be followed to participate in the program (behavior, dress code.....). Students are responsible for informing parents of the guidelines to participate. A letter will be sent home to parents with information, date and time. Sixth grade teachers will be responsible for program.

## **STUDENT LEADERSHIP TEAM (SLT):**

As a SLT member, the students must:

- Participate in all designated activities
- Behave in an orderly manner at all times, showing respect for their elders and peers.

## **Clarendon Field Trip Policy**

Field trips are learning experiences for our children. The following rules apply to field trips:

- Field trips will be chaperoned by grade level/sponsored/resource teachers
- Parents may not attend field trips
- No siblings, or other family members may attend field trips
- Students must ride to destination on the school bus/van/car.
- A signed permission slip with contact number for parents must be on file for a student to attend a field trip.
- School dress codes apply on all field trips.
- All school rules regarding conduct apply on field trips.  
If a student behaves inappropriately on a field trip, parents may be contacted to pick up the child and the child may lose future privileges to participate in activities.
- Field trip fees are nonrefundable after deadlines on many field trips. Students could lose privileges if conduct standards are not met.
- Teachers will not be responsible for any spending money if students bring money on a field trip.
- If students bring personal electronic devices, the school is not responsibility for devices.
- Students must have excellent or satisfactory behavior to attend field trips.

## **PHONES**

Cells phone are not allowed at CES. If students are caught with a cell phone, it will be confiscated and the parent will have to personally come to school to pick up the phone. CES is not responsible for any loss or damage to phones or any other electronic devices brought to school by students.

## **BEHAVIOR NOT COVERED ABOVE:**

Clarendon Elementary reserves the right to address any behavior not covered above through the principal at his/her discretion.