

**Texarkana Arkansas  
School District**



**2021-2022  
Parent/Student Handbook**

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○ Objection to Publication of Directory Information	



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Fax: (870) 773-2602

[www.tasd7.net](http://www.tasd7.net)

### Board of Trustees

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*President*

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*Vice-President*

**Vickie Lacy**  
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*Superintendent*

**Gwen Adams**  
*Assistant Superintendent for  
Student Services*

**Dr. Robin Hickerson**  
*Assistant Superintendent for  
Curriculum and Instruction*

**Andrew Hill**  
*Business Manager*

**Dr. Genia Bullock**  
*Director of Public Relations*

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*Athletic Director*

The Texarkana Arkansas School District does not discriminate in admissions or access to its educational programs, nor in the treatment of its applicants for employment, nor in any of its programs and activities; nor does it use any unlawful criteria such as age, race, handicap, religion, or national origin in dealing with employees, students, or the general public.

# Texarkana Arkansas School District Directory

Administration Building ..... Phone 870 772-3371  
3435 Jefferson Avenue ..... Fax 870-773-2602

Maintenance..... Phone 870-772-1401  
Transportation..... Phone 870-772-1281  
1600 Jefferson Avenue ..... Fax 870-773-2947

Arkansas High School..... Phone 870-774-7641  
1500 Jefferson Avenue ..... Fax 870-773-8408

Flex Academy..... Phone 870-772-3662  
1200 Jefferson Avenue ..... Fax 870-772-3267

Athletic Department..... Phone 870-774-8532  
1920 E 18<sup>th</sup> Street..... Fax 870-774-4504

Arkansas Middle School ..... Phone 870-621-3990  
5443 Jefferson Avenue ..... Fax 870-621-3991

North Heights Community School..... Phone 870-773-1091  
2118 E 35<sup>th</sup> Street..... Fax 870-772-2722

Digital Learning Academy..... Phone 870-773-1091  
2118 E 35<sup>th</sup> Street..... Fax 870-772-2722

Harmony Leadership Academy ..... Phone 870-772-0281  
1600 Forest Street..... Fax 870-773-0068

Fairview Elementary Aerospace & Pre-Engineering Discovery School Phone 870-774-9241  
820 E 17<sup>th</sup> Street..... Fax 870-774-0236

Kilpatrick Elementary Bio-Medical Engineering School ..... Phone 870-774-9691  
1002 E 35<sup>th</sup> Street..... Fax 870-772-4386

Trice Elementary Renaissance School..... Phone 870-772-8431  
4505 Pinson Street ..... Fax 870-773-1492

Special Services..... Phone 870-772-9815  
1500 Jefferson Avenue ..... Fax 870-772-1867

Gifted and Talented..... Phone 870-772-3371  
3435 Jefferson Avenue ..... Fax 870-773-2602

College Hill Pre-K Academy (ABC Program) ..... Phone 870-774-9111  
200 Artesian Street ..... Fax 870-773-0643

# General Information

# **Residence Requirements**

## **Policy 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 non-custodial parent living outside the district by a custodial parent on active military duty may continue to attend district schools. A foster child who was previously enrolled in a district school and who has had a change in placement to a residence outside the district, may continue to remain enrolled in his/her current school unless the presiding court rules otherwise.

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

Children whose parent or legal guardian relocates within the state due to a mobilization, deployment, or available military housing while on active duty in or serving in the reserve component of a branch of the United States Armed Forces or National Guard may continue attending school in the school district the children were attending prior to the relocation or attend school in the school district where the children



have relocated. A child may complete all remaining school years at the enrolled school district regardless of mobilization, deployment, or military status of the parent or guardian.

Cross References: Policy 4.40—HOMELESS STUDENTS  
Policy 4.52—STUDENTS WHO ARE FOSTER CHILDREN

Legal References: A.C.A. § 6-4-302  
A.C.A. § 6-18-107  
A.C.A. § 6-18-202  
A.C.A. § 6-18-203  
A.C.A. § 9-28-113

Date Adopted: January 20, 2004; effective July 1, 2004  
Last Revised: July 16, 2019

## **Entrance Requirements**

### **Policy 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.

"Dual status military technician" means a federal civilian employee who is:

- a. Employed under 5 U.S.C. § 3101 or 32 U.S.C. § 709(b);
- b. Required as a condition of his or her employment to maintain membership in the Selected Reserve; and
- c. Assigned to a civilian position as a technician in the organizing, administering, instructing, or training of the Selected Reserve or in the maintenance and repair of supplies or equipment issued to the Selected Reserve of the United States Armed Forces.

“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.
- Dual status military technicians; and
- Traditional members of the National Guard and reserve components of the armed forces who are relocating to the state for employment or to serve as a member of an Arkansas-based reserve component unit.

"Traditional member of the National Guard or federal reserves" means an active member of the Selected Reserve subject to mobilization and deployment for which he or she attends monthly and annual training periods.

“Transition” means the:

- Formal and physical process of transitioning from public school to public school; or
- Period of time in which a student moves from a sending district to a receiving district.

“Uniformed services” means the United States Army, United States Navy, United States Air Force, United States Marine Corps, United States Space Force, 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 non-custodial parent living outside the district by a custodial parent on active military duty.

Following the receipt of advanced notice of the enrollment of an eligible student from a military family, the District shall treat the notice as a provisional enrollment and provide the student with materials regarding:

- a. Academic courses;
- b. Electives;
- c. Sports; and
- d. Other relevant information regarding the public school.

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.

To facilitate a smooth transition between the student's previous coursework and the curriculum best suited to ensure educational success in the student's new school, the District may enroll an inbound transitioning eligible student in digital coursework, if available, at the request of the military family.

Cross References:     Policy 4.1—RESIDENCE REQUIREMENTS  
                               Policy 4.4—STUDENT TRANSFERS  
                               Policy 4.5—SCHOOL CHOICE  
                               Policy 4.6—HOME SCHOOLING  
                               Policy 4.34—COMMUNICABLE DISEASES AND PARASITES  
                               Policy 4.40—HOMELESS STUDENTS  
                               Policy 4.52—STUDENTS WHO ARE FOSTER CHILDREN  
                               Policy 4.57—IMMUNIZATIONS

Legal References: A.C.A. § 6-4-302  
A.C.A. § 6-15-504  
A.C.A. § 6-18-201 (c)  
A.C.A. § 6-18-207  
A.C.A. § 6-18-208  
A.C.A. § 6-18-510  
A.C.A. § 6-18-702  
A.C.A. § 6-28-101 et seq.  
A.C.A. § 9-28-113  
Plyler v Doe 457 US 202,221 (1982)

Date Adopted: May 20, 2003

Last Revised: July 20, 2021

## **Student Transfers**

### **Policy 4.4**

The superintendent shall review requests for transfers into and out of the district on a case-by-case basis in July and December. The Board of Education will approve the transfer of a student only upon the recommendation of the superintendent. If a request for transfer is denied, a petition to transfer may be resubmitted to the superintendent in July.

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

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

Any student transferring from a school that is not accredited by the DESE to a district school shall be evaluated by district staff to determine the student's appropriate grade placement. A student transferring from 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 non-resident student admitted to a school in this district shall be borne by the student or the student's parents. The district and the resident district may enter into a written agreement with the student or student's parents to provide transportation to or from the district, or both.

Cross Reference: Policy 4.6—HOME SCHOOLING

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

Date Adopted: January 20, 2004; effective July 1, 2004

Last Revised: July 16, 2019

## **Equal Educational Opportunity Policy 4.11**

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

Inquiries on non-discrimination may be directed to *the 504 coordinator (on disability discrimination) and the Title IX coordinator (on sex discrimination)*, who may be reached *as follows*:

504 Coordinator  
3435 Jefferson Avenue, Texarkana, AR 71854  
870-772-3371  
[504@tasd7.net](mailto:504@tasd7.net)

Title IX Coordinator  
3435 Jefferson Avenue, Texarkana, AR 71854  
870-772-3371  
[title9@tasd7.net](mailto:title9@tasd7.net)

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.

Legal References: A.C.A. § 6-10-132  
A.C.A. § 6-18-514  
28 C.F.R. § 35.106  
34 C.F.R. § 100.6

34 C.F.R. § 104.8  
34 C.F.R. § 106.8  
34 C.F.R. § 106.9  
34 C.F.R. § 108.9  
34 C.F.R. § 110.25

Date Adopted: January 20, 2004; effective July 1, 2004  
Last Revised: July 21, 2020

## **Student Organizations/Equal Access Policy 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.

Fraternities, sororities, and secret societies are forbidden in the district's schools. Membership to student organizations shall not be by a vote of the organization's members, nor be restricted by the student's race, religion, sex, national origin, or other arbitrary criteria. Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization, extracurricular activity or sport program. Students who are convicted of participation in hazing or the failure to report hazing shall be expelled.

Legal References:     A.C.A. § 6-5-201 et seq.  
                           A.C.A. § 6-10-132  
                           A.C.A. § 6-18-601 et seq.  
                           A.C.A. § 6-21-201 et seq.  
                           20 U.S.C. 4071 Equal Access Act

Date Adopted: January 20, 2004; effective July 1, 2004

Last Revised: July 17, 2018

## **Homeless Students**

### **Policy 4.40**

The Texarkana Arkansas School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The superintendent or his/her designee shall appoint an appropriate staff person to be the local educational agency (LEA) liaison for homeless children and youth whose responsibilities shall include, but are not limited to:

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

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

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

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



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

The District shall do one of the following according to what is in the best interests of a homeless child:

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

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

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

If the District determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, the District shall provide the child's or youth's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal. For an unaccompanied youth, the District shall ensure that the LEA liaison assists in placement or enrollment decisions, gives priority to the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

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

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

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

- A. Are:
- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;

- Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
  - Living in emergency or transitional shelters; or
  - Abandoned in hospitals;
- B. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- C. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- D. Are migratory children who are living in circumstances described in clauses 1 through 3.

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

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

Date Adopted: January 20, 2004; effective July 1, 2004  
 Last Revised: May 15, 2018

## **Parental, Family, and Community Engagement – District Policy 6.11**

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

1. Involve parents, families, and the community in the development of the long-range planning of the district;
2. Give the schools in the district the support necessary to enable them to plan and implement effective parent, family, and community engagement activities;

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

To ensure the continued improvement of the district's parent, family, and community engagement program, the district will conduct an annual review of its parent, family, and community engagement policies to examine the effect on promoting higher student achievement.

The review shall be done by a committee consisting of parents and other community members, *licensed* and classified staff, and member(s) of the administration.

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

Legal References:     20 U.S.C. § 6318  
                              A.C.A. § 6-15-1702  
                              A.C.A. § 6-15-1703  
                              A.C.A. § 6-15-1704  
                              Division of Elementary and Secondary Education Rules Governing Parental  
                              Involvement Plans and Family and Community Engagement  
                              Commissioner's Memo COM-20-021

## **Volunteers Policy 6.4**

Enlisting the support of volunteers is a way the district can expand the scope of resources and knowledge available to enrich the students' educational experiences, while strengthening the relationship between the school and the community. Volunteers can also perform non-instructional tasks that allow licensed personnel more time to devote to instruction.

The superintendent shall be responsible for establishing and maintaining a program to coordinate the services volunteers are willing and able to contribute with the needs of district personnel. The program shall establish guidelines to ensure volunteers are aware of pertinent district policies and rules. Volunteers who violate school policies or rules, or knowingly allow students to violate school rules, may be asked to leave the school campus. The guidelines should also include provision for evaluation of the volunteer program and a method for soliciting suggestions from both the volunteers and staff for its improvement.

All volunteers who intend to act as head coaches or assistant coaches must:

1. Be at least twenty-two (22) years of age; and
2. Meet the requirements adopted by the Arkansas Activities Association (AAA) to volunteer for any athletics program for grades seven (7) through twelve (12).

A member of the Board of Directors of the district or the spouse of a member of the Board of Directors of the district may not be a registered volunteer for the district unless a majority of the disinterested members of the Board of Directors approves a resolution for the board member or board member's spouse to be a registered volunteer. The resolution approving the board member or board member's spouse to be a registered volunteer shall be effective for only one (1) school year.

A volunteer may act as a head coach in all varsity junior and senior high sports administered by the AAA except in the following sports:

- Football;
- Basketball; and
- Track and field.

### **Background Checks for Volunteers**

For the purposes of this policy, "clear background check" means that:

- A background check was performed on the potential school volunteer in accordance with A.C.A. §§ 12-12-1601 et seq.;
- The potential school volunteer has not committed any of the crimes or offenses contained in A.C.A. §§ 6-17-410, 6-17-411 or 6-17-414 according to both the National and Arkansas background checks;
- The potential school volunteer's name was not found on the Child Abuse Central Registry; and
- The Arkansas Educator Licensure System does not indicate the potential volunteer to:
  - Have a currently suspended or revoked educator's license; or
  - Be the recipient of a current Level 3 or Level 4 public notification of ethics violation.

A person wishing to volunteer in a capacity that requires a background check may not perform volunteer services requiring a background check until a clear background check is received by the

district. Once received, a clear background check is good for *one* year; a background check renewal must be applied for and a clear background check received prior to the time of renewal or an interruption of permitted volunteer service could occur. A clear background check will be accepted of any individual wishing to volunteer provided it was conducted within the timeframe provided for in this policy.

The application for an initial background check may be made through the district administrative office. The district will incur the fee charged by the State of Arkansas for performing the initial check and any renewal checks.

A person who failed a previous background check may petition the Board for a waiver from this policy's requirement. The petition shall be accompanied by a signed authorization for disclosure of his or her entire criminal and child abuse registry history. In deciding whether to grant a waiver, the Board may take into consideration: the circumstance or circumstances surrounding the act or omission that lead to the conviction, Child Abuse Registry true finding, or the receipt of the Level 3 or Level 4 Public Notification of Ethics Violation; the age of the person at the time of the act or omission; the length of time that has passed without reoffending; and other relevant circumstances. If the superintendent recommends a waiver be granted, the Board may adopt a resolution by majority vote providing an exception to this policy's requirement for a time period not to exceed five (5) years. The Board must consider this matter in open session, and may not confer or deliberate in closed or executive session.

The Board shall not have the authority to waive the application of this policy to any potential volunteer who is a registered sex offender or whose educator license has been revoked or is currently suspended.

Clear background checks for school volunteers are required prior to any volunteer service to the school district, school, teacher, or classroom, and all clear check volunteers will be issued special volunteer identification to wear prominently when performing their volunteer duties; no person may serve as a volunteer without wearing the provided identification.

No information relating to the application for or receipt of a criminal background check, including that a background check has or has not been applied for, shall be subject to disclosure under the Arkansas Freedom of Information Act, as provided by A.C.A. §§ 12-12-1601 et seq. Requests for background checks and reports on background checks obtained under this policy shall be retained by the district for a minimum of three (3) years.

The district shall maintain the following information on volunteers:

- a. The total number, location, and duties of all volunteers;
- b. The total number of annual hours of service provided by volunteers; and
- c. Any reimbursements made to volunteers for expenses, transportation, or other costs incurred in connection with volunteer services.

Volunteers who are mandated reporters will be made aware of their status as mandated reporters of child maltreatment and will receive training on the responsibilities of a mandated reporter.

Legal References:     A.C.A. §§ 6-17-301  
                           A.C.A. § 6-17-410  
                           A.C.A. § 6-17-411  
                           A.C.A. 6-17-414  
                           A.C.A. § 6-17-428  
                           A.C.A. § 6-18-110

A.C.A. § 6-22-101 et seq.  
A.C.A. §§ 12-12-1601 et seq.  
A.C.A. § 12-18-402  
A.C.A. § 12-18-909(g)(21)  
A.C.A. § 21-13-101 et seq.  
Division of Elementary and Secondary Education Rules Governing Background Checks  
Division of Elementary and Secondary Education Rules Governing the Code of Ethics for Arkansas Educators

Date Adopted: February 17, 2004  
Last Revised: July 20, 2021

## **Parent-Teacher Conferences**

### **Policy 5.101**

Teachers shall communicate personally with the parents or guardians of each student at least twice during the school year to discuss the student's academic progress. Teachers shall communicate more often with parents/guardians of students performing below the level expected for their grade.

Parent-teacher conferences are encouraged and may be requested by parents or guardians when they feel they need to discuss their child's progress with his/her teacher. Conferences shall be scheduled at a time and place to best accommodate those participating in the conference.

Legal References: State Board of Education Standards of Accreditation VII (D)(1)  
A.C.A. § 6-15-1601(b)(3)(C)

Date Adopted: October 19, 2004  
Last Revised: July 22, 2014

## **Student Visitors**

### **Policy 4.16**

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

Date Adopted: January 20, 2004; effective July 1, 2004  
Last Revised: February 21, 2006

## **Elementary Class Parties**

Elementary classes will be allowed to have no more than two (2) classroom parties per school year.

## **Contact with Students While at School Policy 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, 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, legal guardian, person having lawful control of the student, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of

the Crimes Against Children Division of the Division of Arkansas State Police, or an investigator or employee of the Department of Human Services.

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

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

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

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

Date Adopted: January 20, 2004; effective July 1, 2004

Last Revised: April 21, 2020

## **Student Media and the Distribution of Literature Policy 4.14**

The Superintendent and the student media advisors(s) shall jointly develop administrative regulations for the implementation of this policy. The regulations shall include definitions of terms and the time(s), place(s), and manner(s) of the dissemination of student media, which shall include timelines for the review of materials.

### **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.
3. Media may be regulated to prohibit the dissemination of material that may reasonably be perceived to advocate drug or alcohol use; irresponsible sex; conduct that is otherwise inconsistent with the shared values of a civilized social order; or to associate the school with any position other than neutrality on matters of political controversy.
4. Prohibited media includes those that:
  - a. Are obscene as to minors;
  - b. Are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, and made with knowledge of their falsity or a reckless disregard of the truth;
  - c. Constitute an unwarranted invasion of privacy as defined by state law;
  - d. Suggest or urge the commission of unlawful acts on the school premises;
  - e. Suggest or urge the violation of lawful school regulations;
  - f. Attacks ethnic, religious, or racial groups; or
  - g. Harass, threaten, or intimidate a student.

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

Student media displayed on school web pages shall follow the same guidelines as listed above and shall 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 *five (5)* days.

Cross References: 1.9—POLICY Formulation  
4.13—PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION  
4.43—BULLYING

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

Date Adopted: January 20, 2004; effective July 1, 2004

Last Revised: April 21, 2020

## **Privacy of Student Records/Directory Information Policy 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 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 Texarkana Arkansas School District does not distinguish between a custodial and non-custodial 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 e-mail 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

Cross References: Policy 4.34—COMMUNICABLE DISEASES AND PARASITES  
Policy 5.20—DISTRICT WEBSITE  
Policy 5.20.1—WEBSITE PRIVACY POLICY  
Policy 5.20F1—PERMISSION TO DISPLAY PHOTO OF STUDENT ON WEBSITE

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

Date Adopted: January 20, 2004; effective July 1, 2004  
Last Revised: April 21, 2020

## **Video Surveillance and other Student Monitoring Policy 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 *at any time at the discretion of the District.*

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.

Legal References: 20 USC 1232g  
20 U.S.C. 7115  
34 CFR 99.3, 4, 5, 7, 8, 10, 12, 31

Date Adopted: December 11, 2007

Last Revised: April 21, 2020

## **Closing of Schools under Emergency Circumstances**

When schools in TASD are not to be open due to inclement weather or other emergency conditions, public announcements will be made no later than 7 a.m. by the superintendent of schools through the local radio and television stations.

If Miller County comes under a tornado warning, school will NOT be let out without the direction of the superintendent.

Parents and students are encouraged to listen to the radio and television broadcasts rather than call the offices or homes of the administration. Parents may also be assured that when schools close early, students may remain in the building under supervision until they can be picked up.

## **Asbestos**

The Texarkana Arkansas School District #7 has buildings that contain some asbestos materials; however, the District has a Management Plan to safely control the asbestos. This plan can be viewed at the Maintenance Office at 1402 East 18<sup>th</sup> Street during the normal business hours of 7:00 a.m.-3:30 p.m.

## **Health Services**

1. If a student becomes ill during class or while at school, he/she should get permission from the teacher to go to the school office. Every effort will be made to contact the parent so that the student may go home or to the doctor. A sick room shall be maintained to meet emergency needs at any time.
2. No student shall be sent home without an attempt to contact the parent.
3. In case of an accident, the principal will be notified immediately; the parents will be contacted.
4. Parents should not send a student to school who has a fever of 100 degrees or greater. The student should remain at home until he/she is free of fever, without the use of fever reducing medication, for 24 hours.

If a child is sent home from school with fever, he/she should remain at home until he/she has been free of fever for 24 hours. Most fever is lowest in the morning, rises in the afternoon, and is highest in the evening.

5. Parents should not send a student to school who is vomiting or has diarrhea due to the contagious nature of these conditions. The student should remain at home until he/she is free from vomiting or diarrhea for 24 hours. If a student is sent home from school due to vomiting or diarrhea, he/she should remain at home until free from these conditions for 24 hours.

## **Communicable Diseases and Parasites**

### **Policy 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: Varicella (chicken pox), measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant *Staphylococcus aureus*), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis A, B, or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

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

In accordance with Policy 4.57—IMMUNIZATIONS, the district shall maintain a copy of each student's immunization record and a list of individuals with exemptions from immunization which shall be education records as defined in Policy 4.13. That policy provides that an education record may be disclosed to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

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

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

Each school may conduct screenings of students for human host parasites (*lice or nits*) 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.

Cross References: Policy 4.2—ENTRANCE REQUIREMENTS  
Policy 4.7—ABSENCES  
Policy 4.13—PRIVACY OF STUDENTS’ RECORDS/ DIRECTORY INFORMATION  
Policy 4.57—IMMUNIZATIONS

Legal References: A.C.A. § 6-18-702  
Arkansas State Board of Health Rules Pertaining to Immunization Requirements  
Division of Elementary and Secondary Education Rules Governing Kindergarten through 12<sup>th</sup> Grade Immunization Requirements

Date Adopted: January 20, 2004; effective July 1, 2004

Last Revised: July 16, 2019

## **Student Illness/Accident**

### **Policy 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.

Date Adopted: January 20, 2004; effective July 1, 2004

Last Revised: July 20, 2004

## **Student Medications**

### **Policy 4.35**

Prior to the administration of any medication, including any dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse.

Unless authorized to self-administer or otherwise authorized by this policy, students are not allowed to carry any medications, including over-the-counter (OTC) medications or any dietary supplement or



other perceived health remedy not regulated by the US Food and Drug Administration while at school. The parent or legal guardian *should* bring the student's medication to the school nurse *or designee*. When medications are brought to the school nurse *or designee*, the nurse *or designee* shall document *and verify*, in the presence of the parent, the quantity *and type* of the medication(s). If the medications are brought by a student, the school nurse *or designee* shall ask another school employee to verify, in the presence of the student, the quantity *and type* of the medication(s). Each person present shall sign a form verifying the quantity *and type* 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 *healthcare* provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double locked cabinet.

***No medication, prescription or OTC, will be kept by the student. Non-prescription medication will be administered only when accompanied by the medication form signed by the parent/guardian stating the need for long-term use of the non-prescription medication. Dosage will be determined within safe dose range according to the child's age and weight. Periodic review of these medications' need and efficacy will be done by the parent, student, and nurse.***

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, ***including outdated medication***, shall be disposed of by the school nurse in accordance with current law and rules.

### **Schedule II Medications**

The only Schedule II medications that shall be allowed to be brought to the school are ***those prescribed by a physician***.

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

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

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

- 1) Self-administer either a rescue inhaler or auto-injectable epinephrine;
- 2) Perform his/her own blood glucose checks;
- 3) Administer insulin through the insulin delivery system the student uses;
- 4) Treat the student's own hypoglycemia and hyperglycemia; or

- 5) Possess on his or her person:
  - a) A rescue inhaler or auto-injectable epinephrine; or
  - b) The necessary supplies and equipment to perform his/her own diabetes monitoring and treatment functions.

A student may be authorized to self-administer a stress dose medication to treat the student's adrenal insufficiency with:

1. The written authorization of the student's parent, legal guardian, or person standing in loco parentis; and
2. A written order from the student's treating physician stating that the student:
  - a. Is capable of completing the proper method of self-administration of the stress dose medication; and
  - b. Has been instructed on the details of the student's medical condition and the events that may lead to an adrenal crisis.

The parent, legal guardian, or person standing in loco parentis of a student who is authorized to self-administer a stress dose medication shall sign an IHP developed by the school nurse for the school where the student is enrolled. The IHP shall include a requirement for the notification of appropriate staff following the self-administration of a stress dose medication, which shall include the school nurse, teacher of the classroom where the stress dose medication was administered, and a school administrator.

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, stress dose medication, or combination does not require the student to have such on the student's person. The parent or guardian of a student who

qualifies under this policy to self-carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, stress dose medication, or any combination on the student's 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 a licensed healthcare provider to self-administer auto-injectable epinephrine and who have written permission from their parent or guardian shall provide the school nurse an epinephrine auto-injector. This epinephrine will be used in the event the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes the student is having a life-threatening anaphylactic reaction and the student is either not self-carrying his/her epinephrine auto-injector or the nurse is unable to locate it.

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

## **Emergency Administration of Albuterol**

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

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

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

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

The school 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.

### **Emergency Administration of Emergency Adrenal Insufficiency Medication**

The school nurse or other school employees designated by the school nurse as a care provider who have been trained<sup>6</sup> and certified by a licensed physician may administer an injectable emergency dose medication in emergency situations to students who have an IHP that provides for the administration of an injectable emergency dose medication 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 an injectable emergency dose medication to administer an injectable emergency dose medication to the student when the employee believes the student is having an adrenal crisis due to adrenal insufficiency.

Students who have met the requirements to be authorized to self-administer a stress dose medication under this policy shall provide the school nurse an emergency injectable dose of the student's medication. This emergency injectable dose will be used in the event the school nurse, or other school employee certified to administer an injectable emergency dose medication, in good faith professionally believes the student is having an adrenal crisis due to adrenal insufficiency.

Legal References: Ark. State Board of Nursing: School Nurse Roles and Responsibilities  
Division of Elementary and Secondary Education and Arkansas State Board of  
Nursing Rules Governing the Administration of Insulin and Glucagon to  
Arkansas Public School Students with Diabetes  
A.C.A. § 6-18-701  
A.C.A. § 6-18-707  
A.C.A. § 6-18-711  
A.C.A. § 6-18-714  
A.C.A. § 6-18-717  
A.C.A. § 17-87-103 (11) and (14)  
A.C.A. § 20-13-405

Date Adopted: January 20, 2004; effective July 1, 2004

Last Revised: July 20, 2021

## Required Immunizations

Arkansas law requires immunization for all students enrolled in public schools. Every student *must* have all vaccines, be in the process of receiving needed doses, show proof of immunity, or applied for an exemption for those vaccines he/she has not received in order to continue attendance in school.

- **Polio:** All students entering Grades K through 12 need to have completed a series of four (4) doses of polio vaccine. The requirement is that one of the doses must be given on or after the child's fourth birthday, and there must be a minimum of 6 months between the third and fourth doses.
- **DTaP:** Students entering Grades K through 12 must have had four (4) doses of tetanus, diphtheria, and acellular pertussis (DTaP) vaccine (or three (3) doses if none were given before age 7 years).
- **Tdap:** One dose of tetanus, diphtheria, and acellular pertussis (Tdap) vaccine will be required for students who are eleven (11) years old as of September 1 and for students older than eleven (11) years if the student has not received the dose of Tdap at age eleven.
- **MCV4:** Students entering Grade 7 need 1 dose of the meningococcal (MCV4) vaccine regardless of age. There is also an additional requirement for students turning age 16 years on or before September 1. At age 16, regardless of grade, if a student has had 1 dose of MCV4, a second dose is required. If no previous dose was received and if student is 16 years old, the student needs one (1) dose and no second dose is required.
- **MMR (Measles, Mumps, Rubella):** All students entering Grades K through 12 must have two doses.
- **Hepatitis A:** For Kindergarten and Grade 1: Students need 1 dose of Hepatitis A vaccine that should have been given on or after their first birthdays.
- **Hepatitis B:** Vaccine required – three (3) doses for all K-12 students. The alternative 2-doses scheduled may be used for students 11-15 years of age.
- **Varicella:** Students entering Grades K through 12 need to have two (2) doses of varicella vaccine. History of disease is considered compliant with this requirement but only as reported by a medical professional. Parental history of disease is not accepted.

State law mandates that students who transfer from another school either within the state or from out-of-state show proof of immunization. If not up-to-date, students have 30 days to become compliant. The only proof of immunization to be accepted will be a certificate by a licensed physician, the health department, or a military physician. Dates of vaccine administration must be provided. Terms such as up-to-date, complete, and adequate are **not** acceptable.

<http://dese.ade.arkansas.gov/divisions/learning-services/school-health-services/school-nursing/immunizations-for-school-age-children>

## **Physical Examinations or Screenings**

### **Policy 4.41**

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

The rights provided to parents under this policy transfer to the student when he/she turns eighteen (18) years old.

Except in instances where a student is suspected of having a contagious or infectious disease, parents shall have the right to opt their student out of the exams or screenings by using Form 4.41F or by providing certification from a physician that he/she has recently examined the student.

Legal References: A.C.A. § 6-18-701 (b), (c), (e)

Date Adopted: January 20, 2004; effective July 1, 2004

Last Revised: July 16, 2019

## **Insurance**

An individual accident insurance program is offered as a service for district students. At the beginning of the school year, forms are sent home with students explaining the cost to parents and the benefits received in case of accidents. Parents are encouraged to purchase private individual insurance offered by the school or provide their own insurance to cover the costs of injuries at school. Students are not covered under a school district insurance policy.

## **Homebound Services**

Homebound instruction is designed to provide continuity of educational services between the classroom and the home setting for students whose medical needs indicate that the student is unable to attend school for a period of time. In order for a student to receive homebound services, the following must be provided: medical prescription from a doctor on physician letterhead stating the medical condition, physical exam, medication, and effects and extent of limitation and ability. Students will be reevaluated every three months to determine if services will continue. A new prescription must be provided each evaluation period if services are to continue.

## **Food Services**

We encourage parental involvement in the school lunch program. Please feel free to eat with your child. Parent meals may be purchased daily or for multiple days. Adult meal prices are posted on the district website at [TASD7.net](http://TASD7.net).

## **School Meal Modifications**

### **Policy 4.50**

The District only provides modified meal components on menus to accommodate students with a disability. A parent/guardian wishing to request dietary accommodations for their student with a disability must submit to the district's 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, which may include:
  - a. Food(s) to avoid or restrict;
  - b. Food(s) to substitute;
  - c. Caloric modifications; or
  - d. The substitution of a liquid nutritive formula.

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

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

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

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

Legal References:     Commissioner's Memo FIN-09-044  
                              Commissioner's Memo FIN-15-122  
                              Commissioner's Memo CNU-17-051  
                              Commissioner's Memo CNU-18-008

Date Adopted: July 21, 2009  
Last Revised: May 15, 2018

## **NATIONAL SCHOOL LUNCH AND BREAKFAST PROGRAM**

We are pleased to inform you that Texarkana Arkansas School District will be implementing the option available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for School Year 2020-2021.

### **What does this mean for you and your children attending the school(s) identified above?**

Great news for you and your students! All enrolled students of Texarkana Arkansas School District are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2020-2021 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application. If we can be of any further assistance, please contact us at 870-772-1401.

### **Nondiscrimination Statement:**

In accordance with Federal civil rights law and United States Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

(2) fax: 202-690-7442; or



(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)  
This institution is an equal opportunity provider.

## **Food Service Prepayment Policy 4.51**

### **Meal Charges**

The district participates in *Community Eligibility Provision*, a program through the U. S. Department of Agriculture, and provides meals to all students at no charge. The district does not provide credit for students to charge for a la carte or other food and beverage items available for purchase in the school food service areas. A la carte or other food and beverage items may be purchased by either providing payment for the items at the time of receipt or by having a prepaid account with the district that may be charged for the items. Parents, or students choosing to do so, may pay in advance for a la carte or other food and beverage items through any of the following methods:

- Submitting cash or check payment to their campus or food service office;
- Depositing funds through the district's online service.

Legal References: Commissioner's Memo CNU-17-003  
Commissioner's Memo CNU-17-024  
A.C.A. § 6-18-715

Date Adopted: May 16, 2017  
Last Revised: July 16, 2019

### **Personal Deliveries**

Florist, fast food, and other delivery services have been notified that the Texarkana Arkansas School District will not accept delivery of their products for students.

## **Student Participation in Surveys Policy 5.24**

Section One: No student shall be required to submit to a survey, analysis, or evaluation which is administered or distributed by a school, and is funded in whole or in part by any program administered by the U.S. Department of Education without the prior written consent of the parent/guardian that reveals information concerning the following:

1. political affiliations;
2. mental and psychological problems potentially embarrassing to the student or his family;
3. sex behavior and attitudes;
4. illegal, anti-social, self-incriminating, and demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Section Two: No surveys shall be administered without the prior approval of the school principal. Any survey created by a third party, or funded, in whole or in part, as part of any US Department of Education administered program, containing one or more of the eight categories listed above shall be available to be inspected by a student's parent/guardian before the survey is administered or distributed by a school to a student. Parents/guardians shall have the right to deny permission for their child to participate in the taking of the survey. The school shall not penalize students whose parents/guardians exercise this option. The school shall take reasonable precautions to protect students' privacy during their participation in the administration of any survey, analysis, or evaluation containing one or more of the eight categories listed above.

Section Three: Parents or guardians wishing to inspect a survey, analysis, or evaluation shall be able to do so in the administrative office of the administering school where the surveys shall be available for inspection for a period of five (5) days (regular school days when school is in session) after the notice of intent to administer the survey is sent. Included in the notice shall be information regarding how the survey or questionnaire will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey or questionnaire. Parents may refuse to allow their student to participate before or after reviewing the survey or questionnaire.

The requirements of sections one, two, and three of this policy do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

Section Four: Prior written parental permission is required before any survey or questionnaire (not including tests mandated by state or Federal law or regulation and standardized scholastic achievement tests) is administered to a student the responses to which are to be provided to a person or entity other than another public school, school district, or any branch of the Federal Government and which requests or requires a student to provide any of the eight (8) categories of information listed above and/or the following:

1. A student's name;
2. The name of the student's parent or member of the student's family;
3. The address, telephone number, or email address of a student or a member of a student's family;
4. A personal identification number, such as a social security number, driver's license number, or student identification number of a student or a member of the student's family;
5. Any information, the disclosure of which is regulated, or prohibited by any other state or federal law or regulation.

The rights provided to parents under this policy transfer to the student when he/she turns 18 years old.

Legal Reference: 20 USC § 1232h (a), (b), (c) [NCLB Act of 2001, Part F, Section 1061 (c) (1)(A)(i)(ii)(B), (2)(A)(i)(ii)(B)(C)(ii), (5)(A)(ii)(B), (6)(C)(F)(G)]  
ACA § 6-18-1301 et seq.

Date Adopted: February 17, 2004

Last Revised:

# Dress Code

## **Student Dress and Grooming Policy 4.25**

The Texarkana Arkansas School District 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 and activities, 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.

The superintendent and the Board of Education shall establish student dress codes for the District's schools, to be included in the student handbook, and are consistent with the above criteria.

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

Date Adopted: January 20, 2004; effective July 1, 2004

Last Revised: July 19, 2011

### **Dress Code Regulations**

1. A student shall not wear or display emblems, insignias, badges, or other symbols if the message is intended to mock, ridicule, or otherwise demean or provoke others because of race, religion, national origin, or other individual's views.
2. Clothing that advertises drugs, alcoholic beverages, tobacco, suggests obscenities, or presents double messages may not be worn.
3. Students must wear shoes (no house shoes or skate shoes). Thin soled flip-flops or high heels are not encouraged in grades PreK-5 due to recess and PE.
4. No hats, caps, bandanas, toboggans/ski caps, or head coverings of any kind will be worn in the buildings. Hair bows are allowed.
5. Pants, jeans, or shorts must be in good clean repair with no holes or frays that expose skin above the knee. No pajamas are allowed.
6. Sagging and/or excessively loose clothing will not be tolerated. For all clothing, the waistband must be above the top of the hipbone. Undergarments may not show.
7. Extreme styles in hair or clothing that may cause a disturbance or disruption will not be permitted.
8. Any clothing accessory, i.e., billfold chain, hair rake, etc. that can be used to inflict physical injury will not be allowed. Hair rakes will be confiscated. Combs and picks will *not* be worn as head gear.

9. See-through shirts and muscle shirts are not allowed.
10. Dresses, skirts, and shorts must be no less than fingertip length.
11. Dresses, tops, shirts, skirts, and blouses cannot expose the midriff, abdomen, the back, or cleavage. All straps on sleeveless shirts must be at least 3 fingers wide and there cannot be any cuts along the front, bottom, and/or sides.

Students will be allowed to wear bandanas and caps on pep rally and designated spirit days.

Exceptions to the above rules and regulations may be approved for special occasions by the administration. Students who do not comply with these guidelines will receive appropriate disciplinary action. Since styles, fashions, and fads change, the administration may make decisions regarding other modes of dress that are considered inappropriate. If a student's teacher is concerned with the possible violation of the guidelines, this concern must be addressed with the appropriate administrator for consultation and possible disciplinary action. Final decision of apparel will be at the discretion of the administration.

# Attendance Policy

## School Bell Schedules

Elementary Campuses	7:45 a.m. – 2:45 p.m.
Arkansas Middle School	8:30 a.m. – 3:45 p.m.
Arkansas High School	8:30 a.m. – 3:45 p.m.

**In an effort to protect instructional time and to ensure a safe and orderly dismissal process, students may not check out of school after 2:00 p.m. unless there is a documented medical appointment or emergency.**

## Absences/School Attendance Policy 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, whether in person or digitally, 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.

*In the online environment, students assume more responsibility for keeping up with the course requirements. It is critical that students access and interact with the online course content on a daily basis and participate in scheduled interactions. If a student is absent from a digital learning class, the student is responsible for making up the missed assignments in accordance with the guidelines of the teacher's course syllabus.*

## 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:

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; *death or serious illness outside the immediate family may be approved by the principal;*
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. ***College visits – approved for up to two (2) days per year for juniors and seniors; additional college days may be allowed by principal approval.***
12. 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.

In order for the absence to be considered excused, the student must:

- a. Bring a written statement to the principal or designee upon the student's return to school from the student's parent or legal guardian stating the reason for the student's absence; or
- b. If the student is attending the District's courses digitally, upload a written statement from the student's parent or legal guardian stating the reason for the student's absence through the District's digital course management platform for review by the principal or designee.

A written statement presented or uploaded for an absence having occurred more than five (5) school days prior to its presentation or upload will not be accepted.

### **Unexcused Absences**

Absences that are not defined above; do not have an accompanying note from the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis; or have an accompanying note that is not presented or uploaded within the timeline required by this policy shall be considered as unexcused absences. Students with ***more than ten (10)*** unexcused absences in a course in a semester may not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. ***See Appeal for Promotion, Grades K-8, and Appeal to Reinstate Credit, Grades 9-12.*** Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has ***five (5)*** 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 ***ten (10)*** unexcused absences in a semester, the district shall notify the prosecuting authority and the parent, legal guardian, person having lawful control of the student, or persons standing in loco parentis shall be subject to a civil penalty as prescribed by law.

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 *not count toward the number of 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.

### **Appeal for Promotion, Grades K-8:**

*An attendance committee will be established at each K-8 campus. The committee will be comprised of teachers, a counselor, and an administrator.*

*The attendance committee shall adhere to the following guidelines when determining whether to grant promotion to the next grade level:*

- 1. All absences shall be considered in determining whether a student is granted promotion.*
- 2. In reaching consensus regarding the student's absences, the committee shall attempt to ensure that its decision is in the best interest of the student.*
- 3. The committee shall consider the acceptability and authenticity of documented reasons for the student's absences.*
- 4. The committee shall consider whether the absences were for reasons out of the student's or parent's control.*
- 5. The committee shall consider whether or not the student has completed assignments, mastered grade level skills, and maintained passing grades in the subject or course.*
- 6. The student or parent shall be given an opportunity to present any information to the committee about the absences.*

*The committee may impose the following conditions for promotion:*

- 1. Completing additional assignments, as specified by committee or teacher.*
- 2. Satisfying time on task requirements before and/or after school.*

### **Appeal to Reinstate Credit, Grades 9-12:**

*Students may appeal their denial of credit to the principal at the high school. The principal will take one of the following actions:*

- 1. Uphold the decision to deny the credit.*
- 2. Modify the decision, which may include allowing the student to make up unexcused absences by assignment to Saturday School.*
- 3. Overturn the decision to deny credit.*

Arkansas High School Saturday School:

1. *The absences/school attendance policy states, “Students with more than ten (10) unexcused absences in a course in a semester may not receive credit for that course.”  
The sole purpose of Saturday School is to provide those students who have violated the absences/school attendance policy the opportunity to make up class time and thereby restore eligibility for credit.*
2. *Make-up time will be hour for hour. For each period a student exceeds the ten (10) day limit of unexcused absences, the student will be required to make up time missed.*
3. *Transportation to and from Saturday School is the responsibility of the student and/or parent.*
4. *Students must report no later than 8:00 a.m. Students reporting after 8:00 a.m. will not be admitted, regardless of the number of hours to be served. For example, students with only one hour to make up must report at 8:00 a.m. and may leave at 9:00 a.m. Students are to leave campus immediately upon completion of Saturday School.*
5. *Students may not build up credit by attending Saturday School for hours in excess of those needed.*
6. *It is the sole responsibility of the student and parent to verify hours needed to maintain credit for courses.*

Cross References: Policy 4.8—MAKE-UP WORK  
Policy 4.57—IMMUNIZATIONS  
Policy 5.11—DIGITAL LEARNING COURSES

Legal References: A.C.A. § 6-4-302  
A.C.A. § 6-18-209  
A.C.A. § 6-18-213  
A.C.A. § 6-18-220  
A.C.A. § 6-18-222  
A.C.A. § 6-18-229  
A.C.A. § 6-18-231  
A.C.A. § 6-18-507(g)  
A.C.A. § 6-18-702  
A.C.A. § 6-28-114  
A.C.A. § 7-4-116  
A.C.A. § 9-28-113(f)  
A.C.A. § 27-16-701  
Division of Elementary and Secondary Education Rules Governing Distance and Digital Learning

Date Adopted: December 16, 2008

Last Revised: July 20, 2021

**Retention may be considered for K-5 students who have missed 18 or more (10%) school days during an academic school year.**

**Students under IDEA and Section 504 with Excessive Absences**

Students under IDEA and Section 504 may miss school due to medical reasons or other reasons approved by the building level administrator. Policies under IDEA take precedence over school district policies. If a student misses an excessive amount of school, the student’s IEP and or Section 504 team must conduct a conference to document the absences and determine how the student will make up any missed assignments. If the student’s team meets and it is determined there is no approved reason for the excessive absences, the

student will have those missed days documented as unresolved, and district policy on unresolved absences will be upheld.

## **Change of Address**

A parent/guardian who changes mailing address or telephone number after enrollment should report the change to the school office immediately. Accurate information saves time in case of an emergency. In the event that a parent/guardian cannot be contacted, the appropriate authorities will be called.

## **Student Checkout**

Students must stay on the school campus from the time they arrive until dismissal or until picked up by parents. Leaving school without permission is classified as truancy. Students leaving the building because of illness or any other emergency must be signed out in the office by a parent or guardian. Information including the student's name, I.D. number, reason for leaving, and person responsible must be provided at check out.

## **Tardies Policy 4.9**

Promptness is an important character trait that district staff is required to model and help develop in our students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement. Students who arrive late or check out early will receive a tardy for each occurrence.

Date Adopted: January 20, 2004; effective July 1, 2004  
Last Revised:

## **Excessive Tardies**

Excessive tardies may result in a (FINS) Family in Need of Services Petition being filed.

## **K-8 Perfect Attendance**

Late arrival to school, tardies, and early student check-outs will prevent students from maintaining perfect attendance, K-8 only.

## **Truancy**

Truancy is an act of misconduct and is subject to disciplinary action through the principal's office.

### **Truancy is defined as but not limited to:**

1. Leaving school without following the campus sign-out procedure.
2. Missing a part of a school day and not signing in when arriving on campus.
3. Missing school without the parent's knowledge and permission.

Please refer to Student Code of Conduct for disciplinary actions regarding truancy.

## **Compulsory Attendance Requirements Policy 4.3**

Every parent, legal guardian, person having lawful control of the child, or person standing in loco parentis of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by Policy (4.1—RESIDENCE REQUIREMENTS), within the district shall enroll the child and ensure the attendance of the child at a district school with the following exceptions:

The child is enrolled in private or parochial school.

1. The child is being home-schooled and the conditions of Policy (4.6—HOME SCHOOLING) have been met.
2. The child will not be age six (6) on or before August 1 of that particular school year and the parent, legal guardian, person having lawful control of the child, or person standing in loco parentis of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Division of Elementary and Secondary Education must be signed and on file with the district administrative office.
3. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
4. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
5. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

Legal References:     A.C.A. § 6-18-201  
                              A.C.A. § 6-18-207

Date Adopted: May 20, 2003  
Last Revised: July 20, 2021

## **Make-Up Work Policy 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 ***be reduced by 20% each day thereafter.***
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/SCHOOL ATTENDANCE.***

Work for students serving an out-of-school suspension or expulsion shall be in accordance with the District's programs, measures, or alternative means and methods to continue student engagement and access to education during the student's period of suspension or expulsion, including offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to credit the expelled student may have received from the District if the student had not been expelled.

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.**

Cross References:     4.7—ABSENCES  
                               4.30—SUSPENSION FROM SCHOOL  
                               4.31—EXPULSION  
                               4.57—IMMUNIZATIONS

Legal References:     A.C.A. § 6-15-1406  
                               A.C.A. § 6-18-502  
                               DESE Rules Governing Student Discipline and School Safety

Date Adopted: January 20, 2004; effective July 1, 2004  
 Last Revised: July 21, 2020

## **Closed Campus Policy 4.10**

Students are required to stay on campus upon their arrival until dismissed at the end of the regular school day unless given permission to leave campus by a school official, or as directed by their campus-approved student schedule for other educational opportunities.

Date Adopted: January 20, 2004; effective July 1, 2004  
 Last Revised: July 16, 2019

## **Alternate Methods of Instruction (AMI) Days**

Alternate methods of instruction (AMI) days are implemented on days when school is cancelled due to emergency or exceptional circumstances such as, but not limited to, inclement weather, contagious disease outbreak, utility outage, or other acts of God. Using AMI days, students complete activities and assignments at home rather than making up instructional days in the classroom. When a school closing is announced, the district website and district social media will indicate whether the closing is an AMI day and how students can access student activities and/or assignments. Texarkana Arkansas School District may use up to 10 AMI days per year.

Students will be counted present for AMI days for which completed activities or assignments are returned to the teacher as directed. Students who do not have internet access may receive paper copies.

# Curriculum, Instruction, and Assessment

## **Assessments**

### **State Mandated Assessments: (Required by the Arkansas Department of Education)**

- ACT Aspire Assessments – (English Language Arts, Science, Math) grades 3-10
- ELPA21 (English Language Proficiency) for English Language Learners K-12
- Dynamic Learning Maps – Alternate assessment for qualifying students grades 3-10
- ACT – Grade 11
- Renaissance STAR for Reading and Math – taken 3 times a year in grades K-2
- Dynamic Indicators of Basic Early Learning Skills (DIBELS) – Screeners for reading difficulties 3 times a year for grades K-2
- National Assessment of Educational Progress (NAEP) for selected campuses with grades 4, 8, or 12.

### **District Assessments: (Required by Texarkana AR School District)**

- Renaissance STAR for Reading and Math – Grades 3-10

### **Other Assessments:**

- Teacher designed tests
- Diagnostic screeners for reading progress
- PSAT – Grade 10
- Advanced Placement Exams – (Grades 9-12 – students in AP classes)
- ASVAB – Armed Services (Grades 10-12 – student choice)
- District Common Assessments

## **Homework Policy 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.

Date Adopted: May 20, 2003

Last Revised: July 17, 2018

### **Homework Guidelines**

In the Texarkana Arkansas School District, all homework assignments will be:

- Directly related to the curriculum and the current curriculum standards and benchmarks;
- Explained thoroughly in terms of content, process, and expectations;



- Reasonable so as not to preclude students from assuming other homework and community responsibilities;
- Designed to encourage and support efforts to develop the skills to learn independently.

## **Grading Policy 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 ***notify the parent/guardian***. 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 (9)-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 – 50

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) and approved courses for weighted credit shall be one (1) point greater than for regular courses with the exception that an F shall still be worth zero (0) points.

***The weighted score for AP is contingent upon students taking the AP College Board Exam offered at the conclusion of each course and AP teachers having the appropriate and approved training.***

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 forty (40) days. A student transferred in with a grade of eighty-three percent (83%) earned in ten (10) days at the previous school. The student had a grade of seventy-five percent (75%) in our district's school earned in the remaining thirty (30) days of the grading period. Ten (10) days is twenty-five percent (25%) of forty (40) days while thirty (30) days is seventy-five percent (75%) of forty (40) days. Thus the final grade would be  $(0.25 \times 83) + (0.75 \times 75) = 77\%$ .

Legal References:     A.C.A. § 6-15-902  
                          A.C.A. § 9-28-113(f)  
                          Standards for Accreditation 5-A.1  
                          Division of Elementary and Secondary Education Rules Governing Grading and  
                          Course Credit

Date Adopted: May 20, 2003

Last Revised: July 21, 2020

## **K-5 Elementary Grading Guidelines**

Grades assigned to students for performance in a classroom shall reflect the extent to which a student has achieved the expressed academic objectives. Grades shall be based on the Arkansas Curriculum Frameworks for each grade level.

- Grades should reflect the student's academic achievement at his/her grade level.
- Grades will be entered into the gradebook by points not percentages.
- Teachers shall record a minimum of two grades per week.
- On report cards, any nine-week, semester, or end of year average that is 50 or below will be reported as 50. This does not apply to quizzes, tests, or daily grades in teacher gradebooks.

### **Explanation of Grades:**

#### **Grades K-5 Academics/Subjects**

Defining progress as movement toward mastery of the Arkansas Curriculum Frameworks at each grade level as required by the laws of the State of Arkansas, the following grading scale applies:

A= 100 – 90	Excellent Progress
B= 89 – 80	Good Progress
C= 79 – 70	Average Progress
D= 69 – 60	Needs Improvement
F= 59 – 50	Unsatisfactory

- Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into units or final exams, or may be administered separately. In grades K-5 achievement shall be reported to parents as numerical grades in all subject areas.
- Progress reports will be issued at approximately three (3) weeks and six (6) weeks during each grading period.
- Report cards will reflect the current reading level of each student in grades K-5.

## Grades K-5 Conduct

When a student receives a yellow slip (Category I) for misbehavior, it will count as 2 conduct cuts which will lower the conduct grade by two points. Five yellow slips in five consecutive days equals one pink slip (Category II).

Example: Three yellow slips would result in a grade of 94. One pink slip would result in a grade of 90.

<u># of Yellow Slips</u>	<u>Grade</u>
0-5	A 100-90
6-10	B 89-80
11-15	C 79-70
16-20	D 69-60
21 or more	F 59-50

## 6-12 Secondary Grading Guidelines

Grades assigned to students for performance in a course shall reflect the extent to which a student has achieved the expressed academic objectives of the course. Grades shall be based on the Arkansas Curriculum Frameworks for that course. Teachers in every class shall record a minimum of two grades per week and a minimum of three tests per nine weeks. Grades shall be assigned from daily work, homework assignments, notebooks, quizzes, teacher observation, and participation, skills demonstration or performance, short composition units, chapter or skills tests, major reports/compositions, journals, or portfolios. Documentation of skills will be recorded in the gradebook. Grades will be entered in the gradebook by points. (Ex: If a student receives a 17 out of 25 on an assignment, the gradebook will record it as a 17. The average will be a 68%.) In certain situations, a student may receive an I (incomplete) for the nine weeks.

### Homework and Grading Guidelines

Grades are reflected by the following percentages:

- A = 100 - 90
- B = 89 - 80
- C = 79 - 70
- D = 69 - 60
- F = 59 - 50

### Weighted Grading Scale

The grade point values for Advanced Placement 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.

A weighted 5.0 grading scale is used for advanced placement, or honors courses approved for weighted credit by the Arkansas Department of Education.

Quality points for AP are contingent on appropriate teacher training, enrollment in the course, and taking the applicable exam.

### Calculating Nine-weeks Grades

Tests will count no more than forty percent of a student's grade calculated as follows:

- Daily work, quizzes, projects 60%
- Tests 40%

## **Calculating Semester Grades (9-12 only)**

First nine weeks 45%

Second nine weeks 45%

Semester exams 10%

- Progress reports will be issued at approximately three (3) weeks and six (6) weeks during each grading period.
- On report cards, any nine-week, semester, or end of year average that is 50 or below will be reported as 50. This does not apply to quizzes, tests, or daily grades in teacher gradebooks.

## **Student Promotion and Retention Policy 4.55**

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.

### ***Grades K-8:***

***Promotion or retention of students shall be primarily based on their ability to succeed in the next grade level.***

### ***Grades 9-12:***

***In grades 9-12, a student must pass both semesters of English/language arts and math. Students who do not pass these courses must attend summer school or credit recovery and earn passing grades. Students who do not attend and successfully complete summer school or credit recovery will be reclassified.***

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

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

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

Each student 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:

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

By the end of grade eight (8), the student's SSP shall:

- 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 post-secondary preparatory programs.

An SSP shall be created:

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

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

Students who either refuse to sit for a state-wide assessment or attempt to boycott a state-wide 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 state-wide assessment, as applicable. The superintendent or designee may waive this paragraph's provisions when the student's failure was due to exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum-related field trips occurring during the school day.

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

Legal References: A.C.A. § 6-15-2001  
A.C.A. § 6-15-2005  
A.C.A. § 6-15-2006  
A.C.A. § 6-15-2907  
A.C.A. § 6-15-2911  
A.C.A. § 9-28-205  
DESE Rules Governing the Arkansas Educational Support and Accountability Act  
DESE Rules Governing Grading and Course Credit  
Murphy v. State of Ark., 852 F.2d 1039 (8<sup>th</sup> Cir. 1988)

Date Adopted: May 20, 2014

Last Revised: July 21, 2020

## **Extracurricular Activities – Secondary Schools**

### **Policy 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.

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

“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). 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 state-wide assessment or attempts to boycott a state-wide 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 state-wide 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.

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.

## **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 *four* (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 *four* (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 a 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 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.

#### **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.

#### **Non-AAA-Governed Activities**

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



Cross References: Policy 4.55—STUDENT PROMOTION AND RETENTION  
Policy 4.56.1—EXTRACURRICULAR ACTIVITIES - ELEMENTARY

Legal References: Arkansas Activities Association Handbook  
A.C.A. § 6-4-302  
A.C.A. § 6-15-2907  
A.C.A. § 6-16-151  
A.C.A. § 6-18-713  
Commissioner’s Memo COM-18-009  
Commissioner’s Memo LS-18-015

Date Adopted: May 20, 2014

Last Revised: July 16, 2019

## **Extracurricular Activities – Elementary**

### **Policy 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 principal). 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 state-wide assessment or attempts to boycott a state-wide 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 state-wide 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.

Cross References: Policy 4.55—STUDENT PROMOTION AND RETENTION  
Policy 4.56—EXTRACURRICULAR ACTIVITIES – SECONDARY SCHOOLS

Legal References: A.C.A. § 6-4-302  
A.C.A. § 6-15-2907  
A.C.A. § 6-16-151  
A.C.A. § 6-18-713  
Commissioner's Memo LS-18-015

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Last Revised: July 16, 2019

## **Extracurricular Activity Eligibility for Home-Schooled Students**

### **Policy 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 signup, tryout or participation deadline established for traditional students. Additionally, the student shall demonstrate academic eligibility by obtaining a minimum test score of the 30<sup>th</sup> percentile or better

in the previous 12 months on the Stanford Achievement Test Series, Tenth Edition; another nationally recognized norm-referenced test; or a minimum score on a test approved by the State Board of Education.

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

The student shall regularly attend the class in which the student is registered beginning no later than the eleventh (11<sup>th</sup>) day of the semester in which the student's interscholastic activity participation is desired.

The student must attend the practices for the interscholastic activity to the same extent as is required of traditional students.

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

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

- Standards of behavior and codes of conduct;
- Attend the practices for the interscholastic activity to the same extent as is required of traditional students;
- Required drug testing, if applicable;
- 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 (7<sup>th</sup>) grade if the student were enrolled in public school.

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

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

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

Cross Reference: Policy 4.59—ACCADEMIC COURSE ATTENDANCE BY PRIVATE SCHOOL AND HOME SCHOOL STUDENTS

Legal References: A.C.A. § 6-15-509  
A.C.A. § 6-16-151  
A.C.A. § 6-18-232

A.C.A. § 6-18-713  
Arkansas Activities Association Handbook

Commissioner’s Memo COM-18-009  
Commissioner’s Memo LS-18-015  
Division of Elementary and Secondary Education Rules Governing Home Schools

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## Smart Core Curriculum and Graduation Requirements

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

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

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents as part of the annual school district support plan development process to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

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

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;
- Discussions held by the school's counselors with students and their parents; and/or
- Distribution of a newsletter(s) to parents or guardians of the district's students.

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

To the best of its ability, the district shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children and the Arkansas Military Child School Transitions Act of 2021 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. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

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

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

### Digital Learning Courses

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

### Personal and Family Finance

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

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

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

Oral Communications: one-half (½) unit

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

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

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

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

3) Algebra II; and

4) The fourth unit may be either:

- A math unit approved by the *Division of Elementary and Secondary Education* (DESE) beyond Algebra II; or
- A computer science flex credit may be taken in the place of a fourth math credit.

Natural Science: three (3) units

a. DESE-approved biology – 1 credit;

b. DESE-approved physical science – 1 credit; and

c. A third unit that is either:

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

Social Studies: three (3) units

- Civics - one-half (½) unit
- World History - one unit
- American/*U. S.* History - one unit
- Other social studies – one-half (½) unit

Physical Education: one-half (½) unit

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

Health and Safety: one-half (½) unit

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

Fine Arts: one-half (½) unit

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

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

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

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

**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> *or Transitional English 12*

Oral Communications: one-half (½) unit

Mathematics: four (4) units

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

\* A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science: three (3) units

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

Social Studies: three (3) units

- Civics one-half (½) unit
- World history, one (1) unit
- American/*U. S.* History, one (1) unit
- Other social studies – one-half (½) unit

Physical Education: one-half (½) unit

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

Health and Safety: one-half (½) unit

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

Fine Arts: one-half (½) unit

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

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

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

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

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



Legal References: Standards for Accreditation 1-C.2, 1-C.2.1, 1-C.2.2, 1-C.2.3  
DESE Guidelines for the Development of Smart Core Curriculum Policy  
DESE Rules Governing Distance and Digital Learning  
Smart Core Information Sheet  
Smart Core Waiver Form  
Commissioner’s Memo LS-18-082  
A.C.A. § 6-4-302  
A.C.A. § 6-16-122  
A.C.A. § 6-16-143  
A.C.A. § 6-16-149  
A.C.A. § 6-16-150  
A.C.A. § 6-16-1406  
A.C.A. § 6-28-115

Date Adopted: July 18, 2017  
Last Revised: July 20, 2021

## **Special Education Policy 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.

Cross Reference: 6.7—COMPLAINTS

Legal References: 34 C.F.R. part 300  
20 U.S.C. §1400 et seq.  
29 U.S.C. § 794

42 U.S.C. §12101 et seq.  
A.C.A. § 6-41-102  
A.C.A. § 6-41-103  
A.C.A. § 6-41-201 et seq.

Date Adopted: July 21, 2009  
Last Revised: April 21, 2020

## **Computer Science Course Prerequisites and Progression Policy 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.

Cross Reference: Policy 5.12—COMPUTER SCIENCE INTERNSHIPS AND INDEPENDENT STUDIES

Legal References: Arkansas Computer Science Standards for Grades 9-12  
Commissioner's Memo COM-17-051

Date Adopted: May 16, 2017  
Last Revised: July 16, 2019

## **Gifted and Talented Program**

The Gifted and Talented Program of the Texarkana Arkansas School District is committed to the intellectual and creative development of students to their fullest potential. To achieve this, the curriculum is designed with an emphasis on awakening and fostering creativity and providing divergent thinking opportunities through creative problem solving, demonstration of leadership skills, increased awareness of current happenings, and development of creative thinking skills.

The Gifted and Talented Program is offered to students in all schools. Referrals of potential candidates for the program may be made by members of the faculty and administration, parents, students, and members of the community. Referred students are evaluated in the areas of:

- achievement;
- intellectual ability;
- creativity;
- leadership.

Final selection is made by a committee of administrators, counselors, teachers, and the G/T coordinator.

Gifted and Talented students in grades 9-12 are those identified as possessing demonstrated or potential abilities for high performance in the fields of language arts, humanities, social studies, and mathematics. The program is one of independent study. Students desiring admission to this program should consult their counselor.

## **Pre-AP and Advanced Placement Course Participation Policy**

Students may register for TASD Pre-Advanced Placement and/or Advanced Placement courses if they meet at least **ONE** of the following conditions:

1. Academic Performance:
  - The student has at least an A or B in the correlating math, English, or science course.
  - The student scored proficient or advanced on the correlating math, English, or science state exam.
  - The student is determined to be college and career ready as determined by another assessment tool such as the PSAT.
2. Recommendation:
  - A teacher may recommend based on observation.
  - An administrator may recommend based on observation.
  - A counselor may recommend based on observation.
  - The AP Coordinator may recommend based on observation.
3. Request:
  - The parent and student request to be enrolled in the course on their course selection sheet for next school year.
  - The parent and student request to be enrolled in the course at semester based on their experience in regular courses the first semester.
4. GT:
  - The student is identified as gifted and talented. The area of giftedness does not have to be in the corresponding area as the PAP course or AP course.

## **College Board Equity of Access Policy**

The College Board strongly encourages educators to make equitable access a guiding principle for their AP Programs by giving all willing and academically prepared students the opportunity to participate in AP. We encourage the elimination of barriers that restrict access to AP for students from ethnic, racial, and socioeconomic groups that have been traditionally underserved. Schools should make every effort to ensure their AP classes reflect the diversity of their student population. **The College Board also believes that all**

**students should have access to academically challenging course work before they enroll in AP classes, which can prepare them for AP success.** It is only through a commitment to equitable preparation and access that true equity and excellence can be achieved.

Source: <https://professionals.collegeboard.org/k-12/assessment/ap/equity>

The only situation where students may **NOT** enroll in a Pre-Advanced Placement and/or Advanced Placement course is if they failed the pre-requisite course. Example: Student fails PAP or Regular English 10. That student may not enroll in Advanced Placement English Language & Composition in the 11<sup>th</sup> grade. Some Advanced Placement courses do not have pre-requisites, so this rule will not apply to all courses.

# High School Section

## **Protection of Instructional Time**

At Arkansas High School, we are driven by our vision and mission statements. Our objectives for our students include academic success, pride in themselves and their school, a dedication to civic duty, and helping them find their own significance. We are committed to maintaining high academic standards and providing opportunities for a rich and gratifying high school experience. To meet these objectives, we will guard our instructional time aggressively.

### **Teachers:**

- Instructional time should be wisely spent, making sure that all class activities meet our objectives and are in alignment with our curriculum and frameworks.
- Just as you regard your instructional time, do not infringe on other teachers' instructional time. It is just as priceless. Holding students after class or calling them out of another class should be avoided if possible and only occur with the cooperation of both teachers involved.
- Students should be actively involved in learning throughout the entire class. Students arriving in the classroom should have work to begin without waiting for other students to assemble.
- Television broadcasts will be used only when they efficiently help meet our objectives and are integrated into other activities that require the students to process and apply the information the broadcasts provide.
- Activities that reward or punish student behavior should not be conducted during instructional time unless those activities are strongly supported by our vision and goals.

### **Administrators:**

- A teacher's instructional duties are the primary responsibility of the teacher, and it is your duty to safeguard their instructional time paying close attention to protecting the instructional time of the students' core subjects.
- If a classroom must be disturbed, it should not be done during "primetime" unless it is unavoidable. All classroom time is equally valuable, but to provide an extended uninterrupted time of instruction, primetime will be defined as the first half of each class.
- Whenever possible, communication should be conducted during advisory/Level Up time, e-mail, or conference periods.
- It is your responsibility to collaborate with teachers in managing our school discipline policy to ensure that behavioral problems do not subtract from instructional time.

### **Extracurricular Sponsors:**

- Extracurricular activities, while steeped in tradition, should be continuously re-examined. The goal should be to retain the intrinsic benefits while reducing the burden to instructional time. The litmus test should be "Does this activity meet our vision and goals?"
- Instructional time for those students that are struggling academically should be guarded vigorously. Any student that does not have a minimum grade of "C" in a core subject should not be allowed to miss that class for a school absence without a sponsor/teacher consultation. It is the responsibility of the sponsor to determine the student's grades.

- Fundraising activities and other similar activities should not distract from the time established for instruction. These activities should only occur during the regular school day with the permission of the principal.

- Extracurricular activities, while not directly meeting our academic goals, do meet important objectives that we value at Arkansas High School, and classroom interruptions are sometimes unavoidable. These interruptions should be conducted during advisory/Level Up time, lunch breaks, or after school whenever possible.

**Parents:**

- You are an important part of our educational community, and your presence at our school is needed. To minimize disruption to instructional time, you should arrange your visits to your child’s classroom with his/her teacher.

- It is your responsibility to impress upon your child the importance of instructional time and encourage him/her to attend class. Students should not miss class time for activities or appointments that can be accomplished after school.

**Students:**

- Students are not allowed on campus any later than 4:30 p.m., unless they are attending an extracurricular school activity.

- Students must depart at the end of extracurricular activities. If riding with a parent, students must be picked up no later than 30 minutes after school function. Students will be denied the opportunity to attend future school events if this rule is not followed.

**Students’ Vehicles  
Policy 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. Parking on school property is a privilege which may be denied to a student for any disciplinary violation at the discretion of the student’s building principal.

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

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

Date Adopted: January 20, 2004; effective July 1, 2004  
Last Revised: July 17, 2012

**Use of Automobiles**

**Use of Automobiles on School Grounds:**

A motor vehicle registration form will be properly filled out by each student desiring to drive a vehicle on campus. Those forms are available in the principal’s office and must be filled out within 5 days of the time a

student starts driving. Students must display parking hanger in vehicle at all times or be subject to disciplinary action. Driving recklessly (over 15 MPH) or sitting in the vehicle while parked during the school day will not be allowed. Students will not be allowed to sit in vehicles when they arrive on campus. They must leave their automobiles and move to the designated areas. The principal has the right to revoke driving privileges of any student operating a vehicle in an unsafe manner on school property.

## **Unpaid Financial Obligations**

Students will not be allowed to join school clubs or attend special functions, including but not limited to, the homecoming dance, Sadie Hawkins dance, prom, and graduation ceremonies if they have unpaid financial obligations to the District.

## **Academic Requirements of New Resident Students**

A student enrolled in the Texarkana Arkansas School District from another school district should present his/her report card and other information available pertaining to his/her classification. The transcript and cumulative folder will be requested by the District from the school formerly attended by the student. A transfer student will be classified and enrolled according to paperwork that is provided from the previous school. The student's classification will be determined by the amount of credits that are required at Arkansas High School. A transfer student will be required to complete all state requirements and any local requirements that occur in the normal progression from the time they enroll.

## **Student Assignment**

- The District will accept students from any accredited school and place them in the same grade level the student would have been in had the student remained in the former school. The student's current grades and discipline record must be obtained before the student can enroll. An administrator must give the student permission to transfer to Arkansas High School.
- The District will accept students from non-accredited schools or home instructed students; placement of these students will be based on the results of an evaluation given by the staff of the District.
- Class standing is determined by English placement and the number of credits earned. English classes are sequential, and students must successfully complete one level before being allowed to enroll in the next level. Students should be aware of the following policies for obtaining credit in English through correspondence:
  - If a student fails more than two semesters of English in grades 9-12, he/she should expect to make up the credit by completing summer school or credit recovery.
  - Students who have grade problems due to serious illness or other catastrophic circumstances may appeal for a policy waiver.
  - English courses must be taken sequentially according to policy.

## **10th Grade Status**

A student may enroll in the 10th grade with a minimum of 5.5 credits including English 9 and at least one math credit.



## **11th Grade Status**

A student may enroll in the 11th grade with a minimum of 11 credits including English 9, English 10, and at least two math credits.

## **12th Grade Status**

A student must have at least 16.5 credits, including English 9, 10, and 11, and be able to make a graduating schedule according to the Arkansas High School diploma requirements to be classified as a senior. Students who do not meet the minimum credits will be reclassified as juniors. Senior status may have to be re-evaluated prior to commencement to determine if the student is eligible to participate in commencement.

Students enrolling in Arkansas High School the last semester of their senior year must have met all prerequisites to graduate from their previous schools in order to be eligible to receive an Arkansas High diploma.

## **Second-Year Senior**

A second-year senior is any senior who returns to high school to complete a semester or a full year of credits to receive a diploma. A second-year senior will be considered part of the FORMER senior class if they can complete all credits required for graduation by the end of the fall semester. A second-year senior will be considered part of the CURRENT senior class if they must attend the full year to complete all credits required for graduation.

## **Requirements for Graduation**

### **ACT 867 of 2017**

In order to meet the educational needs of students in grades 9-12, there is flexibility in a student's school day schedule. This flexibility allows our students to pursue other educational opportunities. These opportunities may include, but are not limited to, concurrent credit courses, secondary career and technology center courses, community service learning, workforce training, and internships. These educational opportunities should be included in the student's success plan and expand the learning opportunities of the student throughout his or her high school career.

**All graduation requirements must be fulfilled in order to participate in graduation ceremonies.**

**A maximum of 2 credits may be taken in summer school per year.** Participation in summer school must be approved by the principal or the high school counselor. Students may retake courses for a higher grade in summer school if there is adequate space in the desired course. Both grades will remain on the transcript. Students must successfully complete required English and mathematics courses at each grade level before they can enroll in the upper level courses.

To be eligible to receive a diploma, a student must attend an accredited school for a minimum of eight (8) semesters in grades 9 through 12.

## **Adjusted Grade Point Average**

Adjusted Grade Point Average or (AGPA) will be determined using the following formula: (Cumulative Weighted GPA) + (Course Factor) = (AGPA).

Course factors are figured by multiplying 0.05 x the number of credits taken above the minimum required for an honor diploma, but not to exceed nine (9) courses (Note: 1 credit = 2 semesters).

## **Honor Graduates**

### **Policy 5.17**

In order to achieve honor graduate status, a student must select smart core curriculum.

All graduation requirements must be fulfilled in order to participate in graduation ceremonies. Students enrolling in Arkansas High School the last semester of their senior year must have met all prerequisites to graduate from their previous schools in order to be eligible to receive an Arkansas High School diploma.

GRADUATES will be designated as those students who successfully complete requirements of the diploma program of study as designated by the State of Arkansas.

Graduates are ranked in order of their adjusted grade point averages (AGPA). Adjusted Grade Point Average (AGPA) will be determined using the following formula:  $(\text{Cumulative Weighted GPA}) + (\text{Course Factor}) = \text{AGPA}$ .

Grade point averages are weighted based on a 4.0 scale for classes designated as standard high school classes or concurrent credit classes and 5.0 for those classes designated and taught as advanced placement classes.

Course factors are figured by multiplying 0.05 x the number of credits taken above the minimum required for an honor diploma; but not to exceed nine (9) courses (Note: 1 credit = 2 semesters).

Each graduating class will recognize honor graduates meeting the following requirements with the ensuing designation:

#### **FOR THE CLASSES OF 2020-2022:**

- ***Cum Laude*** (“with praise”): Each student who graduates with an adjusted GPA of 3.20 and above and completes at least 25 credit units with at least two advanced placement and/or concurrent credit courses in two different subject areas will receive the cum laude designation upon their diploma and transcript.
- ***Magna Cum Laude*** (“with great praise”): Each student who graduates with an adjusted GPA of 3.75 and above and completes a minimum of 25 credit units with at least three advanced placement and/or concurrent credit courses in at least two different subject areas will receive the magna cum laude designation upon their diploma and transcript.
- ***Summa Cum Laude*** (“with highest praise”): Each student who graduates with an adjusted GPA of 3.95 and above and completes a minimum of 25 credit units with at least four advanced placement and/or concurrent credit courses in at least two different subject areas will receive the summa cum laude designation upon their diploma and transcript.

#### **FOR THE CLASS OF 2023 AND BEYOND:**

- ***Cum Laude*** (“with praise”): Each student who graduates with an adjusted GPA of 3.20 and above and completes at least 27 credit units with at least two advanced placement and/or concurrent credit

courses in two different subject areas will receive the cum laude designation upon their diploma and transcript.

- ***Magna Cum Laude*** (“with great praise”): Each student who graduates with an adjusted GPA of 3.75 and above and completes a minimum of 27 credit units with at least three advanced placement and/or concurrent credit courses in at least two different subject areas will receive the magna cum laude designation upon their diploma and transcript.
- ***Summa Cum Laude*** (“with highest praise”): Each student who graduates with an adjusted GPA of 3.95 and above and completes a minimum of 27 credit units with at least four advanced placement and/or concurrent credit courses in at least two different subject areas will receive the summa cum laude designation upon their diploma and transcript.

### **VALEDICTORIAN AND SALUTATORIAN**

The **valedictorian** of the graduating class is the Summa Cum Laude graduate with the highest adjusted grade point average and who has attended Texarkana Arkansas Schools for at least four (4) consecutive semesters of grades 11-12. In the event of a tie, when adjusted grade point average is figured to four places (0.0000), all students who tie will be declared co-valedictorians.

The **salutatorian** of the graduating class is the Summa Cum Laude graduate with the second highest adjusted grade point average and who has attended Texarkana Arkansas Schools for at least four (4) consecutive semesters of grades 11-12. In the event of a tie, when adjusted grade point average is figured to four places (0.0000), all students who tie will be declared co-salutatorians.

### **ADDITIONAL TYPES OF DIPLOMAS FOR THE CLASS OF 2020 AND BEYOND:**

#### **AP Capstone Diploma**

Students who earn scores of 3 or higher as assessed by the College Board, for Advanced Placement Seminar (taken during their tenth grade year) and Advanced Placement Research (taken during their eleventh grade year) and on four additional Advanced Placement Exams of their choosing, will receive the AP Capstone Diploma. In summary, the AP Capstone Diploma requires a score of 3 or higher on six AP courses in which two of them must be AP Seminar and AP Research. The AP Capstone Diploma is a trademark diploma owned by the College Board. The College Board has granted Arkansas High School permission to offer this distinguished diploma.

Legal References:      A.C.A. § 6-18-101 (a) (1)(2)

                                 A.C.A. § 6-18-101 (b)

Date Adopted: February 17, 2004

Last Revised: July 21, 2020

## Graduation Ceremonies

Students enrolled at Arkansas High School and who have met the graduation requirements may participate in graduation ceremonies. Students eligible for graduation ceremonies must make arrangements for caps and gowns, attend graduation practice, and participate in all other activities involving graduation. All fines and

financial obligations must be cleared before graduation practice in order to participate in the graduation ceremonies.

Graduation is a dignified and impressive ceremony. Student behavior should be exemplary. Any student displaying poor behavior during the graduation ceremony may have his/her diploma held by the school until punitive consequences can be decided. The consequences can include in-school suspension and community service. Other students may pick up their actual diplomas from the school's central office the first work day following graduation.

## Concurrent Credit Policy 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 a three (3)-semester hour remedial/developmental education course shall receive a half (1/2) credit for a high school career focus elective. The remedial/developmental education course cannot be used to meet core subject area/unit requirements.

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, graduation, or **class rank**.

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

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 and all costs associated with concurrent credit courses.

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

Legal References: A.C.A. § 6-15-902(c)(2)  
A.C.A. § 6-16-1201 et seq.  
A.C.A. § 6-18-232  
DESE Rules Governing Grading and Course Credit

Date Adopted: February 17, 2004

Last Revised: July 21, 2020

## **Semester Assessments**

- If the student is sick during the regular final assessment days and misses school, he/she will receive a zero (0) for any final missed until that final is made up.
- Make-up assessments should be arranged between the student and teacher.
- Make-up assessments must be completed by June 15th.
- All final assessments must be made up by June 15th.
- It is the student's responsibility to see that all assignments are completed by June 15th.
- Students are not allowed to leave an assessment period early during final exams. Students must stay until the end of the class period.

Semester assessments will be given to assess all work done in the previous semester, and the assessments will count 10% of the semester grades. No more than two days of class time may be devoted to semester assessment review. All students must attend semester assessment review days. The final product of a project-based learning unit can be used in lieu of a written exam as the semester assessment. The product must be the culmination of an approved project-based learning unit.

## **Changing Classes**

The following reasons will be accepted for schedule changes:

1. Course needed for graduation
2. Acceleration or enrichment (teacher recommendation)
3. Balancing classes
4. Scheduling error on the part of the school
5. Duplicating courses
6. Medical reasons (doctor's note)

All schedule and/or class changes must be made through the counselors' office and approved by the principal. Student-requested schedule changes will not be reviewed after the fifth (5th) day of school.

## **Withdrawal**

All students who withdraw from school must secure a withdrawal form from the principal's office and secure the required signatures. If this procedure is not followed, no grades will be transferred until this is done.

## **Report cards**

Arkansas High School shall use a nine-week grade reporting system. End of year report cards will not be mailed until all financial obligations are met.

## **Transcripts**

Arkansas High School cannot provide personal information (ex: transcripts) for or about individuals who have been former students except for the following conditions:

- The person requesting the information must appear in person and provide identification.
- The information cannot be released to another person unless they are the legal representatives for the person requesting the information.
- Information may be sent to a college or institution upon request on official letterhead.
- Job Verification: The employer can fax a signed release written on company letterhead requesting the information.

**In all cases, the following information must be provided to receive personal information (transcripts):**

- Full legal name and if applicable, maiden name
- Age
- Birth date
- Year of graduation
- Years of attendance if the student did not complete graduation requirements

## **Arkansas High School Dance Protocol**

Arkansas High School proudly offers dances for students' enjoyment. In order to create a safe and healthy environment for students to socialize, the Arkansas High School Student Council has developed dance guidelines to be followed at all dances except Senior Prom. Students attending prom will be given a set of guidelines before the event. Attendance is a privilege, not a right. It is our expectation that all students abide by the dance protocol.

Students assigned in-school suspension or out-of-school suspension, shall not attend any dances during the imposed assignment. Students who are assigned to ISS twice during the school year, suspended from school, or assigned to an alternative placement may not attend any dances for the school year except prom. Students who are expelled at any time during the school year may not attend any dances including prom.

- Tickets will be \$5.00 for all dances except prom.
- All school rules are in effect since this is a school-sponsored function.
- Students are expected to be responsive and respectful of adult staff and chaperones.

- Students are expected to be in the dance or off school property.
- Students must present student ID upon request.
- Once a student has entered the dance they may not leave and re-enter.
- Anyone exhibiting disruptive behavior will be removed from the dance, and parents will be notified.
- Anyone exhibiting behavior that could cause danger to other students will be removed from the dance and parents notified. (An example would be throwing items into a crowd.)
- Students removed from the dance for any reason will not be given refunds.
- The use of alcohol or drugs is prohibited and will result in contacting parents and police.
- Please do not bring valuables to dances. If you do, you do so at your own risk.
- Students must be in good standing and owe no fines to attend dances.
- Most of all, be reasonable and use common sense.
- Sponsors must secure ten parent chaperones in order to hold a dance.

## **Dance Conduct**

Dancing must be tasteful and appropriate at all school dances. Students must recognize that movements and dance styles present in non-school settings or portrayed in the entertainment industry are not always appropriate in the high school setting. No vulgar or lewd dancing will be permitted. Sexually suggestive dancing may result in a student being removed from the event and parents notified.

## **Dance Dress Code**

If there is a question whether the student's attire meets the following guidelines, please see an administrator prior to the day of the event. Students not meeting these standards will not be admitted into the event and parents will be notified. If attire is altered once students are admitted into the dance in such a way as to make it violate the specified dress code standards, the student(s) may be removed from the dance and parents will be notified. Students should dress appropriately and with dignity for the occasion, including but not limited to:

1. No dress may be shorter than fingertip length.
2. No plunging necklines.
3. No bare midriffs or midriffs covered by sheer material.
4. The back of the dress may be no lower than the waist.
5. Pants may not be lower than the hip bone.
6. No caps or sunglasses permitted.

## **Guests**

- All guests must be under 21 years of age and at least be entered into the ninth grade.
- AHS students and their guests must complete and turn in a guest attendance approval form at least one week prior to the dance.
- All guests are required to abide by all school rules and the terms of this dance policy.
- All guests must present their high school IDs, their drivers licenses, or photo IDs to be admitted to the dance.
- All guests must be on the approved guest list to be admitted to the dance.
- All guests must arrive at the dance with their AHS host students.

## **High School Guidelines on Repeating Courses**

Students may repeat a course if dissatisfied with their final grade in that course if there is space available. Priority enrollment will be given to students who have not taken the class during the regular school day. A regular course may be taken to replace a grade in an AP or PreAP course; however, the regular course will not count as a weighted credit course. In order to replace a grade, the course may be repeated in the regular school session, college, or credit recovery. When courses are repeated, the higher grade will be used to calculate the new GPA. Students repeating courses will be allowed to use the improved grade to improve their overall GPA, but the replacement grade may not be used to qualify for graduation honors such as valedictorian, salutatorian, or Top 10.

Courses repeated through credit recovery will be marked with a “CR” next to the course name on the transcript. Courses that are repeated outside of credit recovery will be marked with a “Repeat” next to the course name on the transcript. Students will not get credit for repeated courses until the course is complete and/or transcripts have been received.

## **High School Guidelines on Course Work during the Summer**

Students may exercise the option to take up to 2 courses each summer that may be desired or required for graduation in order to manage and personalize their schedule during the school year. Course options students may consider must be preapproved by the principal or district curriculum director to check for transferability. Students will not receive credit for the summer course work until all transcripts have been received. Students may take courses through a college or university, Virtual Arkansas, and Apex Learning to name a few. Students are solely responsible for tuition and the district is not responsible for registration, transportation, digital needs, tutoring, and/or supplies.



# Student Code of Conduct

# To: Parents and Students Regarding the Student Code of Conduct

Recognizing that discipline in our public schools can be maintained only through the cooperative efforts of the community, including parents, the students themselves, and the educational staff, the Texarkana Arkansas School District publishes the following pages as a summary of its guidelines for ensuring a safe and disciplined atmosphere.

Every student has the right to expect a positive atmosphere for learning. Therefore, we accept full responsibility for informing the student not only of his/her particular rights but also of his/her obligations to the rules of discipline that have been initiated to enhance the learning process. The student shall abide by the rules and regulations provided for his/her benefit.

TASD implements Positive Behavioral Interventions and Supports (PBIS). It is an evidence-based framework used by schools to improve school culture and student behavior, promoting a safe environment for learning. PBIS is based on several decades of research by major universities across the country.

- Positive Behavioral Interventions and Supports (PBIS) is an approach schools use to promote school safety and good behavior.
- With PBIS, schools teach kids about behavior expectations and strategies.
- The focus of PBIS is prevention, not punishment.

## Teachers' Removal of Student from Classroom Policy 3.49

Note and advisement: This policy is adopted by the Board of Directors in order to bring the district into compliance with the Division of Elementary and Secondary Education rules concerning student discipline, and to incorporate the provisions of A.C.A. § 6-18-511. However, teachers should be aware that federal law governing a student's Individual Education Program (IEP) or 504 plan, or status as an individual with a disability will supersede Arkansas law. In many cases, removing a student from a classroom due to behavioral problems, will violate a student's IEP, violate a student's 504 plan, or constitute discrimination against the student due to a disability that affects the student's ability to conform his or her behavior. Teachers have been successfully sued for IEP and 504 plan violations in other jurisdictions, and teachers need to understand that violating a student's rights is outside of the scope of his or her employment, and no insurance is available or provided by the school district for either legal defense or to pay a money judgment. Teachers who rely on this law and this policy to exclude a student with special needs or a disability are assuming a grave personal risk.

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's office for appropriate discipline.

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

1. Place the student into another appropriate classroom;
2. Place the student into in-school suspension;

3. Return the student to the class; or
4. Take other appropriate action consistent with the District's student discipline policies and state and federal law.

If a teacher removes a student from class two (2) times during any nine-week grading period, the principal or the principal's designee may not return the student to the teacher's class unless a conference has been held for the purpose of determining the cause of the problem and possible solutions. The conference is to be held with the following individuals present:

1. The principal or the principal's designee;
2. The teacher;
3. The school counselor;
4. The parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis; and
5. The student, if appropriate.

However, the failure of the parents, legal guardians, persons having lawful control of the student, or persons standing in loco parentis to attend the conference does not prevent any action from being taken as a result of the conference.

Legal References: A.C.A. § 6-18-511  
Division of Elementary and Secondary Education Rules Governing the Student Discipline and School Safety

Date Adopted: April 16, 2013

Last Revised: July 20, 2021

## **Student Discipline Policy 4.17**

The *Texarkana Arkansas School District* 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 shall incorporate the District's implementation of positive behavioral supports in accordance with Policy 4.60 in the application of student discipline.

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 *Texarkana Arkansas* School Board. The Board has the responsibility of determining whether to approve any recommended changes to student discipline policies.

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

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

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

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

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

Cross References: 1.9—POLICY FORMULATION  
4.60—STUDENT BEHAVIORAL INTERVENTION AND RESTRAINT

Legal References: A.C.A. § 6-17-113  
A.C.A. § 6-18-502  
A.C.A. § 6-18-514  
A.C.A. § 6-18-2301 et seq.  
DESE Rules Governing Student Discipline and School Safety

Date Adopted: January 20, 2004; effective July 1, 2004

Last Revised: July 20, 2021

## **Prohibited Conduct**

### **Policy 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;
23. Operating a vehicle on school grounds while using a wireless communication device; and
24. Theft of another individual's personal property.

The Board directs each school in the district to develop implementation regulations for prohibited student conduct consistent with applicable board policy, state and federal laws, and judicial decisions.

Cross References:      Prohibited Conduct #2— Policy # 4.20  
                                  Prohibited Conduct #3— Policy # 4.21, 4.26  
                                  Prohibited Conduct #4— Policy # 4.22  
                                  Prohibited Conduct #5— Policy # 4.23  
                                  Prohibited Conduct #7—Policy 4.47  
                                  Prohibited Conduct #8— Policy # 4.24  
                                  Prohibited Conduct # 13— Policy # 4.25  
                                  Prohibited Conduct # 14— Policy # 4.21  
                                  Prohibited Conduct # 15— Policy # 4.7  
                                  Prohibited Conduct # 16 — Policy # 4.9  
                                  Prohibited Conduct # 17— Policy # 4.43  
                                  Prohibited Conduct # 20— Policy # 4.26

Prohibited Conduct # 21—Policy # 4.27  
Prohibited Conduct # 22— Policy # 4.43  
Prohibited Conduct # 23— Policy # 4.47

Legal References: A.C.A. § 6-5-201  
A.C.A. § 6-15-1005  
A.C.A. § 6-18-222  
A.C.A. § 6-18-502  
A.C.A. § 6-18-514  
A.C.A. § 6-18-707  
A.C.A. § 6-21-609  
A.C.A. § 27-51-1602  
A.C.A. § 27-51-1603  
A.C.A. § 27-51-1609  
DESE Rules Governing Student Discipline and School Safety

Date Adopted: January 20, 2004; effective July 1, 2004  
Last Revised: July 21, 2020

## **Conduct to and from School and Transportation Eligibility Policy 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 of Conduct, the student’s bus transportation privileges may be suspended or terminated for violations of the Student Code of Conduct related to bus behavior.

Students are eligible to receive district bus transportation if they meet the following requirements:

- The student and family live within the Texarkana Arkansas School District boundary areas, and the student attends Texarkana Arkansas schools;
- The parent or guardian has completed the registration process with the district’s transportation department;
- The student has in his/her possession the assigned school-issued ZPass.

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

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

Date Adopted: January 20, 2004; effective July 1, 2004

Last Revised: July 16, 2019

## **Disruption of School Policy 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. Teachers may remove from class and send to the principal or principal's designee office a student whose behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the students, the class, or with the ability of the student's classmates to learn. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration.

Legal References: A.C.A. § 6-18-511  
DESE Rules Governing Student Discipline and School Safety

Date Adopted: January 20, 2004; effective July 1, 2004

Last Revised: July 21, 2020

## **Student Assault or Battery Policy 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.

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.

Legal References: A.C.A. § 6-17-106  
DESE Rules Governing Student Discipline and School Safety

Date Adopted: January 20, 2004; effective July 1, 2004

Last Revised: July 21, 2020

## **Weapons and Dangerous Instruments Policy 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;
- **BB gun;**
- **Pellet gun;** or
- Any other instrument or substance capable of causing bodily harm.

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

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

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

Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of one (1) year. The **School Board** 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 district shall report any student who brings a firearm to school to the criminal justice system or juvenile delinquency system by notifying local law enforcement.

Cross Reference: Policy 4.31—EXPULSION

Legal References: A.C.A. § 5-4-201  
A.C.A. § 5-4-401  
A.C.A. § 5-27-210  
A.C.A. § 5-73-119(b)(e)(8)(9)(10)  
A.C.A. § 5-73-133  
A.C.A. § 6-18-502  
A.C.A. § 6-18-507  
A.C.A. § 6-21-608  
DESE Rules Governing Student Discipline and School Safety  
20 USC § 7961

Date Adopted: January 20, 2004; effective July 1, 2004

Last Revised: July 21, 2020

## **Tobacco, Electronic Nicotine Delivery Systems, and Related Products**

### **Policy 4.23**

#### **Tobacco-Free School**

The Texarkana Arkansas School District Board of Education recognizes that the use of tobacco products is a health, safety and environmental hazard for students, employees, visitors, and school facilities. The Board believes that the use of tobacco products on school grounds, in school buildings and facilities, on school property or at school-related or school-sponsored events is detrimental to the health and safety of students, staff and visitors. The Board acknowledges that adult employees and visitors serve as role models for students. The Board recognizes that it has an obligation to promote positive role models in schools and promote a healthy learning and working environment, free from unwanted smoke and tobacco use for the students, employees, and visitors on the school campus.

#### **Tobacco Use Prohibited**

No student, staff member or school visitor is permitted to use any tobacco product at any time, including non-school hours:

- in any building, facility, or vehicle owned, leased, rented or chartered by the Texarkana Arkansas School District;

- on any school grounds and property – including athletic fields and parking lots – owned or leased, rented or chartered by the Texarkana Arkansas School District; or
- at any school-sponsored or school-related event on-campus or off-campus

In addition, school district employees, school volunteers, contractors or other persons performing services on behalf of the school district also are prohibited from using tobacco products at any time.

Further, no student is permitted to possess a tobacco product while in any school building, while on school grounds or property or at any school-sponsored or school-related event or at any other time that students are under the authority of school personnel.

Tobacco products may be included in instructional or research activities in public school buildings if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

### **Definition of Tobacco Products and Tobacco Use**

For the purposes of this policy, “tobacco product” is defined to include cigarettes, e-cigarettes, cigars, e-cigars, blunts, bidis, pipes, e-pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products. “Tobacco use” includes smoking, chewing, dipping, or any other use of tobacco/nicotine products.

Clothing that advertises tobacco products may not be worn.

Tobacco industry sponsorships, marketing, or giveaways are prohibited.

### **Signage**

Signs will be posted in a manner and location that adequately notify students, staff and visitors of the 100 percent tobacco-free school policy.

### **Enforcement for Students**

Students who violate the school district tobacco use policy will be referred to the guidance counselor, a school nurse, or other health or counseling services for all offenses for health information, counseling and referral. The Alternative to Suspension (ATS) program will provide up-to-date information on the many consequences of tobacco use, offer techniques that students can use to stop tobacco use at school, and provide referrals to local youth tobacco cessation programs. Parents/guardians will be notified of ALL violations and actions taken by the school. Schools may also use community service as part of the consequences. Violation of tobacco policy will be in accordance to the Student/Parent Handbook.

### **Enforcement for Staff and Visitors**

Consequences for employees who violate the tobacco use policy will be in accordance with personnel policy. Visitors using tobacco products will be asked to refrain while on school property or leave the premises. Law enforcement officers may be contacted to escort the person off the premises or cite the person for trespassing if the person refuses to leave the school property.

## **Opportunities for Cessation**

The administration will consult with the county health department and other appropriate health organizations to provide students and employees with information and access to support systems, programs and services to encourage them to abstain from the use of tobacco products.

## **Prevention Education**

The administration will consult with appropriate health organizations to identify and provide programs or opportunities for students to gain a greater understanding of the health hazards of tobacco use and the impact of tobacco use as it relates to providing a safe, orderly, clean and inviting school environment. The administration will insure, for grades K-12 be taught using sequential, age appropriate, current, accurate, evidenced based curricula and a skills based approach (involving students in active “hands on” learning experiences).

## **Procedures for Implementation**

The administration will develop a plan for communicating the policy that may include information in student and employee handbooks, announcements at school-sponsored or school-related events, and appropriate signage in buildings and around campuses. An enforcement protocol, which identifies consequences for students, staff and visitors who violate the policy, will be created and communicated to all students, staff and parents.

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

Legal Reference: A.C.A. § 6-21-609

Date Adopted: January 20, 2004; effective July 1, 2004

Last Revised: April 21, 2020

## **Drugs and Alcohol Policy 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 *Texarkana Arkansas* School District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who: is on or about school property; is in attendance at school or any school-sponsored activity; has left the school campus for any reason and returns to the campus; or is on route to or from school or any school-sponsored activity.

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

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

Cross Reference: Policy 4.35—STUDENT MEDICATIONS

Legal Reference: A.C.A. § 6-18-502  
DESE Rules Governing Student Discipline and School Safety

Date Adopted: January 20, 2004; effective July 1, 2004

Last Revised: July 21, 2020

## **Gangs and Gang Activity**

### **Policy 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 non-verbal 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.

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

Date Adopted: January 20, 2004; effective July 1, 2004

Last Revised: July 16, 2019

## **Student Sexual Harassment Policy 4.27**

The *Texarkana Arkansas* 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:

- The nature of sexual harassment;
- The District's written procedures governing the formal complaint grievance process;
- The process for submitting a formal complaint of sexual harassment;
- That the district does not tolerate sexual harassment;
- That students can report inappropriate behavior of a sexual nature without fear of adverse consequences;
- The supports that are available to individuals suffering sexual harassment; and
- 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 or
  - b. Uses the rejection of sexual conduct as the basis for academic decisions affecting that individual
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:

- Notice of the District’s grievance process and a copy of the procedures governing the grievance process;
- 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;
- 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;
- That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
- That the parties may inspect and review evidence relevant to the complaint of sexual harassment; and
- 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) days prior to completion of the investigative report, the District shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties shall have at least ten (10) days to submit a written response to the evidence. The investigator will consider the written responses prior to completion of the investigative report. All evidence subject to inspection and review shall be available for the parties' inspection and review at any meeting to give each party equal opportunity to refer to such evidence during the meeting.

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

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

- The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- The respondent is no longer enrolled at the District; or
- 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.

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.

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**

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 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:
  - The basis for the District's conclusion that its response was not deliberately indifferent; and
  - 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.

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

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

Date Adopted: January 20, 2004; effective July 1, 2004

Last Revised: July 21, 2020

## **Laser Pointers**

### **Policy 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; on route to or from school or any school-sponsored activity; off the school grounds at any school bus stop or at any school-sponsored activity or event. School personnel shall seize any laser pointer from the student possessing it and the student may reclaim it at the close of the school year, or when the student is no longer enrolled in the district.

Legal References: A.C.A. § 6-18-512  
DESE Rules Governing Student Discipline and School Safety

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Last Revised: July 21, 2020

## **Internet Safety and Electronic Device Use Policy**

### **Policy 4.29**

#### **Definition**

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

The District makes electronic device(s) and/or electronic device Internet access available to students, to permit students to perform research and to allow students to learn how to use electronic device technology. Use of district electronic devices is for educational and/or instructional purposes only. Student use of electronic device(s) shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their electronic device use, including e-mail, and that monitoring of student electronic device use is continuous.

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

#### **Technology Protection Measures**

The District is dedicated to protecting students from materials on the Internet or world-wide web that are inappropriate, obscene, or otherwise harmful to minors; therefore, it is the policy of the District to protect each electronic device with Internet filtering software that is designed to prevent students from accessing such materials. For purposes of this policy, "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

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

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

## **Internet Use and Safety**

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

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

## **Misuse of Internet**

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

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

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

Date Adopted: January 20, 2004; effective July 1, 2004  
 Last Revised: May 20, 2014

## **Suspension from School Policy 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:

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

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

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

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

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

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

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

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

It is the responsibility of a student’s parent, 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 e-mail 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.

Cross Reference: Policy 4.7—*ABSENCES/STUDENT ATTENDANCE*

Legal References: A.C.A. § 6-18-507  
DESE Rules Governing Student Discipline and School Safety  
*Goss v Lopez*, 419 U.S. 565 (1975)

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Last Revised: July 21, 2020

## **Expulsion**

### **Policy 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. ***At the conclusion of the hearing, the Board will deliberate in executive session.*** Any action taken by the Board shall be in open session.

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

Except as permitted by Policy 4.22, the superintendent shall recommend the expulsion of any student for a period of one (1) year for possession of any firearm prohibited on school campus by law. The superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents, 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 the student, or persons standing in loco parentis shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

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



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

Cross Reference: Policy 4.22—WEAPONS AND DANGEROUS INSTRUMENTS

Legal References: A.C.A. § 6-15-1406  
A.C.A. § 6-18-502  
A.C.A. § 6-18-507  
DESE Rules Governing Student Discipline and School Safety

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## **Search, Seizure, and Interrogations**

### **Policy 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.

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

Date Adopted: January 20, 2004; effective July 1, 2004  
Last Revised: July 16, 2019

## **Bullying Policy 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.

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

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

Cyberbullying of school employees includes, but is not limited to:

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

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

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

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

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

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

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

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

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

1. As soon as reasonably practicable, but by no later than the end of the school day following the receipt of the credible report of bullying:
  - a. Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that their student is the victim in a credible report of bullying; and
  - b. Prepare a written report of the alleged incident of bullying;
2. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than the fifth (5<sup>th</sup>) school day following the completion of the written report.
3. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim in a credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counseling and other intervention services.

4. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of the student, or person acting in loco parentis of the student who is alleged to have been the perpetrator of the incident of bullying:
  - a. That a credible report or complaint of bullying against their student exists;
  - b. Whether the investigation found the credible report or complaint of bullying to be true;
  - c. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and
  - d. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;
5. Make a written record of the investigation, which shall include:
  - a. A detailed description of the alleged incident of bullying, including without limitation a detailed summary of the statements from all material witnesses to the alleged incident of bullying;
  - b. Any action taken as a result of the investigation; and
6. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred. 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.

Legal References:     A.C.A. § 5-71-217  
                               A.C.A. § 6-18-514  
                               DESE Rules Governing Student Discipline and School Safety

Date Adopted: July 15, 2003

Last Revised: July 21, 2020

## **Possession and Use of Cell Phones and Other Electronic Devices**

### **Policy 4.47**

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 state-wide assessments, no electronic device, as defined in this policy, shall be accessible by a student at any time during assessment administration unless specifically permitted by a student's individualized education program (IEP) or individual health plan; this means that when a student is taking an AESAA assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions. The prohibition in this policy does not extend to the electronic device the District provides the student for the student's use during assessment administration to the extent the student is using the District provided device to complete the assessment.

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.

Use of an electronic device is permitted to the extent it is approved in a student's IEP or it is needed in an emergency that threatens the safety of students, staff, or other individuals.

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. ***Each campus will establish procedures for the use of cell phones and electronic devices.***

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

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians. 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.

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

Legal References:     A.C.A. § 6-15-2907  
                           A.C.A. § 6-18-515  
                           A.C.A. § 27-51-1602  
                           A.C.A. § 27-51-1603  
                           A.C.A. § 27-51-1609  
                           DESE Test Administration Manual  
                           DESE Rules Governing Student Discipline and School Safety

Date Adopted: February 21, 2006

Last Revised: July 21, 2020

## **Due Process**

Students have the right to be immediately informed of alleged violations of standards of behavior as established by board policy and/or school regulations and to be informed of appeal procedures. Students have the responsibility to know and obey school rules, to express grievances in a polite and hospitable manner, and to give parents correct information concerning misconduct. Principals and teachers have the responsibility to follow board-established procedures in disciplinary actions against students. Principals are responsible for notifying and conferring with parents and students in cases involving suspension and expulsion recommendations. Parents have the responsibility to call principals for conferences when needed and to arrange with proper school authorities for desired student hearings.

## **Code of Conduct Categories**

In all discipline situations, proper due process will be conducted. Due process procedures will be in accordance with state guidelines as well as Texarkana Arkansas School District Board policies. Violations of the Student Code of Conduct have been placed in three categories. These categories are:

- Category I-** Misbehavior
- Category II-** Disruptive Behavior
- Category III-** Illegal/Incorrigible Behavior

Any disciplinary infraction within TASD will result in a minimum consequence of a verbal warning or a maximum consequence of expulsion.

## **School Bus Conduct**

Riding a bus is a privilege, not a right. Any behavior that distracts the bus driver or places the students and driver in danger will not be tolerated. Students are expected to follow the same rules at bus stops and on buses as they are in the classroom. Disciplinary actions for the bus violations will follow the Code of Conduct Category progression outlined in each grade level Code of Conduct section. All students must have their ZPass cards in order to ride a bus.

### **At the Bus Stop:**

1. Students should be at the bus stop ten (10) minutes prior to the scheduled time. The driver will stop only at loading and unloading locations designated by the Transportation Department.
2. Students should remain in a safe place away from traffic while waiting for the bus. Playing on the highway is prohibited. If students miss the bus, they should contact a parent or guardian for a ride.
3. Students should not litter, damage road signs/warning signals placed on the highway by the highway department, or damage personal property of others.
4. Students should stand back about 10 feet from the bus stop and wait until the door is opened before moving closer to the bus.
5. If students cross the highway to enter or exit a bus, they should wait until the bus has come to a complete stop and the driver or school official has signaled them to cross in front of the bus.
6. While loading or unloading, students must enter or leave the bus quickly and in an orderly manner.
7. When required by the bus driver or other school authority, students must present school provided IDs that authorize them to ride the bus.

### **Entering the Bus:**

1. Students will be expected to present and scan their ZPass bus passes to the driver in order to board the bus.
2. Students will only be allowed to ride their assigned bus to and from school.
3. Students without a bus pass or needing a temporary bus pass must see the appropriate personnel prior to 2:00 p.m. before being allowed to board the bus.
4. Students needing a replacement bus pass due to loss will be charged \$5.00. Students will be allowed (3) three temporary bus passes per semester.



**While riding the bus:**

1. Students are under the supervision of the driver and must obey the driver at all times.
2. Students should go to their seats without crowding or pushing. All riders must remain seated while the bus is in motion.
3. Passengers must not put any part of their bodies out of the bus windows.
4. Students are not to tamper with any of the safety devices such as door latches, fire extinguisher, etc.
5. Students must keep the aisle of the bus clear from books, coats, band instruments, etc. They are not to throw paper, food, or other objects on the floor of the bus. Students are not allowed to eat or drink on the bus.
6. Students must not deface the bus or any other school property; i.e., writing on the bus, cutting seats. Parents or guardians will be financially responsible for damage caused by their children.
7. Passengers are expected to conduct themselves in a manner that would not distract the attention of the driver or disturb other riders on the bus.

**Leaving the bus:**

1. Students must remain seated until the bus comes to a complete stop. They must never attempt to leave until the bus has come to a full stop and the door is opened to indicate that they may leave.
2. Students should leave in an orderly manner. Students in front should leave first.
3. Students must scan their ZPasses when leaving the bus.
4. Students may not loiter or play around a stopped or parked bus.
5. Students should not enter a restricted area set aside for bus parking or loading unless the bus is at a complete stop. Students should enter only their assigned bus.
6. Students are permitted to leave only at regular designated stops. Any changes must be made with the parent's request and approved by the school principal (or his/her designee).
7. If a student must cross a highway after leaving a bus, the student should walk at a right angle to and at least 10 feet in front of the bus and wait until the bus driver directs him/her to cross. After a signal is given by the driver, the student should walk, not run, across the highway.

**Bus Stops:**

Bus stops are determined by the District's Transportation Department based on state requirements, bus operational guidelines, and school board policy.

# K – 5 Code of Conduct

## **Code of Conduct Violations and Corrective Options (Grades K-5)**

All disciplinary offenses with the exception of fighting and bus fighting infractions will be tracked by semester.

### **Fighting (Grades K-2)**

First offense: Two (2) days In-School Suspension (ISS)  
Second offense: Five (5) days In-School Suspension  
Third or additional offenses: Ten (10) days In-School Suspension or referral to alternative setting

### **Fighting (Grades 3-5)**

First offense: Five (5) days In-School Suspension  
Second offense: Ten (10) days In-School Suspension  
Third or additional offenses: Referral to ALE (Alternative Learning Environment) - initial placement 20 days pending successful completion of ALE goals

### **Fighting on the bus (in conjunction with the above corrective action)**

First Offense: Five (5) days suspension from bus  
Second Offense: Ten (10) days suspension from bus  
Third Offense: Removal from bus remainder of the school year

***Riding a bus is a privilege, not a right. Any behavior that distracts the bus driver or places the students and driver in danger will not be tolerated.***

Severe infractions of the bus rules will result in removal from the bus for the remainder of the year. Category III offenses will be addressed according to handbook policy.

### **Category I**

These are school rules with which teachers deal almost daily. These were designed to give teachers individual input and to allow for a degree of professional judgment. Teachers may use one or more of the options listed but only after a careful assessment of all circumstances, including the nature, frequency, and severity of the offense.

- Rule 1** Classroom rule violations
- Rule 2** Lack of cooperation, lying
- Rule 3** Misbehavior in hallway, lunchroom, playground, or restroom
- Rule 4** Inappropriate language / gestures
- Rule 5** Buying, selling, trading, or giving
- Rule 6** Verbal harassment / teasing
- Rule 7** Bringing perfume, make-up, or nail polish to school
- Rule 8** Dress code violations
- Rule 9** Failure to do classwork or homework
- Rule 10** Cheating on school work
- Rule 11** Possession of toy(s)

Teachers must notify or make reasonable attempts to notify parents prior to recommending a student be assigned to in-school suspension (ISS). Teachers will maintain documentation of notification of parents. Teachers will display classroom rules in their classrooms and will document attempts toward remediation as outlined on the discipline report. Parent notification must be one of the attempts toward remediation.

### **Corrective Options Category I:**

- Warning Violation
- Teacher-student counseling
- Time out
- Temporary withdrawal of privileges
- In-class disciplinary action
- Detention
- Confiscation
- Grade Zero/Notify parent (Rule #10)
- Assigned to ISS until corrected/Notify parent (Rule #8)
- Referral to school counselor

Unacceptable behavior in ISS will result in additional days added to original assignment. Continued misbehavior will result in additional disciplinary consequences.

### **Cell Phones/Other Electronic Devices**

Radios, tape players, CD players, toys, cell phones, mp3 players, iPods, or other electronic or digital devices are not permitted in school without permission from the campus administration. Items which may interfere with the classroom will be confiscated and returned to parents ONLY. The student and/or the student's parents or guardian expressly assume any risk associated with students owning or possessing technology equipment.

### **Category II**

These are rules that are more severe than those in Category I, and the student should be referred by the teacher to the school principal. The disciplinary action used will be determined by the number of times the student is referred regardless of the type of offense. They are designed to send the message that such misbehaviors will not be tolerated. They are also designed to help administrators be consistent from day to day as well as promote consistency among campuses. In all discipline situations, proper due process will be conducted.

- Rule 1      Horseplay/Scuffling/Tripping/ Shadow Boxing/Play fighting/Slapping on the head**  
Hitting, wrestling, kicking, biting, or spitting is unacceptable behavior.
- Rule 2      Throwing Objects**  
Students will not throw any objects that may cause physical harm.
- Rule 3      Written or Verbal Abuse by a Student to a School Employee**  
A student will not commit verbal abuse to any school employee.  
(Ark. Law 5-13-301, 5-13-202, 6-17-106)
- Rule 4      Leaving Campus or Designated Area without Permission after Arriving on the School Campus**

A student will not leave the campus or designated area without permission from school authorities. The principal or designee will notify both the police and the parent or guardian immediately.

**Rule 5      Gambling**

No student will engage or attempt to engage in gambling.

**Rule 6      Damaging School Property**

No student will deface by scratching, writing, painting, breaking, or otherwise altering the condition of the school building or furniture, or school grounds. (Restoration or replacement cost up to \$2000).

**Rule 7      Altering School Records**

A student will not alter, destroy, or forge school records or reports.

**Rule 8      Altercation or Disruption at School Gathering**

No student will cause, attempt to cause, or encourage someone else to cause a disturbance at a school gathering whether on campus or off.

**Rule 9      Truancy**

A student will not be absent from school or class or skip school or class without permission from a parent or a school official.

**Rule 10      Possession, Exhibition, or Use of Obscene Materials – Including Internet**

A student will not possess any form of pornography (written, graphic, or any other form of a sexual nature). Students will not possess, display, or distribute sexual paraphernalia.

**Rule 11      Theft/Stealing**

A student may not steal from the school, other students, or staff members.

**Rule 12      Insubordination/Disrespect**

Persisting in serious acts of disobedience, defying authority of school personnel, and/or disrespect toward school personnel is not allowed.

**Rule 13      Profanity, Cursing, Offensive or Abusive Language toward Students**

A student will not use vulgar language or obscene gestures.

**Rule 14      Bullying**

No student or group of students will exhibit any pattern of behavior that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another child or group of children. Bullying behavior can be a threat of or actual physical harm, or it can be verbal abuse of the child. Bullying is a series of recurring actions committed over a period of time directed toward one student, or successive, separate actions directed against multiple students. A copy of the anti-bullying policy is available upon request.

**Rule 15      Habitual Violation of Classroom School Rules**

Five Category I violations in five consecutive school days

**Rule 16      Use of Tobacco Products/Lighters**

Smoking, use, or possession of tobacco products/lighters is strictly prohibited. This includes e-cigarettes, e-cigars, and e-pipes.

## **Corrective Options for Category II:**

Conference with student, parent, and teacher.

### Grades K-2

1. Up to one (1) day ISS
2. Up to three (3) days ISS
3. Up to five (5) days ISS
4. Up to ten (10) days ISS
5. Referral to ALE (Alternative Learning Environment) - initial placement 20 days pending successful completion of ALE goals

### Grades 3-5

1. Three (3) days ISS
2. Five (5) days ISS
3. Ten (10) days ISS
4. Referral to ALE (Alternative Learning Environment) - initial placement 20 days pending successful completion of ALE goals

\*For students who are unable to correct misbehavior through our discipline progression, additional interventions may be provided at any time.

## **Category III**

These are the most severe infractions, and students must be referred to the school principal. The disciplinary actions are designed to remove the student from the school setting as quickly as possible and to alert parents and appropriate governmental agencies that a crime has been committed.

### **Rule 1 Alcohol / Illicit Drugs / Dangerous Substances**

No student shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any prohibited substance. This 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 or any ingestible matter that alter a student's ability to act, think, or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, "designer drugs," look-alike drugs, or any controlled substance.

### **Rule 2 Class A, B, C, Misdemeanor or Felony**

Participation in criminal acts in school buildings, on school property, or at school-sponsored events is prohibited. Disciplinary actions may be taken by the principal against students involved in criminal acts regardless of whether criminal charges result. The following are examples of criminal acts:

- a. Arson – the intentional setting of fire
- b. Burglary and larceny – the stealing or taking of property
- c. Bomb threats – threats by writing, telephoning, or placing explosive devices on school property
- d. False fire alarms – reporting a fire when none exists whether by telephone, in writing, or by arming a mechanical device
- e. Harassment – the constant annoying or worrying of another person after a request has been made to stop
- f. Vandalism
- g. Defacing school property
- h. Insult or abuse of a public school employee

**Rule 3            Extortion, Coercion, or Blackmail**

Obtaining money or other objects of value from an unwilling person, or making an individual act through the use of force or threat of force is not allowed.

**Rule 4            Gang Activity**

Participation in gang activity in school buildings, on school property, or at school-sponsored events or activities is prohibited. The following are defined as gang activities:

- a. Verbal, written, or signed gang communication and gang-related tattoos
- b. Gang recruiting
- c. Gang initiations
- d. A student will not wear or display emblems, insignia badges, bandannas, or other gang-related symbols. [Legal reference: Ark. Code Ann. 6-18-603 (Repl. 1993)]

**Rule 5            Terroristic Threatening or Assault by a Student on a School Employee**

This rule applies to a student who attacks or attempts to attack any school employee. It is the assaulted school employee’s responsibility to notify school administration and to file a complaint with legal authorities. *Under Arkansas law, a person commits this offense if: “With the purpose of terrorizing another person, he threatens to cause physical injury or property damage to a teacher or other school employee acting in the line of duty...” This criminal offense is a Class D felony punishable with up to six years in prison and/or a fine of up to \$10,000. (Legal Reference: Arkansas Code Ann. 5-13-301)*

**Rule 6            Terroristic Threatening or Assault of a Student by Another Student**

A student will neither threaten nor attempt to cause injury or harm to another student, nor will a student strike or beat another student. (Ark. Law 5-13-201, 5-13-202, 6-17-106)

**Rule 7            Robbery, Theft, and/or Damaging Another’s Property**

No student will take personal property from possession of another against his/her will accomplished by means of force or fear.

**Rule 8            Trespassing**

No student or adult will enter school property without permission or right.

**Rule 9            Sexual Harassment**

No student will sexually harass another student or employee.

**Rule 10****Indecent Exposure**

A student may not deliberately expose himself/herself or make lewd or inappropriate physical advances toward another person.

**Rule 11****Weapons, Dangerous Instruments**

A student will not possess, handle, or transmit a knife, razor, ice pick, syringe hypodermic needle, explosives, fireworks, pistol, rifle, shotgun, pellet gun, ammunition, defensive sprays, lasers, or any other weapon, dangerous instrument, or object that looks like a weapon or dangerous instrument.

If a student discovers that he/she has unintentionally taken a knife or any other object(s) that might be considered a weapon or could be used as a weapon (except firearm) to school, he/she may turn it in to school officials voluntarily and immediately without fear of penalty.

A student who uses or threatens to use any of the above mentioned objects or other objects which might reasonably be considered a weapon to inflict physical injury to any person at any time will not be tolerated. (*Legal reference: Act 567 of 1995*)

**Rule 12****Conduct in Any Manner That Disrupts the School Environment or Educational Process**

Occupying any school building or properties with intent to deprive others of its use or where the effect thereof is to deprive others of its use; blocking the doorway or corridor of any school or property so as to deprive others of access thereto; preventing or attempting to prevent the convening or continued functioning of any school class, activity, or lawful meeting or assembly on the school campus; preventing another student from attending a class or school activity; blocking normal pedestrian or vehicular traffic on the school campus or adjacent grounds unless under the direction of a school administrator; making noise continuously and intentionally or acting in any other manner so as to interfere seriously with the teacher's ability to conduct the class or any other school activity; causing the disruption of any lawful process or function of the school or engaging in any such conduct for the purpose of causing the disruption or obstruction of any such lawful process or function by the use of violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance, or any other unacceptable conduct; refusing to identify himself/herself on request of any teacher, principal, superintendent, school bus driver, school security officer, or other school personnel; encouraging other students to violate any rule or school board policy. *Legal Reference: Act 1281 of 1999*

**Rule 13****Incorrigible Behavior**

The superintendent will have the option of referring students charged with incorrigible behavior to an alternative setting.

**Corrective Options for Category III**

- Ten days out-of-school suspension
- Possible recommendation for expulsion



## **Bus Rules**

### **Category I Bus Violations**

- Rule 1** Not remaining seated on bus
- Rule 2** Not keeping hands, feet, etc. inside bus
- Rule 3** Talking loud/yelling on bus
- Rule 4** Eating, drinking, or littering on bus
- Rule 5** Riding bus without a ZPass or temporary pass  
(Students without bus passes in the afternoon will not be allowed to board the buses for afternoon routes.)

Three category I violations will become a category II offense.

### **Category II Bus Violations**

- Rule 1** Failure to provide bus pass
- Rule 2** Disorderly conduct
- Rule 3** Bullying
- Rule 4** Profanity, cursing, offensive or abusive language
- Rule 5** Throwing harmful objects
- Rule 6** Insubordination
- Rule 7** Damaging school property
- Rule 8** Horseplay
- Rule 9** Failure to identify oneself
- Rule 10** Stealing
- Rule 11** Switching or using someone else's ZPass

### **Category II Bus Corrective Options**

- 1<sup>st</sup> Bus Violation: Removal from the bus for three (3) days
- 2<sup>nd</sup> Bus Violation: Removal from the bus for five (5) days; mandatory parent meeting with administration and possibly with a security officer
- 3<sup>rd</sup> Bus Violation: Removal from the bus for ten (10) days
- 4<sup>th</sup> Bus Violation: Removal from the bus for the remainder of school year

***Riding a bus is a privilege, not a right. Any behavior that distracts the bus driver or places the students and driver in danger will not be tolerated.***

Severe infractions of the bus rules will result in removal from the bus for the remainder of the year. Category III offenses will be addressed according to handbook policy.

# 6 - 8 Code of Conduct

## **Code of Conduct Violations and Corrective Options (Grades 6-8)**

All disciplinary offenses with the exception of fighting and bus fighting infractions will be tracked by semester.

### **Fighting**

First Offense:	Ten (10) days ALE, parent conference
Second Offense:	Twenty (20) days ALE, parent conference
Third Offense:	Ten (10) days out-of-school suspension, recommendation for expulsion, parent conference

### **Fighting on the Bus (in conjunction with the above corrective action)**

First Offense:	Removal from bus for remainder of the year
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***Riding a bus is a privilege, not a right. Any behavior that distracts the bus driver or places the students and driver in danger will not be tolerated.***

Severe infractions of the bus rules will result in removal from the bus for the remainder of the year. Category III offenses will be addressed according to handbook policy.

### **Dress Code**

A student cannot go to class until violation is corrected.

First Offense:	Warning if correctable; if not, sent home
Second Offense:	Two (2) days detention
Third Offense:	Three (3) days detention
Fourth Offense:	One (1) day Friday after-school detention
Fifth Offense:	One (1) day ISS
Sixth Offense:	Two (2) days ISS
Seventh Offense:	Category II

### **Possession of Cell Phones and Other “Smart” Electronic Devices**

Students six (6) through eight (8) may not use a cell phone or other “smart” electronic devices on a school bus. They must be turned off and in purses, pockets, or backpacks. Students in grades six (6) through eight (8) may possess cell phones or communication devices during the school day under the following guidelines:

- Cell phone or communication device must be turned off during the school day.
- Cell phone or communication device must be stored out of sight.
- Cell phone or communication device may not be used in any way during the school day including but not limited to calling or receiving calls, texts, visiting or posting on social media sites, playing games, taking or watching still photos or videos, and listening to music.
- Once school is over and the student is outside the school building in the car rider area or in the bus area, the student may use the phone or communication device to text or call a parent or

his/her ride. The phone or communication device may not be used for any other purpose at this time. The phone or communication device many NOT be used before school on school property.

- The school is NOT responsible for stolen or lost phone or communication device. Stolen or lost phone or communication device will not be investigated by school officials.
- According to state law, NO cell phone or communication device will be allowed on campus during any state testing.

### **Corrective Options:**

Penalties for misuse of cell phone or communication device during school include but are not limited to the following:

- 1st offense: Cell phone or communication device will be confiscated for three (3) school days.
- 2nd offense: Cell phone or communication device will be confiscated for five (5) school days.
- 3rd offense: Cell phone or communication device will be confiscated for ten (10) school days and the student will serve three (3) days of ISS.
- 4th offense: Cell phone or communication device will be confiscated for the remainder of the school semester and the student will serve five (5) days of ISS.

A student in possession of a cell phone, headphones/earbuds, whether or not it belongs to him/her, will be subject to the corrective options for cell phone usage.

The above penalties are the minimum but could also result in placement in ALE. The penalties are for grades 6-8 in regard to the rules on that campus. Students are not allowed to use the phone or communication device for any type of harassment, picking, joking or bullying at school. If a phone or communication device is used in that way, a suspension will be assessed. Device will only be returned to an adult on the emergency card after the confiscation period.

A student who refuses to turn in a cell phone will be subject to the consequences for Category III Incurable Behavior, and the phone will be confiscated for the remainder of the semester.

### **Tardies**

Tardy violations start over each semester for grades 6-8.

- 1st offense: Warning
- 2nd offense: Warning – contact parent
- 3rd offense: Two (2) days detention
- 4th offense: Three (3) days detention
- 5th offense: One (1) day Friday Detention
- 6th offense: One (1) day ISS
- 7th offense: Two (2) days ISS
- 8<sup>th</sup> offense: Category II Offense

All tardies will be tracked per student, per class. (Example...If a student is tardy for the 1st, 2nd, and 3rd periods, that student will accumulate three (3) tardies.) A student will be counted tardy if he/she is not in the classroom when the bell rings.

## Category I

<b>Rule 1</b>	Classroom rule violations
<b>Rule 2</b>	Lack of cooperation, lying
<b>Rule 3</b>	Inappropriate and/or disrespectful language
<b>Rule 4</b>	Buying, selling, trading, or giving
<b>Rule 5</b>	Misbehavior in classroom causing disruption
<b>Rule 6</b>	Throwing objects
<b>Rule 7</b>	Public display of affection
<b>Rule 8</b>	Sleeping in class

Cheating will result in a grade of zero (0) on applicable assignment or test.

Students assigned in-school suspension or alternative placement shall not attend any school sponsored activities during the imposed assignment, including but not limited to, dances, sporting events, practices, club meetings, performances, and ceremonies. Any student who fights or is assigned ISS twice in a school year will not be able to attend school dances.

## Corrective Options for Category I

Step One: Teacher, student, and parent/guardian conference.

Step Two: Teacher assigned detention - Teacher will call and notify the parent/guardian of the date and time after-school detention will take place. Detention will be a minimum of two (2) days. Students are required to bring assignments and do school work during this time. Missing a day of detention without an administrator's approval will result in the student being placed in ISS for one day.

Step Three: Teacher assigned detention - Teacher will call and notify the parent/guardian of the date and time after-school detention will take place. Detention will be a minimum of two (2) days. Students are required to bring assignments and do school work during this time. Missing a day of detention without an administrator's approval will result in the student being placed in ISS for one day for each day missed.

Step Four: Teacher assigned Friday Afternoon Detention (FAD) - Teacher will call and notify the parent/guardian of the date and time FAD will take place. FAD is from 3:30 p.m. to 7:00 p.m. Students are required to bring assignments and do school work during this time. Missing FAD without an administrator's approval will result in the student being placed in ISS for three days.

Step Five: Administrator will implement corrective actions in Category II (Rule 19: Habitual misbehavior).

## Category II

<b>Rule 1</b>	Horseplay/Scuffling/Shadow Boxing/Play fighting/Slapping on the head
<b>Rule 2</b>	Verbal threats
<b>Rule 3</b>	Truancy/Skipping class

<b>Rule 4</b>	Gambling
<b>Rule 5</b>	Defacing school property
<b>Rule 6</b>	Altering school records
<b>Rule 7</b>	Altercation or disruption at school gathering
<b>Rule 8</b>	Use or possession of tobacco products or lighters This includes e-cigarettes, e-cigars, and e-pipes.
<b>Rule 9</b>	Possession, exhibition, or use of obscene materials—including Internet
<b>Rule 10</b>	Insubordination
<b>Rule 11</b>	Profanity, cursing, offensive or abusive language toward students
<b>Rule 12</b>	Bullying/Cyber-bullying during school hours
<b>Rule 13</b>	Inappropriate behavior
<b>Rule 14</b>	Refusing to identify oneself to school personnel
<b>Rule 15</b>	Demonstration of gang membership/activity
<b>Rule 16</b>	Inappropriate use of the Internet
<b>Rule 17</b>	Theft and/or damaging another's property
<b>Rule 18</b>	Unauthorized use of prescription or over-the-counter medication
<b>Rule 19</b>	Habitual misbehavior
<b>Rule 20</b>	Leaving trash in the cafeteria/littering

## Corrective Options for Category II

Parent conferences will be held at each step.

Step One:	Referral to assistant principal; three (3) days ISS placement
Step Two:	Referral to assistant principal; five (5) days ISS placement
Step Three:	Referral to assistant principal; three (3) days Out of School Suspension
Step Four:	Referral to assistant principal; Recommendation for long term ALE
Step Five:	Up to ten (10) days OSS with possible recommendation for expulsion

## Category III

These are the most severe infractions, and students must be referred to the school principal. The disciplinary actions are designed to remove the student from the school setting as quickly as possible and to alert parents and appropriate governmental agencies that a crime has been committed.

### Rule 1 Alcohol / Illicit Drugs / Dangerous Substances

No student shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any prohibited substance. This 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 or any ingestible matter that alter a student's ability to act, think, or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, "designer drugs," look-alike drugs, or any controlled substance.

### Rule 2 Class A, B, C, Misdemeanor or Felony

Participation in criminal acts in school buildings, on school property, or at school-sponsored events is prohibited. Disciplinary actions may be taken by the principal against students

involved in criminal acts regardless of whether criminal charges result. The following are examples of criminal acts:

- a. Arson – the intentional setting of fire
- b. Burglary and larceny – the stealing or taking of property
- c. Bomb threats – threats by writing, telephoning, or placing explosive devices on school property
- d. False fire alarms – reporting a fire when none exists whether by telephone, in writing, or by arming a mechanical device
- e. Harassment – the constant annoying or worrying of another person after a request has been made to stop
- f. Vandalism
- g. Defacing school property
- h. Insult or abuse of a public school employee

**Rule 3      Extortion, Coercion, or Blackmail**

Obtaining money or other objects of value from an unwilling person, or making an individual act through the use of force or threat of force is not allowed.

**Rule 4      Gang Activity**

Participation in gang activity in school buildings, on school property, or at school-sponsored events or activities is prohibited. The following are defined as gang activities:

- a. Verbal, written, or signed gang communication and gang-related tattoos
- b. Gang recruiting
- c. Gang initiations
- d. A student will not wear or display emblems, insignia badges, bandannas, or other gang-related symbols. [(Legal reference: Ark. Code Ann. 6-18-603 (Repl. 1993)]

**Rule 5      Terroristic Threatening or Assault by a Student on a School Employee**

This rule applies to a student who attacks or attempts to attack any school employee. It is the assaulted school employee’s responsibility to notify school administration and to file a complaint with legal authorities.

*Under Arkansas law, a person commits this offense if: “With the purpose of terrorizing another person, he threatens to cause physical injury or property damage to a teacher or other school employee acting in the line of duty...” This criminal offense is a Class D felony punishable with up to six years in prison and/or a fine of up to \$10,000. (Legal Reference: Arkansas Code Ann. 5-13-301)*

**Rule 6      Terroristic Threatening or Assault of a Student by Another Student**

A student will neither threaten nor attempt to cause injury or harm to another student, nor will a student strike or beat another student. (Ark. Law 5-13-201, 5-13-202, 6-17-106)

**Rule 7      Robbery, Theft, and/or Damaging Another’s Property**

No student will take personal property from possession of another against his/her will accomplished by means of force or fear.

**Rule 8      Trespassing**

No student or adult will enter school property without permission or right.

**Rule 9      Sexual Harassment/Immoral Conduct**

No student will sexually harass another student or employee.

**Rule 10 Weapons, Dangerous Instruments**

A student will not possess, handle, or transmit a knife, razor, ice pick, syringe hypodermic needle, explosives, fireworks, pistol, rifle, shotgun, pellet gun, ammunition, defensive sprays, lasers, or any other weapon, dangerous instrument, or object that looks like a weapon or dangerous instrument.

**If a student discovers that he/she has unintentionally taken a knife or any other object(s) that might be considered a weapon or could be used as a weapon (except firearm) to school, he/she may turn it in to school officials voluntarily and immediately without fear of penalty.**

A student who uses or threatens to use any of the above mentioned objects or other objects which might reasonably be considered a weapon to inflict physical injury to any person at any time will not be tolerated.

**Rule 11 Written or Verbal Abuse by a Student to a School Employee**

A student will not commit verbal abuse to any school employee. (Ark. Law 5-13-301, 5-13-202, 6-17-106)

**Rule 12 Indecent Exposure**

A student may not deliberately expose himself/herself or make lewd or inappropriate physical advances toward another person.

**Rule 13 Conduct in Any Manner That Disrupts the School Environment or Educational Process**

Occupying any school building or property with intent to deprive others of its use or where the effect thereof is to deprive others of its use; blocking the doorway or corridor of any school or property so as to deprive others of access thereto; preventing or attempting to prevent the convening or continued functioning of any school class, activity, or lawful meeting or assembly on the school campus; preventing another student from attending a class or school activity; blocking normal pedestrian or vehicular traffic on the school campus or adjacent grounds unless under the direction of a school administrator; making noise continuously and intentionally or acting in any other manner so as to interfere seriously with the teacher's ability to conduct the class or any other school activity; causing the disruption of any lawful process or function of the school or engaging in any such conduct for the purpose of causing the disruption or obstruction of any such lawful process or function by the use of violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance, or any other unacceptable conduct; refusing to identify himself/herself on request of any teacher, principal, superintendent, school bus driver, school security officer, or other school personnel; encouraging other students to violate any rule or school board policy.

*Legal Reference: Act 1281 of 1999*

**Rule 14 Incurable Behavior**

The superintendent will have the option of referring students charged with incurable behavior to Second Chance.

**Corrective Options for Category III**

Possible out-of-school suspension for up to 10 days; possible recommendation for expulsion; possible assignment to alternative placement; possible assignment to drug program and notification of legal authorities when necessary.



## **Bus Rules**

### **Category I Violations**

- Rule 1** Not remaining seated on bus
- Rule 2** Not keeping hands, feet, etc. inside bus
- Rule 3** Talking loud/yelling on bus
- Rule 4** Eating, drinking, or littering on bus
- Rule 5** Riding bus without a ZPass or temporary pass  
(Students without bus passes in the afternoon will not be allowed to board the buses for afternoon routes.)

Three category I violations will become a category II offense.

### **Category II Violations**

- Rule 1** Failure to provide bus pass
- Rule 2** Disorderly conduct
- Rule 3** Bullying
- Rule 4** Profanity, cursing, offensive or abusive language
- Rule 5** Throwing harmful objects
- Rule 6** Insubordination
- Rule 7** Damaging school property
- Rule 8** Horseplay
- Rule 9** Failure to identify oneself
- Rule 10** Stealing
- Rule 11** Switching or using someone else's ZPass

### **Category II Corrective Options**

- 1<sup>st</sup> Bus Violation: Removal from the bus for five (5) days
- 2<sup>nd</sup> Bus Violation: Removal from the bus for ten (10) days
- 3<sup>rd</sup> Bus Violation: Removal from the bus for the remainder of school year

***Riding a bus is a privilege, not a right. Any behavior that distracts the bus driver or places the students and driver in danger will not be tolerated.***

Severe infractions of the bus rules will result in removal from the bus for the remainder of the year. Category III offenses will be addressed according to handbook policy.

# 9 - 12 Code of Conduct

## **Code Of Conduct Violations and Corrective Options (Grades 9-12)**

Students assigned in-school suspension, out-of-school suspension, or another alternative placement shall not attend any school sponsored activities during the imposed assignment including but not limited to sporting events, practices, club meetings, performances, and ceremonies. Students who are assigned out-of-school suspension, an alternative placement, or in-school suspension twice may not attend any dances for the school year except prom. Students who are expelled at any time during the school year may not attend any dances including prom.

All disciplinary offenses with the exception of fighting and bus fighting infractions will be tracked by semester.

### **Fighting**

First Offense: 20 days ALE; mandatory parent conference  
Second Offense: 10 days out-of-school suspension/recommendation for expulsion; mandatory parent conference

### **Fighting on the bus (in conjunction with the above corrective action)**

First Offense: Removal from bus for remainder of the school year

Consequences for fighting are for the entire school year. Consequences will not start over at the semester.

*Riding a bus is a privilege, not a right. Any behavior that distracts the bus driver or places the students and driver in danger will not be tolerated.*

Severe infractions of the bus rules will result in removal from the bus for the remainder of the year. Category III offenses will be addressed according to handbook policy.

### **Dress Code**

First Offense: Warning if correctable; if not, sent home  
Second Offense: 2 days detention  
Third Offense: 3 days ISS  
Fourth Offense: 5 days ISS  
Fifth Offense: Category II

### **Possession of Cell Phones and Other “Smart” Electronic Devices**

Students in grades nine (9) through twelve (12) at Arkansas High School may possess and use cell phones or communication devices during the school day under the following guidelines:

Phone or communication devices may be used before school, after school, during class transition times, and at lunch.

- Students may use ear buds/headphones only when directed by a teacher during instruction time.

- Students are not allowed to take pictures/video with the phone or communication device during the school day.
- Students are not allowed to text/call students that are in class.
- During lunch the ringer must be on vibrate; ring tone is not allowed.
- Phones or communication device are not to be on “speaker phone.”
- School is NOT responsible for stolen phone or communications device. Stolen phone or communication device will NOT be investigated by the school.
- Audible sounds are not to come from the device at any time.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or score not permitted.
- Creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person is not permitted.

1st offense: Cell phone or communication device will be confiscated for three (3) school days.

2nd offense: Cell phone or communication device will be confiscated for five (5) school days.

3rd offense: Cell phone or communication device will be confiscated for ten (10) school days and the student will serve three (3) days of ISS.

4th offense: Cell phone or communication device will be confiscated for the remainder of the school semester and the student will serve five (5) days of ISS.

A student in possession of a cell phone, headphones/earbuds, whether or not it belongs to him/her, will be subject to the corrective options for cell phone usage. The above penalties are the minimum but could also result of placement in ALE. The penalties are for grades 9-12 in regard to the rules on that campus. Students are not allowed to use the phone or communication device for any type of harassment, picking, joking, or bullying at school. If a phone or communication device is used in that way, a suspension will be assessed. Device will only be returned to an adult on the emergency card after the confiscation period.

## **Tardies**

1st offense: Written warning

2nd offense: Written warning

3rd offense: Two (2) days of detention

4th offense: Three (3) days of detention

5th offense: One (1) day of ISS; parent contact

6th offense: Two (2) days of ISS

7th offense: Three (3) days of ISS

8<sup>th</sup> offense: Parent meeting and possible referral to alternative placement

All tardies will be tracked per student, per class. (Example...If a student is tardy for the 1st, 2nd, and 3rd periods, that student will accumulate 3 tardies.) A student will be counted tardy if he/she is not in the classroom when the bell rings. Students arriving to school or returning from being checked out after 1<sup>st</sup> period has ended will not be counted as tardy. If a student misses more than 15 minutes of a class he/she will be counted absent.

## **Category I**

**Rule 1** Classroom rule violations

**Rule 2** Lack of cooperation, lying

- Rule 3** Buying, selling, trading, or giving
- Rule 4** Misbehavior in classroom causing disruption
- Rule 5** Sleeping in class
- Rule 6** Throwing objects
- Rule 7** Eating, drinking, gum chewing
- Rule 8** Bus safety violation

\* Cheating or copying work will result in a grade of zero (0).

## **Corrective Options for Category I**

Interventions: Teach and reteach expectations

Verbal Warning

Parent/Guardian/Student/Teacher Conference

Step One: Teacher will contact parent/guardian/documented warning.

Step Two: Teacher will contact parent/guardian/documented warning.

Step Three: Teacher will contact parent/guardian and assign three (3) days detention. Missing a day of detention without the teacher's approval will result in the student moving to step four.

Step Four: Referral to Category II Habitual Misbehavior

## **Category II**

- Rule 1** Horseplay/Scuffling/Shadow boxing/Play fighting/Slapping on the head
- Rule 2** Verbal threats
- Rule 3** Truancy
- Rule 4** Gambling
- Rule 5** Defacing school property
- Rule 6** Altering school records
- Rule 7** Altercation or disruption at school gathering
- Rule 8** Use or possession of tobacco products or lighters  
This includes e-cigarettes, e-cigars, and e-pipes.
- Rule 9** Possession, exhibition, or use of obscene materials—including Internet
- Rule 10** Insubordination
- Rule 11** Profanity, cursing, offensive or abusive language toward students
- Rule 12** Bullying/Cyber-bullying during school hours
- Rule 13** Inappropriate or dangerous use of automobiles / Parking in non-designated parking spaces
- Rule 14** Refusing to identify oneself to school personnel
- Rule 15** Demonstration of gang membership/activity
- Rule 16** Inappropriate use of the Internet
- Rule 17** Inappropriate physical contact
- Rule 18** Unauthorized use of prescription or over-the-counter medication
- Rule 19** Habitual misbehavior
- Rule 20** Theft and/or damaging another's property
- Rule 21** Inappropriate and or disrespectful language or actions directed toward school personnel
- Rule 22** Being in undesignated areas
- Rule 23** Leaving trash in the cafeteria/littering

**Rule 24** Use of skateboards, hover boards, bicycles, etc. during school hours

## **Corrective Options for Category II**

- Step One: Referral to assistant principal; three (3) days ISS placement; parent conference  
Step Two: Referral to assistant principal; five (5) days ISS placement; parent conference  
Step Three: Referral to assistant principal; three (3) days OSS (In cases of truancy, skip to step four (4).)  
Step Four: Referral to Alternative Learning Environment (ALE)  
Step Five: Up to ten (10) days OSS with possible recommendation for expulsion

## **Category III**

These are the most severe infractions, and students must be referred to the school principal. The disciplinary actions are designed to remove the student from the school setting as quickly as possible and to alert parents and appropriate governmental agencies that a crime has been committed.

### **Rule 1 Alcohol / Illicit Drugs / Dangerous Substances**

No student shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any prohibited substance. This 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 or any ingestible matter that alter a student's ability to act, think, or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, "designer drugs," look-alike drugs, or any controlled substance.

### **Rule 2 Class A, B, C, Misdemeanor or Felony**

Participation in criminal acts in school buildings, on school property, or at school-sponsored events is prohibited. Disciplinary actions may be taken by the principal against students involved in criminal acts regardless of whether criminal charges result. The following are examples of criminal acts:

- a. Arson – the intentional setting of fire
- b. Burglary and larceny – the stealing or taking of property
- c. Bomb threats – threats by writing, telephoning, or placing explosive devices on school property
- d. False fire alarms – reporting a fire when none exists whether by telephone, in writing, or by arming a mechanical device
- e. Harassment – the constant annoying or worrying of another person after a request has been made to stop
- f. Vandalism
- g. Defacing school property
- h. Insult or abuse of a public school employee

### **Rule 3 Extortion, Coercion, or Blackmail**

Obtaining money or other objects of value from an unwilling person, or making an individual act through the use of force or threat of force is not allowed.

**Rule 4****Gang Activity**

Participation in gang activity in school buildings, on school property, or at school-sponsored events or activities is prohibited. The following are defined as gang activities:

- a. Verbal, written, or signed gang communication and gang-related tattoos
- b. Gang recruiting
- c. Gang initiations
- d. A student will not wear or display emblems, insignia badges, bandannas, or other gang-related symbols. [(Legal reference: Ark. Code Ann. 6-18-603 (Repl. 1993)]

**Rule 5****Terroristic Threatening or Assault by a Student on a School Employee**

This rule applies to a student who attacks or attempts to attack any school employee. It is the assaulted school employee's responsibility to notify school administration and to file a complaint with legal authorities.

*Under Arkansas law, a person commits this offense if: "With the purpose of terrorizing another person, he threatens to cause physical injury or property damage to a teacher or other school employee acting in the line of duty..." This criminal offense is a Class D felony punishable with up to six years in prison and/or a fine of up to \$10,000. (Legal Reference: Arkansas Code Ann. 5-13-301)*

**Rule 6****Terroristic Threatening or Assault of a Student by Another Student**

A student will neither threaten nor attempt to cause injury or harm to another student, nor will a student strike or beat another student. (Ark. Law 5-13-201, 5-13-202, 6-17-106)

**Rule 7****Robbery, Theft, and/or Damaging Another's Property**

No student will take personal property from possession of another against his/her will accomplished by means of force or fear.

**Rule 8****Trespassing**

No student or adult will enter school property without permission or right.

**Rule 9****Sexual Harassment/Immoral Conduct**

No student will sexually harass another student or employee.

**Rule 10****Weapons, Dangerous Instruments**

A student will not possess, handle, or transmit a knife, razor, ice pick, syringe hypodermic needle, explosives, fireworks, pistol, rifle, shotgun, pellet gun, ammunition, defensive sprays, lasers, or any other weapon, dangerous instrument, or object that looks like a weapon or dangerous instrument.

**If a student discovers that he/she has unintentionally taken a knife or any other object(s) that might be considered a weapon or could be used as a weapon (except firearm) to school, he/she may turn it in to school officials voluntarily and immediately without fear of penalty.**

A student who uses or threatens to use any of the above-mentioned objects or other objects which might reasonably be considered a weapon to inflict physical injury to any person at any time will not be tolerated.

**Rule 11**      **Written or Verbal Abuse by a Student to a School Employee**  
A student will not commit verbal abuse to any school employee. (Ark. Law 5-13-301, 5-13-202, 6-17-106)

**Rule 12**      **Indecent Exposure**  
A student may not deliberately expose himself/herself or make lewd or inappropriate physical advances toward another person.

**Rule 13**      **Conduct in Any Manner That Disrupts the School Environment or Educational Process**  
Occupying any school building or property with intent to deprive others of its use or where the effect thereof is to deprive others of its use; blocking the doorway or corridor of any school or property so as to deprive others of access thereto; preventing or attempting to prevent the convening or continued functioning of any school class, activity, or lawful meeting or assembly on the school campus; preventing another student from attending a class or school activity; blocking normal pedestrian or vehicular traffic on the school campus or adjacent grounds unless under the direction of a school administrator; making noise continuously and intentionally or acting in any other manner so as to interfere seriously with the teacher's ability to conduct the class or any other school activity; causing the disruption of any lawful process or function of the school or engaging in any such conduct for the purpose of causing the disruption or obstruction of any such lawful process or function by the use of violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance, or any other unacceptable conduct; refusing to identify himself/herself on request of any teacher, principal, superintendent, school bus driver, school security officer, or other school personnel; encouraging other students to violate any rule or school board policy.  
*Legal Reference: Act 1281 of 1999*

**Rule 14**      **Incorrigible Behavior**  
The superintendent will have the option of referring students charged with incorrigible behavior to an alternative placement.

### **Corrective Options for Category III**

Immediate out-of-school suspension for up to 10 days; possible recommendation for expulsion; possible assignment to an alternative placement; possible assignment to drug program and notification of legal authorities when necessary.

### **Bus Rules**

#### **Category I Violations**

**Rule 1**      Not remaining seated on bus

**Rule 2**      Not keeping hands, feet, etc. inside bus

**Rule 3**      Talking loud/yelling on bus

**Rule 4**      Eating, drinking, or littering on bus

**Rule 5**      Riding bus without a ZPass or temporary pass

(Students without bus passes in the afternoon will not be allowed to board the buses for afternoon routes.)

Three category I violations will become a category II offense.



## Category II Violations

<b>Rule 1</b>	Failure to provide bus pass
<b>Rule 2</b>	Disorderly conduct
<b>Rule 3</b>	Bullying
<b>Rule 4</b>	Profanity, cursing, offensive or abusive language
<b>Rule 5</b>	Throwing harmful objects
<b>Rule 6</b>	Insubordination
<b>Rule 7</b>	Damaging school property
<b>Rule 8</b>	Horseplay
<b>Rule 9</b>	Failure to identify oneself
<b>Rule 10</b>	Stealing
<b>Rule 11</b>	Switching or using someone else's ZPass

## Category II Corrective Options

1<sup>st</sup> Bus Violation: Removal from the bus for five (5) days

2<sup>nd</sup> Bus Violation: Removal from the bus for ten (10) days

3<sup>rd</sup> Bus Violation: Removal from the bus for the remainder of school year

***Riding a bus is a privilege, not a right. Any behavior that distracts the bus driver or places the students and driver in danger will not be tolerated.***

Severe infractions on the bus will result in removal from the bus for the remainder of the year. Category III offenses will be addressed according to handbook policy.

# Forms

**Texarkana Arkansas School District  
Parent/Student Handbook  
Signature Receipt Form**

Student Name \_\_\_\_\_ Student ID # \_\_\_\_\_ Date \_\_\_\_\_

The school has a responsibility to inform students of their rights and responsibilities; likewise, the student has the responsibility to know and abide by the rules and regulations of the school. It is also necessary for parents to familiarize themselves with school regulations to eliminate misunderstandings and join in the effort to maintain a quality educational program. The statement below must be signed and returned to the school within one week after the student receives the handbook.

We have received the Texarkana Arkansas School District No. 7 Parent/Student Handbook. We understand the District's discipline policies and realize that the student must adhere to these and to the other policies, rules, and procedures contained in the handbook. In the event that we are not entirely certain of some aspect of school policy, we will contact the principal for clarification.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

After reading the statement below, please mark YES or NO and sign this form at the bottom.

I hereby give permission for my child to appear in media releases as necessary for the purpose of promoting the positive image of the Texarkana Arkansas School District.

- Yes, I do give permission for my child to appear in media releases.**  
 **No, I do not give permission for my child to appear in media releases.**

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

After reading the statement below, please mark YES or No and sign this form at the bottom. I hereby give permission for my child to access the Internet for the purpose of enhancing his/her educational opportunities. (See Internet Use Policy included in this handbook.)

- Yes, I do give permission for my child to access the Internet. (I understand that a filter is provided to limit student access to inappropriate sites)**  
 **No, I do not give permission for my child to access the Internet.**

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## PARENT INVOLVEMENT INFORMATION

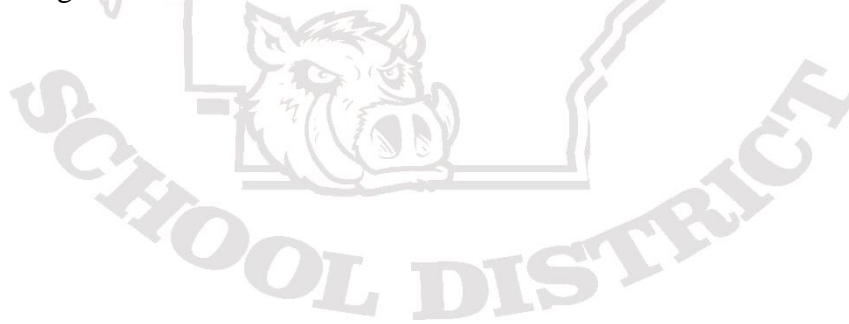
The Texarkana Arkansas School District understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the District and those it serves. Therefore, the District strives to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community.

To ensure the continued improvement of the District's parental/community involvement program, the District conducts an annual review of its parental involvement policies to examine their effect on promoting higher student achievement. The review is done by a committee consisting of parents and other community members, licensed and classified staff, and member(s) of the administration.

A copy of the District's Parental Involvement Plan is located on the Texarkana Arkansas School District website for your review.

By signing this form, I acknowledge that I have been informed of the District's requirements and implementation of the Parental Involvement Plan.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



## 4.29F—STUDENT ELECTRONIC DEVICE and INTERNET USE AGREEMENT

Student's Name (Please Print) \_\_\_\_\_ Grade Level \_\_\_\_\_

School \_\_\_\_\_ Date \_\_\_\_\_

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

1. Conditional Privilege: The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet whether through a district- or student-owned electronic device unless the Student and his/her parent or guardian have read and signed this agreement.
2. Acceptable Use: The Student agrees that he/she will use the district's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal laws and regulations and any state laws and rules. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.
3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action. **[Note: A.C.A. § 6-21-107 requires the district to have "...provisions for administration of punishment of students for violations of the policy with stiffer penalties for repeat offenders, and the same shall be incorporated into the district's written student discipline policy." You may choose to tailor your punishments to be appropriate to the school's grade levels.]**
4. "Misuse of the district's access to the Internet" includes, but is not limited to, the following:
  - a. Using the Internet for other than educational purposes;
  - b. Gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
  - c. Using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
  - d. Making unauthorized copies of computer software;
  - e. Accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
  - f. Using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
  - g. Posting anonymous messages on the system;
  - h. Using encryption software;
  - i. Wasteful use of limited resources provided by the school including paper;
  - j. Causing congestion of the network through lengthy downloads of files;
  - k. Vandalizing data of another user;
  - l. Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
  - m. Gaining or attempting to gain unauthorized access to resources or files;
  - n. Identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
  - o. Invading the privacy of individuals;

- p. Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an e-mail unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, address, and phone number.
- q. Using the network for financial or commercial gain without district permission;
- r. Theft or vandalism of data, equipment, or intellectual property;
- s. Attempting to gain access or gaining access to student records, grades, or files;
- t. Introducing a virus to, or otherwise improperly tampering with the system;
- u. Degrading or disrupting equipment or system performance;
- v. Creating a web page or associating a web page with the school or school district without proper authorization;
- w. Providing access to the district's Internet access to unauthorized individuals;
- x. Failing to obey school or classroom Internet use rules;
- y. Taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools; or
- z. Installing or downloading software on district computers without prior approval of the technology director or his/her designee.

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

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

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

8. Signatures: We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

Date Adopted: January 20, 2004; effective July 1, 2004  
 Last Revised: July 16, 2019

**OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION  
(Not to be filed if the parent/student has no objection)**

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

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

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

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

Deny disclosure to military recruiters \_\_\_\_\_

Deny disclosure to institutions of post-secondary education \_\_\_\_\_

Deny disclosure to potential employers \_\_\_\_\_

Deny disclosure to all public and school sources \_\_\_\_\_

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

Deny disclosure to all public sources \_\_\_\_\_

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

\_\_\_\_\_  
Name of student (Printed)

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

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

## TASD Transportation Compact

The mission of the TASD Transportation Department is to provide the safest, most efficient transportation ride to and from school for our students. This requires teamwork and shared understanding of rules and regulations. In order to accomplish our mission, Texarkana Arkansas School District has established procedures outlined in the Parent/Student Handbook.

All TASD students will be issued ZPass cards to ride a bus. This card is to be scanned every time a student enters or exits the bus.

As a parent, I will:

- ✓ Read the Transportation Handbook.
- ✓ Discuss the importance of bus safety and conduct with my children.
- ✓ Understand the consequences that my child will face if they do not follow the bus rules
- ✓ Do my best to make sure my child is at the bus stop at least ten (10) minutes before the scheduled stop time.

As a student, I will:

- ✓ Read (if appropriate) the Parent/Student Handbook.
- ✓ Obey the rules and regulations found in the Parent/Student Handbook.

As a school, we will:

- ✓ Train all bus drivers to operate their bus in the safest of manners.
- ✓ Do our best to run buses on time.
- ✓ Provide parents with a copy of the Parent/Student Handbook.

THIS DOCUMENT MUST BE SIGNED AND RETURNED TO THE RESPECTIVE SCHOOL IN ORDER TO RECEIVE TRANSPORTATION SERVICES THROUGH TASD TRANSPORTATION DEPARTMENT.

I, the undersigned, have read and understand the information contained in the Transportation Department Compact. We acknowledge that the opportunity to ride a school bus is a privilege (A.C.A. § 6-19-119 (b)). Furthermore, we understand that the basic operating norms stated in the Compact for Success are there to support the mission of student safety and well-being for all students in providing bus transportation services. With that goal in mind, we understand that a student's bus privileges may be revoked in accordance with the norms stated in the Compact for Success.

School \_\_\_\_\_

Parent Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Student Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_



**ARKANSAS GRADUATION REQUIREMENTS  
SMART CORE INFORMATION**

*For current Arkansas Graduation Requirements, please visit <http://bit.ly/ARGradReq>*

**English – 4 credits**

- 9<sup>th</sup> Grade English\*
- 10<sup>th</sup> Grade English\*
- 11<sup>th</sup> Grade English\*
- 12<sup>th</sup> Grade English\*

**Mathematics – 4 credits (or 3 credits of math and 1 credit of Computer Science\*\*)**

- Algebra I\*
- Geometry\*
- Algebra II\*
- ADE approved fourth Math credit or Computer Science Flex – 1 credit

**Science – 3 credits (or 1 biology, 1 physical science, and 1 Computer Science\*\*)**

- ADE approved biology – 1 credit
- ADE approved physical science – 1 credit
- ADE approved third science or Computer Science Flex – 1 credit

**Social Studies – 3 credits**

- Civics\* - ½ credit
- World History\* - 1 credit
- American History\* - 1 credit
- other social studies\* - ½ credit

**Oral Communication\* – ½ credit****Physical Education\* – ½ credit****Health and Safety\* – ½ credit****Economics and Personal Finance\* – ½ credit** (may be counted toward Social Studies or Career Focus)**Fine Arts\* – ½ credit****Career Focus\* – 6 credits**

**Personal Finance** – Beginning with the freshmen class of 2017-18, A.C.A. § 6-16-135 requires students to complete a course that includes specific personal finance standards in either grades 9, 10, 11, or 12.

**\*Category course options as listed on the ADE Smart Core Course Code List**

**\*\*Computer Science – (optional)** A flex credit of an approved Computer Science (any course starting with 465 or 565) may replace the 4th math requirement or the 3rd science requirement. Two distinct credits of the approved computer science courses may replace the 4th math requirement and the 3rd science requirement. Once the 4th math requirement and the 3rd science requirements have been met, any additional computer science credits will be recognized as career focus credits.

**Each high school student shall be required to take at least one digital learning course for credit to graduate.**

**Smart Core is the default graduation requirements for all students; therefore, signatures are no longer required to participate. Schools should develop Students Success Plans beginning in 8<sup>th</sup> grade for all students in accordance with Smart Core requirements.**

*Arkansas Department of Education— May 9, 2019*

**ARKANSAS MINIMUM GRADUATION REQUIREMENTS  
SMART CORE WAIVER FORM**

For current Arkansas Graduation Requirements, please visit <http://bit.ly/ARGradReq>

Name of Student: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Name of District: \_\_\_\_\_

Name of School: \_\_\_\_\_

Smart Core is Arkansas's college- and career-ready curriculum for high school students. College and career readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and a variety of situations. Smart Core is the foundation for college and career-readiness. All students should supplement additional rigorous coursework within their career focus. Failure to complete the Smart Core Curriculum for graduation *may* result in negative consequences such as conditional admission to college and ineligibility for some scholarship programs.

**STATE MINIMUM GRADUATION REQUIREMENTS**

**English – 4 credits**

- 9<sup>th</sup> Grade English\*
- 10<sup>th</sup> Grade English\*
- 11<sup>th</sup> Grade English\*
- 12<sup>th</sup> Grade English or Transitional English 12\*

**Mathematics – 4 credits (or 3 credits of math and 1 credit of Computer Science\*\*)**

- Algebra I (or Algebra I-Part A & Algebra I-Part B - *each may be counted as one credit of the 4-credit requirement*)
- Geometry (or Geometry-Part A & Geometry-Part B - *each may be counted as one credit of the 4-credit requirement*)

*(All math credits must build on the base of algebra and geometry knowledge and skills.)*

**Science – 3 credits (or 1 biology, 1 physical science, and 1 Computer Science\*\*)**

- ADE approved biology – 1 credit
- ADE approved physical science – 1 credit
- ADE approved third science or Computer Science Flex – 1 credit

**Social Studies – 3 credits**

- Civics\* - ½ credit
- World History\* - 1 credit
- American History\* - 1 credit
- other social studies\* – ½ credit

**Oral Communications – ½ credit**

**Physical Education – ½ credit**

**Health and Safety – ½ credit**

**Economics and Personal Finance – ½ credit** (may be counted toward Social Studies or Career Focus)

**Fine Arts – ½ credit**

**Career Focus – 6 credits**

**Personal Finance\*** – Beginning with the freshmen class of 2017-18, A.C.A. § 6-16-135 requires students to complete a course that includes specific personal finance standards in either grades 9, 10, 11, or 12.

**\*Category course options as listed under each applicable subject area in the ADE Course Code Management System**

**\*\* Computer Science – (optional)** A flex credit of an approved Computer Science (any course starting with 465 or 565) may replace the 4th math requirement or the 3rd science requirement. Two distinct credits of the approved computer science courses may replace the 4th math requirement and the 3rd science requirement. Once the 4th math requirement and the 3rd science requirements have been met, any additional computer science credits will be recognized as career focus credits.

**Each high school student shall be required to take at least one digital learning course for credit to graduate.**

*By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core Curriculum and am choosing to waive the Smart Core curriculum. I understand the potential negative consequences of this action as outlined on this form.*

\_\_\_\_\_  
Parent/Guardian/Adult Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official Signature

\_\_\_\_\_  
Date

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